Certainly, let's elaborate on the provided Program Profile for the Application of Rizal Technological University (RTU) as a Deputized Higher Education Institution (HEI) Offering the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP).

**I. Program Title:**

* **Application of Rizal Technological University as a Deputized Higher Education Institution (HEI) Offering the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)**

This title clearly states the program's objective: to have RTU recognized as an institution authorized to implement the ETEEAP, allowing it to grant equivalency to individuals who have gained knowledge and skills through work experience.

**II. Rationale:**

* **RTU's Recognition of Diverse Learning:** The rationale highlights RTU's understanding that learning can happen outside traditional classrooms. They acknowledge the need to provide educational pathways for individuals who have acquired skills through work, informal, or non-formal means.
* **ETEEAP as an Inclusive Model:** By offering ETEEAP, RTU aims to create a more inclusive education system that validates prior learning and provides equal access to academic credentials.
* **Alignment with RTU's Mission and Values:** The program aligns with RTU's mission to produce responsible professionals and its philosophy of nurturing creativity and moral responsibility.
* **Contribution to National Goals:** Implementing ETEEAP supports RTU's commitment to specialized and technology-driven instruction, industry partnerships, and civic engagement, ultimately contributing to human capital development and national educational goals.

**III. About ETEEAP:**

* **Comprehensive Assessment:** ETEEAP is a comprehensive assessment program that recognizes and accredits knowledge, skills, attitudes, and values gained through relevant work experience.
* **Eligibility Criteria:** Beneficiaries must be Filipino high school graduates with at least five years of work experience in the field related to the academic program they seek equivalency for. They must also demonstrate proficiency and knowledge in the field.
* **Legitimacy of the Program:** ETEEAP is authorized by Executive Order No. 330 and administered by the Commission on Higher Education (CHED) through deputized institutions like RTU. Graduates of ETEEAP are treated equally to regular students.

**Overall, this Program Profile outlines RTU's intention to implement ETEEAP, emphasizing its commitment to inclusive education, recognition of prior learning, and alignment with its institutional mission and national educational goals.**

**B. ETEEAP System Mechanism**

* **Underlying Principles:** The ETEEAP, like traditional programs, follows a credit or unit-based system. However, it offers a significant advantage by allowing students to accelerate degree completion by potentially earning academic credits upon enrollment.
* **Accelerated Degree Completion:** In many instances, students can be granted a substantial portion of the total required credits immediately upon enrollment. This translates to a significantly reduced timeframe for degree completion. For example, a four-year undergraduate program might be completed in six to eighteen months, and a two- to three-year master's program could be finished in as few as two or three semesters.
* **Recognition of Prior Learning:** This accelerated process is rooted in acknowledging and valuing prior learning and achievements. Unlike traditional programs where students must fulfill every requirement sequentially, ETEEAP students can leverage their work experience, knowledge, skills, previous education, training, awards, and achievements.
* **Credit for Learning from Competencies and Skills (CLCS):** To formalize this, the ETEEAP uses a mechanism called CLCS. This approach systematically assesses and translates prior learning into corresponding academic credits, thereby significantly reducing the time and effort needed to earn a recognized academic credential.

**C. CLC is acronym for Classroom Learning Credits:**

* **Determining CLCs:** The deputized institutions' Academic Review Board (ARB) or equivalent evaluates the candidates' knowledge, skills, prior education, experience, awards, and achievements relevant to a course or field under their academic programs.1
* **Equivalence to Classroom Learning:** Consequently, CLCs can potentially be awarded for the equivalent classroom, laboratory, or workshop normally taken up by regular students. Transfer credits for courses or subjects completed at other colleges or universities (if available) are also awarded using the ETEEAP.2
* **Comprehensive Assessment System:** This unique program utilizes equivalent competency standards, a comprehensive assessment system, and combined assessment methodologies to assess the students'3 experiences, previous college-level education, and experience. Based on this assessment, qualified students are awarded CLCs, which reduces the in-classroom time required for graduation.

**In the ETEEAP**4 **System:**

* **Complete Subjects with CLCs:** All subjects and credits or units that gained CLCs from the students' credentials are considered complete. Students only need to enroll and complete the remaining courses or subjects that did not have any equivalent in the evaluation process.
* **Blended or Online Learning:** Other schools might offer blended or online learning options to complete any requirements that were not awarded CLCs.
* **Slight Differences in Implementation:** While the core principles are similar, there might be slight differences in the implementation of ETEEAP across institutions. For instance, some colleges might require students to complete all assigned "homeworks" in each subject before being given credit and might mandate comprehensive final exams for each subject where they received a CLC award.

Certainly, let's elaborate on the **C. Benefits of Offering ETEEAP** and **D. Qualification of the Individual Applying for Equivalency and Accreditation** sections.

