

ETEEAP Guidelines

The Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is an alternative education delivery mode, promulgated through Executive Order 330, which promotes access to continuing quality higher education. It is an effective system of academic equivalency accreditation of prior learning from relevant work experiences and formal/non-formal educational training.

Deputized higher educational institutions are authorized to conduct competency based evaluation and award appropriate degrees to deserving individuals. This is realized through the establishment of equivalency competence standards and a comprehensive assessment system employing written tests, interview, skills demonstration and other creative assessment methodologies.

University of Baguio is deputized by CHED as one of the higher education institutions on the Cordillera Administrative Region to implement the ETEEAP.

The applicant must be a Filipino citizen, 25 years old and have at least five years of work experience aligned to the target degree.

Requirement Checklist

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| 1. UB information form (with initial interviews) | |
| 2. Portfolio (long black clear book, use long bond papers for document) | |
| 2.1 CHED ETEEAP Form | 2.7 Photocopy of passport indicating port of entry/ies for OFW |
| 2.2 Application letter/ Letter of intent addressed to
<i>Dr. Teresita D. de Guzman</i>
<i>Head, Special Programs Office</i>
<i>University of Baguio,</i> | 2.8 Photocopy of authenticated birth certificate |
| 2.3 Summary of Employment with detailed job description signed by the HR or employer | 2.9 Photocopy of transcript of records/copy of grades |
| 2.4 Certificates of employment | 2.10 Research and community involvement |
| 2.5 Pictures at work must have captions | 2.11 Membership in organization |
| 2.6 Letters of communication, recommendation, awards, etc. can be photocopied | 2.12 Certificates of seminars/trainings attended |
| | 2.13 Certificate of being a lecturer |
| | 2.14 Police clearance/barangay clearance/NBI Clearance |

- Submit the portfolio to the Special Programs Office. If application is endorsed, the following process will follow;

Process

- ✓ 1st document evaluation/assessment (Dean and Head of Special Programs Office)
- ✓ 2nd document evaluation/assessment (Dean and Head of Special Programs Office)
- ✓ Payment of Processing fee ₱ 20, 000.00 at the UB Cashier
- ✓ Candidate gives the copy of the receipt to Special Programs Office
- ✓ 3rd Final assessment (Presence of candidate required)

- Enrolment
- Submission of transfer credentials to Admissions & Records Office
- I.D. Application (M.I.S.)
- Modules will be given by:
 - Dean – major, professional courses
 - Dr. de Guzman – G.E subjects

*The completion of a degree is depending on the work pacing of the applicant/student.

Dr. Tess de Guzman

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