



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 875, S. 2019

October 9, 2019

**PROFESSIONAL REGULATORY COMMISSION (PRC)-CONTINUING
PROFESSIONAL DEVELOPMENT (CPD) UPDATES**

**TO: OIC-ASDS
CID and SGOD CHIEFS
PUBLIC SCHOOLS DIVISION SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
DIVISION SECTION HEADS
SENIOR EDUCATION PROGRAM SPECIALISTS
EDUCATION PROGRAM SPECIALIST II
PROJECT DEVELOPMENT OFFICERS
PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC JUNIOR/SHS SCHOOL HEADS**

1. In reference to the DepEd Memorandum OM-ODNEAP -2019-180101 from Dir. John Arnold S. Siena, dated 16 September 2019, and the unnumbered Regional Memorandum dated September 30, 2019, the field is hereby informed of some provisions of PRC Resolution No. 1146 s. 2019 or the New Implementing Rules and Regulation (IRR) of RA 0912 of CPD Act of 2019.
2. These provisions are necessary in the processing for CPD Accreditation of your program training activities. Kindly see attached forms for information on the requirements and procedures of PRC-CPD Accreditation Program.
3. For your guidance.

WINNIE E. BATON, EdD.

Officer-In-Charge

Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

[Signature] 10/10/19
SOLJEE OLIVER, LLB
Chief ES-SGOD
OC

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
42871
DATE: 10 OCT 2019 TIME: 3:38 PM

BY: *[Signature]*
SGOD HRD CPD

Encl: As Stated
References: None
To be indicated in the Perpetual Index under the following subjects:
CUY-HRD-SGOD: October 10, 2019: PRC_CPD Accreditation Updates

REWORKS



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact-Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedroxi.ph

MEMORANDUM

To : All Schools Division Superintendents
Region XI

Subject: PRC-CPD ACCREDITATION UPDATES

Date : September 30, 2019

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED 42871
DATE: 01 OCT 2019 TIME: 8:34
BY: *[Signature]*

This has reference to DepEd Memorandum OM-ODNEAP-2019-180101 from Director John Arnold Siena, regarding the PRC-CPD Accreditation Updates where specimen signature of the Regional Director and HRDD Chief (alternate signatory) from the regional offices must again be submitted for the accomplishment of PRC Application Form for Accreditation and Completion Form.

In line with this, there are provisions of PRC Resolution No. 1146 s. 2019 or the New Implementing Rules and Regulation (IRR) of RA 10912 of CPD Act of 2019 (please see attachment 2) which are very important to be complied for our programs to be CPD Accredited.

Please see attached checklist of requirements and procedure for accreditation of CPD Program.

For your information and guidance.

[Signature]
EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosed: As Stated.

ROH1/afm

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: 09-30-19 Time: 4:31
1909 - 4666

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

Document Number : ROXI-114
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Date of Effectivity : July 15, 2019



Certificate Number: AJA19-0237



Republic of the Philippines
Department of Education

DEPARTMENT OF EDUCATION - ROKI

National Educators Academy of the Philippines
Office of the Director

MEMORANDUM
OM-ODNEAP-2019-180701

149- 6970
1429
9-18-19

FOR: Regional Directors
Human Resources Development Division (HRDD) Chiefs
All concerned

FROM: JOHN ARNOLD S. SIENA
Director IV

SUBJECT: PRC-CPD ACCREDITATION UPDATES/REMINDERS FOR
THE DEPARTMENT OF EDUCATION (DepEd) REGIONAL
OFFICES

DATE: 16 September 2019

1. Due to changes in assignments of DepEd Regional Directors, updated specimen signatures of the Regional Director (main signatory) and HRDD Chief (alternate signatory) from the regional offices must again be submitted for the accomplishment of PRC Application Form for Accreditation and Completion Form. Please send them to NEAP Central Office using the template (*Attachment 1*) on or before September 30, 2019. These will be forwarded immediately to the Professional Regulation Commission (PRC) Main Office.
2. Please be informed on the provisions of PRC Resolution No. 1146, s. 2019 or the New Implementing Rules and Regulations (IRR) of RA 10912 or CPD Act of 2016 (*Attachment 2*):
 - a. The provisions are just transitory. After all the antecedent requirements stated therein are completed by PRC and its stakeholders, the CPD Act shall be applied in its entirety.
 - b. All in-service trainings and capacity-building provided by both government and private organizations, though they shall be considered accredited and considered as CPD compliance, they shall still be applied for accreditation at PRC before the conduct of the program/activity.
 - c. If PRC does not give feedback ten (10) working days after submission of applications, they are considered approved.





