Procedures in Applying for the Program

If you possess the admission requirements:
1. Get Forms 1, 2, & 3 from the OU registrar.
2. Fill up the forms correctly and submit the same to the OU registrar.
3. Wait for the action on your application. You will be notified by the OU director of the status of your application.

You may also apply online:
1. If you have all the requirements, then log-on to http://www.openuni-clsu.edu.ph/registration.php. Fill up the required field including the optional information.
2. You will be notified through e-mail of the status of your application.

Online Payment:
1. Go to the nearest Land Bank of the Philippines branch.
2. Get a deposit slip and fill it up
   Account Name: CLSU Open University
   Account Number: 002962-1006-89
   LandBank Branch: Muñoz, Nueva Ecija
3. Pay the assessed program fees as stated in Statement of Account which the Open University will e-mail to you.
4. After paying the assessed fees, fax the receipt to this number: 044 456 5242.
5. Wait for the confirmation of receipt of payment through text or e-mail.

Other Certificate Programs
- Basic Environmental Impact Assessment
- Basic Local Government Management
- Project Feasibility Preparation and Implementation
- Training Management
- Agricultural Research Management
- Entrepreneurship
- Teaching

CLSU OU Graduate Programs
- Ph. D. in Development Education
- MS/MPS in Education
- MS/MPS in Rural Development
- Master in Agribusiness Management

For inquiries, please contact:

THE DIRECTOR
Open University
Central Luzon State University
Science City of Muñoz
Nueva Ecija 3120
Telefax: (044) 456-5242
Email: clsuou@openuni-clsu.edu.ph
famonta@openuni-clsu.edu.ph

Website address: http://www.openuni-clsu.edu.ph

A short-term course intended for:
- LGU Executives/Officials
- Local Development Planners
- Development Coordinators
- Budding Local Government Administrators/Officials
Mode of Instruction

Basically, the Certificate in Local Development Planning program employs online and modular education. Using interactive and self-paced modules, the students are tasked to log-in on the website of the Open University. With this mode, the program promotes personalized, flexible, and convenient self-regulated learning. There are five sessions of a face-to-face interaction set during the term.

Admission Requirements

Any interested person who possesses the admission requirements may enroll in the certificate program:
1. High school graduate with at least two years work experience in formulating LGU development plans, either at the barangay, municipal or provincial levels, and assisting LGU staff in making plans.
2. Computer literate, especially in the use of e-mail and internet.

Course Requirements

To finish the certificate program, the student has to satisfactorily comply with the requirements:
1. Ten (10) lessons (3 credit units);
2. Submission of an evaluation of a local development plan of a particular area or community; and
3. Presentation of an improved local development plan in a seminar.

Lessons Constituting the Program

Lesson 1. Introduction to Local Development Planning
Lesson 2. Community Organizing and Mobilization
Lesson 3. Community Profiling
Lesson 4. Situational Analysis
Lesson 5. Vision, Mission and Goal Formulation
Lesson 6. Strategic Direction and Program/Project/Activity Planning
Lesson 7. Financial Analysis, Investment Planning and Budgeting
Lesson 8. Plan Implementation, Monitoring and Evaluation
Lesson 9. Plan Integration and Packaging
Lesson 10. Case Analysis of a Local Development Plan

Program Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance Fee</td>
<td>P 200.00</td>
</tr>
<tr>
<td>Tuition Fee (250/unit x 3 units)</td>
<td>750.00</td>
</tr>
<tr>
<td>Miscellaneous Fees</td>
<td>800.00</td>
</tr>
<tr>
<td>Registration</td>
<td>100</td>
</tr>
<tr>
<td>Library</td>
<td>250</td>
</tr>
<tr>
<td>Audio-Visual (150/hr x 2 hrs.)</td>
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<tr>
<td>Charity</td>
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<tr>
<td>Insurance</td>
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</tr>
<tr>
<td>Tutoring Fee</td>
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<tr>
<td>Development Fee</td>
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<tr>
<td>E-learning/Internet Fee</td>
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<td>Instructional Material</td>
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<td>Application Fee</td>
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<td>ID Card</td>
<td>65.00</td>
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<tr>
<td>Administrative Cost (10% of fees)</td>
<td></td>
</tr>
</tbody>
</table>

The Professional Staff and Course Tutors

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