



**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)  
COUNCIL FOR LIBRARIANS  
Resolution No.01  
Series of 2020**

**GUIDELINES ON THE EVALUATION AND GRANTING OF CPD CREDIT UNITS TO ACTIVITIES UNDER INFORMAL LEARNING AND PROFESSIONAL WORK EXPERIENCE INCLUDING ACTIVITIES UNDERTAKEN DURING THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 CRISIS THAT MAY EARN CPD CREDIT UNITS**

**WHEREAS**, the Commission issued Resolution No.1208 (s.2019) or the “Guidelines on the Accreditation of Informal and Professional Work Experience”. Section 5 thereof states that the Continuing Professional Development (CPD) Councils shall determine the appropriate number of CPD credit units;

**WHEREAS**, the Commission issued Resolution No. 1240 (s. 2020) reiterating ways of learning that can earn CPD credit units particularly during the State of Public Health Emergency due to COVID-19 crisis;

**WHEREAS**, there is a need to issue guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, in order to guide the professionals.

**NOW THEREFORE**, the CPD Council for Librarians **RESOLVES** to issue these guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, as follows:

**Section 1. Informal Learning** – Refers to learning that occurs in daily life and which can contribute to a qualification. The parameters for the evaluation and granting of CPD Credit units for informal learning for local and overseas Filipino Librarians are as follows:

<b>Informal Learning Activities Related to the Profession undertaken during the COVID-19 Crisis</b>				
<b>ACTIVITY</b>	<b>DURATION</b>	<b>LEARNING OUTCOMES</b>	<b>RESULTS/ APPLICABILITY</b>	<b>CPD CREDIT UNITS EARNED</b>
		By the end of the activity, the professional should be able to apply what he/she learned through private study to his/her workplace.	The professional can apply the information or experience gathered to implement changes in the following areas: :	Maximum of 30 % of the required CPD Credit Units for the renewal cycle and documentation to be submitted

<p>Private study which includes</p> <ol style="list-style-type: none"> <li>1. Reading (books, journal articles, technical manuals in either print or digital format);</li> <li>2. Enrollment in online courses;</li> <li>3. attendance in webinars;</li> <li>4. viewing of videos in YouTube</li> <li>5. Other online sources</li> </ol>	Variable	<p>Examples:</p> <ol style="list-style-type: none"> <li>1. Management and leadership practices during the COVID-19 Pandemic</li> <li>2. Remote acquisition and ordering of books and other library materials</li> <li>3. Application of ICT tools in providing service to the remote user.</li> </ol>	<ol style="list-style-type: none"> <li>1. Management and leadership: collaborate with staff in planning and implementing changes such as providing handwashing needs, requiring masks and face shields, quarantine and disinfection of books and other library materials,, social distancing,</li> <li>2. Circulation services: Remote access to resources: making digital resources available</li> <li>3. Work from home jobs such as indexing, cataloguing, Reference</li> <li>4. Online acquisition and selection</li> <li>5. ICT applications for online meetings, seminars, etc.</li> <li>6. Other areas</li> </ol>	<p>Maximum of 10% of the required CPD credit Units for the renewal cycle per activity</p> <p>Documents: Photographs, self- declaration of 150 to 200 words about what has been learned and applied.</p>
Interactive discussions with experts/peers	4 hours	Know how to coordinate with other technical experts in investigating complex professional problems and applying them to the workplace	Communicate and work effectively with peers in formulating new technical standards in professional practice	<p>Maximum of 10% of the required CPD credit Units for the renewal cycle per activity</p> <p>Documents: Photographs, self- declaration of 150 to 200 words about what has been learned and applied.</p>

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<p>Benchmarking with other libraries both local and international</p>		<p>Learn best practices applicable to his/her library and their limitations</p>	<p>Apply practices learned through benchmarking activity</p>	<p>Maximum of 10% of the required CPD credit Units for the renewal cycle per activity</p> <p>Documents:  Photographs, self- declaration of 150 to 200 words about what has been learned and applied.</p>
<p>Other activities related to the profession as may be approved by the CPD Council</p>				<p>As may be approved by the Council</p>

**Section 2. Professional Work Experience.** – Refers to any participation that the professional gains while working in a specific field and workplace.

The competencies that follow were taken from the PRBFL Resolution No. 03 (s 2015) Prescription, Adoption and Promulgation of a National Competency Based Standard for Filipino Librarians. All applications for CPD credit units should be based on the above mentioned standard and/or the career progression programs currently being developed by the Committee tasked to do so. All submissions should be accompanied by diagnostic, formative and summative assessments.

