



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 tagbilarancitydivision@yahoo.com

October 2, 2019

DIVISION MEMORANDUM

No. 523 s. 2019

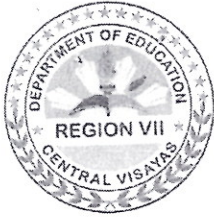
**PRC-CPD ACCREDITATION UPDATES/REMINDERS FOR THE
DEPARTMENT OF EDUCATION (DepEd) REGIONAL OFFICES**

**TO: All Section Chiefs, Education Program Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned**

1. Pursuant to Regional Memorandum No. 0512, s. 2019 and in coordination with DepEd, Central Office through the NEAP, this Office hereby disseminates the PRC-CPD Accreditation Updates/Reminders for DepEd, Division of City Schools-Tagbilaran City Officials, Staff, employees and others concerned.
2. In support to the above-mentioned, please read enclosures for your guidance and consideration.
3. For your information, compliance and wide dissemination.


NERI C. OJASTRO, Ed. D., CESE
Schools Division Superintendent

NSC



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
 KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City




SEP 30 2019

REGIONAL MEMORANDUM
 No. 0512, s. 2019

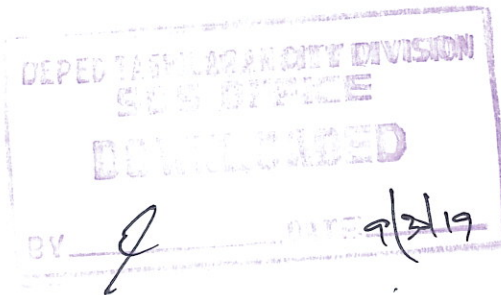
**PRC-CPD ACCREDITATION UPDATES/REMINDERS FOR THE DEPARTMENT OF EDUCATION (DepEd)
 REGIONAL OFFICES**

To: Schools Division Superintendents (SDSs)
 All Others Concerned

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), hereby disseminates the PRC-CPD Accreditation Updates/Reminders for the Department of Education (DepEd) Regional Offices.
2. For more details, refer to the attached communication.
3. For information and strict compliance


SALUSTIANO T. JIMENEZ, LI. B, Ed. D., CESO V
 Director III
 OIC-Office of the Regional Director

STJ/CAE/VVY/hdl
 HRDD 2019



Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”



Republic of the Philippines
Department of Education

National Educators Academy of the Philippines
Office of the Director

MEMORANDUM
OM-ODNEAP-2019- 180791

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.



Republic of the Philippines
Department of Education

*National Educators Academy of the Philippines
Office of the Director*

- 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



Republic of the Philippines
Department of Education

*National Educators Academy of the Philippines
Office of the Director*

- 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.



Republic of the Philippines
Department of Education


*National Educators Academy of the Philippines
Office of the Director*

DEPARTMENT OF EDUCATION
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
CPD Provider Accreditation No. PTR-2017-115

AUTHORIZED SIGNATORIES FOR DEPARTMENT OF EDUCATION (DEPED)
REGION 7


SALUSTIANO T. JIMENEZ LIB, EdD, CESO V

REGIONAL DIRECTOR'S SIGNATURE OVER PRINTED NAME
Main Signatory


VICTOR V. YNTIG

HUMAN RESOURCES DEVELOPMENT DIVISION CHIEF'S SIGNATURE OVER
PRINTED NAME
Alternate Signatory





Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
RESOLUTION NO. 2019-1146
Series of 2019

AMENDING RELEVANT PROVISIONS OF RESOLUTION NO. 1032 (s. 2017)
OTHERWISE KNOWN AS THE "IMPLEMENTING RULES AND REGULATIONS (IRR)
OF REPUBLIC ACT NO. 10912, KNOWN AS THE CONTINUING PROFESSIONAL
DEVELOPMENT (CPD) ACT OF 2016"

WHEREAS, Republic Act (R.A.) No. 10912 or the "CPD Act of 2016" was enacted to promote and upgrade the practice of the professions in the country and institute measures that will continuously improve the competence of the professionals in accordance with the international standards of practice, thereby, ensuring their contribution in uplifting the general welfare, economic growth and development of the nation.

WHEREAS, the Professional Regulation Commission (Commission), upon recommendation of the CPD Program Management Committee and after consultation with the various Professional Regulatory Boards (Boards) and their respective stakeholders, issued Resolution No. 1032 (s. 2017) or the IRR of R.A. 10912, which was published on February 28, 2017.

