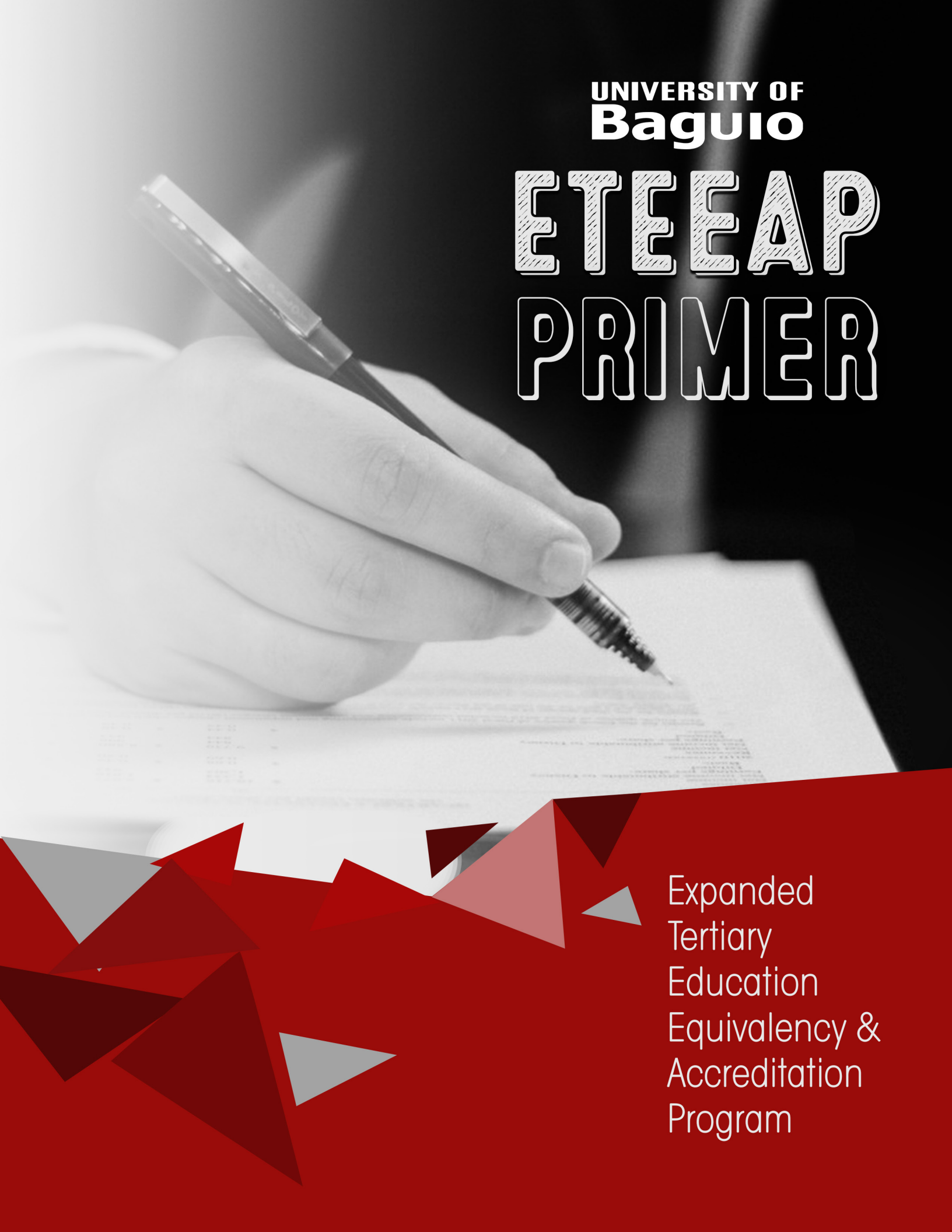


UNIVERSITY OF
Baguio

ETEEAP PRIMER



Expanded
Tertiary
Education
Equivalency &
Accreditation
Program

RATIONALE

The Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is an alternative education delivery mode promulgated through Executive Order 330, promoting 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 a competency-based evaluation and award appropriate degrees to deserving individuals. This is realized by establishing equivalency competence standards and a comprehensive assessment system employing written tests, interviews, skills demonstration, and other creative assessment methodologies.

