



Republic of the Philippines
Professional Regulation Commission
Manila

MEMORANDUM

TO : PROFESSIONAL REGULATORY BOARDS
CONTINUING PROFESSIONAL DEVELOPMENT COUNCILS
CPD SECRETARIAT IN THE CENTRAL AND REGIONAL OFFICES
SATELLITE OFFICES
PRC SERVICE/OFFSITE CENTERS
REGISTRATION DIVISION

FROM : YOLANDA D. REYES 
Commissioner

SUBJECT : GUIDELINES IN THE PROCESSING OF APPLICATION UNDER SELF-DIRECTED
LEARNING


DATE : February 22, 2018

In view of the thrust of the Commission to exercise maximum flexibility in the implementation of the Continuing Professional Development Act of 2016, all concerned are directed to observe the following:

1. The CPD activities under the category of Academic Track and Self-Directed Track (Annex K of Resolution No. 1032, s. 2017 and the Operational Guidelines of various professions) shall be applied for to earn CPD credit units under the self-directed and/or lifelong learning.
2. Applicants are required to submit duly accomplished and notarized Application Form for Crediting Self-Directed and/or Lifelong Learning (Annex A) with necessary supporting documents.
3. Applicants with Master's or Doctorate degrees shall be given corresponding CPD credit units in accordance with their respective Operational Guidelines.
4. For other self-directed learning activities, the assigned processor shall check the application as to the completeness of the required documents and accomplish the Processor's Initial Evaluation Form (Annex B).
5. The Professional Identification Card (PIC) shall then be issued in favor of the applicant upon presentation of the duly accomplished Processor's Initial Evaluation Form to the PIC Issuing Officer. This shall be given back to the applicant as proof of submission.
6. The Application for Crediting Self-Directed and/or Lifelong Learning shall be forwarded to the CPD Secretariat at the Central Office for the final evaluation of the concerned CPD Council and for assignment of CPD credit units.
7. If the credit units earned are found by the concerned Council to be lacking, the Application for Crediting Self-Directed and/or Lifelong Learning shall be forwarded to the encoder of the Registration Division to input on the "remarks" portion of the professional's database the deficient CPD credit units to be complied by the professional on the next compliance period.
8. The CPD Secretariat shall email to the applicant through his/her given email address the result of the evaluation of the concerned CPD Council on Application for Crediting Self-Directed and/or Lifelong Learning.

This Memorandum shall take effect immediately.

For strict compliance.

	Professional Regulation Commission
APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING	

CPD Council for _____

Part I. Personal Information	
Name: _____	
Profession: _____	License No.: _____
Date Issued: _____	Valid Until: _____
Residence Address: _____	
Telephone No.: _____	Fax No.: _____
Cellphone No.: _____	E-mail Address: _____
Company Name (if employed): _____	Position: _____
Company Address: _____	Telephone no.: _____
Self-Directed and/or Lifelong Learning:	
<input type="checkbox"/> Invention / Patent <input type="checkbox"/> Post-Graduate Studies <input type="checkbox"/> Authorship <input type="checkbox"/> Diploma Program <input type="checkbox"/> Others _____	<input type="checkbox"/> Online Training <input type="checkbox"/> Seminars / Technical Sessions / Conference <input type="checkbox"/> Company sponsored training programs <input type="checkbox"/> Professorial Chair

Part II. Declaration and Attestation	
<p>I am aware and I give my consent to the collection of the data required by this application form.</p> <p>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.</p> <p style="text-align: center;">_____ Signature Over Printed Name</p> <p style="text-align: center;">_____ Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____ (Notary Public)</p>

Part III. Action Taken	
Continuing Professional Development Section: Processed by: _____ Date: _____	Cash Division: Amount: _____ O.R.No./Date: _____ Issued by: _____

Reviewed by: _____

 Chief, Regulation Division

ACTION TAKEN BY THE CPD COUNCIL	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____	Credit Units Granted: _____ _____ Chairperson
_____ Member	_____ Member
Date _____	

PROCEDURE FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

- Step 1. Secure Application Form at Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents.
(Please provide one (1) set for receiving copy)
- Step 3. Proceed to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Hundred Pesos (P 500.00).
- Step 5. Affix documentary stamp on the application form.
- Step 6. Submit Application Form with attached supporting documents and photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 7. Verify your application after 60 days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Comply/submit only the document/s required to support your application. Refer to the Matrix of CPD Activities and/or in the Operational Guidelines of your profession for guidance. (This can be viewed at www.prc.gov.ph under the Continuing Professional Development tab)

- Original and Photocopy of Certificate of Attendance
- Program of Activities
- Diploma / TOR /Certificate of Completion, etc.
- Certificate of Patent
- Copy of published material/book
- Certificate of Entitlement /Appointment as Professorial Chair
- Others that may be required by the CPD Council

Additional Requirements:

- Soft copy of the Application including supporting attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

Note:

1. Application for CPD Credit units of Master's degree or its equivalent and Doctoral degree or its equivalent shall be filed not later than five (5) years from completion of the said degrees.
2. Representative/s filing and claiming application/s for crediting of self directed and/or lifelong learning in behalf of the applicant must present a letter of authorization and valid identification cards of both the applicant and the representative.
3. The period for processing the application is 60 days.
4. If additional requirement/s is/are needed, a period of 15 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

**CONTINUING PROFESSIONAL DEVELOPMENT UNIT
PRC OFFICE _____**

PROCESSOR'S INITIAL EVALUATION FORM

Pursuant to PRC Resolution No. 1032, Series of 2017, otherwise known as the "Implementing Rule and Regulations (IRR) of Republic Act No. 10912 or the Continuing Professional Development (CPD) Act of 2016", Mr./Ms. _____ (name of professional) has applied for CPD credit units of his/her activities under Self-Directed and/or Lifelong Learning before the CPD of/for _____ (profession), as follows:

ACTIVITIES	AREAS			CREDIT UNITS	REMARKS
	Knowledge	Skills	Values		
			TOTAL		

Issued this _____ day of _____, _____ at _____.

Signature over Printed Name
Processor

Note:

The result of the final evaluation of the CPD Council shall be emailed to your given e-mail address after 60 days.