



Enrollment to Early Childhood Education Program

Caters to 3-to-4-year-old children to be enrolled at the Child Development Centers in General Santos City

Division:	Early Childhood Care and Development (ECCD)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	3-to-4-year-old children of bonafide residents of General Santos City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4. Any Valid ID of the Client (1 Photocopy)		Any Issuing Government Agency		
5. PSA Birth Certificate (1 photocopy)		Philippine Statistics Authority		
6. Immunization Card (1 photocopy)		Rural Health Units (RHUs)		
7. 2X2 Recent ID picture (2 original copies)		Any photo printing shop		
8. 3 copies of 1X1 recent ID picture		Any photo printing shop		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the frontline staff for initial assessment and verification	1. Receive the required documents and check for completeness	None	30 minutes	<i>Child Development Teacher/Worker</i>
2. Provide the needed information	2.1 Conduct an intake interview with the parent to get the profile of the child to be enrolled 2.2 Provide a schedule of orientation	None	1 hour 30 minutes	<i>Child Development Teacher/Worker</i>

3. Attend parents orientation	3.1 Provide a schedule of sessions 3.2 Enroll Child for Day Care Service	None	4 hours	<i>Parents and Child Development Teacher/Worker</i>
	TOTAL	None	6 hours	