The University of Baguio was deputized in 1999 by the Commission on Higher Education as one of the higher education institutions in the Cordillera Administrative Region to implement the ETEEAP.

DEFINITION OF TERMS

Assessment is the process of collecting evidence and marking judgment as to whether the individual has achieved the competency desired at a level specified in the competency standards, curriculum, or learning outcomes for a particular course for which accreditation and equivalency of learning are sought.

Assessors refer to a body or group of competent curriculum experts.

Internal Assessors are competent curriculum experts within the institution who assess candidates or applicants to determine the extent and levels of ETEEAP applicant's competencies.

External Assessors are competent industry practitioners and professionals who assess candidates or applicants to determine the extent and levels of an ETEEAP applicant's competencies.

Assessment Criteria are descriptions of what the individual is expected to do to demonstrate that learning has been achieved. These are set at a threshold level of achievement and are so defined to establish clear standards of achievement in a specific learning outcome.

Credit Unit is the quantified means of expressing equivalencies of learning and awarded to an individual to recognize demonstrated learning after assessment at a specified level of competency.

Credit transfer – refers to credit conversion established to promote student mobility by ensuring that the institutions credit units earned from different modalities.

Competency-based Evaluation is the process of collecting evidence and establishing conclusions on the character and scope of the learner's progress toward professional standards.

Equivalency refers to a process that involves assigning equivalent academic credits to the competencies demonstrated by the student through: a) assessment test and, b) demonstration of competencies or actual workplace performance, thereby providing entry points to the next higher level qualification, the purpose of which is to provide opportunities to the student to continue to learn and re-enter the educational program at the higher level without having to unnecessary re-take courses in which the student has already demonstrated competence and knowledge.

The **Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)** is a comprehensive program of identifying, assessing, validating, and assigning equivalent undergraduate level of prior learning from formal, non-formal, and informal training and relevant work experiences and completion of competency enrichment and other program requirement/s toward the final granting of appropriate undergraduate academic degrees.

Formal Education refers to hierarchically structured and chronologically graded learning organized and provided by the formal school system and for which certification is required in order for the learner to progress through the grades or move to higher levels.

Informal Education refers to non-structured and non-directed learning obtained from experiences at home, place of work, community, civil society, the church, mass media, and other incidental sources.

Learning Outcome is a statement of what an individual should know and be able to demonstrate after completing a learning process. The learning outcomes specified for learning experiences must be assessable, i.e., it must have appropriate assessment criteria judging whether or not the specified learning outcomes have been achieved. The academic standard is met when all the learning outcomes and associated assessment criteria have been satisfied.

Prior Learning refers to all formal, informal, or non-formal learning of an individual prior to the current status as a candidate for a baccalaureate from the higher education institution.

COVERAGE

The coverage of this document focuses on the ETEEAP Policies, Procedures, and Guidelines specifically applicable for the UB ETEEAP applicants, administrators, assessors, faculty, and students. Furthermore, the PPG stipulates the presence of the system in the Linkages Office in the implementation of ETEEAP, as well as it states the comprehensive assessment in recognizing, crediting, and providing equivalencies based on the applicant's knowledge, skills, and values gained through relevant work experiences, formal and informal education based on the Commission on Higher Education.

PROGRAMS DEPUTIZED BY CHED

1. Bachelor of Arts in Communication (BA Comm)
2. Bachelor of Arts in English Language (BA EL)
3. Bachelor of Arts in Music (BA Music)
4. Bachelor of Arts in Political Science (BA PolSci)
5. Bachelor of Elementary/ Secondary Education (BEEd, BSEd)
6. Bachelor of Science in Business Administration (BSBA)
7. Bachelor of Science in Civil Engineering (BSCE)
8. Bachelor of Science in Computer Science (BSCS)
9. Bachelor of Science in Criminology (BSCrim)
10. Bachelor of Science in Hotel and Restaurant Management (BSHRM)

POLICIES, PROCEDURES AND GUIDELINES (PPG)

This contains the Policies, Procedures and Guidelines of the University of Baguio Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP).

POLICIES

A. QUALIFICATION OF APPLICANTS/STUDENTS:

A.1. An ETEEAP applicant must meet the following qualifications:

A.1.1 Must be a high school graduate or its equivalent

A.1.2 Filipino Citizen

A.1.3 At least 25 years old upon application

A.1.4 The applicant must have an aggregate of at least five (5) years of work experience aligned to the target degree.

