



ADMISSIONS PROCEDURES FOR CERTIFICATE PROGRAM – FILIPINO APPLICANTS

Document Reference: EOMS-CSA-PRC-014

Revision Number: 001

Confidentiality Level: Public

Approval Date: February 27, 2026

Review Cycle: Yearly

Effectivity Date: March 01, 2026

STEP 1: APPLICATION

- Create your DLSU-D Admissions Portal account through this link <https://admission.dlsud.edu.ph/admission/login.aspx> or scan the QR code at the side.
- Fill out the required fields in your admissions account and upload the following pre-admission documents:
 - Latest 2"x2" photo with name tag on white background
 - PSA-issued birth certificate
 - Latest fit to study Certificate (for applicants with a declared disability).
- Submit your online application to generate your DLSU-D application form



STEP 2: VALIDATION

- Submit the following pre-admission requirements via email to the College of Education (COEd):
 - Accomplished DLSU-D application form (click the "Download Application" button to save a copy of your application form for your records):
 - Application Letter
 - Transcript of Records
- Use the subject line: **"CTP/CVE/CRE Applicant TERM __, SY__"** (e.g. **CTP Applicant TERM 1, SY 2026-2027**)
- For the Certificate in Teaching Program (CTP):
 - Email the PFD Chair at cmpadilla@dlsud.edu.ph (please include in the cc the PFD Secretary - mtbaja@dlsud.edu.ph).
- For the Certificate in Teaching Values Education Program (CVE) or Certificate in Teaching Religious Education (CRE):
 - Email the REED Chair at gmgatdula@dlsud.edu.ph (please include in the cc the REED Secretary - fycagas@dlsud.edu.ph).
- After submission of the pre-admission requirements, a representative from COEd will notify the applicant for the initial evaluation and provide further instructions.
- Only applicants who pass the initial evaluation will be allowed to proceed to the next stage of the admissions process.

STEP 3: PAYMENT

- Pay the non-refundable and non-transferable **₱500.00** application fee.
- Click **"Proceed to Payment Portal"** (if the page does not proceed, turn off your popup blocker on your browser)
- From the Payment Portal select **"Payments"** (upper left on laptop/PC device and upper right on mobile device)
- then click PAY.

You may choose on any of the following:

- **MAYA** (debit card and credit card)
- **QRPH** (e-wallet and online banking)

- Check the Payment Portal for a "Paid" status after a successful payment.

Note: "If the payment process does not suit your convenience, please use the alternative option."

- Bills Payment (via online banking apps or over-the-counter bank transaction)
- Bank: Union Bank (Merchant name: DLSU-Dasmariñas)

STEP 4: DELIBERATION

- Exempted from DLSU-D Student Admissions Test for Certificate Program (DSAT-CTP).

STEP 5: CONFIRMATION

- Check the DLSU-D Admissions Portal account within five (5) working days for confirmation updates.

Prepared by: (Sgd) Ms. Carolyn R. Jardiniano Associate Director, ATU	Reviewed by: (Sgd) Mr. Romano Angelico T. Ebron Director	Approved by: (Sgd) Mr. Romano Angelico T. Ebron Director
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STEP 6: ENROLLMENT

- Scan the QR code to see the list of documentary requirements.
- Submit the documentary requirements to the Office of the University Registrar during the designated schedule.
- Follow the enrollment schedule and procedures in the DLSU-D Admissions Portal.



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