

DEPARTMENT OF EDUCATION Region X- Northern Mindanao DIVISION OF MALAYBALAY CITY

Purch & Cosinger Adalashalas Cita



RELEASED

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No. $4^{\eta \eta}$ s. 2017

TO:

Chief/ Education Program Supervisors and Staff, SGOD and CID

Public Elementary and Secondary School Heads

All other concern

This Division

FROM:

EDILBERTO(L. OPLENARIA, CESO VI

OIC-Schools Division Superintendent

DATE:

September 18, 2017

SUBJECT:

DISSEMINATION OF THE PROFESSIONAL REGULATION COMMISSION RESOLUTION 11 s. 2017 RE: OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912 OTHERWISE KNOWN AS "THE CONTINUING

PROFESSIONAL DEVELOPMENT PROGRAM(CPD) ACT OF 2016" FOR

PROFESSIONAL TEACHERS

- 1. For the information and guidance of all concerned, this Office hereby disseminates the herein Professional Regulatory Board for Professional Teachers Resolution No. 11 s. 2017 re: "OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912 OTHERWISE KNOWN AS "THE CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM(CPD) ACT OF 2016" FOR PROFESSIONAL TEACHERS.
- 2. All licensed professional teachers in the field and division personnel are advised to adhere the said PRC resolution by preparing the required CPD units in the compliance period until its full implementation period during the renewal of their respective professional licenses.
- 3. Attached is the PRC resolution for reference.
- 4. Immediate and wide dissemination of this memorandum is highly desired.

Encl:

As stated

Copy furnished:

Records Unit

To be posted on the website.



Republic of the Philippines Professional Regulation Commission Manila



PROFESSIONAL REGULATORY BOARD FOR PROFESSIONAL TEACHERS **RESOLUTION NQ. 11** Series of 2017

OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912. OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT (CPD) **ACT OF 2016" FOR PROFESSIONAL TEACHERS**

WHEREAS, Section 2 of Article I of Republic Act (RA) No. 7836 otherwise known as the "Philippine Teachers Professional Act of 1994", provides for the policy of the State to regulate and professionalize the practice of Teaching, to wit:

"Sec. 2. Statement of Policy. - The State recognizes the vital role of teachers in nation-building and development through a responsible and literate citizenry. Towards this end, the State shall ensure and promote quality education by proper supervision and regulation of the licensure examination and professionalization of the practice of the teaching profession."

WHEREAS, Section 15, Article IV of Republic Act No.10912 or the Continuing Professional Development (CPD) Act of 2016 grants to the Professional Regulatory Boards the authority to prescribe their own requirements or procedure relating to the CPD as may be pertinent and applicable to their respective profession: Provided, that the same does not contravene any of the provisions of R. A. No. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, in compliance with such mandate, the Professional Regulatory Board for Professional Teachers (Board) formulated its CPD Operational Guidelines after series of consultative meetings with its stakeholders.

NOW THEREFORE, the Board RESOLVES, as it is so RESOLVED, to endorse for the approval of the Commission its CPD Operational Guidelines pursuant to R. A. No. 10912 and its Implementing Rules and Regulations:

Section 1. Date/s of Regular and Special Meeting/s. - The CPD Council shall meet every last Monday of the month for the purpose of evaluating applications for accreditation of CPD providers, programs, self-directed and/or lifelong learning. The CPD Council may also include in agenda of their regular meetings other matters related to the CPD. Special meetings may likewise be called at the instance of the CPD Council Chairperson, or upon written request of any Member of the CPD Council served at least three (3) days prior to the requested date of the meeting.

Section 2. Additional Requirements for Accreditation as CPD Provider. - In addition to the requirements for accreditation as CPD Provider provided in Resolution No. 1032, Series of 2017, otherwise known as the Implementing Rules and Regulations of RA 10912, are the following:

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PROFESSIONAL REGULATORY BOARD FOR PROFESSIONAL TEACHERS RESOLUTION NO. 11 Series of 2017 OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912, OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACT OF 2016" FOR PROFESSIONAL TEACHERS

- 2.1 Local Provider
 - 2.1.1 Sole Proprietor
 - A. Must be a registered and licensed Professional Teacher
 - 2.1.2 Firm/Partnership/Corporation
 - A. Authorized Partner or Officer who will manage the CPD Activities must be a registered and licensed Professional Teacher

A copy of Application Form for Accreditation as local CPD Provider is herein attached as Annex "A".

