



Philippine Christian University

CHED Autonomous University Status | ISO 9001:2015 Certified



**Bachelor of Science in Accountancy**

*ONLINE Bridging Program*

**DGM**  
**INSTITUTE**  
of LEARNING and RESEARCH  
FOUNDATION INC.

# ORIENTATION PROGRAM

Term 5.2, AY 2024-2025

February 18, 2025

7:00 PM via Zoom

Presenter:



# PROGRAM

- I. Opening Ceremonies
- II. Messages
- III. Orientation File Proper
- IV. Q & A (*CERTS and DILRFI Participating*)
- V. Other Matters

# I. OPENING ACTIVITIES

- Opening Prayer
- National Anthem
- PCU Hymn

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## II. MESSAGES and BSA Bridging Structure

- Message from the PCU President  
(<https://www.facebook.com/certs.educational.services/videos/3205640999532372/>)
- Message from the DGMILRFI President  
(<https://www.facebook.com/certs.educational.services/videos/979824209112476/>)
- Message from the CERTS President  
(<https://www.facebook.com/certs.educational.services/videos/1011379856043678/>)

## II. PCU BRIDGING PROGRAM STRUCTURE





## BSA BRIDGING PROGRAM

### BSA PROGRAM

### CO-ADMINISTRATOR

### EDUCATIONAL SERVICES

Program Registration

Enrollment List

LEARNING PLATFORM

LEARNING CONTENTS

LEARNING DELIVERY

LEARNING MONITOR

LEARNING ASSESSMENTS

University Admission

Academic Registry

Rating Report

LIST OF ACADEMIC COMPLETERS

BSA CPAE SIMEX

Graduation Ceremonies

BSA DIPLOMA

TOR (Generic)

Candidates for Graduation

BSA ASSESSMENT

TOR for CPAE

BSA CPAE SimEx Completers

**DIPLOMA / DEGREE/ CPA License**



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**Bachelor of Science in Accountancy**  
ONLINE Bridging Program



### III. The PCU DILRFI BSA BRIDGING PROGRAM

- The BSA Bridging Program is a baccalaureate program of the Philippine Christian University in partnership with the DGM Institute of Learning and Research Foundation, Inc., for transferees or 2nd coursers from another school or other program who would like to complete their BS in Accountancy program.
- After completing the academic requirements of the program, PCU will issue the corresponding Diploma and TOR which you may use for employment and in applying for the CPALE.
- CERTS Educational Services is engaged to mainly deliver the academic components of the program by providing the learning management systems, learning contents, and training facilitation. For other details, kindly visit this link: <https://certsedu.tech/pcu-bsa-bridging-program/>

# IV. ACADEMIC POLICIES AND STANDARDS

1. Expectations
2. Admission to the Program
  - 2.1 Course mapping
3. Academic Learning Environment
  - 3.1 Setting your online learning environment
  - 3.2 General systems
  - 3.3 Course Outlines
  - 3.4 Online Live Lectures
  - 3.5 Books and references
  - 3.6 Rating systems
  - 3.7 Knowledge Engineers/Facilitators
  - 3.8 APPA skills assessment and certification
  - 3.9 Academic Requirements
    - 3.9.1 Flash Score
    - 3.9.2 CPALE SIMEX
    - 3.9.3 PCU College Dean's Assessment
    - 3.9.4 Non-professional courses
  - 3.10 Other Academic Matters
  - 3.11 Line of Correspondence
  - 3.12. Academic Requirements

# IV.1 Expectations

# IV. ACADEMIC POLICIES AND STANDARDS

## 1. Expectations

### 1.1 Objectives

- 1.1.1 Provide a relevant alternative gateway for those who would like to continue in pursuing the Bachelor of Science in Accountancy program.
- 1.1.2 Train learners to competently and confidently take the CPA licensure examinations (CPALE) resulting to a passing rate much better than the national passing performance.

### 1.2 Strategies

- 1.2.1 Micro learning design
- 1.2.2 Relevant Learning Management Systems
- 1.2.3 Competent learning contents, delivery, feedback, and assessments

# IV. ACADEMIC POLICIES AND STANDARDS

## 1.3 Outcomes

1.3.1 Competent and reliable graduates of BS in Accountancy

1.3.2 CPALE passers and topnotchers

# IV.1 Expectations

## On The Learners

- 1.4 Learners are expected as MATURED and RESPONSIBLE individuals able to manifest respect and commitment to learning schedule and activities in order to meet the required level of competencies set in this Program.
- 1.5 The focus of learning is on the Professional Courses designed to prepare you in confidently taking the CPALE .
- 1.6 Graduates of the BSA Bridging Program are expected to successfully pass the CPA Licensure Examinations (CPALE) on their first take.
- 1.7 Equally, this program aims to forge matured, responsible, and dependable professionals in the fields of accounting, finance, and business.

# IV.1 Expectations

## On The Learning Management System

- 1.7 Learning is undertaken using our Learning Management System (LMS), "**certs eduonline PCU**". Learners must discover and know its functionalities, limitations, and uses.
- 1.8 Our learning model has the following MLT (module, lesson, and topic) micro learning course structure:
  - 1.8.1 **module,**
  - 1.8.2 **lesson,** and,
  - 1.8.3 **topic**

This learning structure is integrated in the CERTS LMS.



# IV.1 Expectations

## On The Learning Management System

- 1.9 Our learning materials are already on the cloud servers waiting to be used. It is accessible thru (1) android-powered smart phone, and (2) laptop or desktop under the Windows 10 and 11, and (3) Mac OS.
- 1.10 Our learning contents include: recorded video lectures, study notes, slides, references, assignments and MCQs for exercises, practices, diagnostic tests, and assessments. Reading materials in pdf files are downloadable.
- 1.11. Our learning materials are on the cloud awaiting to be tapped by the learners and learning facilitators.

# IV.1 Expectations

## On The Learning Management System

- 1.12 Assessments are ready to be accessed in our website at will or at some instances, on the scheduled set by the Academic Director.
- 1.13 Training and interaction with Learning Facilitators are purely online, no physical attendance.

# IV.2 Admission to the Program

# IV.2 Admission to the Program

## 2.1 Probationary Admission

- Submission of TOR, Report of Grades, Academic Units Earned from the portal, “Certified True and Correct” by students; Prospectus with hand written grade of students, and must be signed as certified correct by students
- Release of Course Mapping
- Waiver on the enrollment, subject to the submission of the administrative credentials and compliance to academic requirements
- Enrollment
- Payment
- Access to the learning materials

## IV.2 Admission to the Program

### 2.2 Full Admission

2.2.1 To be fully accepted in the program, the requirements found in this link must be met.

*<https://certsedu.tech/pcu-bsa-bridging-program/>*

2.2.2 Old students are not required to accomplish the Student Application Form in the succeeding term(s) of enrollment.

### 2.3 Course Mapping

2.3.1 Each learner shall enroll the courses according to the provided personalized Program Completion and Mapping Schedule (PCMS), or COURSE MAPPING, until s/he completes it.

## IV.2 Admission to the Program

- 2.3.2 The Course Mapping is developed after an assessment of creditable units based on the TOR submitted.
- 2.3.3 In case of a failed rating in a course in a given term, the Course Mapping should be revised and the enrolment schedule for the succeeding terms would adjust accordingly. **A fee of P200 charged be charged for such service.**
- 2.3.4 If a student wishes to change his/her Course Mapping, the same shall be discussed with the Academic Director in the first term of enrollment. An **Amendment in the Course Mapping** after the first term of enrollment or during the tenure of the Program shall be charged an amount of **two hundred pesos (P200.00)** per amendment.