B. QUALIFICATION OF ASSESSORS

B.1. Internal Assessors

B.1.1 Full-time teaching/non-teaching employee

B.1.2 Has at least five years of teaching experience within the university

B.1.3 Has taught professional and major subjects in the curriculum concerned

B.1.4 Has appropriate experiences in the career paths of the program

B.1.5 Has aligned or related degree to the program under ETEEAP

B.1.6 Has at least a Master's degree in an aligned or related field

B.1.7 Has supervisory or managerial or advisership, organizer of student events or activities

B.1.8 Has practical experience in assessing student performance

B.1.9 Has practical experience in evaluating a curriculum, and students' scholastic records to credit units

B.1.10 Has a thorough knowledge of the relevant examination/evaluation methods and examination/evaluation documents

B.1.11 Has appropriate competence in the field to be examined

B.1.12 Has no personal interest or direct business relationship benefit to allow impartial and non-discriminatory judgments

B.1.13 Fluent and proficient in both written and oral communication

B. 2 External Assessor

B.2.1 A competent industry practitioner and professional

B.2.2 With at least five years' experience in the industry

B.2.3 Has aligned or related degree, or aligned work experience, or industry experience to the program under ETEEAP

B.2.4 Has a thorough knowledge of the relevant examination methods and examination documents

B.2.5 Has no personal interest or direct business relationship benefit to allow an impartial and non-discriminatory judgment. F.3.9 Submit accomplished validation tool and oral competency form to the Linkages office for reference and filing one day after the panel interview

C. TEACHER/ADVISER

C.1 Full-time teaching employee

C.2 Has at least five years of teaching experience

C.3 Has taught professional and major subjects in the curriculum concerned

C.4 Has appropriate experience in the career path of the program

C.5 Has aligned or related degree to the program under ETEEAP

C.6 Has at least a Master's degree in aligned or related field

- C.7 Has a thorough knowledge of the relevant examination/evaluation methods examination/evaluation documents
- C.8 Has appropriate competence in the field to be examined
- C.9 Has no personal interest or direct business relationship benefit to allow an impartial and non-discriminatory judgments
- C.10 Is fluent and proficient in both written and oral communication
- C.11 Shall have a consolidated outstanding evaluation of rate at least 3.51 during the preceding semester
- C.12 Must have an available and updated teaching module in the subject to be advised

D. OTHER POLICIES

- D.1 The processing and administration fees amounting to Php 25,000.00 must be paid in full payment one week before the schedule of the panel interview. The policy on no payment, no panel interview/assessment shall apply.
- D.2 In any event that the applicant withdraws from the program after the panel interview, the assessment fee shall not be refunded.
- D.3 Once the student has officially enrolled in the program, the university shall provide the breakdown of fees. The student shall be given an option to pay on a full payment or installment basis. For an installment basis, the student shall be required to settle Php 5,000.00 as a deposit upon enrollment, and the remaining balance shall be settled in two equal payments during the schedule of midterm and finals. In cases when the student enrolls for more than one semester, the same payment guidelines shall be applied.
- D.4 A student who drops or withdraws his/her enrolled subject/s after the enrolment period shall be charged corresponding fees based on the additional fees/charges stipulated in the student handbook.
- D.5 A student who fails to submit the academic requirements on the specified completion period shall be required to re-enroll the subject/s. The completion period shall be five months from the start of the semester (except short-term). The policies on re-enrollment/assessment, tuition, other fees shall be applied.
- D.6 Tuition, miscellaneous, and assessment fees are subject to increase every school year based on CHED- approved fees.
- D.7 The courses shall be delivered in a hybrid or blended mode, a combination of online and modular instruction.
- D.8 Interviews, assessments, and class instructions for ETEEAP shall be administered online or face to face.
- D.9 ETEEAP shall adopt the current university scheme used in determining the grade equivalent of the total score obtained by the student in a grading period specified in the UB student handbook. The ETEEAP student's output shall be evaluated using a rubric that the teacher-assessor shall devise.
- D.10 Deans and Program Chairs shall prepare the assessment rubrics per program in crediting the work experiences, professional/ organizational affiliations, training, community and outreach services, research, and publications of the ETEEAP student.
- D.11 The ETEEAP student must have satisfactorily earned the necessary credit based on competency standards and complied with the enhancement packages set by the programs Dean/Program Chair/ Faculty Expert duly approved by the Vice President for Academic Affairs before a degree shall be conferred.

