

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*)
11. Proficiency Certificate (*if any, photocopy*):
Government Regulatory Board
Licensed Practitioner in the Field
Business Registration
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:

- Submit scanned/digital copies (preferably in PDF format and with proper labels/file names) to aueteeap@arellano.edu.ph for evaluation.
- 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

:

(5,000.00)


Total:

P60,000.00


• 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
-  **Email address**

:

aueteeap@arellano.edu.ph