**C. Benefits of Offering ETEEAP**

This section highlights the significant advantages of implementing the ETEEAP program:

* **Addressing the Needs of Working Filipinos:** It acknowledges the large number of Filipinos working in various fields who may not have completed their formal education or are seeking to advance their careers.
* **Bridging the Gap Between Experience and Qualifications:** The ETEEAP addresses the discrepancy between the valuable work experience gained by individuals and the academic qualifications often required for higher positions and promotions.
* **Recognition of Prior Learning:** It recognizes that the skills and knowledge acquired through years of work experience are often more valuable than the qualifications listed on a piece of paper.
* **Improving Career Advancement:** By offering ETEEAP, RTU and other institutions can empower working individuals to gain the necessary academic credentials to progress in their careers.

**D. Qualification of the Individual Applying for Equivalency and Accreditation**

This section outlines the criteria that individuals must meet to be eligible for the ETEEAP:

* **Educational Background:**
  + Completion of secondary education (high school diploma or equivalent)
  + Compliance with relevant CHED Memoranda regarding the K-12 curriculum and admission policies.
* **Citizenship and Age:**
  + Filipino citizenship
  + At least 23 years old
* **Work Experience:**
  + At least five years of relevant work experience in the field related to the academic degree sought.
* **Proof of Competency:**
  + For individuals who are currently unemployed, they need to provide proof of their competencies through notarized service records, tax returns, or other relevant documents. Alternatively, they may be required to pass a competency assessment administered by the deputized higher education institution.

**E. Procedure for Application and Assessment of Learning** outlined in the provided image. This section details the specific steps involved in the ETEEAP application and evaluation process at Rizal Technological University (RTU):

**1. Application Submission:**

* **Obtaining the Application Form:** Prospective applicants can obtain the application form from the Institute of Flexible Learning and Digital Education (IFLDE) website or directly from the Commission on Higher Education (CHED) website at www.ched.gov.ph.
* **Completing and Submitting the Application:** The application form must be filled out completely and submitted through the ETEEAP Tracking System.
* **Supporting Documents:** Applicants are required to submit all necessary supporting documents to demonstrate their qualifications for the program.
* **Application Fees:** The appropriate application fees must be paid via GCash to complete the submission process.

**2. Initial Review and Interview:**

* **Review of Application:** The RTU ETEEAP Chief conducts a thorough review of the submitted materials.
* **Interview:** Selected applicants are invited for an interview to further assess their suitability for the program.
* **Notification:** Applicants are formally notified in writing regarding the outcome of their application and interview.

**3. Portfolio Preparation:**

* **Portfolio Development:** If the application is approved, the applicant is required to compile a comprehensive portfolio with the guidance of the institution's career counselor or adviser (Department Head).
* **Content:** The portfolio must detail prior learning experiences aligned with the program's learning outcomes.
* **Employer Certification:** Employers must certify all referenced experiences, confirming that they were acquired during the applicant's period of employment.

**4. Evaluation by Assessment Panel:**

* **Assessment Panel:** The RTU-IFLDE ETEEAP Office assembles a panel of qualified assessors to evaluate the submitted materials.
* **Assessment Methods:** The evaluation process may include various assessment methods such as interviews, practical demonstrations of the claimed knowledge and skills, written examinations, and other relevant instruments tailored to the candidate's specific needs.

**5. Credit Equivalency Determination:**

* **Credit Award:** After the evaluation, the panel determines the equivalent academic credits to be awarded based on the candidate's demonstrated prior learning and training.
* **Matching Process:** This involves matching the candidate's experiences with the learning outcomes and standards of the relevant subjects or courses.
* **Rubric-Based Evaluation:** A rubric or a similar evaluative tool is utilized to ensure consistency and fairness in the credit equivalency process.

**6. Completion of Deficiencies:**

* **Flexible Learning Pathways:** Candidates have the flexibility to address any identified deficiencies through various learning pathways, including Online Learning, Modular Learning, or Blended Learning.
* **LMS and Communication Platforms:** These pathways allow candidates to complete their required coursework remotely, leveraging the institution's Learning Management System (LMS) and other communication platforms, such as social media, to facilitate learning acquisition, completion, and assessment.

**7. Record Maintenance:**

* **Secure Storage:** All documentation related to the candidate's prior learning, including completed rubrics and other evaluative instruments, is securely maintained as a permanent official record within the ETEEAP Office.
* **Accessibility:** This ensures that the candidate's learning achievements are accurately recorded and readily accessible for future reference.

**8. Awarding of Equivalency Credits:**

* **Granting Credits:** Upon fulfilling all learning outcomes and meeting the assessment criteria for each course, as well as complying with the requirements set forth by CHED and RTU, the candidate is granted the appropriate equivalency credits towards their academic degree.
* **Formal Recognition:** This recognition formally acknowledges the candidate's prior learning and its alignment with the institution's academic standards.

**9. Eligibility for Licensure Examinations:**

* **Qualification for Licensure:** Graduates of the ETEEAP programs are deemed qualified to sit for the relevant licensure examinations, provided there are no legal restrictions.
* **Career Advancement:** This eligibility ensures that ETEEAP graduates can pursue professional certifications and advance their careers in their chosen fields.

