

# CITY OF IMUS POLYTECHNIC INSTITUTE EXTERNAL SERVICES



## 1. ONLINE REGISTRATION

Direct online application through Edukasyon.ph website.

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	For scholarship programs and Dual Training System: Enrollees 18 years old and above For other programs: Any interested enrollee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Electronic Registration Form		Edukasyon.ph (Website)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish online Registration Form at Edukasyon.ph website ( <a href="https://www.edukasyon.ph/schools/city-of-imus-polytechnic-institute">https://www.edukasyon.ph/schools/city-of-imus-polytechnic-institute</a> )	1.1 Verify completeness of form and forwards the same to Registrar's Office	None	1 day	Curley Mae Rafael Accounting Clerk III
	1.2 Contact the enrollee for the submission of admission requirements and schedule.	None		Anna Antonio Administrative Assistant II
Fill out Client Satisfaction Feedback Form				
<b>TOTAL</b>		<b>None</b>	<b>1 day, 6 minutes</b>	

## 2. OFF-CAMPUS REGISTRATION

On-site registration of interested applicants during marketing activities and company visits.

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	For scholarship programs and Dual Training System: Enrollees 18 years old and above For other programs: Any interested applicant			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Registration Form		CIPI Registrar's Office (Window 1)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Registration Form	1. Verify completeness of form and forwards the same to Registrar's Office	None	1 day	Any CIPI representative
Fill out Client Satisfaction Feedback Form				
<b>TOTAL</b>		<b>None</b>	<b>1 day</b>	



### 3. REGULAR ENROLLMENT

The enrollment of qualified in regular or short course programs for the following qualifications:

- Electrical Installation and Maintenance (EIM)
- Technical Drafting
- Mechatronics

#### Short Courses

	EIM	Mechatronics	Technical Drafting
Schedule	Monday to Friday AM Session: 9 am to 12 nn PM Session: 2 pm to 5 pm	Monday to Friday AM Session: 8 am to 12 nn PM Session: 1 pm to 5 pm	Monday to Friday 1 pm to 5 pm
Training Hours	80 hours	60 hours	80 hours

#### Short Courses (for industry partners)

	EIM	Mechatronics
Schedule	Depending on CIPI-industry partner agreement	
Training Hours	80 hours	60 hours

#### Regular Courses

	EIM	Mechatronics	Technical Drafting
Schedule	Monday to Friday 8 am to 5 pm	Monday to Friday 8 am to 5 pm	Monday to Friday 8 am to 5 pm
Training Hours	196 hours	156 hours	206 hours

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute – Registrar's Office & Cashier's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	Qualified applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Short Course</b>				
Copy of PSA Birth Certificate		Original copy: Philippine Statistics Authority		
Copy of 1 valid identification card (government/company/school-issued)		Any government institution and/or current company/school of client		
Community Tax Certificate (CTC) or Cedula		Local Government Unit – Treasurer's Office		
2 pcs 2x2 ID picture in white background with name tag Note: ID pictures must be in chemical print		Any photo studio offering chemical printing		
<b>For Regular Course</b>				
Copy of PSA Birth Certificate		Original copy: Philippine Statistics Authority		
Copy of 2 valid identification cards (government/company/school-issued)		Any government institution and/or current company/school of client		
Community Tax Certificate (CTC) or Cedula		Local Government Unit		
Barangay Clearance/Certificate		Barangay		
Set of ID pictures <ul style="list-style-type: none"> <li>• 2 pcs 1x1 ID pictures in white background with name tag</li> <li>• 2 pcs passport ID pictures in white background with name tag</li> </ul> Note: ID pictures must be in chemical print		Any photo studio offering chemical printing		
Registration Form		CIPI Registrar's Office (Window 1)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete admission requirements	1. Check and evaluate requirements	None	5 minutes	Anna Antonio Administrative Assistant II
2. Accomplish Registration Form	2. Verify completeness of form	None	5 minutes	Anna Antonio Administrative Assistant II
3. Pay tuition at the Cashier's Office (Window 3)	3.1. Issue Official Receipt (O.R.)	Based on assessment	10 minutes	Jedelou Costelo Administrative Officer I; Rizalyn Ochoa Cashier IV
	3.2. Enlist enrollee's name in the database	None	2 minutes	Shirley Danao Registrar III
<b>TOTAL</b>		<b>Based on assessment</b>	<b>22 minutes</b>	

## MATRICULATION AND OTHER FEES

### REGULAR RATES

Course	Training Fee	Laboratory Fee	Miscellaneous Fee	Total Fee
Mechatronics	PHP 8,000.00	PHP 1,500.00	PHP 2,500.00	PHP 12,000.00
Electrical Installation and Maintenance	PHP 5,000.00			PHP 9,000.00
Technical Drafting	PHP 5,000.00			PHP 9,000.00
Instrumentation and Control Servicing	PHP 10,000.00			PHP 14,000.00

