

Admission Procedures and Guidelines for the Academic Programs

Who	How	What
Applicant	<p>Admission Prerequisites</p> <ul style="list-style-type: none"> MA program applicants should have a Bachelor’s degree or its equivalent in any field PhD program applicants should have a Master’s degree or its equivalent in any field The applicant must be interested in either human organization systems or instructional development 	
Applicant	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Fills-out a request form to secure a set of application documents</p> </div> <p style="text-align: center;">↓</p>	<p>Application documents include</p> <ul style="list-style-type: none"> Personal Data Sheet, 1 set Personal Recommendation Sheets, 3 sets If applicable, Permit to Study requirements needed for Foreign applicants.
Applicant	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Submits accomplished documents and other application requirements</p> </div> <p style="text-align: center;">↓</p>	<p>Application Requirements</p> <ul style="list-style-type: none"> Personal Data Sheet, with photo Official Transcript of Records issued “For Transfer” and with school seal Marriage Contract, if relevant, to validate surname change of female applicants
Applicant	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Sends out the recommendation sheets to his/ her preferred recommending persons</p> </div> <p style="text-align: center;">↓</p>	
Recommending Persons	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Fills-up the recommendation sheet and submits directly to the Institute</p> </div> <p style="text-align: center;">↓</p>	<p>Applicants to both PhD and MA programs need to complete three (3) Recommendation Letters, except for MA-OD in Microfinance Management where only 1 recommendation letter is required for admission.</p>