**G. System of Assessment:**

* **Work-Based Assessment:** For work-based assessment, the applicant will be required to submit the following to the admitting ETEEAP deputized HEI:
  + Most recent academic record/diploma1
  + Notarized service record/Certificate of employment
  + Comprehensive resume
  + Authenticated certificates of completed training and workshop2
* **Competency-Based Assessment:**
  + Most recent academic record/diploma
  + Notarized service record/Certificate of employment
  + Comprehensive resume
  + Authenticated certificates of completed training and workshop3

**H. Institutional Evaluation Procedures:**

* **Comprehensive Framework:** The Equivalency and Accreditation of Prior Knowledge Process is a comprehensive framework designed to recognize and validate the prior learning and experiences of applicants, facilitating their academic progression and ensuring alignment with institutional standards.
* **Enhanced Process:** The enhanced process integrates the roles and responsibilities of key personnel involved in the ETEEAP program, ensuring a seamless and efficient accreditation procedure.

**1. Initiation of Equivalency and Accreditation Request:**

* **Formal Request:** Applicants seeking equivalency and accreditation of their prior knowledge begin by submitting a formal request through the ETEEAP Tracking System.
* **Clear Indication of Learning:** This request should clearly indicate the courses or competencies for which the applicant seeks recognition, along with a preliminary list of prior learning experiences.

**Key Personnel Involved:**

* **ETEEAP Chief:**
  + Coordinates with CHED and Deans for recruitment, selection, and admission of applicants.
  + Oversees the initiation phase to ensure alignment with institutional goals.
  + Assists in the recruitment and admission process.
  + Provides guidance to applicants during the initiation phase.
* **College ETEEAP Coordinator:**
  + Assists in the recruitment and admission process.
  + Provides guidance to applicants during the initiation phase.
* **Applicant:**
  + Gathers and submits all required documentation through the ETEEAP Tracking System and via courier as necessary.
* **ETEEAP Administrative Assistant:**
  + Files and manages the received documents.
  + Facilitates communication between applicants and the evaluation team.

**1. Initiation of Equivalency and Accreditation Request:**

* The ETEEAP Chief coordinates with CHED and Deans for recruitment, selection, and admission of applicants.
* The ETEEAP Chief oversees the initiation phase to ensure alignment with institutional goals.
* The College ETEEAP Coordinator assists in the recruitment and admission process.
* The College ETEEAP Coordinator provides guidance to applicants during the initiation phase.

**2. Comprehensive Documentation Submission:**

* Applicants compile a detailed portfolio that substantiates their prior learning and experiences. This portfolio includes academic transcripts, certificates, professional experience letters, work samples, and descriptions aligning prior learning with specific learning outcomes.
* The Applicant gathers and submits all required documentation through the ETEEAP Tracking System and via courier as necessary.
* The College ETEEAP Coordinator assists applicants in preparing and organizing their portfolios.
* The College ETEEAP Coordinator ensures all necessary documents are submitted correctly.
* The ETEEAP Administrative Assistant files and manages the received documents.
* The ETEEAP Administrative Assistant facilitates communication between applicants and the evaluation team.

**3. Pre-Evaluation of Applicant Documents:**

* The RTU-IFLDE ETEEAP Office conducts a preliminary review of the submitted documentation to verify completeness and authenticity. This includes matching digital copies with originals and authenticating digital copies.
* The College ETEEAP Coordinator conducts the pre-evaluation of the submitted documents.
* The College ETEEAP Coordinator coordinates with applicants to obtain additional documents if necessary.
* The College ETEEAP Coordinator organizes the authentication process, ensuring original documents are returned to applicants.
* The ETEEAP Administrative Assistant assists in filing and managing documents during the pre-evaluation.
* The ETEEAP Administrative Assistant ensures secure handling and return of original documents.

**4. Organization and Examination of Documents:**

* A comprehensive table of contents will be created, organizing the documents in alignment with the established criteria for institutional evaluation. This structured arrangement facilitates systematic examination based on predefined evaluation instruments.
* The ETEEAP Administrative Assistant assists in creating and managing the table of contents.
* The ETEEAP Administrative Assistant ensures documents are accessible for the assessment panel.
* **College ETEEAP Coordinator:**
  + Provides a copy of the table of contents arranged according to evaluation criteria.
  + Ensures documents are organized for efficient examination.
  + Oversees the verification process.
  + Ensures duplicates are properly marked and authenticated.
* **ETEEAP Administrative Assistant:**
  + Handles the physical aspect of marking and authenticating duplicate documents.
  + Coordinates the return of original documents to applicants.
* **Deans:**
  + Recommend faculty advisors and assessors for the panel.
  + Assist in the selection process to ensure expertise and relevance.
* **Internal and External Assessors:**
  + Conduct thorough evaluations using various assessment methods.
  + Define learning competencies and align them with degree outcomes.
  + Assess, evaluate, collect, and verify evidence to match learning outcomes.
* **Faculty Advisers:**
  + Serve as mentors to applicants, preparing learning alternatives.
  + Evaluate learning achievements and recommend credit allocations.
* **Guidance Counselor:**
  + Assists in assessing the applicant's capabilities through interviews and aptitude tests.
  + Provides counseling support during the evaluation process.

**5. Verification of Submitted Documents:**

* The evaluation team matches the digitally submitted copies with the original documents.
* Digital copies are marked with an ETEEAP Code and authenticated by authorized representatives before returning originals to applicants.

