

CITY OF IMUS POLYTECHNIC INSTITUTE EXTERNAL SERVICES

1. ONLINE REGISTRATION

Direct online application through Google form or edukasyon.ph

OFFICE OR DIVISION	City of Imus Polytechnic Institute			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizens			
WHO MAY AVAIL THE SERVICE	Any interested enrollee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Electronic Registration Form		Google Form via Official CIPI FB Page https://forms.gle/hxCprVadHb22mgdD7		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish online Registration Form	1.1 Verify completeness of form	None	1 day	Angel Gabrielle Pallera <i>Administrative Assistant I</i>
	1.2 Forward consolidated detailed report to Office of Registrar	None		Angel Gabrielle Pallera <i>Administrative Assistant I</i>
	1.3 Contact the enrollee for the submission of admission requirements and schedule.	None	1 day	Maria Shirley Danao <i>Registrar III</i>
Fill out Client Satisfaction Feedback Form				
TOTAL		None	2 days	

2. REGULAR ENROLLMENT

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

- Electrical Installation and Maintenance NC II (EIM)
- Technical Drafting NC II
- Mechatronics Servicing NC II

OFFICE OR DIVISION	City of Imus Polytechnic Institute – Registrar’s Office and Cashier’s Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizens			
WHO MAY AVAIL THE SERVICE	Any interested enrollee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
I. Regular Course				
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			
Academic Records	Previous JHS or SHS enrolled in			
Transcript of Records	Previous Tertiary School enrolled in			
PWD ID (if applicable)	Local Government Unit			
ID picture package 3 pcs 1x1 ID pictures in white background with name tag 3 pcs passport ID pictures in white background with name tag Note: ID pictures must be in chemical print	Any photo studio offering chemical printing			
Registration Form	CIPI Registrar’s Office (Window 1)			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements.	1. Check, verify, and evaluate completeness of Form and requirements	None	15 minutes	Maria Shirley Danao <i>Registrar III</i>
2. Pay tuition at the Cashier’s Office (Window 3)	2.1 Receive payment. 2.2 Issue Official Receipt (O.R.)	Kindly refer to assessed fee/s	10 minutes	Dianne P. Garcia <i>Administrative Officer I</i>
3. Receive the Official Receipt (O.R.)	3.1 Enlist enrollee’s name in the Enrollment Roster	None	10 minutes	Maria Shirley Danao <i>Registrar III</i>
Fill out Client Satisfaction Feedback Form				
TOTAL		Based on assessment	35 minutes	

Regular Programs Courses

	EIM NCII	Mechatronics NCII	Technical Drafting NCII
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	158 hours	206 hours

MATRICULATION AND OTHER FEES

REGULAR RATES

Regular 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

Short Course	Training Fee	Laboratory Fee	Miscellaneous Fee	Total Fee
Mechatronics Servicing (3 modules)	PHP 4,000.00	0	0	PHP 12,000.00
Electrical Installation and Maintenance (4 modules)	PHP 2,500.00 per module			PHP 10,000.00
Technical Drafting (4 modules)	PHP 2,500.00 per module			PHP 10,000.00

CASH BASIS RATES (10% discounts on training fees)

Regular Course	Training Fee	Laboratory Fee	Miscellaneous Fee	Total Fee
Mechatronics Servicing NC II	PHP 7,200.00	PHP 1,500.00	PHP 2,500.00	PHP 11,200.00
Electrical Installation and Maintenance NC II	PHP 4,500.00			PHP 8,500.00
Technical Drafting NC II	PHP 4,500.00			PHP 8,500.00

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			
Subtotal	PHP 5,000.00	PHP 1,334.00	PHP 1,333.00	PHP 1,333.00
TOTAL	PHP 9,000.00			

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			
Subtotal	PHP 5,600.00	PHP 2,134.00	PHP 2,133.00	PHP 2,133.00
TOTAL	PHP 12,000.00			

