



Republic of the Philippines
Professional Regulation Commission
Manila



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

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:

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
1. 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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 RA 10912
 Sec 4. In-service
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2.2 DOCTORAL DEGREE	FULL CREDIT UNITS UPON COMPLETION OF CANDIDACY FOR COMPLIANCE PERIOD ADDITIONAL FULL CREDIT UNITS FOR COMPLIANCE PERIOD UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION / DIPLOMA AND TRANSCRIPT OF RECORDS (authenticated copy)
2.3 PROFESSORIAL CHAIR	15 CU PER YEAR	CERTIFICATION OF GRANT OR APPOINTMENT PAPER
2.4 POST-DOCTORAL DIPLOMA	10 CU PER YEAR	CERTIFICATE OF DIPLOMA
2.5 FELLOWSHIP GRANT		
2.5.1 PARTICIPANT	2 CU PER GRANT	CERTIFICATION FROM THE GRANTING INSTITUTION AND/OR CERTIFICATE OF FELLOWSHIP
2.5.2 RESOURCE SPEAKER	4 CU PER GRANT	
2.5.3 RESEARCHER	LOCAL 5 CU PER GRANT INTERNATIONAL 10 CU PER GRANT	
3. SELF-DIRECTED (TRAINING OFFERED BY NON-ACCREDITED CPD PROVIDERS, Face to Face, Online)		
3.1 PARTICIPANT	CREDIT UNITS FOR THE PROGRAM AS EVALUATED BY THE CPD COUNCIL	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, SEMINAR PROGRAM AND LIST OF PARTICIPANTS
3.2 RESOURCE SPEAKER / TRAINOR/ DEMONSTRATION TEACHER	3 CU PER HOUR	PHOTOCOPY OF CERTIFICATE, COPY OF PAPERS AND PROGRAM INVITATION
3.3 PANELIST / REACTOR	2 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
3.4 FACILITATOR / MODERATOR / COACH	1 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
3.5 ACCREDITOR (e.g. ISA, ISO, PACUCOA, PAASCU, ASCCAA, etc.)	10 CU PER VISIT	CERTIFICATION FROM THE ACCREDITOR AND LETTER OF INVITATION
3.6 IN-SERVICE TRAINING	MAXIMUM OF 10 CU FOR A 12-MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION	CERTIFICATE OF TRAINING & TRAINING DESCRIPTION
3.7 STUDY TOURS / VISITS (includes Benchmarking and the like)	2 CU / DAY (MAXIMUM OF 20 CU / TOUR)	CERTIFICATION FROM SPONSORING INSTITUTION
3.8 CONSULTANCY (e.g. Technical Meetings / Accreditation and other activities as per request of an institution, etc.)	1 CU PER HOUR	CERTIFICATE OF APPEARANCE AND INVITATION

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3.9	SOCIO-CIVIC ACTIVITIES USING PROFESSION (e.g. Medical Missions, Outreach Programs, etc.)	SCHOOL BASED MAXIMUM OF 5 CU	NON-SCHOOL BASED 5 CU PER HOUR	PROJECT COMPLETION, REPORT AND PHOTOS
4. PRODUCTIVE SCHOLARSHIP				
4.1	PROGRAM / TRAINING MODULE / CURRICULUM GUIDE / RESOURCE MATERIALS DEVELOPMENT	5 CU PER MODULE		CERTIFICATION OF UTILIZATION
4.2	TECHNICAL PAPER / RESEARCH PAPER	5 CU PER TECHNICAL PAPER <i>FOR PUBLISHED PAPER, SEE 3.8</i>		CERTIFICATION OF COMPLETION AND APPROVAL <i>FOR PUBLISHED PAPER, SEE 3.8</i>
4.3	ARTICLE PUBLISHED IN A REFEREED / PEER REVIEWED PROFESSIONAL JOURNAL			
4.3.1	AUTHOR/S	LOCAL 10 CU	INTERNATIONAL 15 CU	COPY OF PUBLISHED ARTICLE AND TABLE OF CONTENTS
		<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		
4.3.2	PEER REVIEWER	2 CU PER ARTICLE		FORMAL INVITATION AND ACKNOWLEDGMENT OF REQUESTS
4.4	PAMPHLET / BOOK OR MONOGRAPH			
4.4.1	AUTHOR/S	20 CU FOR SINGLE AUTHOR FOR PAMPHLET (LESS THAN 100 PAGES)	40 CU FOR SINGLE AUTHOR FOR BOOK OR MONOGRAPH (MORE THAN 100 PAGES)	COPY OF PUBLISHED BOOK
		<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		
4.4.2	EDITOR / COORDINATOR/ CONSULTANT	MAXIMUM OF 20 CU		
4.5	ARTICLE IN PROFESSIONAL MAGAZINE / NEWSPAPER	MAXIMUM OF 5 CU PER ARTICLE <i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		PROOF OF PUBLICATION OF ARTICLE
4.6	INVENTIONS / CREATIVE WORK	FULL CREDIT UNITS FOR COMPLIANCE PERIOD		CERTIFIED COPY OF PATENT CERTIFICATE
4.7	RECOGNITION/TITLE (e.g. Fellows, Hall of Fame Award, Outstanding	SCHOOL LEVEL 5 CU		COPY OF CERTIFICATION FROM THE AWARDING BODY (duly notarized)
		REGIONAL LEVEL 10 CU		

for




Professional, Lifetime Achievement Awardee, etc.)	DIVISION LEVEL 15 CU	
	NATIONAL LEVEL 45 CU	
5. SUCH OTHER ACTIVITIES TO 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:

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.

Jay
 T. Amant
 [Signature]
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Done in the City of Manila, this 2nd day of May, 2017.


ROSITA L. NAVARRO
Chairperson


PAZ I. LUCIDO
Vice-Chair


PARALUMAN R. GIRON
Member


NORA M. UY
Member

Attested to:


Atty. LOVELIKA T. BAUTISTA
Officer-In-Charge
Secretary to the Professional Regulatory Boards

APPROVED BY:


TEOFILO S. PILANDO, JR.
Chairman


ANGELINE T. CHUA CHIACO
Commissioner


YOLANDA D. REYES
Commissioner



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).
- Step 2. 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
<input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, principal area of professional work & No. of years in the practice of the regulated profession <input type="checkbox"/> valid Professional Identification Card as Professional Teacher <input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> DTI Certificate of Registration (authenticated copy) <input type="checkbox"/> NBI Clearance (original) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06)	<input type="checkbox"/> Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List of Officers with valid Professional ID Card (if applicable) <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities who must be a registered and licensed Professional Teacher <input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06)	<input type="checkbox"/> Agency Profile must include Name of Head of Agency and the Head of Department in charge of continuing education/ training <input type="checkbox"/> Copy of charter or Republic Act establishing the agency <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Office Order from the head of Agency appointing its officer to manage the CPD activities <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06)

Renewal

- Summative Report of the past programs for three (3) years
- List and photographs of training equipments and facilities
- Annual plan of proposed CPD Activities
- General Information Sheet for Corporation or Partnership
- 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:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at 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.
- 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

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

- I. 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