**6. Formation of the Assessment Panel:**

* A diverse Panel of Assessors is convened, comprising subject matter experts, academic staff, and industry professionals relevant to the applicant's field of study.
* The panel evaluates the applicant's prior learning against academic standards and learning outcomes.

**7. Detailed Assessment and Evaluation:**

* The assessment process involves documentary evaluation, interviews, practical demonstrations, written examinations, and work sample reviews to assess the relevance and depth of the applicant's prior learning.

Certainly, let's elaborate on the remaining sections of the ETEEAP program outline:

**8. Determination of Equivalent Credits:**

* **Matching Experiences:** The Panel of Assessors determines the number of academic credits equivalent to the applicant's prior learning. This involves matching experiences with learning outcomes and ensuring compliance with institutional and CHED standards.
* **Key Personnel Involved:**
  + **Internal and External Assessors:**
    - Determine equivalent credits based on evaluation outcomes.
    - Utilize rubrics or similar tools to maintain consistency and objectivity.
  + **ETEEAP Chief:**
    - Oversees the determination process to ensure alignment with institutional standards.
    - Reviews and validates the panel's determinations.

**9. Addressing Deficiencies and Additional Learning (If Applicable):**

* **Identifying Gaps:** If the applicant's prior learning does not fully meet the required standards, deficiencies are identified, and customized learning pathways are offered to address these gaps.
* **Key Personnel Involved:**
  + **Faculty Advisors:**
    - Prepare and recommend learning pathways for applicants.
    - Mentor students in completing necessary competencies.
  + **Guidance Counselor:**
    - Assists applicants in navigating additional learning requirements.
    - Provides support and resources for completing deficiencies.
  + **ETEEAP Chief and College ETEEAP Coordinator:**
    - Coordinate the implementation of learning pathways.
    - Monitor applicant progress in addressing deficiencies.

**10. Final Approval and Awarding of Equivalency Credits:**

* **Review and Authorization:** Upon fulfilling all learning outcomes and meeting assessment criteria, the RTU-IFLDE ETEEAP Office reviews the Panel of Assessors' recommendations. Approved equivalency credits are formally awarded to the applicant's academic record.
* **Roles Involved:**
  + **ETEEAP Chief:**
    - Reviews the panel's recommendations.
    - Submits approved equivalency credits to the Vice President for Academic Affairs (VPAA) for final authorization.
  + **Registrar:**
    - Integrates awarded equivalency credits into the applicant's academic record.
    - Ensures accurate documentation and maintenance of records.

**11. Integration into Academic Program:**

* **Incorporation of Credits:** The awarded equivalency credits are incorporated into the applicant's academic program, allowing for adjusted study plans and reduced course loads as applicable.
* **Key Personnel Involved:**
  + **Registrar:**
    - Manages the integration of equivalency credits into academic programs.
    - Coordinates with academic advisors to adjust study plans.

**12. Maintenance and Record-Keeping:**

* **Secure Storage and Organization:** All records related to the equivalency and accreditation process are securely maintained in the ETEEAP Office, ensuring transparency and facilitating future evaluations.
* **Key Personnel Involved:**
  + **ETEEAP Administrative Assistant:**
    - Manages the secure storage and organization of all evaluation records.
    - Ensures accessibility for future reference and audits.
    - Ensures compliance with data protection policies.
  + **Registrar:**
    - Oversees the integrity and confidentiality of student records.
    - Ensures compliance with data protection policies.

**13. Review and Continuous Improvement:**

* **Regular Review:** The institution regularly reviews the equivalency and accreditation process to identify areas for improvement, incorporating feedback from stakeholders to enhance efficiency and effectiveness.
* **Key Personnel Involved:**
  + **ETEEAP Chief:**
    - Leads the review process for continuous improvement.
    - Incorporates feedback and updates guidelines as necessary.
  + **Deans and College ETEEAP Coordinators:**
    - Provide insights and feedback on the evaluation process.
    - Assist in implementing improvements and best practices.
  + **Registrar and Accountant:**
    - Ensure that process improvements comply with academic and financial regulations.
    - Support the implementation of updated procedures.

**Detailed Role Responsibilities Aligned to Process Steps:**

* **ETEEAP Chief:**
  + **1. Coordination and Oversight:**
    - Coordinates the overall operation of the ETEEAP program with CHED and Deans.
    - Oversees all phases of the Equivalency and Accreditation process to ensure alignment with institutional and regulatory standards.
  + **2. Training and Development:**
    - Identifies training needs and conducts training sessions for internal and external assessors.
    - Develops and validates instructional materials and accreditation instruments across various disciplines.
  + **3. Assessment and Monitoring:**
    - Assesses documents or portfolios of applicants alongside assessors.
    - Monitors ETEEAP enrollees in their workplaces to ensure compliance and progress.
  + **4. Reporting and Communication:**
    - Prepares progress reports and documents for evaluation by the National ETEEAP Team.