## IV.2 Admission to the Program

2.3.5 The Course Mapping is developed based on the submitted digital copy of TOR or its equivalent and acceptable academic records.

### 2.4 Enhanced Course Mapping

2.4.1 There is also an Enhanced Course Mapping which provides the corresponding CERTS skills certification courses in relation to the International Association of Business Professionals (IABP) membership and title programs.

# IV.3 Academic Learning Environment



# IV.3 Academic Learning Environment

## 3. Academic Learning Environment

- 3.1 Your Online Learning Environment
- 3.2 General Academic Systems
- 3.3 Course Outlines
- 3.4 Online Live Lectures
- 3.5 Books and References
- 3.6 Rating Systems
- 3.7 Knowledge Engineers/Facilitators
- 3.8 APPA Skills Assessment
- 3.9 Other Matters
- 3.10. Academic Requirements
  - 3.10.1 Flash Score
  - 3.10.2 CPALE SIMEX
  - 3.10.3 PCU College Dean's Assessment
  - 3.10.4 Non-professional Courses

# IV.3 Academic Learning Environment

## 3.1 Setting Your Online Learning Environment

### 3.1.1 Physical set up

- Study table(s)
- Chair(s)
- Learning supplies, calculator, pencil, ballpen, eraser, highlighter
- Computer devices, laptop, desktop, mobile phone(s)
- Good lightings and ventilation
- Book stand/shelves/boxes
- Etc.

# IV.3 Academic Learning Environment

## 3.1 Setting Your Online Learning Environment

### 3.1.2 Internet connections

- For prepaid internet, verify that your subscription is not limited to selected app or group of apps only
- Use a different internet service provider with better coverage in your area

3.1.3 For more tips in setting your online learning environment, you may visit this link:

*<https://cpale.certsedu.tech/tips-to-improve-your-online-learning-skills/>*

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.2 Academic Terms

- 3.2.2.1 The PCU BSA Bridging Program runs on a 3-term per Academic year learning model (trimester model with more or less 15 weeks per term).
- 3.2.2.2 The annual academic terms are normally scheduled as follows:
- Term 1 - Oct - Jan
  - Term 2 - Feb - May
  - Term 3 - June - Sep
- 3.2.2.3 Enrollment starts 1.5 months before the term commences.
- 3.2.2.4 Classes normally start in the 1<sup>st</sup> week or 2<sup>nd</sup> week of the first month of the term.
- 3.2.2.5 Activities are designed on a term basis.

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.3 Professional and Non-Professional Courses

- 3.2.3.1 Courses are classified as Professional Courses and Non-Professional Courses.
- 3.2.3.2 Professional courses are those directly related in taking the CPALE such as, but not limited to, accounting, auditing, taxation, regulatory framework for business transactions, economics, financial management, and accounting information system.

Refer to the Terms and Terminologies section for the inclusive list of professional courses:

- 3.2.3.3 All other courses not included in the immediately preceding list are non-professional courses.

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.4 Course Rooms

- 3.2.4.1 Course rooms are available for professional courses. They contain various learning contents and activities.
- 3.2.4.2 Some non-professional courses have course rooms. While other non-professional courses have no separate course rooms such as Christian Ethics, Christian Formation, Accounting Research, and Internship. For such, the instructions for course completion is sent through emails.
- 3.2.4.3 General courses are normally assigned their respective course rooms.

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.5 Learning Activities and Contents

					Topical	Lesson	Module
a.	Video lectures				✓	✓	✓
b.	Study notes				✓	✓	✓
	a.1	slide			✓	✓	✓
	a.2	pdf			✓	✓	✓
		a.2.1	downloadable		✓	✓	✓
c.	Readings and references				✓	✓	
d.	From the web				✓		
	Live internet mentoring						
e.	(web conferencing)				✓		
f.	Exercises				✓	✓	✓
g.	Assessments				✓	✓	✓
h.	Projects				✓	✓	✓

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.6 Learning Assessments

3.2.6.1 Topical assessments must be taken as per course outline arrangement.

3.2.6.2 Assessments are already uploaded ready for access on scheduled time.

3.2.6.3 Modular and course assessments have extensions to indicate as such. Topical assessments have no extensions for identification.



# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.7 Learning Facilitation

3.2.7.1 Training and interaction with Learning Facilitators are purely online, no physical attendance.

3.2.7.2 Online Mentoring Session (OMS) for professional courses are conducted only when there are questions submitted for discussions.

3.2.7.3 Live online mentoring session and lectures are found in this address:

<https://cpale.certsedu.tech/schedule/>

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.8 Group Chats

3.2.8.1 WE DO NOT HAVE CERTS GROUP CHAT NOR ENCOURAGE / APPROVE ANY OF IT. WE ENTERTAIN COMMENTS / REQUESTS / ISSUES only thru the CERTS FB page:

*[certs educational services](#)*

and our email address :

*[certseducationalservices@gmail.com](mailto:certseducationalservices@gmail.com)*

3.2.8.2 *Anything taken up, discussed or otherwise, in the said unofficial, albeit, illegal group chat shall be considered an administrative offense and shall be acted upon accordingly.*

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.9 Learning Environment

- 3.2.9.1 We follow an open-time, open-schedule learning system where learning is made in a self-paced, self-directed, manner. It is primarily an asynchronous learning model and the schedule is at your will.
- 3.2.9.2 Our learning materials are already on the cloud servers waiting for use.
- 3.2.9.3 We have two (2) learning schedule:
- Asynchronous. For recorded video lectures, reading notes, exercises, topical assessments, modular assessments, and course assessments
  - Synchronous. Live online CPALE lectures, Integrated Accounting Review Course Assessments, and BSA CPALE SIMEX.

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.10 Class Calendar and Learning Schedule

3.2.10.1 All posted scheduled dates, including the SIMEX and online live lectures, are assumed to push through unless an announcement is made at least a day before the affected date.

3.2.10.2 Relevant learning dates, Term 5.2, AY 2024-2025:

<b>Classes</b>	
<b>Start</b>	<b>Feb 10, 2025</b>
<b>End</b>	<b>Jun 4, 2025</b>
<b>Last day of withdrawal</b>	<b>Feb 24, 2025</b>

3.2.10.3 Learning is made 24/7 for more or less 15 weeks unhampered by traffic condition, travel time, location, and other disturbances in learning, except in the unusual electricity and internet connection interruptions as well as calamities.

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.11 Opening and Deadlines of Learning Activities, Term 5.2

Prof Courses	
Opening of modular and course assessments	Apr 4, 2025
Completion of course requirements	
1st Deadline	May 24, 2025
Final Deadline	Jun 4, 2025
Non-Prof Courses	
Opening of non-professional courses	Apr 4, 2025
Completion of course requirements	
1st Deadline	May 24, 2025
Final Deadline	Jun 4, 2025

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.12 Queries / Issues / Comments

3.2.12.1 When you inquire for answers involving explanation or solutions in an MCQ,

- a) **state the course and topic to be answered, and**
- b) **send a screen shot of the item under question.**

3.2.12.2 The CERTS office will coordinate the same to the concerned Reviewer. The regular responding time is 8AM to 8PM, Mondays to Saturdays.

