



Republic of the Philippines
Professional Regulation Commission
Manila



MEMORANDUM CIRCULAR NO. 10
Series of 2017
October 13, 2017

TO: ALL PROFESSIONAL REGULATION COMMISSION (PRC) OFFICIALS
EMPLOYEES OF THE CENTRAL AND REGIONAL OFFICES
SATELLITE OFFICES
ALL CONCERNED

SUBJECT: GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF
REPUBLIC ACT (R.A.) NO. 10912 OTHERWISE KNOWN AS "THE
CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016"

Pursuant to the implementation of the R.A. No. 10912 or the "Continuing Professional Development Act of 2016", the following guidelines are hereby established for the adoption of standard procedures and uniform processes:

I. **Processing and Initial Evaluation of Applications for Accreditation**

A. **As CPD Provider**

- 1) The applicant shall submit the duly notarized Application Form (application for accreditation as CPD Provider), a duplicate copy thereof, and one (1) set of the prescribed supporting documentary requirements to the CPD Secretariat of the PRC Central or Regional Offices.

For applicants under the Foreign Provider category, the proof of registration in its country/state of origin must be duly authenticated by the Philippine Embassy/Consulate in the said country/state and must be accompanied by an official English translation thereof. The Application Form and Affidavit of Undertaking (required document to be executed by CPD Provider-applicant) must be subscribed and sworn to before the Philippine Embassy/Consulate in the country/state of the applicant.

- 2) The assigned CPD Staff shall conduct an initial evaluation of the application and check the authenticity and completeness of the submitted documentary requirements, in accordance with PRC Resolution No. 1032, Series of 2017, or the "Implementing Rules and Regulations of Republic Act No. 10912, otherwise known as the Continuing Professional Development Act of 2016" and the Operational Guidelines in the implementation of R.A. 10912 of the concerned profession.
- 3) If the documentary requirements are incomplete, the CPD Staff shall not accept the same. On the same day of application, the CPD Staff shall provide the applicant with a letter stating the reason/s for declining the application, and shall advise the applicant to comply and re-submit the application. A copy of the said letter is herein attached as Annex "A".

If the documentary requirements are complete, the CPD Staff shall advise the applicant to proceed to the Cashier, present the application form with the attached documents, and pay the prescribed non-refundable fees as follows:

| | | |
|------------------------|---|------------|
| CPD Provider (Local) | - | P 5,000.00 |
| CPD Provider (Foreign) | - | 8,000.00 |

- 4) After payment, the applicant shall return to the CPD Division to submit the application form including the attached documents. The CPD Staff shall stamp the duplicate copy of the application form as receiving copy, and return it to the applicant.
- 5) After the application is processed, the CPD Staff shall immediately forward it to the CPD Secretariat in the Central Office for the evaluation of the concerned CPD Council.
- 6) The concerned CPD Council through its Secretary shall provide the applicant with a written notice duly signed by the CPD Council Chairperson, on whether the application is approved, deferred with enumerated deficiencies, or totally disapproved. Submission of additional requirements, if applicable, shall be made within fifteen (15) days from receipt of notice by the applicant. Failure to submit the required documents within the period given shall be construed as abandonment of the application and the prescribed fee shall be forfeited in favor of the government.
- 7) If the application is approved, the CPD Council through its Secretary shall issue a Certificate of Accreditation as CPD Provider.
- 8) The processing period for application as CPD provider shall not exceed sixty (60) days from receipt of the complete set of documentary requirements by the CPD Division.

B. For CPD Program/s by an Accredited CPD Provider

- 1) The Accredited CPD Provider shall submit the duly notarized Application Form (application for accreditation of CPD program), a duplicate copy thereof, and one (1) set of the prescribed supporting documentary requirements to the CPD Secretariat of the PRC Central or Regional Offices.

For Foreign CPD Providers, the Application Form must be subscribed and sworn to before the Philippine Embassy/Consulate in the country/state of the applicant.

- 2) The assigned CPD Staff shall conduct an initial evaluation of the application and check the authenticity and completeness of the submitted documentary requirements, in accordance with PRC Resolution No. 1032, Series of 2017, and the Operational Guidelines in the implementation of R.A. 10912 of the concerned profession.
- 3) If the documentary requirements are incomplete, the CPD Staff shall not accept the same. On the same day of application, the

CPD Staff shall provide the applicant with a letter stating the reason/s for declining the application, and shall advise the applicant to comply and re-submit the application. A copy of the said letter is herein attached as Annex "A".

If the documentary requirements are complete, the CPD Staff shall advise the CPD Provider to proceed to the Cashier, present the application form with the attached documents, and pay the prescribed non-refundable fee of ₱1,000.00 per offering of the program.

