



**LANGUAGE SKILLS INSTITUTE OF
ORIENTAL MINDORO (LSI ORMIN)
EXTERNAL SERVICES**



BASIC ENGLISH LANGUAGE TRAINING PROGRAM

The program module covers the knowledge, skills and attitudes required using the Basic English language, and includes vocabularies, terminologies, phrases and basic expressions. Four competencies of communication- writing, reading, speaking and listening will be employed. It will likewise focus on improving trainees' skill in rendering customer service and workplace transactions. Trainings are scheduled throughout the year for a nominal duration of 100 hours utilizing blended modality.

VARIANT 1: BASIC ENGLISH LANGUAGE LEARNING (BELL)

Focus on the unemployed job-ready, near-hires especially those whose prospective employers require workplace English communication skill.

VARIANT 2: ADVANCE COURSE IN COMPETITIVE ENGLISH FOR TEACHERS AND OTHER PROFESSIONALS (ACCENTO)

Variant preferably for teachers, would be educators and other professionals.

DIVISION/DEPARTMENT/OFFICE	Language Skills Institute (LSI)	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	Government to Citizen (G2C)	
WHO MAY AVAIL	Public school teachers, job-ready/near-hires, professionals, children and other language users	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1	Trainees Profile – 1 original copy	Trainee-applicant
2	Valid ID – 1 photocopy	Trainee-applicant
3	Diploma or Transcript of Records – 1 photocopy	School/College



4	Birth Certificate – 1 photocopy	Local Civil Registrar’s Office or Philippine Statistics Authority, Camilmil, Calapan City
5	1x1 ID pictures – 4 pieces	Trainee-applicant
6	2x2 ID pictures – 4 pieces	Trainee-applicant
7	P 500 bond deposit – refundable after program completion	Trainee-applicant
8	P 1500 registration fee – for employed trainees only	Trainee-applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire on LSI services:	1. Receive and answer inquiry	none	5 minutes	Training Assistants, PPESO-LSI
1.1 Through LSI Facebook Account (LSI Ormin)	1.1 Pre-register online interested party and includes in applicants list	none	10 minutes	Training Assistants, PPESO-LSI
1.2 For walk-in clients, includes personal data/information/documents and accomplish trainees’ profile	1.2 Assess and check availability of the information relevant to the query and assist client in filling out forms			



<p>2. Follow up the schedule (date and time) of the training or the availability of the information.</p>	<p>2. Confirm the requested information with the trainer and Center Manager/ Administrator . For queries, notifies trainee-applicants.</p>	<p>none</p>	<p>5 minutes</p>	<p>Training Assistants PPESO-LSI</p>
<p>3. Report for Institutional and Course Orientation</p>	<p>3. Orient trainee-applicants</p>	<p>none</p>	<p>1 hour</p>	<p>Center Manager/Administrator and English Facilitator, PPESO-LSI</p>
<p>4. Enroll in the program:</p> <p>4.1 Take pre-test</p> <p>4.2 Attend LEAP and Disaster Preparedness Orientation</p> <p>4.3 Participate in intake /employment surveys</p>	<p>4.1 Administer the pre-test</p> <p>4.2 Orient enrolled trainees</p> <p>4.3 Assist trainee in accomplishing survey questionnaires</p>	<p>none</p> <p>none</p> <p>none</p>	<p>1 hour</p> <p>1 hour</p> <p>1 hour</p>	<p>English Facilitator</p> <p>Computer Technician and Safety Officer</p> <p>Training Assistant PPESO-LSI</p>
<p>5. Submit requirements</p>	<p>5 Receive and check requirements</p>	<p>none</p>	<p>10 minutes</p>	<p>Training Assistants and Administrative Assistant</p>



6. Pay registration fee (for employed only) and bond deposit	6 Receive payment, issue acknowledgment receipt and remit amount to PTO	P 500 bond deposit and P1500 registration fee for employed	15 minutes	Administrative Assistant PPESO-LSI PTO
	6.1 Prepare refund payroll	none	1 hour	Administrative Assistant PPESO-LSI
	6.2 Check transaction	none	4 hours	Executive Assistant (EA) Office
	6.3 Approve payroll	none	30 minutes	Provincial Administrator - Provincial Administrator's office
	6.4 Audit payroll	none	3 days	Accountant I/II, Provincial Accountant – Office of the Provincial Accountant
	6.5 Record transaction	none	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer – Provincial Treasurer's Office
	6.6 Approve payment/release	none	8 days	Provincial Governor