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.13 Office Learning Services

3.2.13.1 Only skeletal personnel force is maintained during the SIMEX, Assessments, and other exams.

### 3.2.14 Links

- 3.2.14.1 Posting of link for OMS, SIMEX, and Assessments are found in the Introductory Module at least a day prior to the date of schedule.
- 3.2.14.2 Posting of link for Course Assessments are found in the Summary Section.
- 3.2.14.3 Links for live CPALE lectures and BSA CPALE SIMEX cannot be opened or used except on the date and time as indicated.**

# IV.3 Academic Learning Environment

## 3.2 General Academic Systems

### 3.2.15 Miscellaneous

- 3.2.15.1 Course requirements are to be complied and submitted promptly and accordingly.
- 3.2.15.2 Reading materials, Pdf files, downloadable. Slides are not downloadable.
- 3.2.15.3 The learning activities start within 24 hours after sending of proof of payment. You have almost 15 weeks to work for your assessments and other course requirements. Do not anymore ask to extend the already finally extended deadlines.



# IV.3 Academic Learning Environment

## 3.3 Course Outlines

- 3.3.1 The course outlines are found in the CERTS LMS and used in the uploading of learning contents. Use the **“List View”** function.

# IV.3 Academic Learning Environment

## 3.4 Online Live Lectures

- 3.4.1 CERTS conducts LIVE Online Lectures. These are strongly recommended for PCU BSA Bridging graduates and are required for those presently enrolled in the Integrated Accounting courses. The schedule is found in this link:  
***<https://cpale.certsedu.tech/cpale-2025-schedule/>***
- 3.4.2 You may also find the said link in your course room entitled ***"CPALE Live Lecture Schedule"***
- 3.4.3 The CERTS LIVE Online CPALE Lectures cover all the 6 CPALE Course Syllabi and their Table of Specifications as provided by the Board of Accountancy.

# IV.3 Academic Learning Environment

## 3.4 Online Live Lectures

- 3.4.4 Graduates of, as well as those in their last term of enrollment in, the PCU BSA Bridging Program are **REQUIRED** to attend the said live online lectures.
- 3.4.5 Attendance to the CERTS live online CPALE lectures is free to all currently enrolled PCU BSA Bridging students.
- 3.4.6 LIVE Online Lectures are also conducted by **Invited Professional Lecturers** as a way of intervention by the PCU College of Accountancy. All concerned are strongly advised to attend. An Attendance Fee for such lectures may be assessed and paid separately.

# IV.3 Academic Learning Environment

## 3.5 Books and References

3.5.1 For books and references in professional courses, kindly visit this link:

***<https://certsedu.tech/wp-content/uploads/2022/09/Recommended-Books.-BSA-Program.pdf>***

3.5.1 For books and references in the non-professional courses, you may find it in the provided course outline, if made available, or you may search the internet for materials and other sources.

# IV.3 Academic Learning Environment

## 3.6 Rating System

3.6.1 The following are the standard grade points forwarded by PCU thru the office of DILRFI, dated January 17, 2022:

Grade Point	% Equivalence
1.0	98 – 100
1.25	95 – 97
1.5	92 – 94
1.75	89 – 91
2.0	86 – 88
2.25	85 below
INC	Incomplete
OD	Officially Dropped
UD	Unofficially Dropped

# IV.3 Academic Learning Environment

## 3.6 Rating System

### 3.6.2 Excerpts from the PCU Student Handbook:

- 3.2. A grade of 4.00 (Conditional) is not given in the final grading period.
- 3.3. An incomplete (INC) mark is given to a student who fails to complete certain requirements in a course. It is also given to a student who fails to take the final examination due to illness or any other valid reasons. If, however, the student is not passing in his/her class standing within the semester and fails to take the final examinations for any reason, the student is given a grade of 5.00.
- 3.4. A student who gets an INC must complete the same within a year immediately following the semester that he obtained the INC mark. Failure to comply within the specified period will automatically mean a grade of 5.00.

# IV.3 Academic Learning Environment

## 3.6 Rating System

### 3.6.2 Excerpts from the PCU Student Handbook (cont.):

- 3.5. After the deadline to complete an “Incomplete” grade has passed which is one (1) year, a student may still complete within a grace period of two (2) months only if the department head/dean or instructor approves the extension of the prescription period by filling out the Request for Extension of “Incomplete” Form. Otherwise, the “Inc” becomes a “5.00” subject for repeat. No request for extension of “Incomplete” will be entertained after a period of 14 months or one year and two months.
- 3.6. When a student drops a subject within six (6) weeks from the first day of classes, it shall be reported as “OD” (Officially Dropped); otherwise, it shall be marked either as “UD” (Unofficially Dropped) or “W/F” (Withdrawn/Failure) if no official dropping transpired, except when illness or any other valid reasons has caused the withdrawal, which must be established. The dash ( - ) is not to be used as a marking sign because its meaning is not specific.

# IV.3 Academic Learning Environment

## 3.6 Rating System

### 3.6.3 Professional courses

- Academic rating is purely assessment-based.
- If the requirements in the professional courses are completed within the schedule completion, an additional of 3 points will be added to the final rating.

### 3.6.4 Non-professional courses

- Submit the requirements to get a higher score.
- The base grade is 100.
- The following are DEDUCTIONS from the non-prof rating:
  - Late submission of the course requirement (-10).
  - Inferior quality of materials submitted (-5).



# IV.3 Academic Learning Environment

## 3.6 Rating System

### 3.6.5 “INC” Rating

- If the course requirement is not submitted within the final extension deadline, the rating to be given is "INC". The course requirement must be completed within 45 days from the start of the immediately following term, otherwise, the rating will become unofficially dropped, "UD".

# IV.3 Academic Learning Environment

## 3.6 Rating System

### 3.6.6 Minimum assessment rating . Professional Courses

- The minimum assessment rating is 75 percent, unless otherwise stated in a course.
- The minimum assessment rating in the **Integrated Accounting Review Courses** is 80 percent.

# IV.3 Academic Learning Environment

## 3.6 Rating System

### 3.6.7 Assessments and Rating

Topical	30
Modular	40
Course	30
Total	<u>100</u>

#### 3.6.7.1 Topical assessments (open from beginning to end)

- Unlimited number of takes
- Average of the 3 highest scores

#### 3.6.7.2 Modular assessments (with opening schedule)

- Limited to three (3) takes (*required to be taken 3 times*)
- Average of the 3 scores

#### 3.6.7.3 Course assessments (with opening schedule)

- Limited to one (1) take only

# IV.3 Academic Learning Environment

## 3.6 Rating System

### Assessments and Rating

- 3.6.7.4 If there are no modular and course assessments, the topical assessment score is transmuted to be the 100 score.
- 3.6.7.5 If there is course assessment, the topical and modular assessment scores are transmuted to be the 100 score.
- 3.6.7.8 If a topic has no assessment, the same is not considered in the computation of the course rating.
- 3.6.7.9 Prompt submitters get a 3-point additional adjustment on their professional course rating.

# IV.3 Academic Learning Environment

## 3.6 Rating System

3.6.7.10 Late submitters will get the following demerits:

*with first extension, -2% on their rating.*

*2<sup>nd</sup> and final extension, you get a maximum of 85% rating.*

3.6.7.11 Course assessments, will use Test Bank 2

3.6.7.12 CPALE SIMEX, will use Test Bank 3

# IV.3 Academic Learning Environment

## 3.6 Rating System

- 3.6.7.13 Course requirements submitted late beyond the final extension will not be considered in determining the final rating. *A minute of late is still late.*
- 3.6.7.14 Always complete the requirements on time. You have practically 15 weeks to work for the course requirements.
- 3.6.7.15 INC Rating must be completed within 1.5 months (ie, 45 days) from the date of the immediately succeeding term. The 45-day final completion period shall start from the date the Rating Report in a given term is sent.