- 4) After payment, the applicant shall return to the CPD Division to submit the application form including the attached documents. The CPD Staff shall stamp the duplicate copy of the application form as receiving copy, and return it to the applicant.
- 5) After the application is processed, the CPD Staff shall immediately forward it to the CPD Secretariat at the Central Office for evaluation of the concerned CPD Council.
- 6) The concerned CPD Council through its Secretary shall provide the applicant with a written notice duly signed by the CPD Council Chairperson, on whether the application is approved, deferred with enumerated deficiencies, or totally disapproved. Submission of additional requirements, if applicable, shall be made within fifteen (15) days from receipt of notice by the applicant. Failure to submit the required documents within the period given shall be construed as abandonment of the application and the prescribed fee shall be forfeited in favor of the government.
- 7) If the program is approved, the CPD Council through its Secretary shall notify the CPD Provider in writing indicating the program accreditation number and the approved CPD credit units, and shall issue a Certificate of Accreditation of CPD Program.
- 8) The processing period for application for accreditation of CPD program shall not exceed forty five (45) days from receipt of the complete set of documentary requirements by the CPD Division.
- 9) In case of **any deviation** from the CPD Program, the CPD Provider shall, prior to the conduct of the program, explain it in writing. The said deviation shall be subject to the approval of the CPD Council.
- 10) After the conduct of the program, the CPD monitor and CPD Provider shall submit their respective reports.
- 11) CPD credit units earned shall depend on the actual attendance of each participant.

C. For CPD Certificates and for assignment of CPD Credit Units under Self-Directed Learning

- 1) For Self-Directed Learning activities, certificates or proof of attendance falling under the following categories shall be

submitted to the CPD Secretariat of the PRC Central or Regional Offices for assignment of CPD Credit Units:

- a. Professional Track: trainings and seminars conducted by non-accredited CPD providers, including participation in Corporate Social Responsibility (CSR) programs/activities related to the profession;
 - b. Academic Track: Master's or Doctorate degree or its equivalent earned in academic institutions; and
 - c. Other activities under the Self-Directed modality.
- 2) The applicant-professional shall submit the duly notarized Application Form (application for crediting of self-directed and/or lifelong learning), a duplicate copy thereof, and one (1) set of the prescribed supporting documentary requirements to the CPD Secretariat of the PRC Central or Regional Offices.
 - 3) The CPD Staff shall conduct an initial evaluation of the application and check the authenticity and completeness of the submitted documentary requirements, in accordance with PRC Resolution No. 1032 Series of 2017, and the Operational Guidelines in the implementation of R.A. 10912 of the concerned profession.
 - 4) If the documentary requirements are incomplete, the CPD Staff shall not accept the same. On the same day of application, the CPD Staff shall provide the applicant with a letter stating the reason/s for declining the application, and shall advise the applicant to comply and re-submit the application. A copy of the said letter is herein attached as Annex "A".

If the documentary requirements are complete, the CPD staff shall advise the applicant to proceed to the Cashier, present the application form including the attached documents, and pay the prescribed non-refundable fee of ₱1,000.00 for the entire set of documents.

- 5) After payment, the applicant shall return to CPD Division to submit the application form including the attached documents. The CPD staff shall stamp the duplicate copy of the application form as receiving copy, and return it to the applicant.
- 6) After the application is processed, the CPD Staff shall immediately forward it to the CPD Secretariat at the Central Office for the evaluation of the concerned CPD Council.
- 7) After the CPD Council evaluates and approves the application, the Certificate of Credit Units Earned shall be printed and sent to the Regional Offices, if applicable, for issuance to the applicant.
- 8) The CPD Staff shall notify the applicant regarding the availability of the Certificate of Credit Units Earned.
- 9) Upon receipt by the applicant-professional of the Certificate of CPD Credit Units Earned, he/she may proceed to renew his/her

Professional Identification Card (PIC). Item II of this Guidelines shall be followed.

- 10) The processing period for application for crediting of self-directed and/or lifelong learning shall not exceed sixty (60) days from receipt of the complete set of documentary requirements by the CPD Division.

II. Issuance of Professional Identification Card

A. Seminars/trainings conducted by Accredited CPD Providers

On the appointment date for the issuance of the PIC, the applicant-professional shall present to the Registration Division the Certificates or proof of attendance to the trainings, seminars and CSR-related activities with corresponding CPD Credit Units as proof of compliance.

B. Seminars/trainings conducted by Non-Accredited CPD Providers

Before going to the on-line renewal, the applicant-professional shall submit the Certificates or proof of attendance to trainings, seminars, and CSR-related activities to the CPD Secretariat at the PRC Central or Regional Offices, as applicable, for assignment of CPD Credit Units. The applicant-professional may proceed to online renewal only after the CPD Credit Units have been assigned.