Section 3. Additional requirement for Accreditation of CPD Program. - The list of documentary requirements for accreditation of CPD Program as provided in Resolution No. 1032, Series of 2017 is hereby adopted. However, the template for Instructional Design shall be followed by the CPD providers. A copy of the template for Instructional Design is herein attached as Annex "B".

Section 4. Matrix of CPD Activities. - As applicable to the profession, the following CPD activities shall be applied:

PROGRAM / ACTIVITY	CREDIT UNITS	SUPPORTING DOCUMENT				
PROFESSIONAL TRACK (TRAINING OFFERED BY ACCREDITED CPD PROVIDERS, Face to Face, Online)						
1.1 PARTICIPANT	APPROVED CREDIT UNITS FOR THE PROGRAM	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS				
1.2 RESOURCE SPEAKER / TRAINOR / DEMONSTRATION TEACHER	3 CU PER HOUR	PHOTOCOPY OF CERTIFICATE, COPY OF PAPERS AND PROGRAM INVITATION				
1.3 PANELIST / REACTOR	2 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM				
1.4 FACILITATOR / MODERATOR	1 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM				
1.5 MONITOR	TWICE THE NUMBER OF APPROVED CREDIT UNITS FOR THE PROGRAM	MONITORING REPORT, CERTIFICATE OF APPEARANCE AND THE AUTHORITY TO MONITOR				
1.6 IN-SERVICE TRAINING	MAXIMUM OF 20 CU FOR A 12-MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION	CERTIFICATE OF TRAINING & TRAINING DESCRIPTION				
2. ACADEMIC TRACK						
2.1 MASTER'S DEGREE	FULL CREDIT UNITS FOR COMPLIANCE PERIOD UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION / DIPLOMA AND TRANSCRIPT OF RECORDS (authenticated copy)				

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3	FULL CREDIT COMPLE	TION OF		
2.2 DOCTORAL	CANDIDA COMPLIANO		UNIVERSITY CERTIFICATION / DIPLOMA	
DEGREE	ADDITIONAL F	ULL CREDIT	AND TRANSCRIPT OF RECORDS	
	UNITS FOR C		(authenticated copy)	
	PERIOD COMPLETION			
2.3 PROFESSORIAL CHAIR	15 CU PE	R YEAR	CERTIFICATION OF GRANT OR APPOINTMENT PAPER	
2.4 POST-DOCTORAL DIPLOMA	10 CU PE	RYEAR	CERTIFICATE OF DIPLOMA	
2.5 FELLOWSHIP GRANT	a ou pen	COLUT		
2.5.1 PARTICIPANT 2.5.2 RESOURCE	2 CU PEP	GRANT	CERTIFICATION FROM THE	
SPEAKER	4 CU PER		CERTIFICATION FROM THE GRANTING INSTITUTION	
2.5.3 RESEARCHER	LOCAL 5 CU PER GRANT	INTERNATIONAL 10 CU PER GRANT	AND/OR CERTIFICATE OF FELLOWSHIP	
3. SELF-DIRECTED (TRAINING to Face, Online)		NON-ACCRE	NTED CPD PROVIDERS, Face	
	CREDIT UN	TS FOR THE	CERTIFICATE OF	
O . DADTICIDANT	PROGE	RAM AS	ATTENDANCE WITH NUMBER OF HOURS.	
3.1 PARTICIPANT	EVALUATED BY THE CPD COUNCIL		SEMINAR PROGRAM AND	
			LIST OF PARTICIPANTS	
3.2 RESOURCE	3 CU PER HOUR		PHOTOCOPY OF	
SPEAKER / TRAINOR/			CERTIFICATE, COPY OF	
DEMONSTRATION TEACHER			PAPERS AND PROGRAM INVITATION	
			CERTIFICATION FROM	
3.3 PANELIST /	2 CU PER HOUR		SPONSORING	
REACTOR			ORGANIZATION COPY OF PROGRAM	
3.4 FACILITATOR /	i		CERTIFICATION FROM SPONSORING	
MODERATOR /	1 CU PER HOUR		ORGANIZATION COPY OF	
COACH			PROGRAM	
 3.5 ACCREDITOR (e.g. ISA, ISO, PACUCOA. 	10 CU PER VISIT		CERTIFICATION FROM THE	
PAASCU, ASCCAA,			ACCREDITOR AND LETTER OF INIVITATION	
etc.)	MAXIMUM C	F 10 CU FOR		
3.6 IN-SERVICE	A 12-MONTH	PERIOD OR	CERTIFICATE OF TRAINING	
TRAINING	A FRACTION THEREOF UPON COMPLETION		& TRAINING DESCRIPTION	
3.7 STUDY TOURS /	; 2 CU	/DAY	000000000000000000000000000000000000000	
VISITS (includes		1 OF 20 CU /	CERTIFICATION FROM SPONSORING INSTITUTION	
Benchmarking and the like)		UR)	SPUNSUNING INSTRUCTOR	
3.8 CONSULTANCY (e.g.			CERTIFICATE OF	
Technical Meetings / Accreditation and other	1 CU PER HOUR		CERTIFICATE OF APPEARANCE AND INVITATION	
activities as per request				
of an institution, etc.)	1		•	