# IV.3 Academic Learning Environment

## 3.6 Rating System

### 3.6.7.16 Rating on Integrated Accounting Review Courses

- The minimum rating is 80/100.
- Required to take all the available assessments: topical, modular, and course.
- Required to take the BSA CPALE SIMULATION EXAMS.

# IV.3 Academic Learning Environment

## 3.7 Knowledge Engineers / Facilitators

3.7.1 Kindly visit this link for your knowledge engineers and learning facilitators:

<https://cpale.certsedu.tech/cpale-reviewers/>



## **IV.3 Academic Learning Environment**

### **3.8 CERTS Skills Assessments and Certification**

## **Professional Titles as Members in the CERTS Professional Certification Program**

# IV.3 Academic Learning Environment

## 3.8 CERTS Skills Assessments and Certification

- 3.8.1 Students are strongly urged to take the CERTS Certification Program **Assessments**.
- 3.8.2 Training and assessments are free.
- 3.8.3 Certification is not free.
- 3.8.4 You may join the corresponding Online Mentoring Session of your chosen assessment date without charge.

# Registrations and Certifications<sup>1</sup>

<b>Bookkeeping</b>	
1	Certified Bookkeeper
2	Certified Professional Bookkeeper
Financial Accounting and Reporting	
3	Registered Financial Accountant I
4	Registered Financial Accountant II
6	Certified Financial Accountant
<b>Government Accounting and Reporting</b>	
7	Registered Government Financial Accountant

<sup>1</sup> A person being granted a REGISTRATION or CERTIFICATION in the professional or technical membership possesses the required skill certificate(s) issued by an accredited assessing entity in a given level of certification.

# Registrations and Certifications

	<b>Cost Accounting</b>		
8	Registered Materials Accountant		
9	Registered Payroll Accountant		
10	Certified Cost Accountant		
	<b>Management Accounting</b>		
11	Associate Financial Planner		
12	Registered Management Accountant		
13	Certified Management Accountant Practitioner		
14	Certified Management Accountant Global		
	<b>Financial Management</b>		
15	Registered Financial Analyst		
16	Registered Personal Finance Practitioner		
17	Registered Corporate Finance Practitioner		
18	Certified Financial Manager		

# Registrations and Certifications

	<b>Auditing</b>		
19	Registered Internal Auditor		
20	Registered Public Auditor		
21	Registered Government Auditor		
22	Registered Forensic Auditor		
	<b>Taxation</b>		
23	Registered Income Tax Practitioner		
24	Registered Business and Transfer Taxation Practitioner		
25	Certified Tax Accountant		

# IV.3 Academic Learning Environment

## 3.9 Academic Requirements

- 3.9.1 **Flash Score.** It is purely based on your assessment ratings.
- 3.9.2 **CERTS BSA CPALE SIMEX.** It is REQUIRED to all graduating students and graduates of the program before taking the PCU Workbook and PCU Mock CPALE prior to issuing their Transcript of Records for the CPALE.
- 3.9.3 **PCU Workbook and PCU Mock CPALE.** It is covered by the PCU Memo released in 2024 required to be completed before the issuance of the TOR for CPALE.
- 3.9.4 **Non-professional courses.** Read and follow the instructions carefully for each for the courses. Many of the non-professional courses have course outlines containing specific instructions. Other course instructions are given through email.

# IV.3 Academic Learning Environment

## 3.10 Other Academic Matters

### 3.10.1 Research courses

- 3.10.1.1 Research courses, feasibility study or equivalents are creditable in this bridging program.
- 3.10.1.2 Rating on these courses, if required to enrol, shall be based on the Course Requirement to be submitted at the end of the term.

# IV.3 Academic Learning Environment

## 3.10 Other Academic Matters

### 3.10.2 Internship

3.10.2.1 Practicum, on-the-job-training or equivalents are creditable in this bridging program under the **Recognized Learning Activity** (RLA) system.

3.10.2.2 Those who lack credit units in this course would be given an alternative practical learning activity (PLA) to be performed during the term. The choices for learning activities would be discussed in the first week of the term.

3.10.2.3 A separate orientation program will be conducted on Feb 20, 2025 (Thu), 7:00PM. The related link will be made available in your Internship course room.



# IV.3 Academic Learning Environment

## 3.10 Other Academic Matters

### 3.10.2.4 Other Internship course information

FOR INTERSHIP INSTRUCTIONS

<https://certsedu.tech/wp-content/uploads/2023/08/Internship-Course-Requirement.pdf>

FOR INTERSHIP REGISTRATION

[https://docs.google.com/forms/d/e/1FAIpQLSctEpD-AYYMj\\_CB5JZAVFtyq-8KhW3GnWfinPWLOfH9xpyYmw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSctEpD-AYYMj_CB5JZAVFtyq-8KhW3GnWfinPWLOfH9xpyYmw/viewform)

# IV.3 Academic Learning Environment

## 3.10 Other Academic Matters

### 3.10.3 Facilitation for professional courses

3.10.3.1 All enrollees in the Integrated Accounting Review courses are **REQUIRED TO ATTEND** the live online lectures. Check the schedule in:

<https://cpale.certsedu.tech/cpale-2025-schedule/>

3.10.3.2 Other students are encouraged to attend the CPALE Live Lectures.

# IV.3 Academic Learning Environment

## 3.10 Other Academic Matters

### 3.10.4 Student Manual

3.10.4.1 Enrollees in the BSA Bridging Program must comply with the standards promulgated in the PCU Student Handbook, except for cases being modified to suit to the standards applied in the Bridging Program.

3.10.4.2 The said handbook is downloadable at:

<https://manila.pcu.edu.ph/wp-content/uploads/2019/09/PCU-Students-Manual-2018-FINAL.pdf>

# IV.3 Academic Learning Environment

## 3.10 Other Academic Matters

### 3.10.5 BSA Prospectus

3.10.5.1 The Bachelor of Science in Accountancy program of the university must be complied upon in order to be granted the degree in the said program.

<https://certsedu.tech/wp-content/uploads/2021/07/PCU-BSA-Prospectus-2019-2023.pdf>

### 3.10.6 Enrolment – New Students

3.10.6.1 Fill out the Student Application Form of the DGM Institute of Learning and Research Foundation, Inc.

3.10.6.2 Write the courses you will enrol based on your personalized **Program Completion and Mapping Schedule (PCMS)**, or simply **“Course Mapping”**.

# IV.3 Academic Learning Environment

## 3.10 Line of Correspondence

### 3.10.7 Enrolment – Old Students

1 You may enroll while the current term is ongoing or while awaiting for the release of your Course Rating.

2 Follow items "1.4", "2.1", and "2.3" found in this link:  
<https://certsedu.tech/bsa-enrollment-procedure/>

3 Use the same login credentials and check if your certs app is updated.

4 For other details, please visit this link:  
<https://certsedu.tech/certified-financial-accountant/bsa-enrollment-procedure/>

# IV.3 Academic Learning Environment

## 3.11 Line of Correspondence

- 3.11.1 The official correspondence is the fb page: **certs educational services**
- 3.11.1 Submit the academic requirements for non-professional courses thru: **academics.pcu.online.program@gmail.com**
- 3.11.2 Do not expect a reply on email for the course requirements you have submitted.
- 3.11.3 Issues reported through facebook and not attended to on the day it is reported / submitted are normally covered in the following business day(s).
- 3.11.4 For queries, consult this orientation materials and the website.

