

Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION  
**Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)**

**ETEEAP APPLICATION FORM**

1 x 1 ID Picture (Scanned pix not accepted)
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**INSTRUCTION:**

*Please type or print clearly, provide complete and detailed information required. Do not leave blank unanswered; write "Not Applicable" as the case may be. All declarations that you make herewith are under oath. Discovery of any false claim in this application form will disqualify you from participating in the program. Use additional sheets if necessary.*

**I. PERSONAL INFORMATION**

1. **NAME** (Last Name, First Name, Middle Name)  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. **Address** : \_\_\_\_\_  
**Zip Code** : \_\_\_\_\_
3. **Telephone No(s)** : \_\_\_\_\_
4. **Birth Date** : \_\_\_\_\_
5. **Birthplace** : \_\_\_\_\_
6. **Civil Status** : \_\_\_\_\_
7. **Sex** : \_\_\_\_\_ **Nationality** : \_\_\_\_\_
8. **Languages and Dialects Spoken** : \_\_\_\_\_
9. **Degree Program or field being applied for** :  
     **First Priority** : \_\_\_\_\_  
     **Second Priority** : \_\_\_\_\_  
     **Third Priority** : \_\_\_\_\_
10. **Statement of your goals/objectives/purposes in applying for the degree.**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. **Indicate how much time you plan to devote for personal learning activities so that you can finish the requirements in the prescribed program. Be specific.**  
 \_\_\_\_\_  
 \_\_\_\_\_
12. **For overseas applicants, describe how you plan to obtain accreditation/equivalency. (e.g. when you plan to come to the Philippines)**  
 \_\_\_\_\_  
 \_\_\_\_\_
13. **How soon do you need to complete equivalency/accreditation?**  
     \_\_\_\_\_ less than one (1) year                      \_\_\_\_\_ 1 year  
     \_\_\_\_\_ 2 years    \_\_\_\_\_ 3 years

**II. EDUCATION:**

*This section will require you to provide information on your past formal, non-formal and informal learning experiences.*

**1. Formal Education**

Course/Degree Program	Name of School/Address	Inclusive Dates of Attendance

*Note : All entries should be supported by authenticated photocopy of appropriate certificates/documents obtained from the institution through the program.*

**2. Non-Formal Education**

*Non-formal education refers to structured and short-term training programs conducted for a particular purpose such as skills development, values orientation, and the like.*

Title of Training Program	Title of Certificate Obtained	Inclusive Dates of Attendance

*Note : All entries should be supported by authenticated photocopy of appropriate certificates/documents obtained from the institution through the program.*

**3. Other Certification Examinations**

*Please give detailed information on certification examinations taken for vocational and other skills.*

Title of Certification Examination	Name/Address of Certifying Agency	Date Certified	Rating

*Note : All entries should be supported by authenticated photocopy of appropriate certificates/documents obtained from the institution through the program.*

**III. PAID WORK AND OTHER EXPERIENCES**

1. Post/Designation

\_\_\_\_\_

2. Inclusive Dates of Employment

From : \_\_\_\_\_ to \_\_\_\_\_

3. Name and Address of Company

\_\_\_\_\_

4. Terms/Status of Employment

\_\_\_\_\_

5. Name and Designation of Immediate Supervisor

\_\_\_\_\_

6. Reason(s) for moving on to the next job.

\_\_\_\_\_

7. Describe actual functions and responsibilities in position occupied:

\_\_\_\_\_

8. In case of self-employment, name three (3) reference persons:

\_\_\_\_\_

\_\_\_\_\_

*Note : Use another sheet if necessary, following the above format.*

**IV. HONORS, AWARDS, AND CITATIONS RECEIVED**

*In this section, please describe all the awards you have received from schools, community and civic organizations, as well as citations for work excellence, outstanding accomplishments, community service, etc.*

**1. Academic Award**

Award Conferred	Name and Address of Conferring Organization	Date Awarded

**2. Community and Civic Organization Award/Citation**

Award Conferred	Name and Address of Conferring Organization	Date Awarded

**3. Work Related Award/Citation**

Award Conferred	Name and Address of Conferring Organization	Date Awarded

**V. CREATIVE WORKS AND SPECIAL ACCOMPLISHMENTS**

*In this section, enumerate the various creative works you have accomplished and other special accomplishments. Examples of these are inventions, published and unpublished literary fiction and non-fiction writings, musical work, products of visual performing arts, exceptional accomplishments in sports, social, cultural and leisure activities, etc. which can lead one to conclude the level of expertise you have obtained on certain fields of interest. Include also participation in competitions and prizes obtained.*

- Description :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Date Accomplished :** \_\_\_\_\_
- Name and Address of Publishing Agency (if written, published work), or an Association/Institution which can attest to the quality of the work.**  
\_\_\_\_\_

*Note : Use additional sheet if necessary, following the same format.*

**VI. LIFELONG LEARNING EXPERIENCE**

*In this section, please indicate the various life experiences from which you must have derived some learning experience. Please include here unpaid volunteer work.*

**1. Hobbies/Leisure Activities**

*Leisure activities which involve rating of skills for competition and other purposes (e.g. "belt concept in Tae-kwon-do) may also indicate your level for ease in evaluation. On the other hand, watching Negosiyete on a regular basis can be considered a learning opportunity.*

\_\_\_\_\_  
\_\_\_\_\_

**2. Special Skills**

*Note down those special skills you think must be related to the field of study you want to pursue.*

\_\_\_\_\_  
\_\_\_\_\_

**Work-Related Activities**

Some work-related activities are occasions for you to learn something new. For example, being assigned to projects beyond your usual job description where you learned new skills and knowledge. Please do not include formal training programs you already cited. However, you may include here experiences that can be classified as on-the-job training or apprenticeship.