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ACT OF 2016" FOR PROFESSIONAL TEACHERS

<u> </u>		· · · · · · · · · · · · · · · · · · ·		-	
3.9	SOCIO-CIVIC ACTIVITIES USING PROFESSION (e.g.	SCHOOL BASED	NON- SCHOOL	PROJECT COMPLETION.	
	Medical Missions, Outreach Programs,	MAXIMUM OF 5 CU	BASED 5 CU PER HOUR	REPORT AND PHOTOS	
A PRO	etc.) DUCTIVE SCHOLARSHI	B	i i		
4.1	PROGRAM / TRAINING MODULE /	<u> </u>	-		
	CURRICULUM GUIDE / RESOURCE MATERIALS DEVELOPMENT	5 CU PER MODULE		CERTIFICATION OF UTILIZATION	
4.2	TECHNICAL PAPER /	5 CU PER T		CERTIFICATION OF COMPLETION AND	
	RESEARCH PAPER	FOR PUBLISH SEE	HED PAPER,	APPROVAL FOR PUBLISHED PAPER, SEE 3.8	
4.3	ARTICLE PUBLISHED I	N A REFEREE	D / PEER REVIE		
		LOCAL	INTERNATIONAL		
		10 CU	15 CU	COPY OF PUBLISHED	
	4.3.1 AUTHOR/S	FOR MULTIPLE		ARTICLE AND TABLE OF	
		AUTHORS, DIVIDE CU EQUALLY AMONG THE		CONTENTS	
		EQUALLY A	WONG ITEM.	FORMAL INIVITATION AND	
	4.3.2 PEER REVIEWER	2 CU PER	RARTICLE	ACKNOWLEDGMENT OF REQUESTS	
4.4	PAMPHLET / BOOK OR	MONOGRAPH		Larry Was - Naud - Transport	
	· · · · · · · · · · · · · · · · · · ·	20 CU FOR			
		SINGLE	40 CU FOR		
		AUTHOR	SINGLE AUTHOR FOR		
		FOR	BOOK OR		
	4.4.1 AUTHOR/S	PAMPHLET (LESS	MONOGRAPH		
	4,4.1 AU1HUH/S	THAN 100	(MORE THAN 100 PAGES)		
		PAGES)	100 / /(0100)	COPY OF PUBLISHED BOOK	
		FOR M	ULTIPLE		
		AUTHORS, DIVIDE CU			
	4 A D EDITOR	EQUALLY A	MONG THEM.		
	4.4.2 EDITOR / COORDINATOR/ CONSULTANT	<u> </u>	M OF 20 CU		
4.5	ARTICLE IN	MAXIMUM OF 5 CU PER ARTICLE FOR MULTIPLE AUTHORS, DIVIDE CU			
7.0	PROFESSIONAL			PROOF OF PUBLICATION	
	MAGAZINE /			OF ARTICLE	
	NEWSPAPER		MONG THEM.	: 	
4.6	INVENTIONS /	+	IT UNITS FOR	CERTIFIED COPY OF	
	CREATIVE WORK	COMPLIAN	NCE PERIOD	PATENT CERTIFICATE	
4.7			OL LEVEL	COPY OF CERTIFICATION	
!	(e.g. Fellows, Hall of		CU	FROM THE AWARDING	
	Fame Award,		IAL LEVEL	BODY (duly notarized)	
L	Outstanding	1(CU	1	