# IV.3 Academic Learning Environment

## 3.11 Line of Correspondence

### 3.11.6 CERTS Hot lines

FB : certs educational services

Mobile No. : 0917 704 3328  
0917 8874876 / 0917 3123727

# IV.3 Academic Learning Environment

## 3.11 Line of Correspondence

- 3.11.7 When sending a file in the FB page, sent it in a “picture file” format.
- 3.11.8 When referring to a previously sent image, kindly re-attach the image.
- 3.11.9 The [pcu.online.program@gmail.com](mailto:pcu.online.program@gmail.com) email address is maintained by CERTS.
- 3.11.20 Sunday is a rest day in the CERTS office.



# V. Administrative Matters

# V. ADMINISTRATIVE MATTERS

## 5.1. IDs, Official Receipts and Certificate of Enrollment, Transfer Credentials, TOR, Diploma, and Graduation

5.1.1 PCU IDs are to be processed by DILRFI.

5.1.2 ORs are issued after full payment has been made.

5.1.3 Certificate of Enrollment is preferably issued by DILRFI but may be also processed by CERTS upon the request of students.

# V. ADMINISTRATIVE MATTERS

## 5.2 Transfer Credentials and Honorable Dismissal

5.2.1 Transfer Credentials and Transcript of Records are submitted to DILRFI in the following address:

**Dr. Donna Marie M. Magpantay**  
**President, DGM Institute of Learning and Research**  
**Foundation, Inc.**

**40 China St., Better Living Subdivision**  
**Sec. 2 Brgy. Don Bosco Parañaque**  
**Metro Manila, Philippines**

**Email**                    **[dgminstitutelrfi@gmail.com](mailto:dgminstitutelrfi@gmail.com)**

**Mobile**                 **0967 4857586**

**Land line**             **(02) 8403 4349**

# V. ADMINISTRATIVE MATTERS

## 5.2.2 Transfer credentials to PCU

5.2.2.1 Enroll in the PCU BSA Bridging program.

5.2.2.2 With TOR having a remark “COPY for PCU”

a. Submit the same together with all the original documents as required for official admission in the program

5.2.2.3 No TOR with remark “COPY for PCU”

a. Get the Transfer Credentials from your previous school. Submit it to DILRFI who will in turn transmit the same to PCU.

## V. ADMINISTRATIVE MATTERS

- b. PCU will send the Return Slip of your transfer credentials to your previous school with the request to transmit your Transcript of Records with notation "COPY FOR PCU".
- c. If your previous school does not issue Transfer Credentials, PCU shall send a letter to the latter with a request to transfer your academic credentials to them together with your TOR bearing a remark "COPY FOR PCU".

### 5.2.3 Transfer credentials from PCU

- The request of transfer credentials from PCU must be coursed thru DILRFI. Transacting directly to PCU in this regard may complicate the processing of documents .

## V. ADMINISTRATIVE MATTERS

5.2.5 Honorable Dismissal from the previous school is required for the following:

5.2.5.1 Transferees

5.2.5.2 Enrollees whose TOR have no stamped "COPY FOR PCU" or who have not submitted the transfer credential slip.

# V. ADMINISTRATIVE MATTERS

## 5.3 PCU TOR, Diploma, and Graduation

### 5.3.1 Issuance of TOR to completers

5.3.1.1 The TOR is to be applied separately by the graduate to PCU thru the DILRFI.

### 5.3.2 Graduation ceremonies

5.3.2.1 Graduation schedule and ceremonies shall be taken separately with DILRFI and PCU.

### 5.3.3 CPALE Review Program

5.3.3.1 It is not covered in the BSA Bridging Program. You may enroll in a CPALE Review Program in any review center of your choice.

## V. ADMINISTRATIVE MATTERS

### 5.4 Downloading the CERTS App

<https://certsedu.tech/app-download/>

### 5.5 The “**certs eduonline PCU**”, or CERTS LMS, will be used in the PCU BSA Bridging Program to supplement the University’s Blue Book.

### 5.6 Refer to this link on the "how" to use the CERTS LMS:

<https://certsedu.tech/pcu-brief-overview-of-certs-lms-app/>



# V. ADMINISTRATIVE MATTERS

## 5.7 Line of Correspondence

DILRFI Website : [www.dgmilrfi.com](http://www.dgmilrfi.com)

CERTS website : [www.certsedu.tech](http://www.certsedu.tech)

Email addresses

Enrolment and payment : [finance.pcu.onlineprogram@gmail.com](mailto:finance.pcu.onlineprogram@gmail.com)

Submission of academic requirements for non-professional courses: [academics.pcu.onlineprogram@gmail.com](mailto:academics.pcu.onlineprogram@gmail.com)

Announcement : [pcu.online.program@gmail.com](mailto:pcu.online.program@gmail.com)

# TUITION AND OTHER FEES

## V. TUITION AND OTHER FEES

### 5.11 Payment of tuition

5.11.1 Pay your tuition and other fees on time.

5.11.2 State the first TERM of your enrollment when inquiring on tuition . Students should remember their Enrollment Batch, the term they first enrolled in the program, e.g., Term 4.1, AY 2023-2024.

5.11.3 The tuition schedule shall be the same within 2 years from the date of the first term of enrollment, except for those whose original Course Mapping is beyond 2 years. After such, the new prevailing tuition and other fees in the term of enrollment shall apply.

## V. TUITION AND OTHER FEES

5.11.4 The Tuition and schedule of payments in Term 5.2 is found in:

<https://certsedu.tech/pcu-bsa-bridging-program/>

5.11.5 Those who dropped after the published dropping period are required to pay their outstanding balance before enrollment in the following term.

5.11.6 Christian Formation and Christian Ethics would have an additional of P1,000 assessment for each course.

5.11.7 Password recovery or change in password would cost you two hundred pesos (P200) per service.

## V. TUITION AND OTHER FEES

- 5.11.8 Enrollment after the classes start in a given term shall be charged an additional of P1,000. The same shall be paid in the last installment due.
- 5.11.9 You are **REQUIRED** to submit your proof of payment to the following:
- (1) fb page: **certs educational services**
  - (2) email : **finance.pcu.online.program@gmail.com**
- 5.11.10 For those dropping within the prescribed period, there paid tuition shall be refunded, subject to ten percent (10%) deduction based of the total tuition to be paid during the term. Reservation is non-refundable.

**GOOD LUCK TO ALL!**

# Terms and Terminologies

# Terms and Terminologies

**Academic Year.** “AY” for short, is a length of learning and training time within a year; it starts from September of the present year and ends in August of the immediately following term

**Academic Term.** The PCU-DILRFI Program follows the 3-term academic year. It covers a more or less 15 weeks of learning and training time within an academic year.

1



# Terms and Terminologies

**Batch.** It is identified as to the AY it relates and is further identified as to batch. For example:

Batch 1.1 – AY 2020-2021, Term 1

Batch 1.2 – AY 2020-2021, Term 2

Batch 1.3 – AY 2020-2021, Term 3

Batch 2.1 – AY 2021-2022, Term 2.1

Batch 2.2 – AY 2021-2022, Term 2.2

Etc.

1

# Terms and Terminologies

**BSA Bridging Program.** The BSA Bridging Program is a baccalaureate program of the Philippine Christian University in partnership with the DGM Institute of Learning and Research Foundation, Inc., for transferees or 2nd coursers from another school or other program who would like to complete the BS in Accountancy program.

