

ARELLANO UNIVERSITY
EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM
(ETEEAP)

2600 Legarda St., Manila, Philippines www.arellano.edu.ph

QUALIFICATIONS:

ETEEAP applicants must meet the following qualifications:

- Filipino
- At least five years of related work experience
- At least 23 years old
- Able to show evidence of capability and thorough knowledge through the following evidences:
 - Certificate of Proficiency issued by the government regulatory board
 - Certificate of Proficiency issued by the employer/s
 - Certificate of Proficiency issued by a licensed practitioner in the field.

ETEEAP OPENS DOORS OF OPPORTUNITY FOR THOSE WHO MISSED A COLLEGE EDUCATION & ARE WORKING IN:

- Business Process Outsourcing & Call Centers
- Government Offices and Local Government Units
- Tourism, Entertainment and Hospitality Industry
- Food and Beverage Services
- Banquet Services
- Events Management
- Office Administration
- Human Resource & Organizational Development
- Banking and Finance
- Financial Services, Insurance and Risk Management
- Real Estate
- Sales, Marketing and Advertising
- Logistics and Supply Chain
- Information Technology
- Research & Development Institutions
- Communication Arts & Mass Media
- Overseas Contract Workers
- Education & Training Institutions

COURSES OFFERINGS:

1. Bachelor of Science in **Business Administration** majors in:
 - **Marketing Management**
 - **Financial Management**
 - **Human Resource Management**
 - **Operations Management**
2. Bachelor of Science in **Hospitality Management**
3. Bachelor of Science in **Tourism Management**
4. Bachelor of Science in **Computer Science**
5. Bachelor in **Elementary Education**

REQUIREMENTS:

1. Letter of Intent addressed to:

Philip M. Flores
Director, ETEEAP
Arellano University
2600 Legarda St., Sampaloc, Manila 1008
2. CHED - ETEEAP Application form with 2 pieces of 1x1 picture
3. Comprehensive Resume (*original*)
4. **Notarized** Certificate of Employment with job description
5. Honorable Dismissal and TOR (*for undergraduate and vocational courses*);
Form 137-A and Form 138 (*for High School Graduate*) or
PEPT/ALS Certificate (*for those who took the acceleration test, must be DepEd certified true copy*)
6. Authenticated Birth Certificate/Affidavit of Birth issued by PSA (*photocopy*)
7. Marriage Certificate issued by PSA (*for female, if married - photocopy*)
8. NBI or Barangay clearance (*original*)
9. 2 valid IDs (*photocopy*)
10. Government eligibility (*if any, photocopy*)
Government Regulatory Board
Licensed Practitioner in the Field
Business Registration
11. Proficiency Certificate (*if any, photocopy*)
12. Recommendation Letter from immediate superior to Undergo ETEEAP (*original*)
13. Certificate of Good Moral Character (*from previous School original*)
14. Certificates of Trainings, Seminars and workshops attended (*photocopy*)

Please see instructions below for initial processing of applications:

- Please click "Apply Now" and proceed to create an account. Once logged in, kindly submit the scanned or digital copies of the requirements, all in PDF format. Please combine all documents for each requirement into one file.
- Applicants shall be notified for further instructions once the initial evaluation of documents is done.
- If the applicant meets the minimum qualifications, he/she will be scheduled for an initial interview with the assessor and/or dean of the college.

On the day of the interview (on-site) kindly bring the requirements and follow the instructions below:

- Prepare 2 sets of requirements (1 original & 1 photocopy)
- Insert the requirements in a colored clear book
 - ☐ **Red for Business Administration**
 - ☐ **White for Hospitality and Tourism**
 - ☐ **Blue for Education**
 - ☐ **Pink for Computer Science**
- Submit to the ETEEAP Office for validation and record keeping.




NOTE: For students abroad and for those in distant provinces, online processing of applications may be done. Please inquire with the ETEEAP office.

MODE OF PAYMENTS:

- A.** Total tuition fee including miscellaneous fee: **P65,000.00**
- | | |
|------------------------------------|--------------------------|
| Less: COVID-19 Assistance Discount | : <u>(5,000.00)</u> |
| Total: | <u>P60,000.00</u> |
- P8,500 - initial down payment (*for enrollment*)
 - P12,875 - installment basis (*4 equal payments, before major examination dates*)

- B.** Payments can be done onsite or through bank/mobile transfer. Bank details are available upon request.

VISIT/CONTACT US:

	Office address	:	ETEEAP Office Arellano University Rm. 301 Lebron Building 2600 Legarda St., Sampaloc, Manila 1008
	Landline and Mobile	:	734-7371 loc. 220 0945-473-6298 aeteeap@arellano.edu.ph
	Email address	:	