WHEREAS, the Commission faced constraints and challenges as it carried out its mandate to give effect to the intent and purpose of the CPD Act of 2016.

WHEREAS, with the subsequent enactment of Republic Act (R.A.) No. 10968 or the "Philippine Qualifications Framework (PQF) Act", there is a need to review the IRR of the CPD Act of 2016 and institutionalize the Career Progression and Specialization in all professions as part of CPD for the transfer or award of Credit Units to upgrade professional qualification levels.

WHEREAS, CPD is a recognition and eligibility requirement in bilateral, regional or international agreements, such as in the ASEAN Mutual Recognition Agreements that facilitate mobility and cross border practice.

WHEREAS, as a result of the consultations with various stakeholders, the Commission recognized the need to address issues and concerns by revisiting the pertinent provisions of the IRR of the CPD Act of 2016.

WHEREAS, there is a need to provide a transition period that will enable the Commission and stakeholders to complete antecedent requirements for the efficient implementation of the provisions of the CPD Act of 2016.

NOW THEREFORE, the Commission **RESOLVED**, as it now **RESOLVES**, to issue the following amendments to Commission Resolution No. 1032 (s. 2017):

Section 1. Section 3.27 is hereby amended to be read as:

Section 3.27. Professional Identification Card (PIC) – refers to the card bearing the registration number, dates of issuance and expiry, duly signed by the Chairperson of the Commission issued to a registered

Resolution No. 2019-1146
AMENDING RELEVANT PROVISIONS OF RESOLUTION NO. 1002
(S.2017) OTHERWISE KNOWN AS THE IMPLEMENTING
RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. 10912,
KNOWN AS THE CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) ACT OF 2016

professional upon payment of fees. The PIC is renewable every three (3) years upon compliance with the requirements set by law.

Section 2. Section 8.2.4 is hereby amended to be read as:

Section 8.2.4. Accreditation of CPD Programs – A CPD provider shall apply for accreditation of its program to the CPD Council. The CPD provider shall indicate the number of times the program will be offered for monitoring purposes.

An accredited CPD Provider of a particular profession may apply for accreditation of its program/s to the CPD Council of other professions subject to the approval of the CPD Council concerned.

In-house training programs and capacity-building activities of government agencies and government corporations, including local government units, and private employers shall be accredited and considered as CPD compliance of their employed professionals.

Section 3. Sections 10.1, 10.2, 10.3 and 10.4 are hereby deleted and shall be amended as follows:

Section 10. CPD as Mandatory Requirement in the Renewal of Professional License and Accreditation System for the Practice of Professions. - The CPD is hereby made as a mandatory requirement in the renewal of the PICs of all registered and licensed professionals under the regulation of the Commission.

10.1. The implementation of this provision shall provide a transition period to develop the necessary standards, processes, capacity, and infrastructure while minimizing the cost and inconvenience to professionals covered by the requirement. Attached hereto as Annex "A" is the list of the priority deliverables as antecedent requirements for the full implementation of the CPD Act of 2016.

10.2. During this transition period, the following shall be observed:

- a) Professionals working overseas shall not be covered by the CPD requirement.
- b) Newly licensed professionals shall not be covered by the CPD requirement for the first renewal cycle after obtaining their license.
- c) The various CPD Councils shall reduce the required CPD credit units to a minimum, which shall not be more than fifteen (15), as provided for under applicable laws.

CPD Credit Units refer to the value of an amount of learning achieved from formal, informal or non-formal learning including professional work experience wherein credits can be accumulated to predetermined levels for the award of a qualification.

Provided, however, that the following shall not be covered during this transition period:

Resolution No. 2019-1146
AMENDING RELEVANT PROVISIONS OF RESOLUTION NO. 1007
(s 2017) OTHERWISE KNOWN AS THE IMPLEMENTING
RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. 10410,
KNOWN AS THE CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) ACT OF 2016

- a) Where Professional Regulatory Laws (PRLs) of covered professions require compliance with specific number of CPD Credit Units for the renewal of the PIC.
- b) Where the professional intends to practice the profession in countries covered by bilateral, regional or international agreements in which CPD is a recognition and eligibility requirement, such as the ASEAN Mutual Recognition Agreements (MRAs).

10.3. The transition period allowing the gradual and efficient implementation of the objectives of the CPD Act of 2016 shall expire after all antecedents had been met, upon the recommendation of the CPD Councils through their respective Boards and approved by the Commission.