**CERTS.** The CERTS Educational Services, Inc. is contractually authorized by DILRFI to handle the academic activities in the BSA Bridging program.

1

# Terms and Terminologies

**Course.** Also called as subject, e.g., Fundamentals of Accounting, Intermediate Accounting, Ethics, Philippine Popular Culture, etc.; there are 66 courses in the PCU BSA program.

**Course Developer.** A professional who designs the course room and creates or supervises the preparation and uploading of the learning contents.

**CPALE.** Certified Public Accountant Licensure Examinations.

# Terms and Terminologies

**DILRFI.** The DGM Institute of Learning and Research Foundation, Inc., is the Co-Administrator of PCU in operating the BSA Bridging Program by virtue of a memorandum executed by the PCU and DILRFI.

**IABP.** It stands for International Association of Business Professionals.

**Learning Facilitator.** A professional who guides, counsels, and monitors the daily or periodic learning activities.

**Lesson.** A set of related knowledge in a module

**Learning platform. CERTS educ online - PCU**

# Terms and Terminologies

**Module.** A major set of related knowledge in a course.

**Non-professional courses.** Those not classified as professional courses.

**PCU.** The Philippine Christian University, an ISO certified training institution and a CHED autonomous university, is authorized by the Philippine government to issue Diploma to graduates of the Bachelor of Science in Accountancy

# Terms and Terminologies

**Professional courses.** These are courses directly related to the CPALE. It includes the following:

- Financial Accounting and Reporting
- Conceptual Framework and Accounting Standards
- Intermediate Accounting 1
- Intermediate Accounting 2
- Intermediate Accounting 3
- Cost Accounting and Control
- Strategic Cost Management

# Terms and Terminologies

**Professional courses** include the following (cont.):

- Accounting for Special Transactions
- Accounting for Government and Non-profit Organization
- Accounting for Business Combinations
- Governance, Business Ethics, Risk Management, and Internal Control
- Auditing and Assurance Principles
- Auditing and Assurance Concepts & Applications 1
- Auditing and Assurance Concepts & Applications 2

# Terms and Terminologies

**Professional courses** include the following (cont.):

- Auditing and Assurance Services in Specialized Industries
- Auditing in CIS Environment
- Managerial Economics
- Economic Development
- Financial Management
- Accounting Information System
- Strategic Business Analysis



# Terms and Terminologies

**Professional courses** include the following (cont.):

- Operations Management and Total Quality Management
- Law on Obligations and Contracts
- Business Laws and Regulations
- Regulatory Framework and Legal Issues in Business
- Income Taxation
- Business Taxation

# Terms and Terminologies

**Program.** Bachelor of Science in Accountancy

**Topic.** A set of related knowledge in a lesson.

1

# ACRONYMS

CERTS	CERTS Educational Services
Course	Traditionally refers to “academic subject”
CPALE	Certified Professional Accountant Licensure Examinations
DILRFI	DGM Institute of Learning and Research Foundation, Inc.
OMS	Online Mentoring Sessions
PCU	Philippine Christian University



# FREQUENTLY ASKED QUESTIONS



Philippine Christian University  
CHRD Autonomous University Status | ISO 9001:2015 Certified



**Bachelor of Science in Accountancy**  
ONLINE Bridging Program



## FAQs

## What do I get from the program?

1. Q. What credentials do I get from this BSA Bridging program?
  - A. After completing all the program requirements, you will be awarded/given the following:
    - 1.1 Diploma in the Bachelor of Science in Accountancy program.
    - 1.2 Baccalaureate degree in Bachelor of Science in Accountancy
    - 1.2 Transcript of Records for employment and other purposes
    - 1.3 Transcript of Records for the CPALE (CPA licensure examinations), subject to passing the CERTS BSA CPALE Simulation Exam (SIMEX) and the PCU Memo on Workbook Mock Board requirements.
2. Q. What school will issue my diploma in Bachelor of Science in Accountancy program?
  - A. Philippine Christian University

## FAQs

## What do I get from the program?

3. Q. Am I qualified to take the CPALE after completing the BSA Bridging Program?
- A. Yes
4. Q. Where can I find more details about the PCU BSA Bridging program.
- A. For more details of program information, kindly visit the CERTS website, <https://certsedu.tech>

## FAQs

## What do I get from the program?

5. Q. What else do I get from the PCU DILRFI BSA Bridging Program aside from the diploma in BSA and the TOR for CPALE from PCU?
- A. You also get CERTS Skills Certifications after complying further requirements. For details, kindly visit, <https://certsedu.tech/products/micro> skills certifications



## FAQs

## Program requirements

6. Q. What are the requirements to secure the diploma in BSA?  
A. Academic requirements and administrative requirements.
7. Q. What are the academic requirements?  
A. It is mainly the compliance to the course requirements in the professional courses and non-professional courses.

Professional courses are based on the FLASH SCORE while non-professional courses are based on specific instructions in a course.

## FAQs

## Program requirements

8. Q. What is a Flash Score?
- A. It is the summary of all your raw scores in topical, modular, and course assessments. The said score components are presented in the main body of this orientation material.
9. Q. What are the administrative requirements?
- A. Submission of the required program admission requirements (<https://certsedu.tech/pcu-bsa-bridging-program/>) and payment of fees (<https://certsedu.tech/pcu-bsa-bridging-program/pcu-tuition-batch-4-1-4-3-term4-3/>).

## FAQs

## Program requirements

10. Q. What are the program admission requirements?

A. The following are the program requirements:

### FOR FRESHMEN

1. Senior High School Card
2. 2×2 Picture (colored with white background)
3. Student Application Form (downloadable at the “Enrollment Procedures” page. Connect to [“https://certsedu.tech/bsa-enrollment-procedure/”](https://certsedu.tech/bsa-enrollment-procedure/) for the form.

## FAQs

## Program requirements

11. Q. What are the program admission requirements? (Page 2)

### FOR TRANSFEREES AND 2ND COURSERS

#### A. For TOR Evaluation

1. Digital copy of Transcript of Records / Academic Records / any Equivalent Credentials

#### B. For Probationary Enrollment

- 1 Digital copy of the following:
  - 1.1 BSA Program Completion and Mapping Schedule (Course Mapping)
  - 1.2 Student Application Form (downloadable at the "Enrollment Procedures" page. Connect to <https://certsedu.tech/bsa-enrollment-procedure/> for the form.

#### C. Proof of Payment

1. Send to [pcu.online.program@gmail.com](mailto:pcu.online.program@gmail.com)

12. What are the program admission requirements? (Page 3)

### C. For Official Admission to the Program

**Original** copy of the following:

1. Certificate of Transfer credentials (if not available now, allowed to be submitted later, but have to sign a templated waiver)
2. Honorable Dismissal (not required for 2nd coursers)
3. Official Transcript of Records or Academic Record (with Remarks, **"COPY FOR PCU"**)
4. Birth Certificate (PSA certified)
5. Marriage Contract (PSA certified)
6. Latest 2×2 Picture (colored with white background)
7. Accomplished Student Form

## FAQs

## Program requirements

13. What are the program admission requirements? (Page 4)

Send to:

**Dean Don M. Magpantay / Dr. Donna Magpantay**  
**DGM Institute of Learning and Research Foundation, Inc.**  
**40 China St. BLS Sec. 2 Brgy. Don Bosco, Parañaque City**  
**0967-485-7586**  
**(02) 8403-4349**

Email address: [dgminstitutelrfi@gmail.com](mailto:dgminstitutelrfi@gmail.com)

## FAQs

## Learning environment

14. Q. What is the learning mode?

A. The PCU BSA Bridging Program runs on a 3-term per Academic year learning model (trimester model with more or less 15 weeks per term).

