

# Pre-evaluation of application for Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)

**Clients:**

Prospective ETEEAP Beneficiaries/Interested Applicants

**Requirements:**

1. Accomplished ETEEAP application form
2. 1x1 ID Picture (Original)
3. NSO Authenticated Birth Certificate/Passport
4. Proof of Good Moral Character i.e Barangay Clearance/NBI Clearance
5. Service Record/Certificate of Employment
6. Most recent academic records/diploma
7. Comprehensive resume
8. Certificates of training and workshops completed
9. Certificates of individual proficiency in the discipline of field of interest
10. Other documents or evidence of capability and knowledge in the field applied for equivalency and accreditation

*(Note: Prepare two (2) sets of all documents)*

**Schedule of the Availability of Service:**

Monday to Friday  
8:00 am to 5:00 pm

**Fees:**

Free of Charge

**Total/Maximum Duration of Process:**

Seven (7) Days

**How to Avail of the Service**

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
1	Secures the ETEEAP Application Form either from the ETEEAP deputized HEI, the CHED website, or the ETEEAP Office	Provides application forms and list of requirements for accreditation and equivalency and explains process	Assigned Staff	ETEEAP 3/F HEDC Building	10 minutes

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
2	Submits completed ETEEAP application form	Receives and records application	Assigned Staff	ETEEAP, 3/F HEDC Building	10 minutes
3		Conducts pre-assessment/evaluation of the submitted application form and documents and staff prepares endorsement	Assigned Staff	ETEEAP, 3/F HEDC Building	5 days
4	Receives the Endorsement from CHED to the concerned ETEEAP deputized HEI	Releases the evaluated application form to the qualified applicant with CHED endorsement to the deputized HEI for entry and acceptance of the applicant to the ETEEAP program in the concerned HEI	Assigned Staff	ETEEAP, 3/F HEDC Building	10 minutes
<b>END OF TRANSACTION</b>					

*References:*

- Executive Order No. 330, May 10 1996 *“Adopting the Expanded Tertiary Education Equivalency and Accreditation Program as an Integral Part of the Educational System and Designating the Commission on Higher Education as the Authority Responsible for it’s Implementation”*
- Commission on Higher Education (CHED) Memorandum Order (CMO) No. 9 s. 2009 *“Revised Policies and Guidelines for the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) Pursuant to Executive Order (EO) No. 330”*