

ADMISSIONS PROCEDURES

for Certificate in Teaching Values Education

Step 1: APPLICATION

- ✓ Apply for admission to DLSU-D through the DLSU-D Admission Portal: <https://admission.dlsud.edu.ph/admission/login.aspx> or scan the QR Code.
- ✓ Fill out the required fields in your admissions account and upload the following pre-admission documents:
 - 2"x2" colored photo with white background and name tag
 - PSA issued birth certificate
 - PSA issued marriage certificate (for married female applicants)
- ✓ Submit your online application to generate your DLSU-D application form.



Step 2: VALIDATION

- ✓ Submit the following pre-admission requirements to the College of Education – Religious Education Department (COEd-RED):
 - 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: **CVE TERM 1 AY 25-26**
- ✓ 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 the COEd-RED 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 admission process.

Step 3: PAYMENT

- ✓ Pay the non-refundable and non-transferable application fee.
- ✓ Click on **“Proceed to Payment Portal”** to be redirected to the Payment Portal for the Service Invoice for the non-refundable and nontransferable application fee of ₱500.00.
- ✓ Use the complete Service Invoice Number (i.e. INV2024/01/000001) under the “Invoice Number” column as your reference/subscriber number when you pay thru the following payment channels:
 - Maya (through the payment portal)
 - University Cashiers at Ayuntamiento De Gonzalez Building, Counters 14, 15 or 16.

- Bills Payment with BDO, Metrobank, BPI, or Unionbank.
- DLSU-D BUX Checkout Page (“BUX”) accessible in this link: <https://app.bux.ph/DLSUD>.

For payments made thru Bills Payment with banks or BUX, upload your proof of payment/transaction receipt in your Payment Portal.

- ✓ Click on “Pay” button under “Payments” tab. In the dialog box that appears, select the payment channel used when paying the application fee and upload the copy of the receipt.

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.

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.