PROCESS, PROCEDURES AND GUIDELINES

E. APPLICATION

- E.1 The individual applicants must submit his/her comprehensive resume for initial assessment and evaluation.
- E.2 The Linkages Director reviews the curriculum vitae, interviews the applicant, and informs him/her in writing of the results of the review and interview.
- E.3. Upon approval of the application, the Linkages Office requires the applicant (candidate) to prepare and submit his/her portfolio with the assistance of the Linkages ETEEAP staff within an agreed period of time.
- E.4 The original documents that the applicant submits must be placed in a long black clear book/folder, and the scanned documents must be submitted to linkages@e.ubaguio.edu.
- E.5 Applicants must prepare and submit all portfolio documents and admission requirements.
 - E.5.1 Application letter/letter of intent addressed to:
Ms. Melanie Rulla-Saro, CGSP, MBA
Director, Linkages Office
University of Baguio
 - E.5.2 Accomplished CHED ETEEAP Form
 - E.5.3 Curriculum Vitae
 - E.5.4 Certificates of Employment
 - E.5.5 Certificates in Lectures/Trainings/Seminars/ Narrative Report
 - E.5.6 Each certificate should have an individual narrative report
 - E.5.7 Proof Membership in Organization (professional, cultural, etc.)
 - E.5.8 Community Involvement with Narrative Report
 - E.5.9 Letter (s) of Recommendations/ Awards
 - E.5.10 Passport pages indicating ports of entries
 - E.5.11 Original Transcript of Records/ Copy of grades from the last school attended;
 - E.5.12 Transfer Credentials/ Honorable Dismissal from the last school attended;
 - E.5.13 Certificate of Good Moral Character;
 - E.5.14 Photocopy of the birth certificate (PSA);
 - E.5.15 Photocopy Marriage certificate and Affidavit to use the married name (applicable for married female applicant only).
 - E.5.16 Original Alternative Learning System and Equivalency (ALS&E) Rating Card and Diploma
 - E.5.17 NBI Clearance
 - E.5.18 Others: Additional documents or requirements may be requested depending on the specific program upon application.

F. ASSESSMENT

F.1 First Assessment

Responsibilities of the Linkages Office

- F.1.1 Review the curriculum vitae of the applicant if he/she qualifies to enroll in the specified program.
- F.1.2 If the applicant is qualified to the program the Linkages office will email the list of the application requirements and forms.
- F.1.3 The ETEEAP staff will secure the documents submitted by the applicant if complete and forward it to the Linkages Director.

F.2 Second Assessment

Responsibilities of the Linkages Office

- F.2.1 The Linkages Director reviews and evaluates the portfolio of the applicant.
- F.2.2 The Linkages Director must accomplish the 2nd assessment form.
- F.2.3 After the portfolio evaluation of the Linkages Director, the e-portfolio must be forwarded to the Dean for assessment.
- F.2.4 The ETEEAP staff must forward the e-portfolio and the result of the second assessment to the panel of assessors of evaluation prior to the validation and interview assessment.
- F.2.5 The Linkages office shall coordinate and secure the schedule the virtual panel interview and assessment of the applicant.
- F.2.6 The Linkages office will process the assessment fee official receipt.

Responsibilities of the Dean

- F.2.7 The Dean shall assess the documents of the applicant and determine the equivalent credit/s vis-à-vis the program curriculum and the competency requirements of the course.
- F.2.8 The Dean must accomplish the 2nd assessment form.
- F.2.9 Prepares the initial equivalency matrix and submits it to the Linkages Office before the scheduled panel assessment and interview of the applicant.
- F.2.10 Provide the list of panel of assessors for the third assessment.
- F. 2.11 Prepares the Program Design on Assessment and Evaluation.

F.3 Third Assessment

Responsibilities of the Linkages Office

- F.3.1 Coordinate and conduct a schedule of the applicant's orientation at least two days before the panel interview. This will help the applicant prepare for the next process during and after the validation interview.
- F.3.2 Prepare the invitation link for the virtual panel interview and assessment.
- F.3.3 Send invitation link to the panel of assessors and applicant.
- F.3.4 Send the e-portfolio and evaluation tool at least two days prior to the date of assessment to panel of assessors.
- F.3.5 Prepares the letter of request for the panel of assessors' honorarium.

