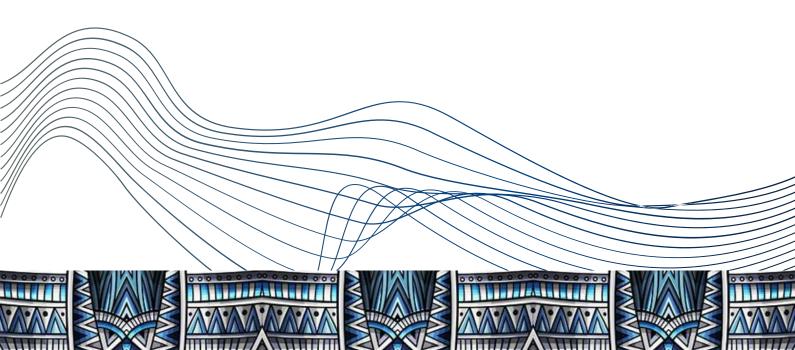# PNU
Certificate in Teaching Program (CTP)

Admission Brochure
AY 2025-2026

Table of Contents

Program Overview
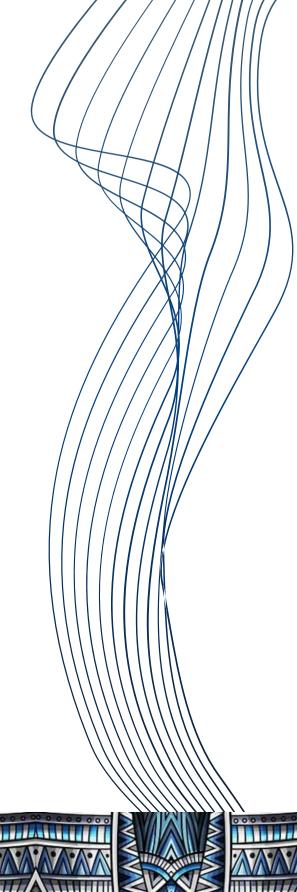
The Philippine Normal University (PNU), recognized as the National Center for Teacher Education in the Philippines, offers a Certificate in Teaching Program through its College of Alternative and Lifelong Learning. This program is delivered entirely online, providing an accessible option for individuals 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

Admissions
Schedule

ACTIVITIES	TERM 1	TERM 2	TERM 3
Application Orientation	March 29, 2025	July 01, 2025	November 10, 2025
Application Period	March 31 - April 30, 2025	July 03 - August 02, 2025	November 11 - December 12, 2025
CTPAT	May 25, 2025	August 31, 2025	January 04, 2026
Releasing of Result	June 14, 2025	September 18, 2025	January 22, 2026
Enrollment Confirmation	June 14-23, 2025	September 29 - October 01, 2025	January 31 - February 03, 2025

Admissions Schedule

ACTIVITIES	TERM 1	TERM 2	TERM 3
Submission of Requirements & Release of NOA	June 23 - 27, 2025	September 25 - October 03, 2025	January 31 - February 07, 2026
Endorsement for Enlistment	June 28, 2025	October 06, 2025	February 10, 2025
Date of Enrollment	July 03 - 05, 2025	November 03- 08, 2025	February 23 - 26, 2026
Start of Classes	August 18, 2025	January 12, 2026	April 25, 2026

Please keep a close eye on the dates and deadlines. **Anything sent after the deadline will not be accepted or reviewed—no exceptions.**

Thank you for understanding. We look forward to getting your application on time.
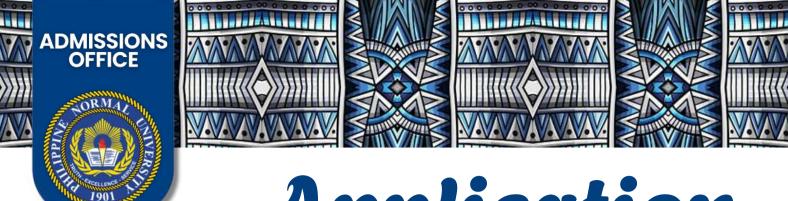
Application Requirements

Please prepare the following requirements:

- Undergraduate degree Transcript of Record (TOR) *(in case you have further studies after undergraduate degree, present the most recent credentials)*;
- Certificate of GPA/GWA from School Registrar with Grade Point Average (GPA) of 85%, 2.00, B or better;
- 2x2 ID Picture
- PWEBSS Application Form

Application
Procedures

01 Accomplish the PWEBSS application form through this link:

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

-Select **"POSTBAC"** as your Level

-Choose the appropriate Program **"PBCTP - Post Baccalaureate Certificate in Teaching"**

-Complete the form and save your information.

-Click **"Printer-Friendly Form"** and download the PDF file.

02 Accomplish the CTP Admission Google Form through this link:

https://forms.gle/JikrsAtMbdvjxnN28

IMPORTANT NOTE:
Make sure that your requirements are complete. Incomplete submissions will not be accepted or processed.
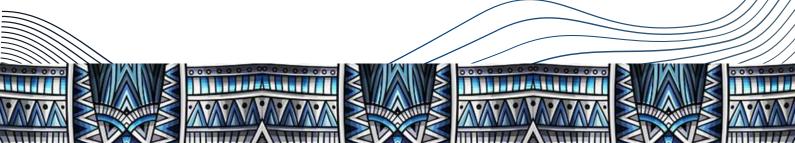
Application Procedures

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

For Walk-in Applicants
- Fill out the CTP Google Form.
- Select **"face to face"** as your mode of submission.
- Submit photocopies of documents in-person to the Admissions Office.

For Online Submissions
- Fill out the CTP Google Form.
- Select **"online"** as your mode of submission.
- 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').

Application Procedures

03 For Submissions thru Courier:

- Fill out this CTP Google Form.
- Select **"courier"** as a your mode of submission.
- 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:

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

IMPORTANT NOTE:
You will not receive your test permit if you don't complete all the requirements

Application Procedures

04

Once the Admissions Office reviews and approves your application, you will receive payment instructions via email. Pay the ₱600.00 admissions fee.
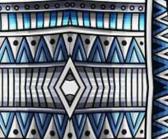
How to Request Your Order of Payment?
- **Access the E-services:**
  https://eservices.pnu.edu.ph/login
- **Payment Instructions Guide:**
  (https://drive.google.com/file/d/1dOgjAXWAX2Zhj pRuedf1nwCE2SlbnXWj/view?usp=drive_link)

IMPORTANT NOTE:
Email the proof of payment to
postbac.admissions@pnu.edu.ph

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

For questions about fees, you may email: accounting@pnu.edu.ph.

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

✉ postbac.admissions@pnu.edu.ph

📞 (632) 5317-1768 loc 753

f facebook.com/pnu.admissions