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ACT OF 2018" FOR PROFESSIONAL TEACHERS

Professional, Lifetime Achievement Awardee	DIVISION LEVEL
etc.)	15 CU NATIONAL LEVEL
	45 CU
	BE RECOMMENDED BY THE CPD COUNCIL AND
APPROVED BY THE BOARD	AND THE COMMISSION

Section 5. Maximum Creditable Units under Self-Directed and/or Lifelong Learning Track of Section 4. – The maximum creditable units for self-directed and/or lifelong learning track is 10 CUs in a compliance period.

Section 6. Major Areas of CPD Activities. – The CPD Activities shall be divided into two (2) major areas which shall be complied with in a compliance period after its full implementation on January 2019 with the corresponding required credit units, as follows:

MAJOR AREA	COVERAGE OF THE AREA	MINIMUM CREDIT UNITS REQUIRED		
Ethics	Ethics, Values & Attitude	5		
Professional Development	Technical	40		

Section 7. Required CPD Credit Units in a Compliance Period. — All Professional Teachers shall be required to comply with 45 CPD credit units in a compliance period of three (3) years, PROVIDED, at least ten (10) CU are earned per year which the implementation thereof shall be gradual in the following period:

*
1/2

YEAR OF RENEWAL	REQUIRED NUMBER OF CREDIT UNITS
December 2017	15
January - December 2018	30
January 2019 – onwards	45

Section 8. Repealing Clause. – Except as may be provided under R. A. No. 10912 and its IRR, all other Resolutions, Orders, Circulars, Issuances or parts thereof inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 9. Effectivity. - This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in any major newspaper of general circulation in the country.

Let copies hereof be furnished the U.P. Law Center and the CPD Council for Professional Teachers for information and guidance.

x th

Ku,

Done in the City of Manila, this 2nd day of Hay ..., 2017.

ROSITA L. NAVARRO Chairperson

> PAZI. LUCIDO Vice-Chair

PARALUMAN R. GIRON

NORA M. UY Member

Attested to:

Lew I Bou

Atty. LOVELIKA T. BAUTISTA

Officer-In-Charge

Secretary to the Professional Regulatory Boards

APPROVED BY:

TEOFILO S. PILANDO, JR.

