

**CITIZENS' CHARTER- DNLI:**

**8. Avail Davao Del Norte Learning Institute (DNLI) Special Academic Programs**

DNLI was created through Provincial Ordinance No. 2012-001, amended through Provincial Ordinance Numbers 2014-006 and 2019-011, to serve as a learning facility for government workers who want to pursue undergraduate and graduate studies to upgrade their knowledge, moral fitness, probity, efficiency and capability.

It offers custom-designed curricula developed by our partner Higher Education Institutions (HEIs) tailored-fit to the learning needs of the government workers without necessarily disrupting their normal work schedule.

<b>Office or Division:</b>	PICKMO-Knowledge & Information Management Division (KM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G-Government to Government	
<b>Who may avail:</b>	-Government Officials or Employees at the time of application; -Bonafide residents of Davao del Norte. <i>Additional Qualifications:</i> Undergraduate Programs: a. High School Graduate b. Has not yet completed any 4-year Undergraduate Course Graduate Programs: a. Graduate of any 4-year course	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Endorsement/Recommendation Letter from LCE or Head of Agency (1 Original)	Local Chief Executive/Head of Agency of your affiliation	
Certificate of Employment (1 Original)	Human Resource Office of your Government Unit/Agency	
Report Card (For High School Graduates) (1 Original)	Registrar's Office of your School	
Transcript of Records (1 Original)	Registrar's Office of your SUC	
Honorable Dismissal (1 Original)	Registrar's Office of your SUC	
PSA/NSO Authenticated Birth Certificate (1 Original)	PSA/NSO	
Marriage Contract & NSO Birth Certificate of Spouse (If applicable) (1 Original)	PSA/NSO	
Medical Certificate (Fit for Enrolment) (1 Original)	Any Licensed Physician	
2x2 (4 pcs) and 1x1 (2 pcs) ID Photos	Any Photography Studio	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Long Brown Envelope (1 pc)		Any Office/School Supplies Retail Store		
Ordinary Mailing Envelope (2 pcs)		Any Office/School Supplies Retail Store		
Ordinary Mailing Stamps (2 pcs)		Post Office		
DnLI Application Forms (Phase 1 & 2)		DnLI Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire at the DnLI Secretariat and present requirements. Fill-out DnLI Application Form Phase 1.	1.1 Assess basic qualifications of applicant. 1.2 Orient the applicant about the nature of the program. 1.3 Assist applicant in the application process. 1.4 Schedule applicant for an Assessment Exam with Partner Higher Education Institution (HEI).	None	10 Minutes	<i>DnLI Secretariat</i> PICKMO-KM
2. Take the Partner HEI's Assessment & Qualifying Exam. Present DnLI Application Form Phase 1 to Partner HEI.	2.1 Partner HEI facilitates standardized written examination.	None	4 Hours	<i>Guidance Office</i> Partner HEI

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Await results of Assessment & Qualifying Examination.	3.1 Endorse to DNLI PAB for Approval of Scholarship Grant and/or Admission to the Special Program based on results of Assessment Exam.	None	15 days	<i>DNLI Secretariat</i> PICKMO-KM
4. Read and Sign Memorandum of Agreement.	4.1 Provide the manuscripts and assists the parties in the Ceremonial Signing.	None	4 Hours	<i>DNLI Secretariat</i> PICKMO-KM
5. Proceed with the Enrolment Process of the Partner HEI. Present DNLI Application Form Phase 2 to Partner HEI.	5.1 Provide grantee with enrolment schedules.	a. (Partner HEI Total School Fee) – (37.5% Province Share) = Total Student Share b. (Partner HEI Total School Fee) – (75% Province Share) = Total Student Share	1 Day	<i>Registrar's Office</i> Partner HEI
<b>TOTAL:</b>		<b>Refer to approved Scholarship Package</b>	<b>17 Days, 10 Minutes</b>	