### CASH BASIS RATES (10% discount on training fees)

Course	Training Fee	Laboratory Fee	Miscellaneous Fee	Total Fee
Mechatronics	PHP 7,200.00	PHP 1,500.00	PHP 2,500.00	PHP 11,200.00
Electrical Installation and Maintenance	PHP 4,500.00			PHP 8,500.00
Technical Drafting	PHP 4,500.00			PHP 8,500.00
Instrumentation and Control Servicing	PHP 9,000.00			PHP 13,000.00



## INSTALLMENT RATES

### A. TECHNICAL DRAFTING/ ELECTRICAL INSTALLATION AND MAINTENANCE

Fees/ Charges	Payment			
	Upon Registration	Per Assessment	Per Assessment	Per Assessment
Training Fee	PHP 1,000.00	PHP 1,334.00	PHP 1,333.00	PHP 1,333.00
Laboratory Fee	PHP 1,500.00			
Miscellaneous Fee	PHP 2,500.00			
<b>Subtotal</b>	<b>PHP 5,000.00</b>	<b>PHP 1,334.00</b>	<b>PHP 1,333.00</b>	<b>PHP 1,333.00</b>
<b>TOTAL</b>	<b>PHP 9,000.00</b>			

### B. MECHATRONICS

Fees/ Charges	Payment			
	Upon Registration	Per Assessment	Per Assessment	Per Assessment
Training Fee	PHP 1,600.00	PHP 2,134.00	PHP 2,133.00	PHP 2,133.00
Laboratory Fee	PHP 1,500.00			
Miscellaneous Fee	PHP 2,500.00			
<b>Subtotal</b>	<b>PHP 5,600.00</b>	<b>PHP 2,134.00</b>	<b>PHP 2,133.00</b>	<b>PHP 2,133.00</b>
<b>TOTAL</b>	<b>PHP 12,000.00</b>			



#### 4. SCHOLARSHIP ENROLLMENT

In consonance with its mandate, CIPI offers scholarship programs, in partnership with TESDA, that provide quality education to qualified underprivileged individuals.

Qualifications with scholarship programs:

- Electrical Installation and Maintenance (EIM) – TWSP & UAQTEA
- Technical Drafting – TWSP
- Mechatronics – TWSP & UAQTEA

##### **Training for Work Scholarship Program (TWSP)**

Inclusions: Training and Miscellaneous Fees and NC II Assessment Fee  
 Duration: Technical Drafting –206 hours  
 Mechatronics – 156 hours  
 EIM –196 hours  
 Schedule: Monday to Friday (8 am to 5 pm)

##### **Universal Access to Quality Tertiary Education (UAQTEA):**

Inclusions: (Kindly refer to TESDA Circular no. 60, series of 2018)  
 Duration: Mechatronics – 158 hours  
 EIM –196 hours  
 Schedule: Monday to Friday (9 am to 3 pm)

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute – Registrar's Office	
<b>CLASSIFICATION</b>	Simple	
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen	
<b>WHO MAY AVAIL THE SERVICE</b>	Qualified applicants 18 years old and above	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Training for Work Scholarship Program (TWSP)</b>		
Copy of PSA Birth Certificate	Original copy: Philippine Statistics Authority	
Copy of 2 valid identification cards (government/company/school-issued)	Any government institution and/or current company/school of client	
Community Tax Certificate (CTC) or Cedula	Local Government Unit – Treasurer's Office	
Barangay Clearance/Certificate	Barangay	
Set of ID pictures	Any photo studio offering chemical printing	