ex ce /

Chairman

nhuadi ANGELINE T. CHUA CHIACO

Commissioner

OLANDAD, REYES
Commissioner

O-OCH/O-OCI/O-OCII/PRB-RTR/O-SPRB/D-SID/CPD TSP/ATCC/YDR/ALN/LTB/MLDR/YMERAQ/ardm

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PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window 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 Thousand Pesos (P 5,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency					
. 1 Résumé must include:	[] Company Profile must	Agency Profile must include					
relevant Educational	Include Mission, Vision,	Name of Head of Agency					
,		and the Head of					
background, current	Core Values and if any, a	1					
employment, profession,	list of previous training	Department in charge of					
principal area of professions		continuing education/					
work & No. of years in the	[] List of Officers with valid	training					
practice of the regulated	Professional ID Card (if	[] Copy of charter or Republic					
profession	applicable)	Act establishing the agency					
[] valid Professional Identifica	1	[] List and photographs of					
Card as Professional Teach		training equipment and					
[] Company Profile must inclu		facilities					
Mission, Vision, Core Value		[] Instructional Design (one)					
and if any, a list of previous	[] Annual plan of proposed	[] Annual plan of proposed					
training activities conducted	CPD Activities	CPD Activities					
[] List and photographs of	[] Appointment paper from the	[] Office Order from the head					
training equipment and	managing partner or Board	of Agency appointing its					
facilities	Resolution of a Corporation	officer to manage the CPD					
[] Instructional Design (one)	authorizing a partner or	activities					
[] Annual plan of proposed Cl	PD officer to manage the CPD	[] Notarized Affidavit of					
Activities	activities who must be a	Undertaking (SID-CPD-06)					
[] DTI Certificate of Registrati	on i registered and licensed						
(authenticated copy)	Professional Teacher						
[] NBI Clearance (original)	[] SEC Certificate of						
BIR Certificate of Registrat		!					
(authenticated copy)	Incorporation or Partnership						
Notarized Affidavit of	and their respective By-laws	į					
Undertaking (SID-CPD-06)	(authenticated copy)						
5 (5 in 5	BIR Certificate of						
	Registration	ļ					
	(authenticated copy)	i					
!	Notarized Affidavit of	!					
1	Undertaking (SID-CPD-06)	<u> </u>					
		<u> </u>					
I Summative Depart of the p	Renewal ast programs for three (3) years						
	ning equipments and facilities						
Annual plan of proposed C		ì					
		•					
	General Information Sheet for Corporation or Partnership Amended Articles of Incorporation or Partnership and their recognitive by Javes, if there are changes						
	 Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or 						
	officer to manage the CPD activities or Office Order from the head of government agency appointing its officer to manage the CPD activities, if there are changes.						
Notarized Affidavit of Undertaking (SID-CPD-06)							
Additional Requirements:	raning form-or p-ody						
	he Certificate of Accreditation						
One set of metered docum	entany stemne worth Twenty-Eige Gazan (D)	35 00) to be affived to the					
One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation (Available at PRC Customer Senion and PRC Paginas) Offices)							

PRC Customer Service and PRC Regional Offices)

Note:

- Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
- The period for processing the application is 30 days.
- 3. If additional requirement/s is/are needed, a period of 7 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.



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for PROFESSIONAL TEACHERS

Part I. Personal / Corporate Information Name of Provider: Classification: Individual/Sole Proprietorship Address: Telephone No.:	Fax No.: Website:
Name of Provider: Classification: Individual/Sole Proprietorship Firm/Partner Address: Telephone No.:	Fax No.: Website:
Name of Provider: Classification: Individual/Sole Proprietorship Firm/Partner Address: Telephone No.:	Fax No.: Website:
Individual/Sole Proprietorship Firm/Partner Address: Telephone No.:	Fax No.: Website:
Individual/Sole Proprietorship Firm/Partner Address: Telephone No.:	Fax No.: Website:
Address: Felephone No.:	Fax No.: Website:
Telephone No.:	Website:
•	Website:
E-mail Address:	
Contact Person:	Contact No.:
Part II. Acknowledgment	
I HEREBY CERTIFY that the above informatio	
written by me are true and correct to the best of m	v day of 20
knowledge and belief. I further authorize PRC an	
other agencies to investigate the authenticity of all th documents presented.	e inis/ner valid government issued IU
documents presented.	issued aton
Signature Over Printed Name	
	(Notary Public)
Position	
Data	
Date Part III. Action Taken	
Standards & Inspection Division - CPD:	Cash Division:
Processed by:	Amount :
Date :	O.R.No./Date:
	Issued by :
Reviewed by:	
OIC Standards:	and Inspection Division
Olo, Signados	Ind hopedion parallel
<u>ACTION TAKEN I</u>	BY THE CPD COUNCIL
	A Marri - A4.
Approved	Accreditation No.
Deferred pending compliance	•
Disapproved due to	
· · ·	
Ch	airperson
A. ask	Member
Member	MALITAL
Date	





Professional Regulation Commission

TEMPLATE FOR INSTRUCTIONAL DESIGN OF PROPOSED CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

CPD Council for PROFESSIONAL TEACHERS

- 1. Course/Program Title:
- II. Course/Program Brief Description:
- III. Proposed PQF level:
- IV. Particular Continuing Professional Competency/ies:
- V. Content Details:

Sub-Topics and Time Allotment for every topic (in hours)	Area of CPD Activity (Ethics = 5 CUs Professional Development = 40 CUs in a compliance period)	Expected Learning Outcomes	Activities to Achieve Learning Outcomes	Assessment Strategies including, Assessment Tools	Requirements/Outputs

VI. Financial Projection:

- A. Expected Number of Participants:
- B. Proposed Charge per Participant:
- C. Relevant Details in Support of the Financial Viability of the Program

Printed Name and Signature of Official Proponent						
Position						
Proposing Agency/Association						