Responsibilities of the Internal/External Panel of Assessors

- F.3.6 Validation of submitted documents will be conducted through virtual panel interview and assessment by the assessment team or validation panel composed of the Linkages Director, respective school dean, program chair, and one external assessor.
- F.3.7 Conducts the validation interview and assessment.
- F.3.8 Recommend appropriate tasks to be undertaken by the ETEEAP applicant.
- F.3.9 Submit accomplished validation tool and oral competency form to the Linkages office for reference and filing one day after the panel interview.
- F.3.10 Each panel should ask at least five (5) relevant questions to determine the Level of ETEEAP applicant competence. The questions to be raised during the panel assessment should center on the following:
 - Employment history
 - Learning experiences
 - Other questions that would elicit the applicant's proficiency, capability and thorough knowledge in the field applied for equivalency.

Responsibilities of the Dean

- F. 3.11 Conducts the validation interview and assessment.
- F. 3.12 Recommend appropriate tasks to be undertaken by the ETEEAP applicant.
- F. 3.14 Explains the enhancement program requirement to the applicant
- F. 3.15 Submit accomplished tool and oral competency form to the Linkages Office for reference and filing one day after the panel interview.
- F. 3.16 After the validation interview process, the Dean will prepare a final equivalency matrix in preparation for the applicant's enhancement activities and the supplementary subjects to be enrolled by the applicant.

G. ADMISSION

Responsibilities of the Linkages Office

- G.1. The Linkages office will coordinate and assist the applicant for the admission process (online admission)
- G.2 After the applicant has accomplished the online admission form, the ETEEAP staff will coordinate with the Admission and Records Center staff to generate the ID number.

These are the following documents that the ARC requires for submission by the enrollees:

- a. Original Transcript of Records/ Copy of grades from the last school attended
- b. Transfer Credentials/ Honorable Dismissal from the last school attended
- c. Certificate of Good Moral Character
- d. Photocopy of the PSA birth certificate
- e. Photocopy of PSA Marriage certificate and Affidavit to use the married name (applicable for married female applicants only).
- f. Original Alternative Learning System and Equivalency (ALS&E) Rating Card and Diploma

Responsibilities of the Admission and Records Center

- G.3 The ARC Staff receives and checks the completeness of the admission requirements.
- G.4 Provide a copy of the student directory with the student ID number.
- G.5 Issue/send a request letter to the last school attended for non-UB students (High school and college).

Responsibilities of the Applicant/Student

- G.6 The applicant secures the application forms then submits to the Linkages office the accomplished forms along with the supporting documents.
- G.7 The applicant prepares the portfolio documents and admission requirements.
- G.8 Settle the assessment fee, tuition fees, and other required fees.

H. ENROLLMENT

Responsibilities of the Linkages Office

- H.1. Prepare the student's enrollment form based on the Equivalency Matrix provided by the Dean and email the enrollment form to the Dean and Linkages Director for signing.
- H.2 Process the computation of school fees to the Student Accounts Office.
- H.3. Email a copy of the enrollment form with the total computation of school fees to the student for his/ her reference and signing.
- H.4 Email a copy of a blank curriculum checklist to the student for reference.

H.5 Submit a copy of the signed enrollment form to the Student Accounts Office and the Admission and Records Center for their reference and filing.

Responsibility of the Admission and Records Center

H.6 Upon receipt of the recommended subjects from the Linkages Office, the ARC staff encodes the subject of the ETEEAP students.

H.7 Upon receipt of the official transcript of records issued for the University of Baguio, the ARC staff encodes the subjects taken by the students from other schools.

I. COMPLETION OF THE PROGRAM

Responsibilities of the Linkages Office

I.1 Send a letter to the student reminding him/her of the deadline of submission of requirements.

I.2 Organize the student's e-portfolio and save the file to UBLNK cloud file and ETEEAP Shared folder created by ARC.

I.3 Review all the submitted requirements and prepares the checklist of the student completion.

I.4 Prepares the confirmation letter and forward it to the Dean and Director for endorsement to be signed by the Vice President for Academic Affairs. The rubrics for the assessment of completion requirements shall be attached to the confirmation letter.