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- c. If PRC does not give feedback ten (10) working days after submission of applications, they are considered approved.
 - d. Only fifteen (15) units are required to renew the Professional Identification Cards (PICS) of Professional Teachers.
 - e. Others:
 - PRC currently requires fifteen (15) working days submission of applications prior to conduct of the CPD Program/Activity compared to its previous requirement of 45 calendar days. It is recommended that thirty (30) working days or longer will be required by the regional office for the proponents to submit their applications. This will allow the regional offices ample time for review and possible revisions.
 - The Regional Director's or HRDD Chief's name, designation and contact numbers (in lieu of the NEAP Director's) shall appear in the application and completion report forms.
 - Notarization of the application and completion report form is no longer required. Please use the updated PRC Application Form for Accreditation and Completion Report Form (*Attachment 3*).
 - Both hard and soft copies of the required documents for application and completion report will be submitted. Hard copies are compiled in long folder, while soft copies in PDF format are saved in a rewritable compact disc (CD).
 - NEAP Accreditation Number as CPD Provider is now written as: PTR-2017-115.
 - Status of CPD Applications may be checked at the PRC Website. Just go to Continuing Professional Development and click Accredited Programs and Providers.
3. A Quarterly Report shall also be submitted to NEAP Central Office every first week of the succeeding quarter. The report shall contain the following information:
- a. Titles of the PRC-accredited CPD Programs with Accreditation Numbers
 - b. Dates of Submission to PRC Regional Office
 - c. Dates of Conduct
 - d. Venues



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- e. Actual Number of Participants
 - f. Dates of Submission of Completion Reports
 - g. Issues/Concerns encountered in application and submission of completion reports
4. For your information and strict compliance.



Professional Regulation Commission

COMPLETION REPORT ON CPD PROGRAM

CPD Council for Professional Teachers

Part I. General Information

Name of Provider: **NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

Accreditation No.: PTR-2017-115

Expiry Date: December 11, 2020

Contact Person: *Regional Director's / HRRD Chief's Name*

Designation: *Designation*

Contact No.: *Mobile/Landline Number*

Part II. Program Accreditation

Title of the Program:

Accreditation No.:

Date of Accreditation:

Date Started:

Date Completed:

Place / Venue:

Total Number of Participants:

Date Applied:

Executive Summary:

Part III. Acknowledgment and Conformance

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.

SIGNATURE ABOVE PRINTED NAME

Position/Designation

Date

PROCEDURE FOR COMPLETION REPORT

- Step 1. Secure Completion Report Form at Regulation Division of any of the PRC Regional Offices, or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Completion Report Form and comply the required documents. (Please provide one (1) set for receiving copy.)
- Step 3. Proceed to Regulation Division of any of the PRC Regional Offices for submission.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure Application Form at Regulation Division of any of the PRC 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 Regulation Division of any of the PRC 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 One Thousand Pesos (P 1,000.00).
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulation Division of any of the PRC Regional Offices.
- Step 6. Verify your application after 45 days from time of submission at CPD Division by calling telephone numbers 810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- ☐ Specific course Objectives stating competencies to be gained from program
- ☐ Evaluation tool specific to course objectives set
- ☐ Program of Activities showing time/duration of topics/workshop
- ☐ Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
- ☐ Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit (if applicable)
- ☐ Breakdown of expenses for the conduct of the program

Additional Requirements:

- ☐ Short brown envelope for the Certificate of Accreditation
- ☐ Two (2) sets of metered documentary stamps worth Twenty-Five Pesos (P25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
- ☐ 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 accreditation should be filed 45 days before the offering of the program/training.
2. 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.
3. The period for processing the application is 45 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.



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for Professional Teachers

Part I. General Information

Name of Provider: NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Accreditation No.: PTR - 2017-115

Expiration Date: December 112020

Contact Person: Regional Director's / HRRD Chief's Name

Designation: Designation

Contact No.: Mobile/Landline Number

Date of Application: Date submitted to PRC

Proposed Program:

☐ Seminar ☐ Seminar/Workshop ☐ Residency Training ☐ Tours & Visits ☐ Others

Title of the Program:

Date to be offered:

Time / Duration:

Place / Venue:

No. of times program to be conducted:

Course Description:

Objectives:

Target Participants / No.:

Registration / Seminar Fee to be collected:

Part II. Acknowledgment and Conformance

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.

SIGNATURE ABOVE PRINTED NAME

Position/Designation

Date

Part III. Action Taken

Regulation Division:

Cash Division:

Processed by: _____
Date: _____

Amount: _____
O.R.No./Date: _____
Issued by: _____

Reviewed by:

Chief, Regulation Division

ACTION TAKEN BY THE CPD COUNCIL

☐
☐
☐

Approved for _____ Credit Units

Accreditation No. _____

Disapproved

Deferred pending compliance _____

Chairman