



Bureau of Corrections

Document Reference Code
BUC-AAR-PR-004

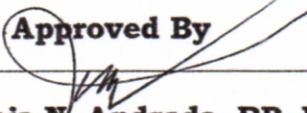
Revision No.
0

Effectivity Date
01/05/2018

DIAGNOSTIC EDUCATIONAL PROCEDURE

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REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Dr. Cynthia N. Andrada, RP, RGC



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1. PURPOSE

This section describes the procedure in determining highest educational attainment and Functional Literacy level of newly admitted inmates.

2. SCOPE

This includes the comprehensive interview of inmate's educational background and evaluation of Functional Literacy Test result.

3. DEFINITIONS OF TERMS/ACRONYMS

FLT	• Functional Literacy Test
ALS	• Alternative Learning System

4. DETAILS

Activity	Person Responsible	Details/Functions	References
<p>START</p> <p>↓</p> <p>Collates information</p> <p>↓</p> <p>Interview Educational Attainment</p> <p>↓</p> <p>Administer Functional Literacy Test</p> <p>↓</p> <p>Evaluation and Encoding of FLT results</p> <p>↓</p> <p>A</p>	Teacher I	<ul style="list-style-type: none"> • Collates pertinent information from the PDL Registration Sheet 	
	Teacher I	<ul style="list-style-type: none"> • Interview newly received PDLs about his educational attainment 	
	Teacher I	<ul style="list-style-type: none"> • Administer Functional Literacy Test (FLT) to newly received PDLs • Those qualified enrolled at Alternative Learning System 	
	Teacher I	<ul style="list-style-type: none"> • Evaluation and encoding of FLT results 	



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Activity	Person Responsible	Details/Functions	References
<pre> graph TD A((A)) --> B[Provide Guidance and Counseling] B --> C[Submission of Educational Report] C --> D([END]) </pre>	Teacher I	<ul style="list-style-type: none"> • Give guidance and counselling to newly received PDLs 	
	Teacher I	<ul style="list-style-type: none"> • Submit Educational Report to Case Coordination Section 	