10.4. After the transition period, while the CPD Act of 2016 shall be applied in its entirety, measures shall always be ensured to address issues raised in its implementation.

10.5. The pursuit of continuing and lifelong learning shall not be curtailed and on-the-job non-formal and informal learning shall be encouraged.

Section 4. Section 11 is likewise amended to read as:

Section 11. Recognition of Credit Units - All duly validated and recognized CPD credit units earned by a professional shall, among others, be accumulated and transferred in accordance with the pathways and equivalencies of the POF.

Section 5. The following provisions are hereby added as Sections 14, 15, 15.1, 15.2 and 15.3, Rule III:

Section 14. Presumptive Approval - All CPD programs duly submitted for accreditation shall be deemed approved after ten (10) working days from receipt thereof if no feedback from the CPD Council is received. Thereafter, the CPD providers shall be allowed to offer the same, provided, that the applicable rule of awarding of credits is strictly observed.

The CPD Council or its designated monitors shall evaluate the implementation of the programs/services offered.

Fraudulent acts in the implementation of the CPD program are punishable under the pertinent provisions of applicable laws.

Section 15. Supplementary Provisions.

15.1. The Boards and their respective CPD Councils are given a period of one (1) month to consult with their stakeholders for the review of their Operational Guidelines and to accordingly amend the same to conform with this issuance. Those which have not issued their Operational Guidelines shall be guided by this issuance.

Resolution No. 2019-1146
AMENDING RELEVANT PROVISIONS OF RESOLUTION NO. 1032
(S. 2017) OTHERWISE KNOWN AS THE IMPLEMENTING
RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. 16512
KNOWN AS THE CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) ACT OF 2016

15.2. CPD providers with valid accreditation at the time this Resolution takes effect may still continue their public offering of CPD programs and award the corresponding CPD credit units approved by the concerned CPD Councils.

15.3. Professionals who executed an Undertaking prior to the effectivity of this Resolution shall only comply with the required number of credit units as amended pursuant to this Resolution equivalent to not more than fifteen (15) credit units.

Section 5. Sections 14 to 19, Rule IV of Resolution No. 1032 are hereby renumbered as Sections 16 to 21 respectively.

Section 6. Repealing Clause- Sections 3.27, 9.2.4, 10.1,10.2,10.3, 10.4 and 11 of Resolution No. 1032, Series of 2017 are hereby repealed or modified accordingly.

Section 7. Effectivity – This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation, copy furnished the U.P Law Center.

Done this 7th day of Feb., 2019 in Manila, Philippines.



TEOFILO S. PILANDO JR.
Chairman



YOLANDA D. REYES
Commissioner



JOSE Y. CUETO, JR.
Commissioner

APPROVED AND FORWARDED:
COMMISSIONER OF PROFESSIONAL REGULATION AND
RECORDS - BAR COUNCIL OF THE PHILIPPINES
DATE: FEBRUARY 11, 2019

**Priority Deliverables as Antecedent Requirements for the Full
Implementation of the CPD Act of 2016:**

PRC:

On the Policy Level:

- The standardization of assessment of learning outcomes with corresponding credit units;
- Creation of mechanics for the accumulation of credit units leading to award of qualification;
- Rationalization of CPD registration/seminar fees; and
- Prescription of guidelines and adoption of processes on the submission, recognition and validation of self-directed learning, prior or informal learning, online learning and other learning processes through Professional Work Experiences.

On the Administrative Level:

- *Enhancement of IT Infrastructure* (to include the establishment of the CPD Accreditation System to facilitate online CPD transactions like filing of application for accreditation; creation of a database where the CPD credit units earned by the professionals shall be stored, and which shall be linked to the PRC LERIS);
- *Upgrading of Physical Infrastructure* (to include the procurement of facilities/equipment, and allocation of adequate working space for CPD use);
- *Improvement of Human Infrastructure* (to include the restructuring of the existing organizational set-up of the CPD Secretariat and the rationalization of its manpower requirements, both in the Central and Regional Offices); and
- *Communication Drive* (the conduct of information dissemination and capacity-building for the various stakeholders-
PRC, PRB, Councils, AIPD, APO, professional on the CPD).