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**Volunteer Activities**

List only volunteer activities that demonstrate learning opportunities, and are related to the course you are applying for credit. (e.g. counseling programs, sports coaching, project organizing or coordination, organizational leadership, and the like)

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**Travels : Cite places visited and purpose of travel**

Include a write-up of the nature of travel undertaken, whether for leisure, employment, business or other purposes. State in clear terms what new learning experience was obtained from these travels and how it helped you become a better person.

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- VII. To sum up please write an essay on how your attaining a degree contribute to your personal development, your community, your workplace, society, and country.

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I declare under oath that, the foregoing claims and information I have disclosed are true and correct.

Done in \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_.

**Signed :**

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**Printed Name and Signature of Applicant**

Community Tax Certificate \_\_\_\_\_

Issued on \_\_\_\_\_ at \_\_\_\_\_

## Qualifications of a Candidate

The basic qualifications of the candidate are the minimum criteria for an applicant to qualify for admission to the program. The deputized HEIs have the prerogative to add on to these their own admission criteria.

1. The candidate must be a Filipino citizen.
2. The candidate must possess a high school diploma or the PEPT placement equivalent to first year college.

*The candidate must have graduated from high school or obtained a PEPT placement at first year college. This ensures that competencies for basic skills and functional knowledge must have been obtained in preparation for tertiary level education.*

3. The candidate must have been employed for an aggregate of five (5) years in industry related to the academic degree program or discipline he is vying for.

*The candidate must demonstrate substantial experience in the field related to the degree program. He must have experiences in decision-making and planning, some supervisory responsibilities, and opportunity to function within an organization.*

4. The candidate must be at least 25 years old. He/She must present a birth certificate to support the claim. *The candidate must be mature and responsible in order to succeed in the rigorous process of assessment. He/She must be able to cope with the discipline required in the alternative learning program should he/she opt to avail of the competency enhancement scheme.*

5. The candidate must be proficient in a branch of the discipline applied for. To validate this, he must submit any of the following evidences: 1) certificate of proficiency issued by the government regulatory body, 2) certificate of proficiency issued by the employer(s), 3) certificate of proficiency issued by a licensed practitioner in the field (where applicable), or 4) a business registration certificate. *The candidate must show a certification that he has achieved a certain level of competence in the discipline for which he/she aspires a degree. Furthermore, the HEIs shall authenticate the documents before these are accepted as valid certification of a candidate's proficiency.*

*The certificate of proficiency in some fields can be obtained from the Technical Education and Skills Development Authority (TESDA). The Professional Regulation Commission also gives licensure examinations for certain technician occupations. Presentation of authentic certificates from any of these two bodies shall be considered a straightforward compliance of this requirement.*

6. Ability of the candidate to submit an accomplished ETEEAP Application Form.

*The ETEEAP Application Form is a package of information intended to assist the HEI faculty and staff to determine whether the applicant is eligible or not for the program.*

## What is the ETEEAP?

The Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is an educational assessment scheme that recognizes knowledge, skills, and prior learning obtained by individuals from non-formal and informal education experiences. By establishing equivalency competence standards and a comprehensive assessment system employing written test, interview, skills demonstration and other creative assessment methodologies, higher education institutions may administer competency-based evaluation. A Panel of Assessors is convened to determine the candidate's knowledge, skills and attitudes relevant to a particular discipline, and the administering higher education institution awards appropriate equivalency credit or academic degree to successful candidate

The mandate to implement the Program is embodied in Executive Order 330 issued by President Fidel V. Ramos on May 10, 1996 as an offshoot of the recommendation of the First Employment Summit in September 1995.

## CHECKLIST OF DOCUMENTS REQUIRED FOR INDIVIDUAL APPLICANTS

- 1x1 ID picture (original)
- NSO authenticated birth certificate
- Barangay clearance/ NBI clearance/ Passport
- Service Record / Certificate of Employment
- Most recent academic record/diploma
- Comprehensive resume
- Certificates of training and workshops completed
- Certificates of individual proficiency in the discipline or field of interest
- Other documents or evidence of capability and knowledge in the field applied for equivalency and accreditation
- Accomplished ETEEAP application form (2 copies)

*Note: Submit photocopy of all required documents in a folder*

## THE ETEEAP TECHNICAL SECRETARIAT

Office of Programs and Standards  
Commission on Higher Education  
3rd Flr., CHED-HEDC Bldg.,  
CP Garcia Avenue corner University Ave.,  
UP Campus, Diliman, Quezon City

Tel No: +632-441-1231

For additional information, please check our website at <http://www.ched.gov.ph>, click on **Projects and Programs**.