3. SCHOLARSHIP ENROLLMENT

The enrollment of qualified to scholarship programs for the following qualifications:

- Electrical Installation and Maintenance NC II (EIM)
- Technical Drafting NC II
- Mechatronics Servicing NC II

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

- **Training for Work Scholarship Program (TWSP)**
- **Special Training for Employment Program (STEP)**
- **Tulong Trabaho Scholarship Program (TTSP)**

Inclusions: Training and NC II Assessment Fee, Training Support Fund, Connectivity, and PPE Allowance

Duration: Technical Drafting –206 hours
Mechatronics – 158 hours
EIM –196 hours

Schedule: Monday to Friday (8 am to 5 pm)

OFFICE OR DIVISION	City of Imus Polytechnic Institute – Registrar’s Office	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2C – Government to Citizens	
WHO MAY AVAIL THE SERVICE	Qualified applicants 18 years old and above	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Scholarship Programs		
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	
Academic Records	Previous JHS or SHS enrolled in	
Transcript of Records	Previous Tertiary School enrolled in	
PWD ID (if applicable)	Local Government Unit	
Set of ID pictures 3 pcs 1x1 ID pictures in white background with name tag 3 pcs passport ID pictures in white background with name tag Note: ID pictures must be in chemical print	Any photo studio offering chemical printing	

ALS Completion Certificate (if ALS graduate)		Previous School		
Barangay Certificate (Endorsement) of Residency		Local Barangay		
Registration Form		CIPI Registrar's Office (Window 1)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete admission requirements	1. Check and evaluate requirements	None	10 minutes	Maria Shirley Danao <i>Registrar III</i>
2. Accomplish Registration Form	2.1. Verify completeness of form 2.2 Enlist enrollee's name in the Enrollment Roster	None	5 minutes	Maria Shirley Danao <i>Registrar III</i>
Fill out Client Satisfaction Feedback Form				
TOTAL		None	20 minutes	

4. COLLECTION OF TUITION AND OTHER FEES

Request for the generation of assessment

OFFICE OR DIVISION	City of Imus Polytechnic Institute – Cashier's Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizens			
WHO MAY AVAIL THE SERVICE	Enrollee or guardian			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration Form of Enrollee		Registrar (Window 1) Registration Form of Enrollee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish registration form	1. Check registration form and endorse to Cashier's Office	None	10 minutes	Maria Shirley Danao <i>Registrar III</i>
2. Pay amount due	2. Assess the amount to be collected and issue Official Receipt (O.R.) and return registration form to registrar's office	Kindly refer to assessed fee/s	10 minutes	Dianne P. Garcia <i>Cashier</i>
Fill out Client Satisfaction Feedback Form				
TOTAL		Based on assessment	20 minutes	

5. TESDA NC II ASSESSMENT PROCEDURE

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

Rating Sheet Competency Assessment Result Summary (CARS) Performance Evaluation Instrument (PEI)		TESDA-Assigned Assessor		
C. Post-assessment				
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	Maria Shirley Danao <i>Processing Officer</i>
Accomplish Registration Form	Verify completeness of form	None	2 minutes	Maria Shirley Danao <i>Processing Officer</i>
Proceed to TESDA Provincial Office for scheduling	Endorse client to TESDA Provincial Office for scheduling and venue of his/her assessment	None	1 day	Maria Shirley Danao <i>Processing Officer</i>
TOTAL			1 day and 7 mins	
After obtaining schedule from TESDA Provincial Office				
Pay Assessment Fee	Accept payment and issue Official Receipt (O.R.)	TESDA-prescribed Assessment Fee (PHP 500)	10 minutes	Dianne Garcia <i>Administrative Officer I</i>
Post-assessment				
	Collect reports and documents for submission to TESDA Provincial Office	NONE	1 day	Maria Shirley Danao <i>Processing Officer</i>
For assessment examination passers				
Claim National Certification	Issuance of National Certification to the qualified candidate	TESDA-prescribed Assessment Fee (PHP 60)	10 minutes	TESDA
Fill out Client Satisfaction Feedback Form				

