

PNU Diploma Program

Admission Brochure AY 2025-2026

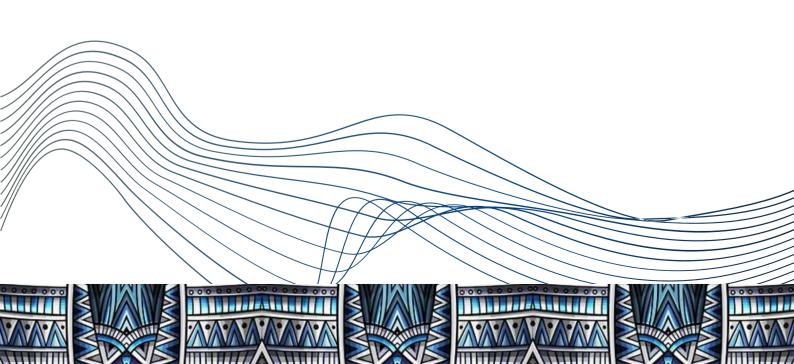




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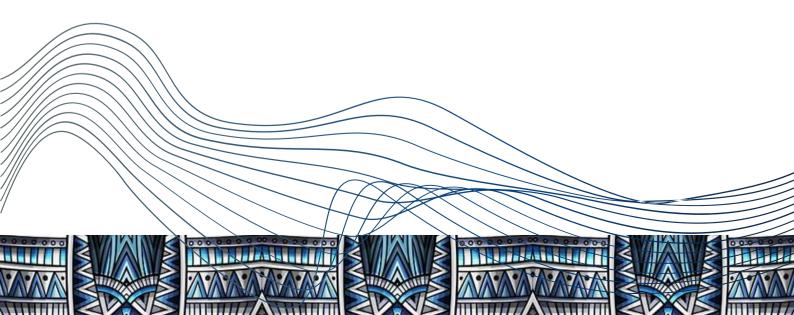
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Program Overview

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 education who are non-specialists in Values Education, Physical Education, and Library and Information Science. This diploma is anchored in the PNU Outcomes-Based Education Curriculum will equip teachers with both content and pedagogy allowing them to teach Values Education, Physical Education, or Library and Information Science in the basic education.



Diploma in Teaching Values
 Education (DTVE)

- Diploma in Teaching Physical Education (DTPE)
- Diploma in Library and Information Science (DLIS)



Application Requirements

Please prepare the following requirements for submission:

- 1. Undergraduate degree Transcript of Record (in case you have further studies after undergraduate degree, present the most recent credentials)
- 2. 2x2 colored picture with a name tag
- 3. Curriculum Vitae (CV)
- 4. Certificate of Employment (at least 2 years of teaching experience is required)
- 5. Letter of Application addressed to the Dean of College Alternative and Lifelong Learning (CALL):
 - Dr. Celia M. Ilanan, CALL Dean



Application Requirements

- 6. Letter of Application addressed to Dr. Henelsie
- B. Mendoza, Admissions Office Director (Here is a a <u>Letter Template</u> you can fill out.)
- 7. Letter of Recommendation from your superior/supervisor addressed to the CALL Dean with attachment of 1 Recommendation Letter.
- 8. Authenticated Birth Certificate
- 9. Diploma (Baccalaureate / Graduate)
- 10. Permit to Study (if working full-time)



Application Procedure

- Accomplish the application form through this link https://pwebss.pnu.edu.ph/pnu/applicants. If you encounter problems in logging in please email mis@pnu.edu.ph to resolve this.
- You can submit your requirements either online, face-to-face or courier:

For Walk-in Applicants

- Fill out this Google Form: <u>https://forms.gle/F4TnHj8NVdwkZyho7</u>
- 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: <u>https://forms.gle/F4TnHj8NVdwkZyho7</u>
- Select "No" as a walk-in applicant
- Create a Google drive folder and upload your COMPLETE 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').



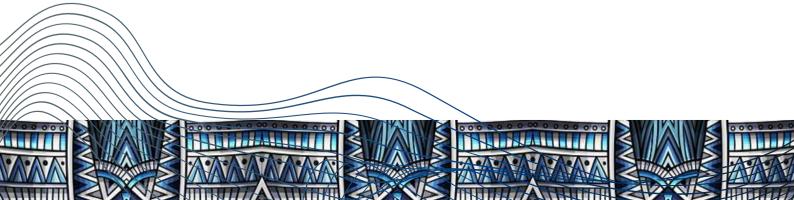
For Submissions thru Courier

- Fill out this Google Form: <u>https://forms.gle/F4TnHj8NVdwkZyho7</u>
- 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





After submitting the requirements, you will receive an email from the Admissions Office confirming the receipt of your complete requirements.

Once your requirements are complete, you will receive payment instructions. You can also find them in this brochure. Pay the PHP 250.00 processing fee.

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

Important Note: Email the proof of payment to <u>diploma.admissions@pnu.edu.ph</u>.

After payment, your documents will be forwarded to **CALL** for evaluation.



Pre-Enrollment Procedure

- After the result of evaluation, Submit your entrance data requirements:

 Required Documents:
 - Original Transcript of Records (TOR) with remarks "Copy for PNU"
 - Certificate of General Weighted Average (GWA)
 - PSA Marriage Certificate (if TOR bears maiden name)
- You will receive a Notice of Admission (NoA) via email.
- For the enlistment, 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
Evaluation Period	May 25 - June 10, 2025	August 31 - September 16, 2025	January 11 - 27, 2026
Releasing of Result	June 10, 2025	September 16, 2025	January 27, 2025
Enrollment Confirmation	June 11 - 23, 2025	September 17 - October 01, 2025	January 28 - 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	August 18, 2025	December 02, 2025	March 30, 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.













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		



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





facebook.com/pnu.admissions

