CIESOL ONSITE LANGUAGE LEARNING PROGRAM (With MOA or MOU)

3-WEEK INTENSIVE ESOL COURSES

The CIESOL Advantage

The Internet and its burgeoning applications continue to enfold more and more cities and individuals into a single international village, the *lingua franca* of which is English. The Center for International English for Speakers of Other Languages (CIESOL, pronounced "seesol") is envisioned to be a leading provider of ESOL training to the members of this global village.

CIESOL draws upon the strengths of its mother unit, the Br. Andrew Gonzalez FSC College of Education (BAGCED) of De La Salle University (DLSU), the academic departments of which conduct innovative research in English language education, applied linguistics, educational psychology, educational technology, and educational leadership, among others. CIESOL in turn plays a major role in the internationalization of BAGCED. Providing the services are highly qualified teachers who have graduate degrees in language education or related fields, as well as teaching certification and ESOL experience.

CIESOL provides unparalleled, cost-effective ESOL training and related services at the beginner, intermediate, and advanced levels to groups as well as individuals in ASEAN+3 universities and other institutions that have memoranda of understanding or agreement with DLSU/BAGCED. De La Salle University maintains its position as among the top ranked universities in the world based on the 2025 Times Higher Education World University Rankings, placing in the 1,501+ bracket. The rankings measure research-intensive universities in their main functions covering teaching, research environment, research quality, industry engagement, and international outlook.

Following health safety protocols, the University went into online distance learning as an emergency measure when the COVID-19 pandemic broke out in March 2020. With significantly improved conditions in recent months, we are moving towards a wider implementation of onsite/face-to-face classes starting January 2023. The CIESOL Language Learning Program provides detailed information on our three-week intensive ESOL and ESP courses. This program comprises 30 hours of interactive and engaging onsite/in-person classes based on individual, pair, and/or small group activities.

At the completion of this program, the students' ability and confidence in communicating in English in social situations will have greatly improved. Based on satisfactory class performance and attendance (80% = 24 hours), deserving students are awarded a

Certificate of Completion and holistic (qualitative and quantitative) evaluation at the end of the program.

Program Summary Overview

Commencement date:	Second Monday of the month (or as specified in the CIESOL calendar)
Course duration:	3 weeks x 2 hours x 5 days = 30 hours per course

Entry Requirements: Placement Test/s and Initial Interview

The minimum age of CIESOL participants is 18 years. To ascertain their level of English language ability, all students are required to undertake onsite/in-person placement test/s (depending on which ESL course/s they intend to enroll in):

- English Grammar – 30 minutes
- Reading Comprehension and Vocabulary Development – 45 minutes
- Writing Skills – 60 minutes /1 hour (Only given to students who get 43 points or more in their English Grammar test).

A student may enroll in a minimum of one (1) and a maximum of three (3) onsite/in-person ESOL course/s per month.

After obtaining the placement test results, all students undergo an initial 1-to-1 (onsite or online via Zoom) interview to assess what level of instruction needs to be provided:

- Speaking/Pronunciation – 15 to 20 minutes

The onsite/in-person placement test and initial interview results will be used to ensure that all students are placed in the correct ESOL level.

Program Aims and Outcomes

The CIESOL Language Learning Program is composed of a set of three-week (30-hour) intensive ESOL courses designed to increase the overall English language proficiency of international students through interactive and engaging classes. The three levels of language learning are generally considered to be Beginner, Intermediate, and Advanced. At CIESOL, there are 12 language learning or proficiency levels, in which levels 1-4, 5-8, and 9-12 are for Beginner, Intermediate, and Advanced users of the English language, respectively.

Program Structure and Content

CIESOL offers a wide range of non-degree awarding ESOL courses with focus on both macro skills (listening, speaking, reading, and writing) and micro skills (grammar, vocabulary, and pronunciation) for academic, personal, or professional development. Detailed description of General ESOL, ESP, and Advanced ESOL courses can be found on the CIESOL website (https://www.dlsu.edu.ph/colleges/bagced/ciesol/).

General English for Speakers of Other Languages (ESOL) Courses

- English Conversation (Levels 1 to 12)
- English Grammar (Levels 1 to 12)
- English Pronunciation (Levels 1 to 6)
- Reading Comprehension and Vocabulary Development (Levels 1 to 12)
- Writing Skills (Levels 1 to 6)
- Pre-Grad (Levels 1 to 3)
- Basic Business English
- Technical Writing

English for Specific Purposes (ESP) and Advanced ESOL Courses

- Advanced English Conversation
- Advanced Technical Writing
- Comprehensive English Grammar/English Proficiency for Professionals
- Grammar in Writing/Effective Writing for Professionals
- IELTS/TOEFL/TOEIC Review
- Oral/Speech Communication

Class Delivery

CIESOL implements a hybrid modality where sessions are primarily delivered through in-person sessions. However, in cases where campus access is restricted (e.g. typhoons, government suspensions), sessions will be facilitated online. As such, students are advised to have equipment with appropriate telecommunications (zoom or google meet) applications available.