6. ISSUANCE OF VARIOUS CERTIFICATIONS

Issuance of the following requested documents:

- Certificate of Completion/Enrollment
- Institutional Certificate
- Certificate of Good Moral Character
- TOR (Transcript of Record)

OFFICE OR DIVISION	City of Imus Polytechnic Institute – Registrar’s Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizens			
WHO MAY AVAIL THE SERVICE	CIPI Trainees and Graduates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		Registrar (Window 1)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request Slip	1.1 Check student’s records	None	5 minutes	Maria Shirley Danao <i>Registrar III</i>
	1.2 Prepare the requested document	None	1 day	
2. Receive the requested document	2.1 Issue the document	None	5 minutes	Maria Shirley Danao <i>Registrar III</i>
	2.2 Log the requester’s name at the designated Logbook	None	2 minutes	
Fill out Client Satisfaction Feedback Form				
TOTAL		None	1 day and 12 minutes	

CITY OF IMUS POLYTECHNIC INSTITUTE INTERNAL SERVICES

CITIZEN'S CHARTER



www.cityofimus.gov.ph

1. REQUEST FOR THE USE OF FACILITIES

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

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

2. SUBMISSION OF REPORT ON COLLECTIONS AND DEPOSITS

Submission of financial reports after the issuance of official receipts to external clients and the deposit of collections.

OFFICE OR DIVISION	CITY OF IMUS POLYTECHNIC INSTITUTE – CASHIER’S OFFICE			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2G			
WHO MAY AVAIL THE SERVICE	Treasurer’s Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Three (4) copies of Report on Collections and Deposits (RCD)		1 - Local Government Unit – City Treasurer’s Office 1 – CIPI		
b. Three (5) copies of validated deposit slip/s		1 copy – UCPB 3 Copies - City Treasurer’s Office 1 Copy – CIPI		
c. Duplicate and triplicate copy of issued Official Receipt/s (O.R.) to external clients		Local Government Unit – City Treasurer’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive requirements	1. Submit report of collections and deposits for any Official Receipt generated	None	1 day	Dianne Garcia <i>Administrative Officer I</i>
Fill out Client Satisfaction Feedback Form				
TOTAL		None	1 day	

3. REQUEST FOR SUPPLIES

Request of CIPI personnel or section for replenishment of supplies and/or provision of materials and equipment available in the storage area.

OFFICE OR DIVISION	City of Imus Polytechnic Institute – Cashier’s Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	Any CIPI Staff			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Monitoring Sheet			Cashier’s Office (Window 3)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for supply/ies and present monitoring sheet	1. Check the availability of supply/ies and encode entries in the logbook and in the monitoring sheet	None	8 minutes	Dianne Garcia <i>Administrative Officer I</i>
2. Sign in the logbook	2. Release requested supply/ies	None	2 minutes	Dianne Garcia <i>Administrative Officer I</i>
Fill out Client Satisfaction Feedback Form				
TOTAL		None	10 minutes	

4. REQUEST FOR REIMBURSEMENT

Request of CIPI officials or sections for reimbursement of expenses incurred during official business activities.

OFFICE OR DIVISION	City of Imus Polytechnic Institute – Cashier’s Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G, G2C, G2B			
WHO MAY AVAIL THE SERVICE	Board of Trustees, School Administrator and concerned sections of CIPI			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Refer to the list of requirements from Accounting Office			Local Government Unit – City Accounting Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Prepare reimbursement request and Check completeness of attachments	None	30 minutes	Dianne Garcia <i>Administrative Officer I</i>
	1.2 Submit final request with attachments to Accounting Office for processing	None	10 minutes	
TOTAL		None	40 minutes	

CITIZEN'S CHARTER

