



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 7, 2024

DIVISION MEMORANDUM
No. 0053, s. 2024

**ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT
PROGRAMS**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief Education Program Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
GAD Focal Persons
All others concerned

1. Professional Development Programs to be conducted by the Division Office and schools for teaching and non-teaching personnel are encouraged to be applied for accreditation to the Professional Regulations Commission pursuant to Republic Act 10912 otherwise known as "Continuing Professional Development (CPD) Act of 2016", which requires CPD as the mandatory requirement for the renewal of Professional Identification Card.
2. With this, the list of requirements and templates of supporting documents are attached in the enclosures.
3. Program owners are advised to submit the requirements to Schools Division Office through the Human Resource Development (HRD) department of the School Governance and Operations Division (SGOD) sixty (60) days prior to the conduct of the activity. This is to allow assessment of submitted requirements in the SDO level prior to the submission to Regional Office.
4. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
5. Immediate dissemination of this Memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enclosed: As stated.
SGOD/jaam



ROSALINDA N. DIONIO
ADMINISTRATIVE OFFICER V



1. "CPDD-02" Application for Accreditation of CPD Program
2. "CPDD-14" Certificate for Participants/Attendees (A copy of what to be issued)
3. Program of Activities showing time/duration of topics/workshop and resource persons
4. "CPDD-16" Instructional Design (or using the prescribed template by the Board such as Professional Teachers, Nursing, etc. see Downloadables)
5. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set
6. "CPDD-17" Resume of the Resource Person/s (including the required attachment)
7. Valid Professional Identification Card/Receipt of Renewal of Resource Persons (Attach to Form "CPDD-17") if licensed/registered professional. Otherwise, submit a copy of a valid government or company-issued Identification Card
8. Financial Plan/Breakdown of Expenses (using the prescribed template pursuant to Commission Resolution No. 1520 S. 2022)



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD COUNCIL OF/FOR PROFESSIONAL TEACHERS

Part I. General Information		
Name of Provider: DepEd Region XI		
Accreditation No.: PTR-2023-423		Expiration Date: July 11, 2026
Contact Person: GEOFFREY L. BERNABE		Designation: Senior Education Program Specialist
Contact No.: 09297618763	E-mail add.: jeoffrey.bernabe@deped.gov.ph	Date of Application: September 14, 2023
Proposed Program:		
<input type="checkbox"/> Conference <input type="checkbox"/> Convention <input type="checkbox"/> Forum	<input type="checkbox"/> Seminar <input type="checkbox"/> Workshop <input type="checkbox"/> Training Program	<input type="checkbox"/> Online Learning <input type="checkbox"/> Educational/Study Tour Others: _____
Title of the Program:		
Date to be offered:	Duration:	Time:
Venue and Address:		No. of times program to be conducted:
Course Description:		
Objectives:		
Number of Target Participants:		Registration fee to be collected:
Part II. Acknowledgment		
<p>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.</p> <p>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p>		
(Signature Over Printed Name) _____ Position _____ Date _____		
Part III. Assessment		
Regulation Division: Assessed by : _____ Date : _____ Remarks : _____		Cash Division: Amount : _____ O.R. No.: _____ Date : _____ Issued by : _____
Part IV. Action taken by the CPD Council		

- Approved for _____ credit units Accreditation No. _____
- Deferred pending compliance _____
- Disapproved due to _____

Chairperson

Member

Member

Date: _____

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure application form at Regulations Division of any of the PRC Regional Offices or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and attach supporting documents listed hereunder. Provide one (1) set for receiving copy.
- Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for checking and assessment.
- Step 4. If the assessment is favorable, pay prescribed fee of One Thousand Pesos (₱ 1,000.00) per program offering. Government agencies and instrumentalities offering CPD Programs free of charge, do not have to pay a fee. If not favorable, go back to Step 3.
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulations Division of any of the PRC Regional Offices, at least fifteen (15) working days prior to offering.
- Step 6. Follow-up the application ten (10) working days after submission at CPD Division (Central Office), telephone numbers (+632) 8810-84-15 (PRC-PICC), or email at cpdd.applications@gmail.com

CHECKLIST OF REQUIREMENTS

Supporting Documents

- [] Instructional Design as prescribed by the relevant Board.
- [] Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period.
- [] Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set
- [] Resume of resource persons relevant to CPD program applied for.
- [] Photo copy of valid Professional Identification Card of resource persons if registered professional. Otherwise, submit photocopy of government-issued or company Identification Card.
- [] Valid Special Temporary Permit if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions.
- [] Breakdown of expenses for the conduct of the CPD program.
- [] *For Online Learning*, Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)

Additional Requirements

- [] Short brown envelope for the Certificate of Accreditation
- [] One (1) set of metered documentary stamps worth Twenty-Five Pesos (₱ 25.00) 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 flash drive.

Note:

1. Application for accreditation should be filed 15 working days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative. In the case of national organizations with chapters/councils, endorsement from the national board.
3. The period for processing the application is 10 working days, subject to the stipulations in these guidelines.
4. If additional requirement/s is/are needed, a period of another 10 working days is given to submit the same.