PRBs and CPD Councils:

- Approval/Amendment of their respective OGs;
- Identification of the learning outcomes per level descriptor of the PQF as basis of the Career Progression and Specialization;
- Prescription of modules for CPD programs per level of qualification; and
- Adoption of relevant internal procedures and administrative structure, determination of sufficiency in various modes of compliance including available providers and programs, to ensure an efficient and effective implementation of the CPD Act of 2016.

Resolution No. 2019-1146
AMENDING RELEVANT PROVISIONS OF RESOLUTION NO. 1632
(s. 2017) OTHERWISE KNOWN AS THE "IMPLEMENTING
RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. 10017,
KNOWN AS THE CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) ACT OF 2016

AIPOs/APOs:

- Adoption of measures to strengthen coordination with its CPD Council to provide an accurate and timely response to CPD issues; and
- Expansion of capacity to reach out to members wherever and however they are, thereby providing them with access to options on CPD compliance.

CPD Providers:

- Development of concepts, modules, and procedures that further enhance, while lessening the burden related to, CPD compliance.

Professionals:

- Availment of information on the various modes of CPD compliance and discern his/her best option; and
- Coordinate with PRC/PRE/Council/AIPO/APO on ways to address specific concerns.



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: <i>Regional Director's / HRRD Chief's Name</i>	Designation: <i>Designation</i>
Contact No.: <i>Mobile/Landline Number</i>	Date of Application: <i>Date submitted to PRC</i>
Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <input type="checkbox"/> 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	
<input type="checkbox"/> Approved for _____ Credit Units Accreditation No. _____ <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____	
_____ Chairperson	
_____ Member	_____ Member
Date _____	

CPDD-02
Rev. 03

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

<p>Step 1. Secure Application Form at Regulation Division of any of the PRC Regional Offices, or download at PRC website (www.prc.gov.ph).</p> <p>Step 2. Fill-out Application Form and comply the required documents. (Please provide one (1) set for receiving copy)</p> <p>Step 3. Proceed to Regulation Division of any of the PRC Regional Offices for evaluation and assessment.</p> <p>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).</p> <p>Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulation Division of any of the PRC Regional Offices.</p> <p>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.cpd.secretariat@gmail.com</p>
CHECKLIST OF REQUIREMENTS
SUPPORTING DOCUMENTS
<p><input type="checkbox"/> Specific course Objectives stating competencies to be gained from program</p> <p><input type="checkbox"/> Evaluation tool specific to course objectives set</p> <p><input type="checkbox"/> Program of Activities showing time/duration of topics/workshop</p> <p><input type="checkbox"/> Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)</p> <p><input type="checkbox"/> Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit (if applicable)</p> <p><input type="checkbox"/> Breakdown of expenses for the conduct of the program</p>
<p>Additional Requirements:</p> <p><input type="checkbox"/> Short brown envelope for the Certificate of Accreditation</p> <p><input type="checkbox"/> 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)</p> <p><input type="checkbox"/> Soft copy of the Application including supporting attachments in PDF format saved in CD.</p> <p><input type="checkbox"/> Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.</p>
<p>Note:</p> <ol style="list-style-type: none"> 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 obtaining 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.



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	Expiration Date: November 11, 2020
Contact Person: <i>Regional Director's / HRRD Chief's Name</i>	Designation: <i>Position</i>
Contact No.: <i>Mobile/Landline Number</i>	
Part II. Program Accreditation	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Achieved:
Executive Summary:	
<p>Part III. Acknowledgment and Conformance</p> <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 agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.</p> <p style="text-align: center;">SIGNATURE ABOVE PRINTED NAME <i>Position/Designation</i></p> <p style="text-align: center;">Date: _____</p>	
PROCEDURE FOR COMPLETION REPORT	
<p>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).</p> <p>Step 2. Fill-out Completion Report Form and comply the required documents. (Please provide one (1) set for receiving copy.)</p> <p>Step 3. Proceed to Regulation Division of any of the PRC Regional Offices for submission.</p>	
CHECKLIST OF REQUIRED DOCUMENTS	
SUPPORTING DOCUMENTS	
<p><input type="checkbox"/> List of Participants (Name & PRC License No.)</p> <p><input type="checkbox"/> List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)</p> <p><input type="checkbox"/> Actual Program of Activities</p> <p><input type="checkbox"/> Summary of evaluation of Speakers in Tabular Form</p> <p><input type="checkbox"/> Others</p>	
<p>Note: Completion Report must be submitted within thirty (30) days after the CPD program offering.</p>	