



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

**TRACK - TRACING REAL-TIME ACHIEVEMENTS AND CULTIVATING
KNOWLEDGE**

An ALTERNATIVE LEARNING SYSTEM (ALS) Innovation on Learners' Tracking System

GENERAL INSTRUCTIONS:

1. Type entries in capital/bold letters especially for the complete name
2. Be careful and please ensure the correctness of the LRN
3. For birthdat, follow the format (MM/DD/YYYY) or the month in number then the date and the year. (i.e. 10/17/1982 for October 17, 1982)
4. For the age, input the correct age
5. For gender, (M/F) M is for male and F is for female
6. For contact number, start with +63 (representing the 0) example +639094549224 for the 09094549224
7. Input the correct address. Include if possible the house number, street/village, barangay, city/municipality, province
8. For last school attended, indicate the last school attended prior enrolling in ALS. If enrollee from the last SY in ALS put ALS and the Learning Center. If interrupted enrollee, like in 2022 enrolled in ALS, then 2023 in formal school like SCNHS then 2024 opted to enrol in ALS,so the last school attended is SCNHS. Another case, 2022 in SCNHS for example, then 2023 in ALS and if enrolled this year, meaning, last school attended is ALS so indicate the learning center.
9. For highest educational attainment, write the highest attained education. if the learner for example was enrolled as Grade 9 but was not able to finish or complete it so the highest educational attainment is Grade 8
10. For the date of enrollment, input the exact date the learner is/was being enrolled in ALS, For the previous enrollees/completers/graduates you may also refer to the LIS on their enrollment in ALS.
11. For the Learning Center Assigned, write the learning center where the learner is being enlisted.
12. For the Assigned ALS Teacher, write complete name of the teacher. Also, if CAI, indicate CAI.
13. For the preferred learning modality, indicate either face to face, modular or blended.



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14. Indicate if the learner has special needs/attention. Please specify.
15. For the Assessment Record particularly in Functional Literacy Test, indicate the score obtained in PIS, LS 1 (separate for English and Filipino), LS 2, LS 3, LS 4, LS 5 and LS 6.
16. For the course completion status, indicate the number of modules used and completed per LS. Please have a separate record of the said modules used and completed.
17. For the status after completing the ALS Program, if Education indicate the school, course and year, If employment indicate the agency and position, if entrepreneurship indicate the type of business or enterprise
18. If the learner did not pursue education, or engaged in entrepreneurship or being employed specify his/her status in the column if not part of the 3 Es (Education, Employment, Entrepreneurship)



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		NAME				PERSONAL INFORMATION				
Count	LRN (LEARNER REFERENCE NUMBER)	LAST NAME	FIRST NAME	MIDDLE NAME	BIRTHDATE (MM/DD/YYYY)	AGE	GENDER (M/F)	CONTACT NUMBER	RESIDENCE/PERMANENT ADDRESS	

ENROLLMENT DETAILS			LEARNING PREFERENCES	
DATE OF ENROLLMENT IN ALS (MM/DD/YYYY)	LEARNING CENTER ASSIGNED	ASSIGNED ALS TEACHER	PREFERRED LEARNING MODALITY	WITH SPECIAL NEEDS? Yes/NO (If YES, specify)

ASSESSMENT RECORD PARTICULARLY IN FUNCTIONAL LITERACY TEST (FLT)							COURSE COMPLETION STATUS (MODULES USED PER LEARNING STRAND)					
PIS	LS 1	LS 2	LS 3	LS 4	LS 5	LS 6	LS 1	LS 2	LS 3	LS 4	LS 5	LS 6

STATUS AFTER COMPLETING THE PROGRAM			
EDUCATION (provide details)	EMPLOYMENT (provide details)	ENTREPRENEURSHIP (provide details)	IF NOT PART OF THE 3 Es (Education, Employment, Entrepreneurship)