Certainly, let's elaborate on the remaining sections of the ETEEAP program outline:

**12. Maintenance and Record-Keeping:**

* **Secure Storage and Organization:** All records related to the equivalency and accreditation process are securely maintained in the ETEEAP Office, ensuring transparency and facilitating future evaluations.
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  + **3. Assessment and Monitoring:**
    - Assesses documents or portfolios of applicants alongside assessors.
    - Monitors ETEEAP enrollees in their workplaces to ensure compliance and progress.
  + **4. Reporting and Communication:**
    - Prepares progress reports and documents for evaluation by the National ETEEAP Team.
* **5. Site Visits:**
  + Conducts workplace visits for applicants when necessary to verify experiences and competencies.
  + Submits comprehensive reports to the President through the VPAA regarding ETEEAP program activities.

**College ETEEAP Coordinator**

* **1. Support in Recruitment and Admission:**
  + Assists in the recruitment, selection, and admission of applicants, ensuring a smooth intake process.
* **2. Document Management:**
  + Conducts pre-evaluation of submitted documents, ensuring completeness and authenticity.
  + Facilitates the authentication of applicant documents and ensures originals are returned.
* **3. Evaluation Process Coordination:**
  + Provides a structured table of contents for portfolios based on institutional criteria.
  + Forms and manages the panel of assessors, including external members.
* **4. Monitoring and Support:**
  + Monitors ETEEAP enrollees in their workplaces, ensuring adherence to program requirements.
  + Coordinates workplace visits for applicants when necessary.

**Deans**

* **1. Information Dissemination:**
  + Assist the ETEEAP Chief in disseminating information about ETEEAP program offerings within their respective colleges.
* **2. Faculty and Assessor Recommendations:**
  + Recommend qualified faculty advisers and assessors for the ETEEAP program.
* **3. Program Implementation and Monitoring:**
  + Support the implementation and continuous monitoring of the ETEEAP program within their colleges.
* **4. Site Visits:**
  + Participate in workplace visits for applicants when required to verify competencies.

**ETEEAP Administrative Assistant**

* **1. Documentation Management:**
  + Files and manages all documents related to the ETEEAP process.
* **2. Support in Evaluation Activities:**
  + Assists the Chief, Coordinator, and assessors in documentation and facilitation of evaluation activities.
* **3. General Administrative Support:**
  + Performs related tasks as required by the Chief and Coordinator to ensure smooth operation of the ETEEAP program.

**Internal and External Assessors**

* **1. Competency Definition and Assessment:**
  + They define learning competencies for subjects within each degree offered.
  + They assess, evaluate, collect, and verify evidence to match learning outcomes of the degree sought by the applicant.
* **2. Standards and Framework Development:**
  + They construct credit and qualification frameworks that set standards for evaluating learning achievements.
  + They compare assessment results against specified credit or degree level standards.
* **3. Judgment and Decision-Making:**
  + They make informed judgments regarding the performance of applicants, awarding credits or degrees based on demonstrated competencies.

**Faculty Advisers**

* **1. Mentorship and Support:**
  + They serve as mentors to students needing to enroll additional competencies to complete their degree qualifications.
* **2. Learning Alternatives Preparation:**
  + They develop and recommend learning alternatives that students can pursue outside the institution to address deficiencies.
* **3. Evaluation and Credit Allocation:**
  + They evaluate the learning achievements of students and recommend credit awards if standards are met.

**Guidance Counselor**

* **1. Student Advising and Assessment:**
  + They advise students throughout the ETEEAP process, providing guidance on academic and career pathways.
* **2. Capability Assessment:**
  + They conduct interviews and aptitude tests to assess the capabilities of applicants.
* **3. Support Services:**
  + They enhance their learning and counseling needs of students, offering support to address their guidance and counseling needs of students.

**Registrar**

* **1. Academic Compliance and Records Management:**
  + They plan, supervise, and ensure compliance with admission and academic requirements.
* **2. Policy Enforcement and Information Dissemination:**
  + They enforce government and university regulations related to academic scholarships, graduations, and other academic matters.
  + They disseminate information on curricular offerings, admission requirements, and academic policies.
* **3. Record Security and Integrity:**
  + They ensure the custody, security, integrity, and confidentiality of student records.
  + They manage the issuance and release of academic records.
* **4. Process Standardization:**
  + They develop and implement standard operating procedures and process flow charts for office functions.

**Accountant**

The Accountant plays a crucial role in the financial management and administration of the ETEEAP program. Their responsibilities include:

* **1. Financial Management and Certification:**
  + Certifying the availability of funds for various requests, including accommodations, purchases, and travel orders.
  + Reviewing and approving financial transactions, ensuring accuracy and compliance with financial policies.
* **2. Financial Accountability and Reporting:**
  + Spot-checking receipts, invoices, and supporting documents.
  + Signing disbursement vouchers for expenses, payrolls, and other financial obligations.
  + Reviewing and certifying the correctness of financial accountability reports.
* **3. Compliance and Reporting:**
  + Preparing financial accountability reports for government bodies such as DBM, COA, Congress, Senate, and CHED.
  + Handling other financial-related tasks pertinent to the ETEEAP program.

**Qualification of Assessors**

The image outlines the qualifications for both **External Assessors** and **Internal Assessors** involved in the ETEEAP evaluation process.