Learning is undertaken using our CERTS Learning Management System (LMS), "certs eduonline"

Our learning app runs thru (1) android-powered smart phone, and (2) laptop or desktop under the windows 10 and Mac operating systems. The beta version for the iphone and ipad access will be released soon

after the completion of our IT Team and conducting a beta test thereof

We follow an open-time, open-schedule learning system where learning is made in a self-paced, self-directed, manner. It is primarily an asynchronous learning model and the schedule is at your will.

## FAQs

## Learning environment

14. Q. What is the learning mode?

A. (continuation, page 2)

1. Our learning materials are already on the cloud servers waiting to be used.
2. Our e-Learning systems contents include: recorded video lectures; study notes, slides, references, assignments and MCQs for exercises, practices, diagnostic tests, topical tests, modular tests and course assessments. Reading materials are downloadable.
3. Assessments are already uploaded ready to be accessed at will or scheduled set by the Academic Director.
4. Students are also strongly urged to attend the regular CERTS LIVE ONLINE LECTURES relating to all topics covered in the CPALE. The links for the Live Online Lectures are posting in the course room "CPALE Live Lecture Schedule". Also, the related schedule is found in the CERTS website (<https://certsedu.tech>).



## FAQs

## Learning environment

14. Q. What is the learning mode?

A. (continuation, page 2)

5. Training and interaction with Learning Facilitators are basically online. Intervention classes may be held on a face-to-face or online mode.
6. Intervention classes are held at the option of the College Dean. Online mentoring sessions (OMS) may be conducted at the request of the learners.
7. CERTS has no official group chat and such organized by our learners are not authorized. Talk to us thru our FB page: certs educational services.
8. Learning is self-responsibility.
9. For other details, please visit this link: <https://certsedu.tech/pcu-bsa-bridging-program/>

15. Q. Is admission to the bridging program the same as the enrollment in the program?
- A. There are 2 levels of admission to the program – probationary admission and regular admission.

Probational admission basically happens when you are given access to the CERTS learning materials through its learning management system.

16. Q. When am I considered in probationary enrolment in the program?
- A. The probationary admission, or probationary enrollment, occurs after the following are completed:
1. Evaluation of Transcript of Records (TOR) or equivalent academic credentials
  2. Issuance of Personalized Course Mapping, or “course mapping” in brevity.
  3. Submission of Enrollment Form.
  4. Payment of tuition and other fees.
  5. Issuance of login credentials to the certs Learning Management Systems.

## FAQs

## Program Admission

17. Q. When am I considered regularly admitted to the program?

A. A student is considered regularly admitted to the program when the admission requirements are already submitted, such as those shown in the website link:

<https://certsedu.tech/pcu-bsa-bridging-program/>

18. Q. How do I enroll in the following terms?

A. Accomplish and submit the Enrollment Form found in the CERTS website

*(<https://docs.google.com/forms/d/e/1FAIpQLScTkmWEYkh9RU0n72CS0My7e-rxf--l1Z-wtbMJ-E5noGGyKQ/viewform>)*

B. Old students are not required to accomplish the Student Application Form.

C. Pay the corresponding tuition and other fees.

D. Submit your proof of payment to the following:

(1) Email: [finance.pcu.online.program@gmail.com](mailto:finance.pcu.online.program@gmail.com)

(2) FB page: certs educational services

E. Wait for the confirmation of your payment.

F. Wait for the opening of your courses in a given term and access the same using the same login credentials permanently assigned to you.

## FAQs

## Training compliance

19. Q. What is the training pattern?

A. After enrollment, training follows in the CERTS LMS platform, such as:

- (1) **Access** the learning materials in your assigned course rooms for professional courses or conduct your own research for the non-professional courses
- (2) **Study** and prepare for the assessments
- (3) Take **Assessments** for the topical, modular, and course
- (4) Know your **Ratings** through the flash score for professional courses

20. Q. Do you have a tutorial in the use of the CERTS LMS?

A. Kindly find the CERTS LMS tutorial at:

<https://certsedu.tech/pcu-brief-overview-of-certs-lms-app/>

## FAQs

## Training compliance

21. Q. How do I know that I have already completed the academic requirements in the program?
- A. The list of Academic Completers is posted in the website at least three (3) weeks after the last date of the preceding term or after last SIMEX batch schedule.
22. Q. How do we know if we have been included in the list of candidates for graduation?
- A. DILRFI is the entity in-charge of processing your graduation documents with Philippine Christian University. All correspondence relating to such will be coursed to the said entity.

## FAQs

## Training compliance

23. Q. What documents do I get after graduation?
- A. You shall receive the following after your graduation:
- (1) Diploma in the BS in Accountancy program
  - (2) Transcript of Records for employment and other legal purposes, except for CPALE application
24. Q. When do I get my TOR for CPA licensure examinations?
- A. The TOR for CPALE is issued after the following are complied for:
- (1) CERTS BSA CPALE Simulation Exams; and,
  - (2) PCU Workbook and PCU Mock CPALE
25. Q. Is the graduation ceremonies online or face-to-face?
- A. The graduation ceremonies are normally held face-to-face under normal circumstances.



26. Q. How is the performance in the courses rated?

A. Academic performance in the courses are rated as follows:

- (1) 1<sup>st</sup> deadline, with 3 points incentive
- (2) Final deadline, rating is based on flash score for professional courses and based on the academic evaluation for non-professional courses
- (3) Extended final deadline to complete the INC Rating, 85% is the highest rating to be given: (85% = 85% to 100%)

## FAQs

## Training compliance

27. Q. Extensions in the submission of course requirements due to contingencies, recurring brown outs, or death of an immediate member of the family?
- A. The CERTS Academic Team may exercise prudence in giving specially amended schedule deadline for submission of course requirements on account of the reasons mentioned above.
28. Q. How are non-professional course rated?
- A. Rating for the non-professional courses are read in relation to slide no. 45.

## FAQs

## Training compliance

29. Q. Do I have to wait for the release of the Academic Rating Report before proceeding to enroll in the succeeding term?
- A. You may enroll in the succeeding term while taking your courses in the current term, subject to amendments in your course mapping, if warranted.
30. Q. What are the procedures for enrollment in the following terms?
- A. The enrollment procedures follow the same steps as your first term of enrollment, except for the submission of the Student Application Form which is done only in the first term of enrollment.

## FAQs

## Training compliance

31. Q. Are academic ratings released or published? Where and When?
- A. Academic Rating Report is sent to all students within 2 weeks from the last day of the preceding term and after the 45-day final compliance extension period for courses having “INC” rating.

## FAQs

## Course mapping

32. Q. When is course mapping required to be amended?
- A. Your Course Mapping needs to be amended under the following circumstances:
- (1) Amendment of Course Mapping without a fee.
    - (1.1) For incoming new student, after releasing the first course mapping and found out there is an error in the academic evaluation on the part of CERTS

## FAQs

## Course mapping

32. Q. When is course mapping required to be amended? (page 2)
- A. Your Course Mapping needs to be amended under the following circumstances: (continuation, page 2)
- (2) Amendment of Course Mapping without a fee of P200.
    - (2.1) For incoming new student, when first course mapping was released after one (1) year from the date of its release;
    - (2.2) For incoming new student, when the first course mapping was released however an amendment on it is desired after a new information is submitted for consideration;
    - (2.3) For old student, who had dropped from a course or term, or received a failing rating in the previous term;
    - (2.4) For old student or already enrolled new student, who desires to change the arrangement of the courses in the course mapping used for the said enrollment; and,
    - (2.5) Whenever a student discretionarily desires to amend his/her course mapping.