<ul style="list-style-type: none"> <li>• 3 pcs 1x1 ID pictures in white background with name tag</li> <li>• 2 pcs passport ID pictures in white background with name tag</li> <li>• 2 pcs 2x2 ID picture in white background with name tag</li> </ul> <p>Note: ID pictures must be in chemical print</p>				
Registration Form	CIPI Registrar's Office (Window 1)			
<b>II. Universal Access to Quality Tertiary Education (UAQTEA)</b>				
Copy of PSA Birth Certificate	Original copy: Philippine Statistics Authority			
Copy of 2 valid identification cards (government/company/school-issued)	Any government institution and/or current company/school of client			
Community Tax Certificate (CTC) or Cedula	Local Government Unit – Treasurer's Office			
Barangay Clearance/Certificate	Barangay			
<p>Set of ID pictures</p> <ul style="list-style-type: none"> <li>• 3 pcs 1x1 ID pictures in white background with name tag</li> <li>• 2 pcs passport ID pictures in white background with name tag</li> <li>• 2 pcs 2x2 ID picture in white background with name tag</li> </ul> <p>Note: ID pictures must be in chemical print</p>	Any photo studio offering chemical printing			
Scholastic Records (F138/F137/TOR/Certificate of Grades)	Previous School			
Good Moral Certificate	Previous School			
ALS Completion Certificate (if ALS graduate)	Previous School			
PWD ID card (if applicable)	Local Government Unit- Persons with Disability Affairs Office			
Registration Form	CIPI Registrar's Office (Window 1)			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete admission requirements	1. Check and evaluate requirements	None	4 minutes	Anna Antonio Administrative Assistant II
2. Accomplish Registration Form	2.1. Verify completeness of form	None	4 minutes	Anna Antonio Administrative Assistant II
	2.2 Enlist enrollee's name in the database	None	2 minutes	Shirley Danao Registrar III
Fill out Client Satisfaction Feedback Form				
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



## 5. DUAL TRAINING SYSTEM ENROLLMENT

In Dual Training System program, practical training by the industry partner complements the theoretical instruction conducted by CIPI. The training modality takes place in CIPI or the training center and the industry partner or the workplace. Both learning venues ensure quality and relevant training that will equip trainees with skills, knowledge, and values that make them highly competitive.

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute – Registrar’s Office & Cashier’s Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	Applicants 18 years old and above			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Copy of PSA Birth Certificate		Original copy: Philippine Statistics Authority		
Copy of 2 valid identification cards (government/company/school-issued)		Any government institution and/or current company/school of client		
Community Tax Certificate (CTC) or Cedula		Local Government Unit – Treasurer’s Office		
Laboratory test results <ul style="list-style-type: none"> <li>• Urinalysis, CBC, Drug Test, and Chest X-ray</li> <li>• Additional for DTS: Fecalalysis and Hepatitis B Screening</li> </ul>		Any accredited medical institution		
Certificate of Indigency		Local Government Unit- City Social Welfare and Development Office		
Set of ID pictures <ul style="list-style-type: none"> <li>• 3 pcs 1x1 ID pictures in white background with name tag</li> <li>• 2 pcs passport ID pictures in white background with name tag</li> <li>• 2 pcs 2x2 ID picture in white background with name tag</li> </ul> Note: ID pictures must be in chemical print		Any photo studio offering chemical printing		
Certificate of Employment (if employed)		Company		
Letter of Recommendation		Office/Department Head		
Resume/Personal Data Sheet		Client		
Previous scholastic records ( if available)		Previous school		
Registration Form		CIPI Registrar’s Office (Window 1)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Registration Form	1. Verify completeness of form	None	4 minutes	Anna Antonio Administrative Assistant II
2. Undergo in an Interview	2. Evaluate applicant’s qualification (passed or failed)	None	15 minutes	Curley Mae Rafael Accounting Clerk III

3. Submit complete admission requirements	3.1. Check and evaluate requirements	None	4 minutes	Anna Antonio Administrative Assistant II
	3.2 Enlist enrollee's name in the database	None	2 minutes	Shirley Danao Registrar III
Fill out Client Satisfaction Feedback Form				
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



## 6. ASSESSMENT AND COLLECTION OF TUITION AND OTHER FEES

Request for the generation of assessment

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute – Cashier’s Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	Enrollee or guardian			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Registration Form of Enrollee		Registrar (Window 1)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish registration form	1. Check form and endorse request to Cashier’s Office	None	2 minutes	Anna Antonio Administrative Assistant II
2. Pay amount due	2. Assess the amount to be collected and issue Official Receipt (O.R.)	Based on assessment	10 minutes	Jedelou Costelo Administrative Officer I; Rizalyn Ochoa Cashier IV
Fill out Client Satisfaction Feedback Form				
<b>TOTAL</b>		<b>Based on assessment</b>	12 minutes	



