

SSC- R MANILA ETEEAP SYSTEMS & PROCEDURES

SSC-R Manila adapts the following Process Flow:

STEP 1: APPLICANT ORIENTATION

Applicant goes to the ETEEAP Director's Office to:

- be given orientation
- fill out application form
- get list of requirements and fees
- arrange schedule of the submission of documents, personality testing, assessment examination and panel of interview

STEP 2: PRE-ASSESSMENT OF APPLICANT'S QUALIFICATIONS

Applicant:

- submits his/her documents to ETEEAP Center
- takes the personality test at the Student Development & Placement Center (SDPC) Office
- takes the Assessment Examination (written and hands-on tests)
- is interviewed by the Panel of Assessors convened by ETEEAP Center

STEP 3: COMPETENCY ASSESSMENT OF APPLICANTS

Panel of Assessors:

- conduct a worksite visit
- evaluate the applicants submitted documents, results of the personality test, examination assessment, and panel of interview assessment
- evaluate and recommend Modular Learning Package to be taken and submits evaluation results to the ETEEAP Center

In case the applicant passes the evaluation, he/she proceeds to STEP 4, if not, he/she is advised of his/her deficiencies

STEP 4: CHED'S ENDORSEMENT

ETEEAP Center:

- prepares all the applicant's necessary documents
- submits the documents to CHED for review and endorsement
- follows up the result from the CHED

If there is an approval and endorsement from the CHED the applicant proceeds to STEP 5, if not she/he is advised of the specific deficiency and other deficiencies

STEP 5: SCHEDULING

ETEEAP Director informs the applicant of the following:

- result of the assessment process
- modular subject packages to be taken
- schedules of modular classes
- faculty experts who will handle the modular subject packages

STEP 6: ENROLLMENT PROCEDURES

Applicant status is changed to Candidate Status.

Candidate follows the enrollment procedures:

- appears at SAO for the undertaking form;
- submits the other registration and requirements at the Registrar's office
- proceeds to EDP for subject encoding and ID capturing
- pays the Schedule of Course Fees at the Accounting Office
- claims the study load at the Registrar's Office
- processes the Library Card

STEP 7: CONDUCT OF MODULAR LEARNING PACKAGE

Candidate:

- attends the Modular classes at the ETEEAP Center
- establishes residency of at least three (3) months with the guidance of the Faculty experts
- presents a final research paper
- should finish the course in one (1) year

STEP 8: SUBMISSION OF CANDIDATE'S PORTFOLIO and the RECOMMENDATORY PROCESS

After satisfactory compliance of requirements, the ETEEAP Director, Area Head and the Dean recommend the Candidate to the School President through the VP for Academics for the awarding of the degree.

STEP 9: GRADUATION CEREMONY

Candidate:

- settles all his accounts and other required fees
- should attend the Graduation Ceremony

STEP 10: AWARDING OF THE DEGREE

- Candidate is awarded the degree.
- ETEEAP Center submits the portfolio of the candidate