



MUNTINLUPA CITY TECHNICAL INSITUTE



1. ENROLLMENT AND REGISTRATION OF TR BASED TRAINING

WTR or With Training Regulation (WTR) refers to programs registered under the Unified TVET Program Registration and Accreditation Systems (UTPRAS) with the appropriate promulgated Training Regulations as basis for its registration.

All TR Based training are in compliance with minimum standards prescribed in Training Regulations and anchored on competency-based system.

Admission is open to all qualified trainees 18 years old and above from Muntinlupa City that wishes to undergo National Certification Level 2 (NCII) for Mid-level skilled workforce.

Office or Division:	Muntinlupa City Technical Institute <ul style="list-style-type: none"> MCTI Administration Division Office and Operations Division Office 			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	Applicants (Graduates of Senior High School) and ALS Graduate equivalent to Senior High school diploma			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior High School Diploma or ALS Certification		Applicant		
Transcript of Records (TOR) or Form 137 (Photo copy)		Applicant		
Birth Certificate (Photo Copy)		Local Civil Registry		
Health Certificate (Certified by a Public Health Officer)		Barangay Health Center		
1x1 Size Colored Picture in Business Attire with White Background (2 Pieces)		Applicant		
Muntinlupa Care Card or Voter's Certification (for proof of residency)		Community Affairs Development Office (CADO) and COMELEC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of entry requirements documents	<ul style="list-style-type: none"> Admin Staff will check the actual documents received as against latest list of requirements , check the completeness of the submitted application requirements . 	None	3 minutes	MCTI Admin Staff
2. Youth Profiling for Starring Career examination (YP4)	<ul style="list-style-type: none"> Completeness of exam in a given required time. Check career profile 	None	1 hour	MCTI Admin Staff



	match for endorsement			
3. Career Guidance counselling	<ul style="list-style-type: none"> • Guidance counsel signed admission slip for trainee • Check YP4SC Individual assessment report 	None	15 minutes or as needed	MCTI Admin Staff
4. Issuance of trainee profile form (TPF)	<ul style="list-style-type: none"> • Completeness of required data filled out • check entry details in the TPF 	None	3 minutes	MCTI Admin Staff
5. Filled-out application report with supporting documents	<ul style="list-style-type: none"> • Completeness of documents; legibly filled out Application Form • check actual documents received as against latest list of requirements 	Courses With Training Regulations (WTR) One Thousand Pesos (Php1,000.00) for Muntinlupa City Residents. And Two Thousand Pesos (Php2,000.00) for Non resident of Muntinlupa City.	3 minutes	MCTI Admin Staff



2. ENROLLMENT AND REGISTRATION OF COMMUNITY BASED TRAINING

No Training Regulation (NTR) refers to programs registered under UTPRAS not covered yet by any promulgated Training Regulations.

Admission is open to all Muntinlupa City Residents.

Office or Division:		Muntinlupa City Technical Institute <ul style="list-style-type: none"> MCTI Administration Division Office and Operations Division Office 		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who May Avail:		Applicants who are not High school Graduates		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (Photo Copy)		Local Civil Registry		
Health Certificate (Certified by a Public Health Officer)		Barangay Health Center		
1x1 Size Colored Picture in Business Attire with White Background (2 Pieces)		Applicant		
Muntinlupa Care Card or Voter's Certification (for proof of residency)		Community Affairs Development Office (CADO) and COMELEC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of entry requirements documents	<ul style="list-style-type: none"> Admin Staff will check the actual documents received as against latest list of requirements , check the completeness of the submitted application requirements 	None	3 minutes	MCTI Admin Staff
2. Issuance of trainee profile form (TPF)	<ul style="list-style-type: none"> Completeness of required data filled out check entry details in the TPF 	None	3 minuets	MCTI Admin Staff
3. Filled-out application report with supporting documents	<ul style="list-style-type: none"> Completeness of documents; legibly filled out Application Form check actual documents received as against latest list of requirements 	Courses with No Training Regulations (NTR) Six Hundred Pesos (Php600.00) for Muntinlupa City Residents. And One Thousand	3 minutes	MCTI Admin Staff



		Two Hundred Pesos (Php1,200.00) for Non resident of Muntinlupa City		
		For Community Based Training Non Training Regulations (CBT-NTR) on Certificate of Competency (COC) Three Hundred Pesos (Php. 300.00)		



3. CLAIMING OF CERTIFICATE OF COMPLETION OF TRAINING

Office or Division:	Muntinlupa City Technical Institute • MCTI Administration Office and Training Division Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who May Avail:	MCTI Trade Course Graduates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MCTI Clearance Form		MCTI Admin Office		
MCTI Trade Course Batch Identification Card (ID)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Filled-out MCTI Clearance form	• check actual form for signature of clearance from MCTI	Php 150.00	10 Minutes	MCTI Admin Staff



4. REQUEST OF CERTIFICATION (CAV/ TOR/ COE/ GOOD MORAL/ CERTIFICATE TRUE COPY)

Office or Division:		Muntinlupa City Technical Institute <ul style="list-style-type: none"> MCTI Administration Office, Training Division Office and Operations Division 		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who May Avail:		MCTI Trade Course Trainees or Graduates		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MCTI Clearance Form		MCTI Admin Office		
MCTI Trade Course Batch Identification Card (ID)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Filled-out MCTI form	<ul style="list-style-type: none"> check the form for actual request 	Certification Authentication and Verification Php. 150.00 Transcript of Records Php. 150.00 Certificate of Enrolment/ Good Moral/Certified true Copy Php. 50.00	30 Minutes	MCTI Admin Staff