I.5 Send a tentative list of graduating students to the Dean for confirmation.

I.6 Send an email to the confirmed graduating students the graduation requirements and clearance process.

I.7 Schedule worksite visitation with the Dean or Program Chair.

Responsibilities of the Student

I.7 Comply with the final requirements given by the Dean/ program chair/faculty expert.

I.8 Submit the final requirements on the specified due date.

I.9 Directly communicate with the Dean/Program Chairs/Faculty Expert with regard to academic requirements.

I.10 Pay the remaining balance of their school fees prior their processing of clearance.

Responsibilities of the Dean/Program Chair

I.11 Appoint the teacher/adviser in charge based on the required qualification.

I.12 Orient the teacher/adviser before endorsing the student for the completion of the course

I.13 Assign a maximum of three ETEEAP students per term and three subjects per term to the teacher/adviser

I.14 Provide the list of requirements to be completed by the student.

I.15 Coordinates with the Linkages Office, the progress of the students.

I.16 Submits the final grades of the student to the Admission and Records Center and Linkages Office.

Responsibilities of the Teacher/Adviser

I.17 Provide a learning module to the student.

I.18 Prepare enhancement activities such as but not limited to case analysis, research activities, modular subject packages, video presentation, attendance to webinars & online classes, skills demonstration, and reporting.

I.19 Schedule consultation with the student.

- I.20 Monitor the progress of the student.
- I.21 Evaluates and assess all submitted requirements of the students.
- I.22 Prepares the final assessment of completion requirements.
- I.23 Attached the rubrics of completed subjects of the student.
- I.24 Provide a final copy of the final requirements of the student.
- I.25 Compute the final grade of the student.
- I.26 Submit the accomplished requirements of the student, assessment forms/rubrics, and Grades to the Dean/Program.

Responsibilities of the Admission and Records Center

- 1.27 Re-evaluate and verify the equivalency awarded to the student by comparing the demonstrated training, learning outcomes, and requirements of the subject or course for which the applicant is pursuing accreditation and equivalency complies with the curriculum given to the said student.
- 1.28 Encoding of Equivalency evaluation matrix to be credited in the system.
- 1.29 Encoding of the final remarks of passed/grades to the recommended enrolled subjects with the corresponding units.

J. GRADUATION AND CLEARANCE PROCESS

Responsibilities of the Linkages Office

- J.1 Endorses the Confirmation letter and e-portfolio to the ARC in preparation for the student' application for the Transcript of Records and Diploma.
- J.2 Submits the final list of graduating students to ARC.
- J.3 Submit the final list of confirmed graduating students to ARC.
- J.4 Coordinates the clearance process to the ETEEAP graduating student before the virtual/onsite graduation and processing of their clearance.

Responsibilities of the Student

The candidate prepares for graduation requirements:

- J.5 Fills out and applies for graduation to the Linkages Office.
- J.6 Submits graduation photo to Linkages Office.
- J.7 Informs the Linkages Office if he/she will attend the graduation ceremony.
- J.8 Attends baccalaureate and graduation rehearsal and ceremonies
- J.9 Settles all financial obligations with the university after the submission of requirements.
- J.10 Submit the signed clearance form to be processed by the ETEEAP staff.

Responsibilities of Admissions and Records Center

- J.11 Upon submission of the student's portfolio, ARC staff makes sure that the following required documents are complete:
 - a. Endorsement letter;
 - b. Rubric for ETEEAP requirements/final rating;
 - c. Summary of ETEEAP requirements;
 - d. Enrollment form;
 - e. Equivalency matrix and ETEEAP compliance;
 - f. Evaluation of panel of assessors;
 - g. Application letter;
 - h. CHED application form;

- I. Curriculum vitae;
 - j. PSA birth certificate, marriage certificate, and affidavit to use married name (for married female student);
 - k. Certificate of employment;
 - l. Photocopies of certificates with narrative report
- J.12 RC staff prepares FORM IX and forwards it to the Area-in charge for proofreading.
- J.13 The Registrar checks the date of approval of the confirmation letter from the Dean, Linkages Director, and the vice president for Academic Affairs (VPAA) for the student for issuance of his/her Registry of Graduate Number. The graduation date is based on the confirmation letter approved by the VPAA.
- J.13 The ARC staff prepares the transmittal and prints the diploma.
- J.14 Upon receipt of the e-clearance, the ARC staff prepares the transcript of records for release.