III. OTHERS

- A.** Professionals who fail to comply with the required CPD Credit Units shall execute an undertaking which is part of the Application Form for the Renewal of PIC. A copy of the Application for Renewal of PIC is herein attached as Annex "B".
- B.** Certificate of CPD Credit Units earned through Master's and Doctorate degree of any field may be acceptable across all regulated professions. For professionals with multiple professional licenses, the same diploma or Transcript of Records from the said degree may be applied for CPD Credit Units to the CPD Council of the concerned profession through Self-Directed learning modality. The said degree should have been completed at most five (5) years prior to the application.
- C.** All applicants for accreditation as CPD providers, of CPD programs and for assignment of CPD credit units under Self-Directed Learning in addition to the hard copy submitted shall submit a soft copy of the applications including supporting documents in **PDF format** saved in Compact Disk (CD). If the application is filed in the Regional Offices, the CPD Staff shall send the soft copy to prc.cpdsecretariat@gmail.com.
- D.** If the said applications are filed in the Regional Offices, the applicants shall include in their applications a Pre-paid Pouch preferably from the Philippine Postal Corporation (Philpost). The concerned CPD Staff in the Regional Office, upon receipt of applications, shall send the applications to Central Office using the said pre-paid pouch.

- E. This guidelines will be amended upon the implementation of the Continuing Professional Development Accreditation System (CPDAS).

This order shall take effect immediately.

For compliance.



TEOFILO S. PILANDO, JR.
Chairman

O-OCH/O-OCII/O-D-SID/CPD
TSP/YDR/MLMH/MERAQ/ellen



Republic of the Philippines
Professional Regulation Commission
Manila



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) DIVISION

Date

(Name of Applicant)

We regret to inform you that we decline to accept your application due to the following lacking requirement/s and/or reason/s:


- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

Please return your documents upon completion of the above-stated documents within fifteen (15) days from receipt hereof.

Thank you.

Very truly yours,

Chief, Continuing Professional Development (CPD) Division
or PRC Authorized Officer/Personnel

| | |
|---|---|
|  | Professional Regulation Commission |
| | APPLICATION FOR PROFESSIONAL IDENTIFICATION CARD (PIC) |

PHOTO

APPOINTMENT DATE:: _____ -PLACE/O.R. NO. (DATE)

NAME _____ TEL No./CP No.: _____

Last Name

First Name

Middle Name

CITIZENSHIP: _____

PERMANENT MAILING ADDRESS: _____

BIRTH DATE: _____

(mm/dd/yy)

SCHOOL & PLACE

GRADUATED: _____

EMAIL ADDRESS: _____

YEAR GRADUATED: _____

PROFESSION: _____

REGISTRATION DATE: _____

(mm/dd/yy)

PRC LICENSE NO: _____

PIC EXPIRATION DATE: _____

(mm/dd/yy)

DECLARATION AND ATTESTATION

I am aware and I give my consent to the collection of the data required by this application form and the taking of my photograph, and if applicable, the taking of my fingerprints.

I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws.

SIGNATURE OF LICENSEE**UNDERTAKING**

(To be filled up by professionals, except for Real Estate Practitioners, who failed to comply with the required CPD Credit Units for the renewal of Professional Identification Card)

For this compliance period, I am submitting ___ CPD units of the total required ___ CPD Credit units. I hereby undertake to submit the balance of ___ CPD credit units in addition to the ___ required CPD units (or a total of ___ units) for the next renewal of my PIC. I understand that in the event I fail to comply, my PIC will not be renewed.

SIGNATURE OF LICENSEE**NOTE:**

- 1) ALL REAL ESTATE PRACTITIONERS CANNOT AVAIL THE UNDERTAKING AND HAVE TO PROVIDE PROOF OF COMPLIANCE WITH CPD PRIOR TO RENEWAL OF PIC PURSUANT TO SECTION 17, ARTICLE III OF REPUBLIC ACT NO. 9646 OR THE REAL ESTATE SERVICE ACT OF THE PHILIPPINES AND BOARD RESOLUTION NO. 49, S. 2015.
- 2) REPRESENTATIVE OF THE PROFESSIONAL APPLYING FOR ISSUANCE OF PROFESSIONAL IDENTIFICATION CARD (PIC) MUST SUBMIT:
 - a) THE PRESCRIBED AUTHORIZATION LETTER AND PHOTOCOPY OF PROFESSIONAL IDENTIFICATION CARD (PIC) OF THE REPRESENTATIVE AND EXPIRED PIC OF THE PROFESSIONAL; OR
 - b) SPECIAL POWER OF ATTORNEY (SPA) AND PHOTOCOPY OF ANY VALID GOVERNMENT ISSUED IDENTIFICATION CARD (ID) OF THE REPRESENTATIVE AND THE PROFESSIONAL
- 3) STRICTLY FOLLOW THE APPOINTMENT DATE ON RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC).