

ADMISSIONS
OFFICE



PNU

Certificate in Teaching Program (CTP)

Admission Brochure
AY 2025-2026



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Program Overview

The Philippine Normal University (PNU), recognized as the National Center for Teacher Education in the Philippines, offers a Certificate in Teaching Program through its College of Alternative and Lifelong Learning. This program is delivered entirely online, providing an accessible option for individuals unable to attend traditional face-to-face classes due to various constraints.

It is specifically designed for individuals who have already completed a bachelor's degree in any field and are now looking to transition into a teaching career or intend to take the Licensure Examination for Teachers, or LET.



Program Overview

Subject Code	Subject	Units
(2E-EDUC 1)	TEACHING PROFESSION	3
(2E-EDUC-2)	THE CHILD AND ADOLESCENT LEARNER AND LEARNING PRINCIPLES	3
(2E-EDUC 3)	PRINCIPLES AND METHODS OF TEACHING	3
(2E-EDUC-4)	ASSESSMENT OF LEARNING	3
(2E-EDUC-5)	TECHNOLOGY FOR TEACHING AND LEARNING	3
(2E-EDUC-6)	FIELD STUDY	3



Application Requirements

Please prepare the following requirements:

(a) Undergraduate degree Transcript of Record (TOR)

(in case you have further studies after undergraduate degree, present the most recent credentials);

(b) Certificate of GPA/GWA from School Registrar with Grade Point Average (GPA) of 85%, 2.00, B or better;

(c) 2x2 colored picture with a name tag

(d) Signed Application Form

You may also submit the scanned copies directly to the PNU Admissions Office, Ground Floor of the Main Building.



Application Procedure

01

Accomplish the application form through this link

<https://pwebss.pnu.edu.ph/pnu/applicants>

Generate a printer-friendly version of your application. If you encounter issues in the application form, please email mis@pnu.edu.ph.

02

You can submit your requirements either online, face-to-face or courier:

For Walk-in Applicants

- Fill out this Google Form:
<https://forms.gle/BVnaWk1XLpVMbHIR9>
- Select **"Yes"** as a walk-in applicant
- Submit **photocopies** of documents in-person to the Admissions Office.

For Online Submissions

- Fill out this Google Form:
<https://forms.gle/BVnaWk1XLpVMbHIR9>
- Select **"No"** as a walk-in applicant
- Create a Google drive folder and upload your **COMPLETE** scanned requirements.
- Paste the folder link in the last section of the form.
- Ensure your Gdrive folder is accessible (sharing option set to 'Anyone with the link').



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Application Procedure

For Submissions thru Courier

- Fill out this Google Form:
<https://forms.gle/BVnaWk1XLpVMbH1R9>
- Select "**No**" as a walk-in applicant
- Put your COMPLETE requirements in a transparent long envelope.
- On the courier pouch, write the name of the applicant, application ID number, complete address and contact details. Below is the delivery address where you will be sending your parcel:

Delivery Address:

ADMISSIONS OFFICE

Philippine Normal University
Room 104 G. Pecson Hall (Main Building)
Brgy. 660-A, Taft Avenue cor. Ayala Boulevard
Manila, Metro Manila 1000
(632) 5317-1768 loc 753

Note: If any requirements are missing/lacking, please email them directly to postbac.admissions@pnu.edu.ph rather than adding them to the Google Drive folder. This ensures your submission will be properly tracked and reviewed.





Application Procedure

03

Once your application has been reviewed and approved by the Admissions Office, you will receive payment instructions thru email. Pay the PHP 400.00 CTPAT fee.

- You may request your order of payment through this link:
<https://eservices.pnu.edu.ph/login>.
- Kindly follow the infographics on how you may request your order of payment @
<https://bit.ly/E-ServicesInfoGraphics>

Important Note: Email the proof of payment to graduate.admissions@pnu.edu.ph

04

For applicants with special needs and disabilities, you may request for a testing accommodation by sending us an email to postbac.admissions@pnu.edu.ph

05

Wait for your official CTPAT results via email from the Admissions Office. If you pass, you'll receive instructions for completing the pre-enrollment procedures detailed on the following page.



Pre-Enrollment Procedure

01 NOTICE OF ADMISSION: Your test results and Notice of Assessment (NOA) will be sent to you **via email**.

02 Entrance Data Submission: You will be asked to submit the following original documents to the Admissions Office in-person or via courier.

- TOR (with remarks **Copy for PNU**)
- Certificate of GWA
- PSA Marriage Certificate if TOR bears maiden name

If you need the request letter to get your TOR from your previous school, the office will provide face-to-face.

Note: If some documents are unavailable, you can submit those that are on hand and sign a promissory note for the remaining documents.



Pre-Enrollment Procedure

03

Enlistment: The College of Alternative and Lifelong Learning will send you an email regarding your enlistment. If you have any concerns, coordinate with CALL regarding enlistment of subjects.

To follow-up, you may reach them by emailing call@pnu.edu.ph or calling them thru (+63) 02 5317 1768 local 776.



Admissions Schedule

The PNU Admissions Office has firm application deadlines that all prospective applicants must adhere to. Failure to submit required materials by the specified dates will result in automatic forfeiture of your application. No exceptions can be made. Please review the following key dates carefully:

Activities	TERM 1	TERM 2	TERM 3
Application Period	March 31 - April 30, 2025	July 07 - August 08, 2025	November 10 - December 10, 2025
CTPAT	May 25, 2025	August 31, 2025	January 11, 2026
Releasing of Result	June 14, 2025	September 20, 2025	January 30, 2026
Enrollment Confirmation	June 14 - 23, 2025	September 20 - October 01, 2025	January 30 - February 11, 2026



Admissions Schedule

Activities	TERM 1	TERM 2	TERM 3
Submission of Requirements and Releasing of NOA	June 23 - 27, 2025	October 01 - 03, 2025	February 11 - 13, 2026
Enrollment	June 28, 2025	October 04, 2025	February 16, 2026

We strongly advise all applicants to carefully monitor these dates and submission windows. **Any applications or materials received after the deadline will be immediately discarded without review. No exceptions can be made.**

We thank you in advance for your understanding and look forward to receiving your completed application ahead of the deadline.



Schedule of Fees

CTP (Php 1,000/unit)	3 Units	6 Units	9 Units	12 Units
Tuition Fee	3,000.00	6,000.00	9,000.00	12,000.00
Miscellaneous Fees	2,000.00	2,000.00	2,000.00	2,000.00
Other Fees				
System Maintenance	289.41	578.81	868.22	1,157.63
Energy Fee	289.41	578.81	868.22	1,157.63
Subtotal	578.81	1,157.63	1,736.44	2,315.25
Grand Total	5,578.81	9,157.63	12,736.44	16,315.25

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**For concerns and inquiries,
you may contact us
through the following**



postbac.admissions@pnu.edu.ph



(632) 5317-1768 loc 753



facebook.com/pnu.admissions