**1. External Assessors:**

* Must be external experts chosen by the Unit for the relevance of their knowledge, skills, attitudes, and values.
* Should not have a close relationship with the school through teaching, research, or external examinations.
* Must have acquired at least five years' experience in the field of their expertise and may have supervisory positions in that area.
* Should have relevant trainings or seminars on assessment and evaluation or of a similar context.
* Must be a graduate of the degree being applied for assessment by an applicant.

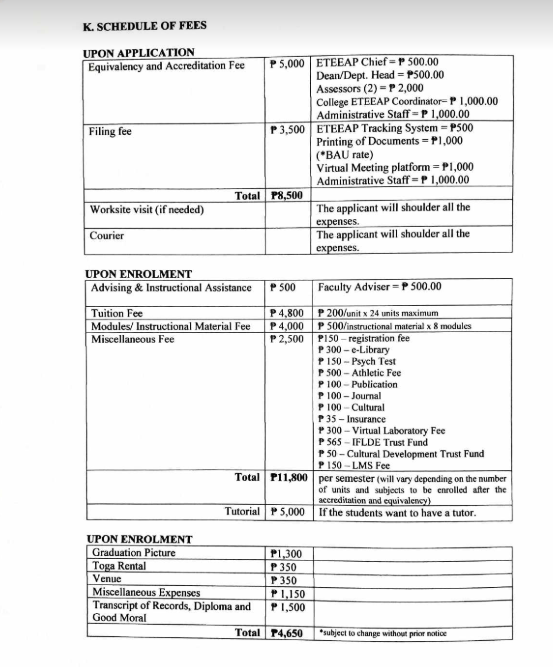
**2. Internal Assessors:**

* Are internal faculty members of a College where a potential candidate wishes to enroll.
* Are chosen by a Unit for the relevance of their knowledge, skills, attitudes, and values.
* Must have acquired at least five years' experience in the field of their expertise and may have supervisory positions in that area (if possible).
* Should have relevant trainings or seminars on assessment and evaluation or of a similar context.
* Must be a graduate of the degree being applied for assessment by an applicant.

**J. Composition of Academic Review Board/Panel of Assessors**

The Academic Review Board/Panel of Assessors plays a key role in evaluating applicants' prior learning and determining credit equivalency. The composition of this panel typically includes:

1. **ETEEAP Chief:** The overall coordinator of the ETEEAP program.
2. **Dean or Department Head:** A representative from the relevant academic unit.
3. **Two (2) Assessors:** One internal and one external assessor, selected based on their expertise and qualifications.
4. **College ETEEAP Coordinator:** Assists in the evaluation process.

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**Evaluation Instrument Overview**

This section outlines the key components and scoring criteria used to assess applicants' prior learning and experience for the ETEEAP program. The instrument is designed to comprehensively evaluate various aspects, including education, work experience, professional achievements, and interview performance.

**1. EDUCATIONAL QUALIFICATION (MAXIMUM OF 20 POINTS)**

* **Points are awarded based on the applicant's highest completed educational attainment.**
  + High School Graduate: 4 points
  + One Year College: 8 points
  + Two Years College/Graduate of Vocational: 12 points
  + Three Years College: 16 points
  + College Degree Holder: 20 points

**2. WORK EXPERIENCE (MAXIMUM OF 40 POINTS)**

* **Work experience must be relevant to the field applied for, with entry points for a minimum of five years of experience and additional points based on the applicant's role:**
  + Ordinary Employee: 1 point/year
  + Supervisor: 2 points/year
  + Head/Manager: 3 points/year
* **Entry points for at least 5 years of experience in the field applied for = 15 points, plus accumulated points per year.**

**3. PROFESSIONAL ACHIEVEMENT (MAXIMUM OF 25 POINTS)**

* **This category evaluates trainings, seminars, professional development, and awards:**
  + Trainings/Seminars (maximum of 10 points):
    - Local/Regional: 2 points
    - National: 3 points
    - International: 5 points
  + Membership in Professional Organizations: 1 point/year (maximum of 5 years)
  + Eligibility (max of 10 points together with awards):
    - Sub-professional: 2 points
    - Technical (NC, COC): 3 points
    - Professional: 5 points
  + Awards (max of 10 points together with Eligibility):
    - Local/Regional: 2 points
    - National and International: 3 points

**4. INTERVIEW (MAXIMUM OF 15 POINTS)**

* **Conducted by:**
  + Chief of ETEEAP: 5 points
  + Internal Assessor: 10 points

**5. Equivalencies of Scores**

* This section outlines how the total evaluation score is converted into residency and supplementary course requirements.
* The score range is divided into intervals, with each interval corresponding to a specific number of units.
* For example, a score between 95-100 would require 3 units of residency courses.
* A score below 60 would advise the applicant to enroll in the regular program.

**6. Supplemental Courses**

* This section lists the supplemental courses that ETEEAP students may be required to take based on their evaluation score and the program they are applying for.
* These courses are identified based on the latest CHED-noted curriculum for the program.
* Some courses are marked with an asterisk (\*), indicating that they are preferred.

**Comparison of ETEEAP Courses: Evaluation Point System**

This table compares the point distribution for ETEEAP evaluations across four different universities: PSU, CLSU, MMSU, and RTU.