K. HONORARIUM OF THE PANEL OF ASSESSORS/CONCERNED EMPLOYEES AND TEACHER/ADVISER

1. The honorarium of the ETEEAP Committee/Panel of Assessors shall be based on the October 8, 2020, approved breakdown of honorarium.
2. The honorarium of the teacher/adviser shall be computed 50% of the student's tuition fee.
3. The Dean shall prepare the request for the teacher's honorarium addressed to the VP for Finance, recommending approval by the VPAA.

EFFECTIVITY

This Policy, Procedures, and Guidelines shall take effect immediately upon approval.

REVIEW AND REVISION

This PPG shall be revisited and revised annually.

REFERENCES

CHED Memorandum Order (CMO) No. 54, Series of 2016 Revised Policies, Standards and Guidelines for the implementation of the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) For Undergraduate Degree Programs.





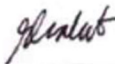
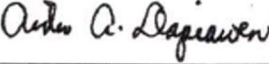




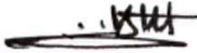
University of Baguio Student Handbook 2014 Edition.

PREPARED BY:

april 05
Ms. Elza Rhea B. Olimpo
 Linkages Staff

05/23/2021
Ms. Melanie Rulla-Saro, CGSP, MBA
 Director, Linkages

POLICY, PROCEDURES, AND GUIDELINES REVIEW AND APPROVAL

	Name and Position/ Designation	Signature	Date
Reviewed and Endorsed by:	Dr. Kareen B. Leon Dean, School of Business Administration and Accountancy		2021-5-24 14:21 08:00
	Dr. Charesma Grace D. Lud-ayen Dean, School of Criminal Justice and Public Safety	 <small>Digitally signed by Dr. Charesma Grace D. Lud-ayen Date: 2021.05.24 14:43:40+08'00'</small>	
	Engr. Jeferd E. Saong Dean, School of Engineering and Architecture	 <small>Digitally signed by Jeferd Saong Date: 2021.05.24 15:56:05 +08'00'</small>	
	Ms. Jenelyn M. Magpatoc, CGSP, MHRD Dean, School of International Hospitality Tourism Management		2021.05.25 13:46:08 +08'00'
	Engr. Elisabeth D. Calub Dean, School of Information and Technology		25May2021
	Dr. Aida A. Dapiawen Dean, School of Teacher Education and Liberal Arts		May 25, 2021
	Mr. Medardo F. Abarientos University Registrar		25May2021
	Mr. Eduardo Zuniga, CPA, MBA University Accountant		May 25, 2021
Recommending Approval:	Dr. Janice Kaylyn K. Lonogan Vice President for Academic Affairs		26 May 2021
	Mr. Johann Ben Bautista, MBA Vice President for Finance		28 May 2021
Approved by:	Engr. Javier Herminio D. Bautista, MBA President		

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ANNEXES

THE EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM PROCESS FLOWCHART



APPLICANT'S CHECKLIST

REQUIREMENTS	
1	Application letter/letter of intent addressed to the Linkages Director
2	Accomplished CHED ETEEAP Form
3	Curriculum Vitae
4	Certificates of Employment
5	Certificates in Lectures/Trainings/Seminars/ Narrative Report
6	Each certificate should have an individual narrative report
7	Proof Membership in Organization (professional, cultural, etc.)
8	Community Involvement with Narrative Report
9	Letter (s) of Recommendations/ Awards
10	Passport pages indicating ports of entries
11	Original Transcript of Records/ Copy of grades from the last school attended;
12	Transfer Credentials/ Honorable Dismissal from the last school attended;
13	Certificate of Good Moral Character;
14	Photocopy of the birth certificate (PSA);
15	Photocopy Marriage certificate and Affidavit to use the married name (applicable for married female applicant only).
16	Original Alternative Learning System and Equivalency (ALS&E) Rating Card and Diploma
17	NBI Clearance
18	Others: Additional documents or requirements may be requested depending on the specific program upon application. <ul style="list-style-type: none"> • Self-Assessment Form • UB-Core Values Essay • Data Privacy Consent Form

NOTE: Applicant must submit his/her e-portfolio to linkages@e.ubaguio.edu and the original copies should be submitted at the Linkages Office to be returned after the validation assessment.