## 7. TESDA NC II ASSESSMENT\_PROCEDURE

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute – Registrar's Office	
<b>CLASSIFICATION</b>	Simple	
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen	
<b>WHO MAY AVAIL THE SERVICE</b>	CIPI Trainees; Trainees who completed training from any TESDA-accredited Technical-Vocational Institute (TVI)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For In-house Trainee</b>		
<b>A. Pre-assessment</b>		
Application Form	Registrar's Office (Window 1)	
Self-Assessment Guide	CIPI Processing Officer	
2 pcs passport ID pictures in white background (must be in collared shirt with nametag) Note: ID pictures must be in chemical print	Registrar's Office (Window 1)	
<b>B. During Assessment</b>		
Attendance Sheet	TESDA-Assigned Assessor	
Rating Sheet	TESDA-Assigned Assessor	
Competency Assessment Result Summary (CARS)	TESDA-Assigned Assessor	
Performance Evaluation Instrument (PEI)	TESDA-Assigned Assessor	
<b>C. Post-assessment</b>		
Letter of Authority	CIPI Processing Officer	
Photocopy of Valid ID (2 copies)	Registrar's Office (Window 1)	
National Certification Payment	Cashier's Office (Window 3)	
<b>For Walk-in Applicant</b>		
<b>A. Pre-assessment</b>		
Application Form	CIPI Processing Officer	
Self-Assessment Guide	CIPI Processing Officer	
2 pcs passport ID pictures in white background (must be in collared shirt with nametag) Note: ID pictures must be in chemical print	Any photo studio offering chemical printing	
<b>B. During Assessment</b>		
Attendance Sheet	TESDA-Assigned Assessor	
Rating Sheet	TESDA-Assigned Assessor	

Competency Assessment Result Summary (CARS) Performance Evaluation Instrument (PEI)		TESDA-Assigned Assessor			
<b>C. Post-assessment</b>					
Letter of Authority		CIPI Processing Officer			
Photocopy of Valid ID (2 copies)		Client			
National Certification Payment		Cashier's Office (Window 3)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit complete requirements	1. Check and evaluate requirements	None	5 minutes	Paul Esguerra <i>Processing Officer</i>	
2. Accomplish Registration Form	2. Verify completeness of form	None	2 minutes	Paul Esguerra <i>Processing Officer</i>	
3. Proceed to TESDA Provincial Office for scheduling	3. Endorse client to TESDA Provincial Office for scheduling and venue of his/her assessment	None	2 days	Paul Esguerra <i>Processing Officer</i>	
4. Pay Assessment Fee	4.1 Accept payment and issue Official Receipt (O.R.)	TESDA-prescribed Assessment Fee (PHP 500)	10 minutes	Jedelou Costelo <i>Cashier</i>	
	4.2 Collect reports and registration forms for submission to TESDA Provincial Office	None	1 day (stop time)	Paul Esguerra <i>Processing Officer</i>	
5. Claim National Certification	5.1 TESDA Provincial Office will release a assessment date for certification  5.2 Issuance of National Certification to the qualified candidate	TESDA-prescribed Assessment Fee (PHP 60.00)	-	TESDA Provincial Office	
Fill out Client Satisfaction Feedback Form					
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>		



## 8. ISSUANCE OF VARIOUS CERTIFICATIONS/REPLACEMENT OF ID CARD

- Issuance of the following requested documents:

- ID Card
- Certificate of Training/Enrollment
- Institutional Certificate
- Certificate of Good Moral Character
- TOR (Transcript of Record)

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute – Registrar's Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	CPI Trainees and Graduates			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Slip		Registrar (Window 1)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out Request Slip	1. Check student's records	NONE	2 minutes	Anna Antonio Administrative Assistant II
2. Pay corresponding fee and outstanding balance (if applicable)	2.1. Issue Official Receipt (O.R.)	PHP 50 per certificate PHP 150 per ID replacement PHP 200 per Diploma (duplicate copy)	10 minutes	Jedelou Costelo Administrative Officer I; Rizalyn Ochoa Cashier IV
	2.2. Prepare the requested document	None	5 minutes	Shirley Danao Cashier III
3. Present Official Receipt (O.R.)	3. Issue the document/ ID card	None	2 minutes	Anna Antonio Administrative Assistant II
4. Receive the requested document	4. Log the requester's name at the designated Logbook	None	2 minutes	Anna Antonio Administrative Assistant II
Fill out Client Satisfaction Feedback Form				
<b>TOTAL</b>		<b>Based on purpose</b>	<b>21 minutes</b>	

# CITY OF IMUS POLYTECHNIC INSTITUTE INTERNAL SERVICES





## 1. REQUEST FOR THE USE OF FACILITIES

Application for the use of available rooms and/or facilities for government functions/activities.

<b>OFFICE OR DIVISION</b>	City of Imus Polytechnic Institute – General Administration Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government; G2C – Government to Citizen			
<b>WHO MAY AVAIL THE SERVICE</b>	All offices under the City Government of Imus; Any public agency or organization			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent		Client		
Endorsement Letter (if applicable)		Local Government Unit – Office of the Mayor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements	1.1. Assess the submitted requirements and check the availability of venue	None	3 minutes	Ziza Anna Tan <i>Administrative Officer II</i>
	1.2. Advise the client on the availability of venue	None	2 minutes	
Fill out Client Satisfaction Feedback Form				
<b>TOTAL</b>		<b>None</b>	<b>5 minutes</b>	