* **Criteria:** The evaluation is based on four criteria: Educational Qualifications, Work Experience, Professional Achievement, and Interview.
* **Point Allocation:** The point allocation for each criterion varies across the universities. For example, RTU allocates 20 points for Educational Qualifications, while PSU and CLSU allocate 30 points.

**Key Observations:**

* RTU allocates the highest number of points to Work Experience (40 points), while PSU and CLSU allocate 30 points.
* RTU allocates 25 points to Professional Achievement, while PSU allocates 50 points and CLSU allocates 30 points.
* RTU allocates 15 points to the Interview, while PSU and CLSU do not allocate any points to the Interview.

**IV. Implementation Plan**

This section outlines the timeline and key activities involved in implementing the ETEEAP program at RTU. It is divided into three phases:

**A. Preparatory Phase (January 2025 - March 2025)**

* **1. Formation of a Working Committee:**
  + A team consisting of faculty, academic leaders, and administrative staff will be established to oversee the ETEEAP application and implementation process.
* **2. Preparation of Required Documents:**
  + This phase involves gathering and preparing various documents necessary for the ETEEAP application, including:
    - Profile of HEI Applicant (from the IFLDE Office)
    - Profile of College (from the IFLDE Office)
    - COPC documents (from the QA Office)
    - Accreditation Level (from the QA Office)
    - List of full-time and part-time faculty members per College (from Department Heads)
    - List of Student Support Staff members (from OSAAS)
    - Learning Packages (from UCIO)
    - Technologies used for networking and communication (from MISO)
    - Enrollment and Graduate Data (from SRAU)
* **3. Capacity Building:**
  + Training sessions will be conducted for faculty and staff on ETEEAP policies, guidelines, and procedures.
  + Proposed Speakers include representatives from CHED NCR and ETEEAP Chiefs from other universities (MMSU, CLSU, and PSU).

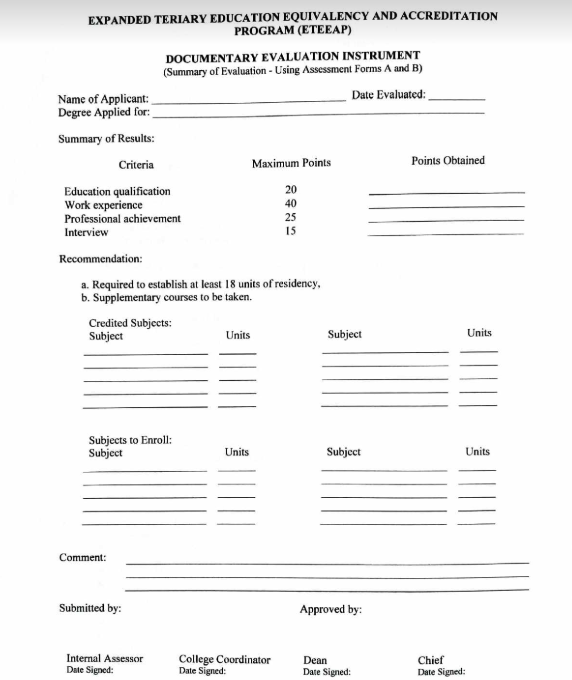
**B. Application Phase (April 2024 - July 2024)**

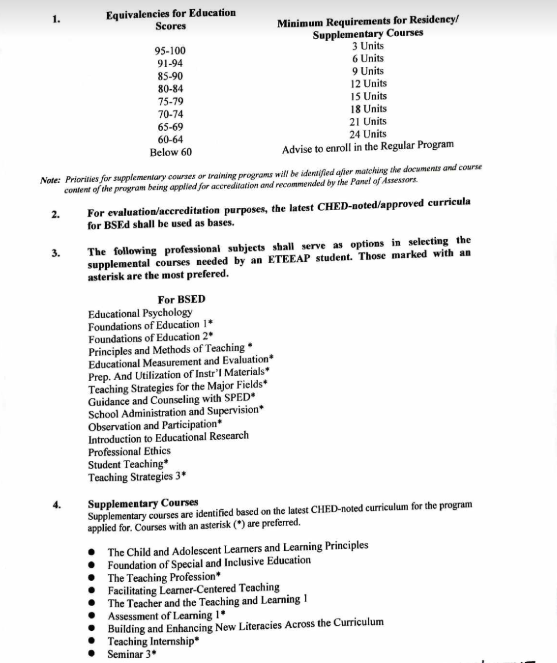
* **1. Submit the application for deputization to CHED.**
* **2. Coordinate with CHED evaluators for site visits and reviews.**

**C. Implementation Phase (August 2024 - December 2024)**

* **1. Launch the ETEEAP program upon approval.**
* **2. Enroll and evaluate initial batches of learners.**
* **3. ETEEAP Program Caravan to different industry partners.**

This implementation plan provides a structured roadmap for the successful launch and execution of the ETEEAP program at Rizal Technological University.