FORMAT:

- Font size – 11
- Font style – Arial

CURRICULUM VITAE TEMPLATE

CURRICULUM VITAE

Full Name

CITY ADDRESS :

PROVINCIAL ADDRESS :

HOME PHONE NUMBER :

MOBILE NUMBER :

EMAIL ADDRESS :

NICKNAME :

1x1 ID
Picture

PERSONAL INFORMATION

Date of Birth :

Citizenship :

Language/Dialect Spoken :

FORMAL EDUCATION

Graduate Level

School :

Degree :

Tertiary Level

School :

Degree :

Secondary Level :

Elementary Level :

AWARDS AND RECOGNITION

AWARDS/CITATION RECEIVED	AWARD GIVING BODY	DATE

CURRICULUM VITAE TEMPLATE

--	--	--

NATIONAL EXAMINATIONS/LICENSURE EXAMS TAKEN AND PASSED

-
-

PROFESSIONAL WORK EXPERIENCE W/ JOB DESCRIPTION

COMPANY	POSITION	JOB DESCRIPTION

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

ORGANIZATION	POSITION	DURATION

MEMBERSHIP IN OTHER ORGANIZATIONS

ORGANIZATION	POSITION	DURATION

PROFESSIONAL DEVELOPMENT ENGAGEMENTS

TITLE OF SEMINAR/CONFERENCE	INCLUSIVE DATES OF ATTENDANCE	VENUE	ORGANIZER

CURRICULUM VITAE TEMPLATE

TITLE OF SEMINAR/CONFERENCE /WORKSHOP	INCLUSIVE DATES OF ATTENDANCE (MM/DD/YY)	VENUE	ORGANIZER

SPEAKING ENGAGEMENT

TITLE OF SEMINAR/CONFERENCE /WORKSHOP	INCLUSIVE DATES OF ATTENDANCE (MM/DD/YY)	VENUE	ORGANIZER

COMMUNITY INVOLVEMENT

TITLE OF SEMINAR/CONFERENCE /WORKSHOP/ACTIVITY	INCLUSIVE DATES OF ATTENDANCE (MM/DD/YY)	VENUE	ORGANIZER

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Signature Over Printed Name

EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM NARRATIVE REPORT

WHAT:
WHEN:
WHERE:
OVERVIEW: What have you learned from this training? How useful is this training to your previous or current job?

NOTE: Please attach the specific certificate.

FORMAT:

1. Font size – 11
2. Font style – Calibri
3. Encoded

ADDITIONAL REQUIREMENT

In 300 words – explain how you were able to apply the Core Values of the University of Baguio to your current work.





TESTIMONIALS

The ETEEAP Program has legitimized all my working skills and experiences. It has provided me with the right frame of mind and career perspective. ETEEAP opened up more opportunities for me outside of work specifically in the academe and post-graduate opportunities



Emmanuel V. Tandoc
Vice President, Eastwest Bank

*Bachelor of Science in
Business Administration
major in Marketing Management*



Jean Bautista
Entrepreneur

*Bachelor of Science in
Hotel and Restaurant Management*

An investment in knowledge pays the best dividends. I am Jean Bautista, a graduate of the University of Baguio, ETEEAP, Bachelor of Science in Hotel and Restaurant Management

The University of Baguio made me discover my passion for flowers. The school offered me more than just the curriculum. Their quarterly competitions and other extra-curricular activities enhanced and empowered my other skills. During the first six months of my first year, I revealed the talent I never knew I had. It was the time when I joined the inter-level table setting and floral arrangements competition, where unexpectedly, I emerged as the champion. Such a day has impacted my life, and I started to create the ultimate dream - to become one of the innovators in the events and flower industry. The process of working towards my goals was challenging, but having to live on the values that my professors have taught me has helped me a lot to get through the hardships I've experienced and formed me to remain competitive in my craft.



Gideon Hermosa
International Event Stylist
Celebrity Wedding Planner

*Bachelor of Science in
Hotel and Restaurant Management*



Upper General Luna Road 2600, Baguio City, Philippines
+63 74 442 4915 local 217
linkages@e.ubaguio.edu
www.ubaguio.edu