Class Size (Number of Students per Class)

A regular class has a minimum of four (4) and a maximum of fourteen (14) students.

A special class has a minimum of two (2) and a maximum of three (3) students.

Beginners (those students who cannot speak or can barely understand English) are advised to take 1-to-1 tutorials for the following reasons:

- The student has the undivided attention of the tutor.
- Lessons can be tailored to suit the student's needs and learning speed.

Class Schedule

CIESOL courses run for three (3) consecutive weeks with 2-hour sessions per day for five days in a week for a total of 30 hours per month (3 weeks x 2 hours x 5 days = 30 hours).

Regular class days are from Monday to Friday, and the time slots for the standard class schedules are as follows:

- 8:00 to 10:00 AM (Philippine Standard Time)
- 10:15 AM to 12:15 PM (PST)
- 1:15 to 3:15 PM (PST)

Tutorial (1-to-1) classes may be offered outside of the regular time slots and are subject to teacher availability.

Enrollment Requirements and Procedure

For Foreign Students
Effective September 2025

REQUIREMENTS

For tourist visa – 9A (with existing and valid ACR I-Card)

A. To be provided by the student applicant:
   - Original passport
   - Valid ACR I-card (if available)
   - Photocopy of valid passport and recent entry visa with at least one-month validity
   - Photocopy of valid I-Card
   - Two (2) 2x2 (51x51 mm) colored photos with white background **(without eyeglasses)**

B. Available at the CIESOL Office:
   - General Application Form
   - Letter of Acceptance
   - One (1) long folder with plastic fastener

THE ABOVE DOCUMENTS SHOULD BE SUBMITTED FOR CHECKING AT THE CIESOL OFFICE.

Application Procedure for Special Study Permit (SSP)

1. Prepare the following documents and have them checked by the CIESOL Office Assistant:
   - General Application Form duly accomplished by the student applicant
   - Photocopy of valid passport, recent entry visa with at least one-month validity, and valid I-card (if available)
   - Two (2) 2x2 (51x51 mm) colored photos with white background **(without eyeglasses)**
2. Pay the following **SSP fee** (subject to change without prior notice) through the DLSU-Accounting Office.
   - SSP with ACR I-Card **(Php 16,000)**
   - Note: The Bureau of Immigration is now strictly imposing that all SSP applications must come with the Alien Certificate Registration I-card (ACR I-card) even for a short period of study in the Philippines.
3. Submit the copy of SSP payment receipt to CIESOL Office.

IMPORTANT NOTE:

- Only the Special Study Permit (SSP) will be processed by the DLSU International Center (IC).
- Tourist Visa extension should be done by the student at the Philippine Bureau of Immigration Office, Magallanes Drive, Intramuros, Manila.

For non-tourist visa – 9D, 9E, 9F (DLSU issued), 9G (Missionary/Working Visa), 47a2, SIRV, SRRV, Balikbayan Visa

- One (1) photocopy of valid passport and visa
- One (1) 2x2 photo for file purposes

For Filipinos

- One (1) photocopy of any valid ID
- One (1) 2x2 photo for file purposes

PROCEDURE

As our way of helping foreign students comply with CIESOL Enrollment Requirements and Procedure without leaving their respective countries too soon, they may do the following **online**:

1. Fill-out the **Student Information Sheet** via Google Forms.
2. Provide all the necessary information and submit the following via email:
   - 2x2 ID picture
   - Scanned copy of Passport biopage (the page with biographical data, such as: name, date of birth, passport number, expiration date, etc.) or any valid ID with English translation for verification purposes
3. Complete/take online placement test/s (depending on which ESOL course/s the student intends to enroll in).
4. Undergo an initial interview (via Zoom) to assess the appropriate level of instruction to be provided.
5. Wait for the Statement of Account to be prepared and sent by the CIESOL Office Assistant through email.
6. Send a copy of the proof of transfer payment through email.
7. Wait for a scanned copy of the Official Receipt to be issued upon confirmation of the payment at the DLSU Finance and Accounting Office.
8. For ID Picture Taking: Present the Official Receipt of tuition payment at the Henry Sy Sr. Hall, 2nd Floor (The HUB) for I.D. picture-taking / I.D. validation. Keep the original copy of the Official Receipt.
   Dress code for picture taking:
   For male – **WEAR** dark-colored button-down shirt with necktie.
   For female – **WEAR** dark-colored blouse with collar.

