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| TITLE: | PRE-EVALUATION OF ETEEAP APPLICANT DOCUMENTS | |
| OBJECTIVE: | The objective of this Standard Operating Procedure (SOP) is to establish a systematic and transparent process for the pre-evaluation of applicants under the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) at Rizal Technological University (RTU). This procedure ensures that all applicants meet the initial requirements before proceeding to the next stages of assessment and accreditation. | |
| SCOPE: | This SOP applies to the Institute of Flexible Learning and Digital Education (IFLDE) staff, the ETEEAP Chief, College Coordinator, and College Dean responsible for evaluating applicant credentials, as well as ETEEAP applicants who must comply with the submission and evaluation procedures. | |
| ACRONYMS/DEFINITIONS: | **ETEEAP** – Expanded Tertiary Education Equivalency and Accreditation Program: A program that allows professionals to earn a degree by recognizing their work experience and prior learning.  **IFLDE** – Institute of Flexible Learning and Digital Education: The unit responsible for overseeing flexible and digital learning initiatives at RTU, including ETEEAP.  **OVPASA** – Office of the Vice President for Academic and Student Affairs: The office that oversees academic policies and student affairs in RTU.  **Pre-Evaluation** – The initial assessment of an applicant’s submitted documents to determine their eligibility for ETEEAP before proceeding to the full accreditation process.  **Portfolio** – A collection of an applicant's academic records, work experience, certifications, and other evidence of learning submitted for assessment.  **Accreditation** – The process of evaluating and recognizing an applicant’s prior learning experiences to grant academic equivalency. | |
| PROCESS MAP | | |
| ACTIVITY | **PERSON/S RESPONSIBLE AND DETAILS** | **DURATION** |
| Start of process | **-** | **-** |
| **Documents Submission** | The ETEEAP applicant must submit scanned copies of the required documents via email to rtu-eteeap@rtu.edu.ph, following the subject format: **PRE-EVALUATION\_SURNAME, FIRST NAME MI.** Upon receipt, the IFLDE staff will acknowledge the submission | 1 day |
| Complete Requirements  **YES**  **NO** | If the submitted documents are incomplete, the IFLDE staff will notify the ETEEAP applicant via email, specifying the missing requirements and providing instructions for resubmission. | 1 day |
| **Payment of Filing Fee** | If the submitted documents are complete, the IFLDE staff will notify the ETEEAP applicant to proceed with the payment of the filing fee (₱1,200). | \*depends on the SOP of Cashier |
| **Examination of Documents** | The ETEEAP applicant must submit the payment receipt for the filing fee within the same email thread. Upon receipt, the IFLDE staff will acknowledge the payment and confirm its validation. The IFLDE staff will then forward the applicant's documents to the ETEEAP Chief, ETEEAP College Coordinator, or the College Dean (whichever is available) for review. They will assess the submitted documents and recommend three appropriate programs that align with the applicant's work experience. | 4 days |
| **Result of Pre-Evaluation**  **PASSED**  **FAILED** | If the ETEEAP applicant does not pass the pre-evaluation, the IFLDE staff will notify the applicant and provide a detailed explanation of the results. Additionally, recommendations for further improvement or resubmission will be given to guide the applicant in meeting the program requirements. | 1 day |
| **Examination of Documents** | ETEEAP Applicants who pass the pre-evaluation will be promptly notified by IFLDE staff, who will provide a detailed explanation of the pre-evaluation results. Successful applicants will also be assigned an adviser who will assist them in preparing a comprehensive portfolio for the Assessment and Accreditation Stage | 4 days |
| End of process | Continual Improvement | **-** |

**POLICIES/MEMORANDANDUM/RTU MANUALS/GUIDELINES:**

*\*Please indicate the corresponding Policy, Memorandum or RTU Manuals/Guidelines necessary to Standard Operating Procedure.*

**ATTACHMENTS/FORMS:**

*\*Please indicate the Form Code and Form Title or corresponding Attachment/s necessary to this Standard Operating Procedure.*

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| PREPARED BY | REVIEWED AND RECOMMENDED BY | APPROVED AND CONTROLLED BY |
|  |  |  |
| DIRECTOR/DEAN  <OFFICE/COLLEGE NAME> | VICE PRESIDENT,  OFFICE OF THE VICE PRESIDENT <DIVISION> | QUALITY MANAGEMENT REPRESENTATIVE |
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