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**FINANCIAL PLAN/REPORT FOR
APPLIED PROGRAM FOR CPD ACCREDITATION**

Fill out all colored cells. Wrap text and adjust the row height, if necessary

NAME OF THE PROVIDER:	
TITLE OF THE PROGRAM:	

TYPE OF PROGRAM			
<input type="checkbox"/> Seminar/ Workshop/ Forum	<input type="checkbox"/> Learning Sessions in Convention	<input type="checkbox"/> Educational Tour	<input type="checkbox"/> Others, Please specify below:
MODE OF PROGRAM CONDUCT:			
		<input type="checkbox"/> Face-to-Face	<input type="checkbox"/> Online

CPD COUNCIL/S THIS APPLICATION IS SUBMITTED	
CPD Council/s off/for:	
SPECIFIC DATE/S OF OFFERING:	
VENUE/ONLINE PLATFORM:	
TARGET/ACTUAL NO. OF PARTICIPANTS:	
PROPOSED/ACTUAL REG. FEE PER PAX:	
TOTAL REG. FEES TO BE/HAS BEEN COLLECTED:	P _____ -

BREAKDOWN OF EXPENSES		
EXPENSE ITEMS	SPECIFICATIONS OF EXPENSES	AMOUNT
1	Venue/Online Platform	
2	Meals	
3	Honoraria:	
a.	Speaker (or panel of experts)	
b.	Facilitator	
c.	Moderator/ Master of Ceremony	
d.	Secretariat	
4	Itemized Materials (e.g. handbook/handouts, certificates, pencil and papers, seminar kits, ink for printers)	
5	Advertising Expenses	
6	Transportation:	
a	Speaker/s	
b	Staff	
7	Accommodation (For the Speaker/s)	
8	Processing Fee of CPD	
9	Supplies and Equipment	
10	Laboratory	
11	VAT (12%)	N/A
12	Entrance Fees (For museum, heritage/historical sites, cultural centers, exhibits, geographical sites, other sites, etc.)	
13	Tour Guide/Facilitator's Fee	
14	Miscellaneous (Please specify the items, adjust the row if necessary)	1. 2.
TOTAL EXPENSES INCLUSIVE OF VAT		P _____ -
TOTAL EXPENSES EXCLUSIVE OF VAT		P _____ -
ALLOWABLE REGISTRATION FEE PER PARTICIPANT*		#DIV/0!

*and shall be within the range provided on "Matrix of Registration Fees"

- Note:**
- 1 The currency to be used shall be Philippine Peso (PhP.)
 - 2 For any of the listed expenses not applicable to the applied program, put N/A.
 - 3 CPD Providers shall provide/attach justification if the Registration Fee is beyond that provided in the matrix, subject to the evaluation and approval of the concerned CPD Council.
 - 4 This document must be used/submitted in all the CPD Councils where the program is to be applied for CPD accreditation
 - 5 For accredited CPD Program/s, this document shall be used in submitting Financial Report attached to the Completion Report

Section 4. Matrix of Registration Fees - the CPD providers shall be guided by the following matrix of registration fees:

A. Face-to-Face Programs

	ACTIVITY	VENUE	NO. OF PARTICIPANTS	NO. OF DAYS	RANGE OF REGISTRATION FEE
1	Conventions/ Conferences	Hotel	1,001 and above	3	P 2,600-P 3,500
2	Conventions/ Conferences	Hotel	Up to 1,000	3	P 3,000-P 4,000
3	Conventions/ Conferences	Hotel	1,001 and above	2	P 2,000-P 2,800
4	Conventions/ Conferences	Hotel	Up to 1,000	2	P 2,300-P 3,000
5	Seminars	Hotel	101 and above	2	P 2,300-P 3,000
6	Seminars	Hotel	Up to 100	2	P 2,600-P 3,400
7	Seminars	Other than Hotel	101 and above	2	P 2,000-P 2,800
8	Seminars	Other than Hotel	Up to 100	2	P 2,300-P 3,000
9	Seminars	Hotel	Up to 100	1	P 800-P 1,700
10	Seminars	Other than Hotel	Up to 100	1	P 700-P 1,500

B. Online Programs

	ACTIVITY	NO. OF PARTICIPANTS	NO. OF DAYS	RANGE OF REGISTRATION FEE
1	Conventions/ Conferences	1,001 and above	3	P 400 - P 500
2	Conventions/ Conferences	Up to 1,000	3	P 500 - P 600
3	Conventions/ Conferences	1,001 and above	2	P 600 - P 700
4	Conventions/ Conferences	Up to 1,000	2	P 700 - P 800
5	Seminars	501 and above	2	P 700 - P 800
6	Seminars	Up to 500	2	P 800 - P 900
7	Seminars	501 and above	1	P 350 - P 450
8	Seminars	Up to 500	1	P 400 - P 500

CPD Providers shall provide a justification if the Registration Fee is beyond that provided in the matrix, subject to the evaluation and approval of the concerned CPD Council.



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RESUME OF RESOURCE PERSON

CPD COUNCIL OF/FOR _____

RECENT 2X2
PICTURE (color
photo with white
background)

Principal

Alternate

Substitute

Part I. Personal Circumstances

Name:		Nickname:	
Residence Address:		Contact Details Landline No.: Mobile No. 1: Mobile No. 2: Email Add.:	
Business Address:			
Nationality/Citizenship:			

Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.

Part II. Track Record

Major Competency Areas	Specialization	Sub-Specialization	

Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years	
Date	Title of the Program	Date	Title of the Program

Major Achievements, Citations, Recognition and Awards

Date	Title	Awarding Body

Part III. Education and Employment

Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				

Position	Agency/Company	Inclusive Dates

Part IV. Other Relevant Information

Profession/s	License No.	Issued on:	Valid until:
AIPO Membership	National/Chapter	Position	Date
Other Major Affiliations (Professional, Civic)	National/Chapter	Position:	Date

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 am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

Signature Over Printed Name

Date

[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]



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: (Minimum is Level 6)
- 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:

Name

Designation

Department of Education