|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEVERAGING EDUCATIONAL ASSISTANCE PROGRAM (LEAP)**  **EDUCATIONAL INSTITUTION INFORMATION SHEET (EIIS)** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **A. INSTITUTIONAL PROFILE** | | | | | | | | | | | | |
| Name: | | | | | | | | | Website: | | | |
| Address: | | | | | | | | | Phone: | | | |
| Date Founded: | | Accreditation: | | | | | | | | | | |
| Orientation:  Non-sectarian  Sectarian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Status: (e.g. COE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| Other Campus Locations: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **B. OWNERSHIP & MANAGEMENT TEAM** | | | | | | | | | | | | |
| **OWNERSHIP** | | | | | **MANAGEMENT TEAM** | | | | | | | |
| Name | PhP | | % | | Position | | Name[[1]](#footnote-1) | | | Degree | | Yrs[[2]](#footnote-2) |
| 1. |  | |  | | Chairman | |  | | |  | |  |
| 2. |  | |  | | President | |  | | |  | |  |
| 3. |  | |  | | Vice President | |  | | |  | |  |
| 4. |  | |  | | Corp Secretary | |  | | |  | |  |
| 5. |  | |  | | Treasurer | |  | | |  | |  |
| 6. All Other Stockholders |  | |  | | Academic Dir. | |  | | |  | |  |
|  | | | | | | | | | | | | |
| **C. ACADEMIC PERFORMANCE** | | | | | | | | | | | | |
| Licensure Exams (latest; specify exam/s & Passing rate/s): | | | | | | | | | | | | |
| Performance Metrics: (latest 3 years) | | | |  | | | |  | | |  | |
| * Student Population (Number) * Regular Faculty Members (Number) * Part-time Teachers (Number) * Student-Teacher Ratio | | | |  | | | |  | | |  | |
|  | | | |  | | |  | |
|  | | | |  | | |  | |
|  | | | |  | | |  | |
|  | | | | | | | | | | | | |
| **D. COURSE / TRAINING PROGRAM FOR DEEPSAI ACCREDITATION** | | | | | | | | | | | | |
| Course Description: | | | | | | | | | | | | |
| How long has the course been offered? | | | | | | How long to complete the course? | | | | | | |
| Recognition Awarded:  Diploma: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| Faculty (no.): Full-time: \_\_\_\_\_\_ Part-time: | | | | | |  | | | | | | |
| With Partner Employer:  Yes  No | | | | If yes, name: | | | | | | | | |
| **YEARS** | | | |  | | | |  | | |  | |
| * Number of Graduates (latest 3 years) | | | |  | | | |  | | |  | |
| * No. of Graduates Employed (latest 3 yrs) | | | |  | | | |  | | |  | |
| Other Employment Arrangement (specify): | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **E. DOCUMENTS REQUIRED & SUBMITTED** | | | | | | | | | | | | |
| LEAP Application Form | | Corp papers (AOI, By-laws) | | | | | ITR / Certificate of Exemption | | | | | |
| EI Information Sheet | | CHED/TESDA Accreditation | | | | | Audited FS (latest 3 years) | | | | | |
| Board Resolution to Borrow | | Business Permit | | | | | Copy of MOA w/ Employer | | | | | |
|  | | | | | | | | | | | | |
| Alumni Association:  YES  NO No. of Members: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| * DEEPSAI Members:  YES  NO No. of Members: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| D. PHOTOS OF SCHOOL BUILDING: (Front, sides, back and bird’s eye view) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Prepared By: Approved By: Date: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

1. Please provide brief biodata of school officials, include 2x2 ID picture. [↑](#footnote-ref-1)
2. Years in the position. [↑](#footnote-ref-2)