CIESOL 2027 Calendar (Tentative / Subject to change)

ENROLLMENT DATES	CLASS DAYS
December 1 – 11, 2026	January 6 – 26
January 4 – 15	February 1 - 19
February 1 – 12	March 1 – 22
March 1 – 12	April 5 – 26
April 5 – 16	May 3– 24
May 3 – 14	June 7 – 28
June 7 – 18	July 5 – 23
July 5 – 16	August 2 – 20
August 9 – 20	September 6 – 24
September 6 – 17	October 4 – 22
October 4 – 15	November 3 – 23
November 3 – 12	December 1 – 18 (with 3 Saturdays)
H O L I D A Y S	
January 1 (Friday) – **New Year's Day**	May 17 (Monday) – ***Eidul Adha***
February 6 (Saturday) – **Chinese New Year**	June 12 (Saturday) – **Independence Day**
February 25 (Thursday) – **EDSA Revolution Anniversary**	June 24 (Thursday) – **Manila Day**
March 10 (Wednesday) – ***Eidul Fitr***	August 21 (Saturday) – **Ninoy Aquino Day**
March 24 (Wednesday) – **Holy Wednesday**	August 30 (Monday) – **National Heroes Day**
March 25 (Thursday) – **Maundy Thursday**	November 1 (Monday) – **All Saints' Day**
March 26 (Friday) – **Good Friday**	November 2 (Tuesday) – **All Souls' Day**
March 27 (Saturday) – **Black Saturday**	November 30 (Tuesday) – **Bonifacio Day**
April 9 (Friday) – **Day of Valor**	December 8 (Wednesday) – **Feast of Immaculate Conception**
May 1 (Saturday) – **Labor Day**	December 25 (Saturday) – **Christmas Day**
	December 30 (Thursday) – **Rizal Day**

IMPORTANT:

Onsite/in-person registrations are accepted on a first-come, first-served basis. Enrollees for regular classes will no longer be accepted after the scheduled enrollment days. Only those enrolling for tutorials (1-to-1) or special classes will be entertained by the CIESOL Office after the scheduled enrollment days.

Price Quotation

The following quotation per participant is based on the assumption that students are coming from DLSU/CIESOL partner institutions. All prices are shown in Philippine pesos.

Effective AY 2026-2027 (September 2026)

	Tutorial (1-to-1)	Special (2 to 3 students)	Regular (4 to 14 students) Number of classes to be taken by the student		
			1 class	2 classes	3 classes
Course fee (30-hour class)	P 23,680	P 12,480	P 9,440	P 18,408	P 27,376
Registration fee	400	400	400	400	400
Assessment fee	200	200	200	200	200
ID fee (w/ ID jacket and lace)	200	200	200	200	200
ID validation (w/ existing CIESOL ID)	20	20	20	20	20
Miscellaneous fee	150	150	150	150	150
Computer fee (for 1hr only)	60	60	60	120	120
Total	**P 24,710**	**P 13,510**	**P 10,470**	**P 19,498**	**P 28,466**

Note: Fees are subject to change without prior notice.

Tuition is determined by the number of credit hours. Since the exchange rate in the money market constantly changes, the conversion from Philippine Pesos (PHP) to US Dollars (USD) will be computed on the payment date and reflected in the Statement of Account.

Payment

Tuition and other fees can be paid immediately upon registration. Payment may be made in CASH (upon arrival in Manila, Philippines) or by bank transfer and must be received in full no later than ten calendar days before the start of classes.

IMPORTANT NOTE: Credit Card payment is not allowed.

Bank Details:
Account Number (USD): 104580228807
Account Name: DE LA SALLE UNIVERSITY, INC.
Bank Name: BDO Unibank, Inc.
Bank Address: 2422 Taft Avenue Malate Manila 1004
Swift Code: BNORPHMM

Certificate of Completion

All participants are expected to attend onsite/in-person classes beginning the first day of instruction. Those who meet the minimum attendance requirement (80% = 24 hours) will be awarded a Certificate of Completion and a progress report at the end of the program.

Perfect (100%) attendance in onsite/in-person classes is highly encouraged.

Certificates cannot be issued for the following reasons:

- If the student has incurred more than three (3) unexcused (without prior approval from the teacher/tutor) absences (20% = 6 hours); and/or
- If enrollment requirements have not been completed.

Contact Details

Please do not hesitate to contact the following point persons for any further information:

Dr. Sterling M. Plata
Director
Center for International English for Speakers of Other Languages (CIESOL)
Room 1503 Brother Andrew Gonzalez Hall
2269 Taft Avenue, Malate, Manila 1004
(632) 85244611 local 403
Email Address: sterling.plata@dlsu.edu.ph

Betty A. Robles
Office Assistant
Center for International English for Speakers of Other Languages (CIESOL)
Room 1503 Brother Andrew Gonzalez Hall
2269 Taft Avenue, Malate, Manila 1004
(632) 85244611 local 403
Email Address: betty.robles@dlsu.edu.ph