



Republic of the Philippines
Professional Regulation Commission
Manila



CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
COUNCIL OF MECHANICAL ENGINEERING
Resolution No. 02
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 of Mechanical Engineering **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 informal learning are as follows:

Activities Undertaken During the State of Public Health Emergency Due to COVID-19 that may Earn CPD Credit Units:

For Local and Overseas Filipino Mechanical Engineering professionals:

ACTIVITY	DURATION	LEARNING OUTCOMES	APPLICABILITY	CPD CREDIT UNITS EARNED
		<i>By the end of the activity, the professional should be able to:</i>	<i>The professional can apply the information or experience gathered to:</i>	<i>Maximum of 30 % of the required CPD Credit Units for the renewal cycle and Documentary Requirement/s</i>

 Private study (Reading books, journal articles, conference proceedings, seminar papers, technical manuals/ handbooks, manufacturer's catalogue/brochures or online materials)	Variable	Be able to summarize and apply the ideas he has learned through reading. Examples: 1. New ICT tools	1. Explore and apply modern tools to facilitate innovation in one's personal life/ professional practice with an understanding of their limitations	30 % of the required CPD for the renewal cycle
 Interactive discussions with experts/peers	4 hours	Have learned how to coordinate with other technical experts in investigating complex professional problems	Communicate and work effectively with peers in formulating new technical standards in professional practice	3
Other activities deemed relevant or could be given CPD credit units.				To be determined by the CPD Council upon submission of documents.

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

The parameters for the evaluation and granting of credit units 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 Vitae or Certification of performance from direct supervisor or client or beneficiary/self-declaration for the self-employed

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

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

2.2.2. 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.

RECOGNITION OF PRACTICE OUTCOMES		ASSESSMENT OF PERFORMANCE	
		DIAGNOSTIC	SUMMATIVE
NEEDED COMPETENCY	ENABLING COMPETENCY	Has not done this or has done this but needs improvement	Has done this with confidence, can teach others and can prepare manuals that other can use
Develop/Formulate design solutions and apply for complex professional engineering problems	Identify and analyze complex problems and investigate the root causes. Familiar with applicable technical standards in professional practice. Able to conduct investigation of possible solutions to the problems using appropriate techniques, resources and		

	modern tools including IT, simulation software packages and other research-based procedures.		
VALIDATION: Documents to be presented		Work history	Report of at least 200 words as proof of learning/acquisition of the enabling and needed competency and if possible, accompanied by photos; and Certification of performance from supervisor or client or beneficiary/self-declaration for independent practitioners.
CPD CREDIT UNITS AWARDED		None	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 Informal Learning and Professional Work Experience 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 these guidelines are hereby repealed or modified accordingly.

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

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Done, this **27th** day of **November**, 2020 in Pasay City, Philippines.

CONTINUING DEVELOPMENT COUNCIL OF MECHANICAL ENGINEERING



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