The parameters for the evaluation and granting of informal learning are as follows:

**2.1. Diagnostic Assessment** -- to establish a particular development need or competency of the professional from basic to advance or advance to expert.

2.1.1. Needed documentation--Work history Curriculum or Certification of performance from direct supervisor client or beneficiary/self-declaration for the self- employed.

**2.2. Formative Assessment** –to know the progress of an individual’s learning – Evidence that learning has occurred but still needs improvement.

2.2.1. Needed documentation – Photo documentation with brief write-up (captions) and Certification from supervisor or client if self-employed.

**2.3 Summative Assessment** - to know if the professional has acquired the needed competency and can work independently, teach others and write manuals with confidence.

2.3.1 Report of at least 200 words as proof of learning/acquisition of the enabling and needed competencies and if possible accompanied by photos.

2.3.2. Certification of performance from direct supervisor or client or beneficiary or self-declaration for the self-employed. Annual performance appraisal report from the employer or Certification of performance from direct supervisor or client or beneficiary/self-declaration for the self-employed.

The following description of a professional’s progress as he/she proceeds to gain experience in his/her profession will be part of the documentation to be submitted to the CPD council. The professional should check the appropriate box to mark his/her progress. The competency cited is only an example. Other competencies that may be applied for must be based on the provisions of PRBFL Resolution No. 03 (s. 2015) or the approved Career Progression Program for Librarians.

<b>Recognition of Practice Outcomes</b>		<b>Assessment of Performance</b>		
		Refers to the professional’s <b>progress</b> in acquiring the desired competency		
<b>Needed Competency (Only one competency may be applied for at a time. See PRBFL 03 (s. 2015) for other competencies)</b>	<b>Enabling competencies/ Activities</b>	<b>Diagnostic</b>	<b>Formative</b>	<b>Summative</b>
		<b>Has not done this or has done this but needs improvement</b>	<b>Has done this well but still needs improvement and confidence</b>	<b>Has done this with confidence, can teach others and can prepare manuals that other librarians can use</b>
		<b>The columns may be filled up either by the librarian or the employer with either a yes or no</b>		
Develops, designs, Implements and assesses the library's information literacy program during the CPVID-19 pandemic	Demonstrates familiarity with the current information literacy standards and applies them to the library's information literacy programs gained either through private study (reading, webinars and			

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	the like) or experience.			
	Creates programs that develop and enhance information literacy skills and promote lifelong learning			
	Provides engaging and effective teaching modules, taking into consideration the clients' information needs and evaluates and reviews the modules as the need arises			
	Demonstrates the ability to evaluate information literacy program's outcomes to improve the content and delivery of services to the client			
	Promotes the library as a center of lifelong learning for the community			
<b>Validation: Documents to be presented</b>	Work history OR CV OR Self-Declaration OR Certification from employer/client for the self employed	Photo documentation with captions for the photos OR Certification of performance from employer or client for self employed	Write up of 150-200 words about the learning and acquisition of the competency with photographs and Certification of performance from employer	

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			or client for the self employed
<b>CPD Credit Units awarded</b>	Depends on the profession but the total CPD credit units for the competency applied for must not exceed 30% of the Required Credit units per renewal cycle	Depends on the profession but the total CPD credit units for the competency applied for must not exceed 30% of the Required Credit units per renewal cycle	Maximum of 30 % of the Required Credit units per renewal cycle

**\* Awarding of CPD Credit units.** The respective CPD Councils shall:

- 1) Determine if the IL and PWE applied for merits approval, and
- 2) grant the appropriate number of CPD credit units.

For purposes of earning CPD credit units, only professional work experience for the last three (3) years from the date of application shall be accepted.

**Section 3. Certificate of Credit units earned** — Certificate of Credit units earned shall be issued upon approval of the CPD Council.

**Section 4. Repealing Clause** - Any resolution, memorandum order or circular and any issuances inconsistent with this guidelines are hereby repealed or modified accordingly.

**Section 5. Effectivity** — This Resolution shall take effect immediately, copy furnished to the U.P Law Center.

Done, this **11<sup>th</sup>** day of **December**, 2020 in Pasay City, Philippines.

**CONTINUING DEVELOPMENT COUNCIL FOR LIBRARIANS**



**LOURDES T. DAVID**  
Chairperson



**AVELINA N. LUPAS**  
Member



**ELVIRA B. LAPUZ**  
Member

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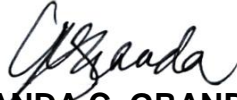
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Approved by:

**PROFESSIONAL REGULATORY BOARD FOR LIBRARIANS**



**YOLANDA C. GRANDA**  
Chairman



**LOURDES T. DAVID**  
Member

**VACANT**  
Member