



**APPLICATION FOR ADMISSION TO PROFESSIONAL TEACHER CERTIFICATION  
(PTC) PROGRAM**

University of the Philippines  
**OPEN UNIVERSITY**  
Los Baños, Laguna 4031  
Philippines

This application shall not be acted upon unless the following documents are received by the **Office of the University Registrar, UP Open University, Los Baños, Laguna**, on or before the deadline indicated in the Academic Calendar posted in the UPOU website, [www.upou.edu.ph](http://www.upou.edu.ph):

1. Correctly and completely accomplished application form
2. Photocopy of valid Transcript of Records (TOR) for all degrees earned
3. Two recent 2"x2" and two 1"x1" identical colored photos with plain white background (print complete name at the back)
4. Proof of payment of application fee (Php 500.00 for Philippine-based applicants or US\$100.00 for overseas applicants) (see payment procedure at the back)

**What Learning Center /  
Testing Center is  
most accessible to you?**

*(visit UPOU website,  
[www.upou.edu.ph](http://www.upou.edu.ph) for the  
list and location of  
testing/learning centers)*

\_\_\_\_\_

\_\_\_\_\_

**A. PERSONAL DATA**

Please print

<sup>1</sup> NAME _____				
<i>Family</i>		<i>First</i>		<i>Middle</i>
<sup>2</sup> GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	<sup>3</sup> AGE	<sup>4</sup> DATE OF BIRTH	<sup>5</sup> BIRTHPLACE	<sup>6</sup> CITIZENSHIP
<sup>7</sup> CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated	<sup>8</sup> PRESENT OCCUPATION/POSITION		<sup>9</sup> EMPLOYER _____ <input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> Semi-Private <input type="checkbox"/> Others:_____	
<sup>10</sup> OFFICE ADDRESS _____ _____ _____			<sup>11</sup> HOME ADDRESS _____ _____ _____	
Tel. No:	Province:	Tel. No:	Province:	
Zip Code:	Region/State:	Zip Code:	Region/State:	
Fax No:	Country:	Mobile No:	Country:	
<sup>12</sup> PREFERRED MAILING ADDRESS: <input type="checkbox"/> Office <input type="checkbox"/> Home		<sup>13</sup> E-MAIL ADDRESS (required)		

<sup>14</sup>Name, address and tel. no. of person to be notified in case of emergency:

**B. EMPLOYMENT BACKGROUND**

<sup>15</sup>Indicate the three (3) most recent occupational experience. *Please use additional sheet if necessary.*

Name & Address of Employer	Position	Date		Brief Description of Duties
		From	To	

<sup>16</sup>FINANCIAL SUPPORT:

- Parents  Self  Loan  Scholarship  Others:\_\_\_\_\_

### C. EDUCATIONAL BACKGROUND

<sup>17</sup>Have you been previously enrolled in the University of the Philippines?  Yes  No  
 If yes,  Regular  Non-degree  Special  Others: \_\_\_\_\_ UP student number: \_\_\_\_\_  
 What program/degree? \_\_\_\_\_

<sup>18</sup>Are you currently enrolled in another college/university?  Yes  No  
 If yes, in what program/degree? \_\_\_\_\_  
 Institution: \_\_\_\_\_

<sup>19</sup>List tertiary and graduate schools previously attended.

Institution(s) Attended	Degree	Major Field	Inclusive Date	
			From	To

<sup>20</sup>Academic Honors, Awards and Scholarship. *Please use additional sheet if necessary.*

Award	Institution Conferring Award	Date Conferred

<sup>21</sup>Professional, Licensure and Civil Service Examination Taken:

Title of Examination	Date Taken	Rating

<sup>22</sup>Membership in honor, professional and community organization. *Please use additional sheet if necessary.*

Organization	Nature of Organization	Position Held	Inclusive Date	
			From	To

**Student Declaration:**

“ I hereby affirm that all information supplied herein is complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agree to abide by the policies rules and regulations of the UP Open University.”

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Please attach  
2” x 2” photo here.

Please paste.  
Do not staple.

### PAYMENT PROCEDURES:

- PNB Payment System:**
- Go to the nearest Philippine National Bank (PNB) Branch and ask for a **Bills Payment slip**.
  - Fill in three (3) slips completely.  
*Name of Institution: UP Open University*  
*Reference No.: (Student Number)*
  - Print your name, purpose of payment (i.e. APPLICATION FEE) and the program you are applying for at the bottom part of the slip.
  - Obtain two copies of the bank validated slips of the required fee.
  - Attach one copy of the validated slip to your application form.  
*(Only those with original copies of the PNB teller-validated receipt will be issued Official Receipts. All monetary transactions are made through the bank.)*

*For those with no UP student number yet, please use:*  
**Y E A R - 83000 (e.g. 2012-83000)**

*For payment through bank transfer or remittance center to the*  
**Philippine National Bank-UPLB Branch** use the following information:

**Peso Account: UPOU Revolving Fund**  
**Account No.: 399 6931-00012**  
**Dollar Account: UPOU Trust Fund (USD)**  
**Account No.: 399 6929-00011**  
**Swift code: PNBMPHMM**  
**Routing No.: NY026003007**

*For other payment options, please visit [www.upou.edu.ph](http://www.upou.edu.ph).*