	6.7 Prepare cheque	none	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer – Provincial Treasurer’s Office
	6.8 Approve/sign cheque	none	30 minutes	Provincial Administrator - Provincial Administrator’s office
	6.9 Prepare advice	none	15 minutes	Accountant I/II, Provincial Accountant – Office of the Provincial Accountant
	6.10 Notify requesting party of availability of refund	none	5 minutes	Language Skills Institute (LSI)
7. Attend training proper and Institutional Assessment	7 Conduct the training and Institutional Assessment 7.1 BELL/ ACCENTO 7.2 Institutional Assessment 7.3 Issue Certificates of achievement	none	100 hours	English Facilitator/ Trainer Language Skills Institute (LSI) Center Manager/ Administrator



<p>8. Attend General Assembly (GA) and Graduation</p>	<p>8. Notify trainee-applicants of the schedule on social media and conducts GA and Graduation</p> <p>8.1 Present class performance rating</p> <p>8.2 Issue Certificates of Participation and Training</p>	<p>none</p>	<p>10 minutes</p> <p>2 hours</p> <p>2 hours</p>	<p>Language Skills Institute (LSI)</p> <p>Center Manager/ Administrator PPESO-LSI</p> <p>Provincial Governor/Chairman –LSS PMC</p>
<p>9. Refund bond deposit upon completion</p>	<p>9. Notify completers regarding schedule of release</p> <p>9.1 Refund deposit</p> <p>9.2 Release grant</p>	<p>none</p> <p>none</p>	<p>5 minutes</p> <p>10 minutes</p>	<p>Training Assistants PPESO-LSI</p> <p>Local Treasury Operations Office I/II, Provincial Treasurer – Provincial Treasurer’s Office</p>
<p>TOTAL</p>			<p>23 days, 20 hours and 30 minutes</p>	



2. TECH4ED

A Tech4Ed Center is a self-sustaining shared facility providing access to ICT-enabled services and relevant content. It serves as a conduit for efficient delivery of government and other services and a potent tool for the empowerment and participation of the unserved and underserved communities. Trainings are scheduled throughout the year. The program lasts from 2 to 6 days depending on the module.

DIGITAL JOBS PH

Primarily aims to increase trainees' hire ability and employability by developing their ICT and marketing skills tailor-fit for home-based online job.

DIGITAL LITERACY

The training focuses on communication information through writing on various digital platforms, including social media.

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CLASSIFICATION	Complex
TYPE OF TRANSACTION	Government to Citizen (G2C)
WHO MAY AVAIL	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1	Trainees Profile – 1 original copy	Trainee-applicant
2	Valid ID – 1 photocopy	Trainee-applicant
3	Birth Certificate – 1 photocopy	Local Civil Registrar's Office or Philippine Statistics Authority, Camilmil, Calapan City

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Send inquiry.	1. Receive inquiry and answers query	none	5 minutes	Training Assistants PPESO-LSI
1.1 Through LSI Facebook Account (LSI Ormin)	1.1 Pre-register online interested party and include in applicants list	none	10 minutes	Training Assistants PPESO-LSI
1.2 Walk-in clients, include personal data/information/documents	1.2 Assess and check availability of the information relevant to the query	none	10 minutes	Training Assistants PPESO-LSI
2. Submit requirements	2 Receive, check and file requirements.	none	10 minutes	Training Assistants and Administrative Assistant PPESO-LSI
	2.1 Include client in the list of trainee-applicants	none	5 minutes	Training Assistants PPESO-LSI
3. Follow up the schedule (date and time) of the training or the availability of the information.	3 Confirm the information with the trainer and Center Manager/Administrator.	none	5 minutes	Training Assistants PPESO-LSI
	3.1 Notify trainee-applicants	none	5 minutes	Training Assistants PPESO-LSI
4. Report for Institutional and Course Orientation	4 Orient trainee-applicants	none	1 hour	Center Manager/Administrator and IT Resource Person - DICT
5. Attend training proper	5 Conduct the training	none	3 to 5 days	Language Skills Institute (LSI) and DICT Resource Person