Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION  
DAP Bldg., San Miguel Avenue, Ortigas Center, Pasig City  
EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM  

EVALUATION CHECKLIST FOR INSTITUTIONAL CAPABILITY  
(for HEIs applying for deputization)  

Institution : ____________________________________________  
Address : ____________________________________________  
Name of President : _________________________  
Contact No. : _________________________  
Programs being applied for deputization : _________________________  

To the Evaluator: Use the following scale in evaluating the institution.  

5 -- if provision provided is very extensive and functioning excellently  
4 -- if provision is moderately extensive and functioning very well  
3 -- if provision is adequate and functioning well  
2 -- if provision is limited but functioning well  
1 -- if provision is very limited and functioning poorly  

I. Consistency of ETEEAP with Institutional Vision, Mission, Goals and Objectives  

1. The recognition and valuing of learning from sources outside of schools are integral part of the institution's vision, mission, goals and objectives (VMGO)  

2. The institution’s VGMO embodies the development and establishment of an alternative learning system for higher education  

II. Organizational and Management for Implementing ETEEAP  

1. The institution has established a unit specifically for the purpose of implementing the ETEEAP.  

2. The units established for implementing ETEEAP has the following support personnel:  
   a. A head  
   b. A recruitment, selection, and admission person  
   c. A career guidance counselor  
   d. An alternative learning program person; and  
   e. A registration records management person  

3. The unit has established the following systems and procedures for:  
   a. Recruitment, selection and admissions;  
   b. Registration and records management;  
   c. Initial guidance and preliminary work experience assessment;  
   d. Evaluation  
   e. Selecting and appointing members of the panel of assessors both for internal and external assessment  

4. The institution has adopted a reasonable transparent schedule of fees and charges for assessment services.  

5. The institution has provisions for the following:  
   f. Physical space for ETEEAP services  
   g. A space and requisite facilities for the conduct of in-house assessment  
   h. Learning resources and support facilities for implementing the alternative learning program packages  
   i. Staff training services for counseling, assessment, and alternative learning program packaging and management  
   j. Regular monitoring and evaluation services to ensure program quality and  
   k. Established linkages with industry representatives of programs offered under ETEEAP  

III. Funding for ETEEAP Implementation  

1. The institution has a regular annual budgetary allocation for the implementation of ETEEAP and institutionalization of alternative learning system for higher
IV. ETEEAP Assessment Processes and Requirements

1. The institution has the following implementation processes and requirements.
   a. Alternative learning program packages with specific curriculum and other
degree-completion requirements and processes;
   b. The non-school based college-level learning competencies in each ETEEAP
program where credit will be awarded.
   c. Evidence(s) of competent performance(s) required for minimum compliance
to qualify for the completion in each of the ETEEAP degrees offered.
   d. Qualitative and quantitative performance standards for non-school based
   learning competencies.
   e. Criteria and guidelines for judging levels of competence.
   f. Guidelines and procedures for translating learning outcomes into college-level
credits.
   g. A pool of trained internal and external ETEEAP assessors.
   h. Appropriate assessment and accreditation framework for different needs of
diverse ETEEAP clientele; and
   i. Different assessment “menus” or appropriate methods of assessing and
competencies.

V. Quality Assurance System for Sustaining Formal Academic Program
Alternative Learning System for Higher Education

1. The institution has devoted to ETEEAP and the Alternative Learning System for
Higher Education, well-defined operational support systems, namely:
   a. Expertise pool (administration and management, program packaging,
      assessors, counselors, curriculum specialists, tutors, mentors, etc.)
   b. Administrative (finance, budget and general services)
   c. Physical facilities and learning resource
   d. Internal and external program linkages and network with provider and user-
      sectors
   e. Program planning, implementation, monitoring and performance evaluation;
      and
   f. Staff continuing professional capability development program

2. The institution has budgetary support for the operations of the different support
systems for formal programs and the Alternative Learning System for Higher
Education.

AVERAGE

( ) For Deputization
   Comments :
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

( ) For deputization, only after compliance with the following recommendations
   Comments :
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

( ) Not qualified for deputization
   Comments :
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

Evaluated by : ______________________________ (Name and Signature)
Date Evaluated : ______________________________