## FAQs

## Administrative matters

33. Q. Where do I get my SCHOOL ID, TOR, DIPLOMA, CERTIFICATE OF ENROLLMENT, CERTIFICATE OF GRADES, and other administrative matters?

A. To send the ORIGINAL copies of the registration credentials for ENROLLMENT, request for TRANSFER CREDENTIALS, request for the SCHOOL ID, OFFICIAL RECEIPTS, Statement of Accounts, certification of enrollment, and other documentary requirements, kindly coordinate to DILRFI thru the following contact information:

Dean Don M. Magpantay / Dr. Donna Marie Magpantay  
DGM Institute of Learning and Research Foundation, Inc.

40 China St., Better Living Subd., Sec 2, Brgy. Don Bosco, Paranaque,  
Metro Manila

Mobile No. **+63 0967 4857586 / (02) 8403 4349**

Email address: [dgminstitutelrfi@gmail.com](mailto:dgminstitutelrfi@gmail.com)

## FAQs

## Tuition and other fees

34. Q. How is the tuition and other fees ascertained?

A. The tuition schedule is presented in the link:

<https://certsedu.tech/pcu-bsa-bridging-program/pcu-tuition-batch-5-1-5-2-term5-2/>

- B. The said tuition schedule is prepared on the cash basis. Those who intend to avail the installment schedule must add P1,000 in a term.
- C. Those who will avail the special enrollment discount must deduct P1,000 in a term.
- D. There is an additional fee of P1,000 each for the Christian Formation and Christian Ethics courses.
- E. Those who will enroll after the start of classes shall be charged an additional fee of P1,000.



## FAQs

## Tuition and other fees

34. Q. How is the tuition and other fees ascertained? (page 2)
- F. The said tuition schedule is prepared on the cash basis. Those who intend to avail the installment schedule must add P1,000 in a term.
  - G. The installment payments are determined by dividing the balance by four (4) after paying the down payment. The date of installment payments are presented in the tuition schedule found in the website.
  - H. Always keep your proof of payments.
  - I. Pay as you are instructed based by SOA sent by CERTS.
  - J. If you have concerns regarding tuition matters, do not hesitate to send a message to us through our FB page or email.

## FAQs

## Tuition and other fees

35. Q. Are those who withdraw from a course, term, or program required to pay the corresponding tuition?
- A. Reservation is non-refundable.
  - B. Those who withdraw within 2 weeks from the start of classes will be charged ten percent (10%) from the total tuition.
  - C. Those who withdraw after 2 weeks and within one (1) month from the start of classes will be charged fifty percent (50%) from the total tuition.
  - D. Those who withdraw after one (1) month from the start of classes will be charged the total tuition.

36. Q. How do I access the CPALE Live Online Lectures

- A. You will find the links in your dash board in the course room entitled “Live CPALE Lectures”.
- B. Those enrolled in the Integrated Accounting Course(s) are required to attend the live lectures. Others are highly encouraged to attend the same.

37. Q. Do you publish a copy of your live lectures?

- A. No.

## FAQs

## Post-academic compliance

38. Q. After completing the program academic requirements, to whom shall I deal already?
- A. (1) Wait for the posting of your name in the List of Academic Completers. This is performed per batch normally after 2 weeks from the deadline of submitting the academic requirements.
- (2) Talk with DILRFI regarding the processing of your TOR, graduation, and diploma matters.
- (3) The face-to-face graduation is normally scheduled twice in a year, sometimes in the March, April, August, or November. PCU HAS ALWAYS THE DISCRETION TO SET THE DATE OF GRADUATION.
- (4) To secure your "TOR for CPALE", you have to pass the CERTS BSA CPALE SIMEX and the PCU Workbook and PCU Mock CPALE. The details for the CERTS BSA CPALE SIMEX is found in this link"  
<https://certsedu.tech>
- (5) For the PCU College Workbook and PCU Mock CPALE, kindly coordinate with DILRFI.

## FAQs

## Post-graduation

39. Q. After graduation, do we need to still enroll in a term just to take the BSA CPALE SIMEX?

A. No. There is no need for regular term enrollment to take the BSA CPALE SIMEX. There is however a required registration before taking the same for the instructions and other details in this link:

<https://certsedu.tech/bsa-cpale-simex/>

40. Q. What are the General Tips to pursue a successful training in the PCU BSA Bridging program?
- A.
1. Manage your activities by respecting the academic calendar.
  2. Do not put unnecessary stress on yourself.
  3. Read the information in the website.
  4. Read and thoroughly understand all the policies.
  5. Ask only those essentials.
  6. Always visit the certs website: <https://certsedu.tech>

41. Q. How do I secure my PCU School ID?
- A. The PCU Student ID in the BSA Bridging program shall be issued when, and only when,
- A.1 The tuition has been fully paid in a given term;
  - A.2 The Enrollment Form is properly, completely accomplished, and submitted;
  - A.3 The admission documentary requirements have been fully submitted; and,
  - A.4 The Enrollment List has been inputted in the PCU enrollment portal.

# SPECIAL NOTES



Philippine Christian University  
CHRD Autonomous University Status | ISO 9001:2015 Certified



**Bachelor of Science in Accountancy**  
ONLINE Bridging Program





## FAQs

## Special notes

- 1 CPALE SIMEX Schedule  
<https://certsedu.tech/bsa-cpale-simex/bsa-cpale-simex-schedule/>
- 2 Those who had been issued the TOR for CPALE need to retake the CPALE SIMEX, except for those who had passed the CPALE SIMEX in the 2023 assessments.
3. The course mapping is an agreement between PCU and the enrollee and must be complied with and completed before being declared as an academic completer
4. When you send a document in the fb page, kindly send it in picture file.
5. There is “Live CPALE Lecture Schedule” course room. Open it and find the schedule link in the introduction lesson in each module of FAR, AFAR, AUDITING, TAXATION, RFBT, and MS.

## 6. TO ALL THOSE WHOSE NAMES ARE INCLUDED IN THE LIST OF ACADEMIC COMPLETERS

### 1 Steps to join the graduation ceremonies

- 1.1 The DILRFI will still have to coordinate with PCU Registrar for the accreditation of the units earned and the endorsement of the PCU Dean for the completion of the academic units earned.
- 1.2 Coordinate with DILRFI for the graduation processing.
- 1.3 Attend the graduation ceremonies.

### 2 Steps in securing the TOR for "BOARD EXAM PURPOSES"

- 2.1 Complete the PCU Workbook and the PCU Mock CPALE. Coordinate with DILRFI.
- 2.2 Attend the CERTS Live Online CPALE lectures. Check the schedule here: <https://cpale.certsedu.tech/cpale-2023-schedule/>
- 2.3 Take and pass the CPALE SIMEX. Check the schedule here: <https://certsedu.tech/bsa-cpale-simex/bsa-cpale-simex-schedule/>
- 2.4 The policies relating to the CPALE SIMEX are posted at <https://certsedu.tech/bsa-cpale-simex/>

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