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**1. Equivalencies of Scores**

* This section outlines how the total evaluation score is converted into residency and supplementary course requirements.
* The score range is divided into intervals, with each interval corresponding to a specific number of units.
* For example, a score between 95-100 would require 3 units of residency courses.
* A score below 60 would advise the applicant to enroll in the Regular Program.

**2. Note:**

* It emphasizes that the prioritization of supplementary courses or training programs will be identified after matching the documents and course content of the program being applied for accreditation and recommended by the Panel of Assessors.
* For evaluation/accreditation purposes, the latest CHED-noted/approved curricula for BSEd shall be used as bases.

**3. Supplementary Courses for BSEd**

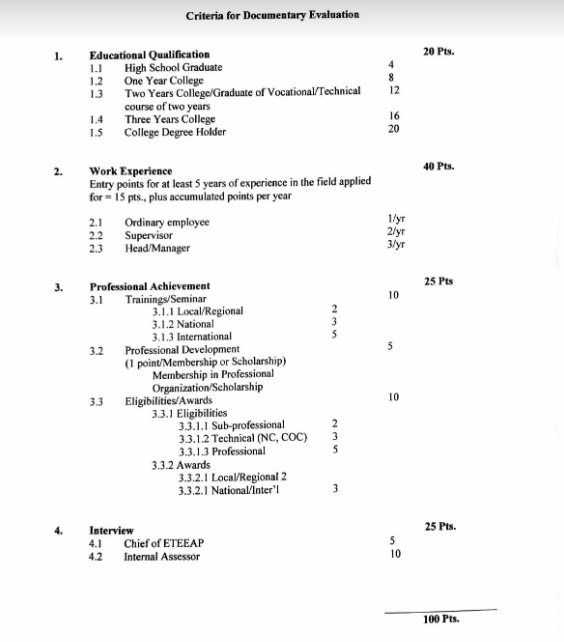
* This section lists the professional subjects that shall serve as options in selecting the supplemental courses needed by an ETEEAP student. Those marked with an asterisk are the most preferred.
  + Educational Psychology\*
  + Foundations of Education 1\*
  + Foundations of Education 2\*
  + Principles and Methods of Teaching\*
  + Educational Measurement and Evaluation\*
  + Prep. And Utilization of Instr'l Materials\*
  + Teaching Strategies for the Major Fields\*
  + Guidance and Counseling with SPED\*
  + School Administration and Supervision\*
  + Observation and Participation\*
  + Introduction to Educational Research
  + Professional Ethics
  + Student Teaching\*
  + Teaching Strategies 3\*

**4. Supplementary Courses**

* This section lists the supplementary courses that are identified based on the latest CHED-noted curriculum for the program applied for. Courses with an asterisk (\*) are preferred.
  + The Child and Adolescent Learners and Learning Principles
  + Foundation of Special and Inclusive Education
  + The Teaching Profession\*1
  + Facilitating Learner-Centered Teaching
  + The Teacher and the Teaching and Learning 1
  + Assessment of Learning 1\*
  + Building and Enhancing New Literacies Across the Curriculum
  + Teaching Internship\*
  + Seminar 3\*

This information provides a clear understanding of how scores are translated into residency and supplementary course requirements, the recommended professional subjects for BSEd students, and the supplementary courses that may be required based on the program applied for.

If you would like to explore a specific aspect in more detail or have any further questions, please feel free to ask!



**1. Educational Qualification (20 Points)**

* This section awards points based on the applicant's highest completed educational attainment.
  + 1.1 High School Graduate: 4 points
  + 1.2 One Year College: 8 points
  + 1.3 Two Years College/Graduate of Vocational/Technical course of two years: 12 points
  + 1.4 Three Years College: 16 points
  + 1.5 College Degree Holder: 20 points

**2. Work Experience (40 Points)**

* This section evaluates the applicant's work experience in the field they are applying for.
* **Entry points:** 15 points are awarded for at least 5 years of experience in the field.
* **Accumulated points per year:**
  + 2.1 Ordinary employee: 1 point/year
  + 2.2 Supervisor: 2 points/year
  + 2.3 Head/Manager: 3 points/year

**3. Professional Achievement (25 Points)**

* This category evaluates trainings, seminars, professional development, and awards.
  + **3.1 Trainings/Seminars (10 points)**
    - 3.1.1 Local/Regional: 2 points
    - 3.1.2 National: 3 points
    - 3.1.3 International: 5 points
  + **3.2 Professional Development (5 points)**
    - (1 point/Membership or Scholarship)
  + **3.3 Eligibilities/Awards (10 points)**
    - 3.3.1 Eligibilities
      * 3.3.1.1 Sub-professional: 2 points
      * 3.3.1.2 Technical (NC, COC): 3 points
      * 3.3.1.3 Professional: 5 points
    - 3.3.2 Awards
      * 3.3.2.1 Local/Regional: 2 points
      * 3.3.2.1 National/International: 3 points

**4. Interview (25 Points)**

* **4.1 Chief of ETEEAP: 5 points**
* **4.2 Internal Assessor: 10 points**

**Total Points:** 100 points

This detailed breakdown of the "Criteria for Documentary Evaluation" provides a clear understanding of how different aspects of an applicant's profile are assessed and scored in the Rizal Technological University's ETEEAP program.