



PROFESSIONAL REGULATORY BOARD OF REAL ESTATE SERVICE
Resolution No. 20
Series of 2022

**GUIDELINES ON THE ACCREDITATION OF SPEAKERS/LECTURERS
FOR REAL ESTATE TRAINING AND SEMINARS,
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AND
CAREER PROGRESSION AND SPECIALIZATION (CPS) PROGRAMS**

Barangay

WHEREAS, it is the policy of the State to recognize the vital role of Real Estate Practitioners in the social, political, economic development and progress of the country by promoting the real estate market, stimulating economic activity and enhancing government income from real property-based transactions. Hence, it shall develop and nurture through proper and effective regulation and supervision of the corps of technically competent, responsible and respected Real Estate Practitioners whose standards of practice and service shall be globally competitive and will promote the growth of the real estate industry;

[Signature]

WHEREAS, Section 5, Article II of Republic Act (R.A.) No. 9646 or the "Real Estate Service Act of the Philippines" provides for the powers and functions of the Professional Regulatory Board of Real Estate Service (Board) to promulgate, administer and enforce rules and regulations necessary in carrying out the provisions of the Act; and to screen, issue and monitor permits to organizations of real estate professionals in the conduct of seminars and accredit such seminars, as well as the instructors or lecturers therein, for the purpose of upgrading the quality and knowledge of the profession;

[Signature]

WHEREAS, there is a need to qualify, through an accreditation process, speakers/lecturers for real estate training and seminars as well as programs for the Continuing Professional Development (CPD) and Career Progression and Specialization (CPS) to determine their proficiencies and effectiveness in lecturing and conveying the subjects/topics they are lecturing for the benefit of the Real Estate Practitioners;

[Signature]

WHEREAS, the Board finds the need to update and supplement Resolution No. 11 (s. 2012) which laid down the accreditation requirements for service providers and their real estate training, seminars and programs.

NOW THEREFORE, the Board **RESOLVES**, as it is hereby **RESOLVED**, to issue the Guidelines on the Accreditation of Speakers/Lecturers for Real Estate Training and Seminars, Continuing Professional Development (CPD) and Career Progression and Specialization (CPS) Programs, as follows:

Section 1. Definition of Terms. – The following terms shall be understood to mean:

1.1 **Real Estate Professionals** – refer to the Real Estate Consultants, Real Estate Appraisers and Real Estate Brokers who are duly registered with the Professional Regulation Commission (Commission) and who possess valid Certificates of Registration (CORs) and Professional Identification Cards (PICs). These include:

1.1.1. **Real Estate Consultants**– refer to registered and licensed natural persons who, for a professional fee, compensation or other valuable consideration, offer or render professional advice and judgment on: (1) the acquisition, enhancement, preservation, utilization, or disposition of lands or improvements thereon; and (2) the conception, planning, management and development of real estate projects;

1.1.2. **Real Estate Appraisers** – refer to registered and licensed natural persons who, for a professional fee, compensation or other valuable consideration, perform or render, or offer to perform services in estimating and arriving at an opinion of or act as experts on real estate values which services shall be finally rendered by the preparation of acceptable written report;

1.1.3. **Real Estate Assessors** – refer to registered and licensed natural persons who work at the national government units and perform appraisal and assessment of real property essentially for taxation purposes; and

1.1.4. **Real Estate Brokers** – refer to registered and licensed natural persons who, for a professional fee, commission or other valuable consideration, act as agents of a party in real estate transactions to do listing, advertising, mediating, promoting, soliciting, offering, negotiating and effecting the meeting of the minds of the parties in the transaction on sale, purchase, lease, exchange, mortgage, joint venture or other similar transactions on real estate or any interest therein such as documentation of titles, processing of titles and the like.

1.2. **Real Estate Practitioners** – refer to Real Estate Professionals and Salespersons:

1.2.1 **Real estate salespersons** – refer to duly accredited natural persons who perform service for, and in behalf of, a Real Estate Broker, who is registered and licensed by the Board, for or in expectation of a share in the commission, professional fee, compensation or other valuable consideration, and who possess a valid accreditation card;

1.3 **Speaker/Lecturer** – refers to a person who gives lectures at training or seminars, CPD or CPS programs on the subjects/topics of which he/she is competent or an expert of;

1.4 **Instructor** – refers to a person who teaches a Bachelor of Science in Real Estate Management (BSREM) subject in a recognized school/college or university;

1.5 **Continuing Professional Development (CPD)** – refers to the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialization/expertise or in an inter- or multidisciplinary field of study for assimilation/integration into professional practice, self-directed research and/or lifelong learning;

1.6 **Training and Seminars** – refer to the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialization/expertise or in an inter- or multidisciplinary field of study for assimilation/integration into professional practice **other than CPD** for the purpose of maintaining and updating competence in the practice. For herein purposes, 'training and seminars' shall include those required for the accreditation of real estate salespersons;


1.7 **Workshop and Field Work** – refers to the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialization/expertise or in an inter- or multidisciplinary field of study for assimilation/integration into professional practice that requires the active participation of the Real Estate Professionals and Practitioners -participants

in an activity within the classroom or training center or during fieldwork for an assignment for the purpose of maintaining and updating competence in the practice throughout their career;


- 1.8 **Competence** – refers to an ability or skill that extends beyond the basic possession of knowledge and skills, which include cognitive, functional, personal and ethical competence;
- 1.9 **Competency** – refers to the aptitude or capability to apply or use a set of knowledge, skills and abilities required to successfully perform and implement critical work functions or tasks in a well-defined work setting;
- 1.10 **Specialized or Specialty Training** – refers to a non-degree post-graduate training program such as Doctorate and Fellowship in specialized real estate field and sub-specialized program(s) or diplomates conferred by an organization or society recognized by the pertinent government authority or by the Board like Fellow in Real Estate Brokerage, Fellow in Real Estate Appraisal and Fellow in Real Estate Consultancy, Diplomate in Real Estate Brokerage, Diplomate in Real Estate Appraisal and Diplomate in Real Estate Consultancy, etc.;
- 1.11 **Practice of Profession in realty** – refers to the performance of professional activities relative to real estate service like giving advice and judgment in consulting services of subdivision development and projects that requires the expert qualifications of the Real Estate Consultants on matters of (1) acquisition, enhancement, preservation, utilization, and disposition of lands or improvements thereon; (2) the conceptualization, planning, management and development of real estate projects or in real estate consulting on but not limited to: actual preparations of Project Feasibility Studies and its enhancement with consulting tools, techniques and investment analyses, developments of real estate projects, financing and economics, specialized engagement for commercial, industrial, recreation or resort, hotel/motel or pension/dormitories/boarded houses properties, government projects and financial institutions, subdivision developments before the project registration and after the project implementation, corporate projects and financial institutions and the like; or

Engagement of an assignment as Independent Real Estate Appraisers or as appointed Court Commissioner or working at the national government offices or at the Local Government Units that requires the expert qualifications of Real Estate Appraisers in providing professional services in estimating and arriving at an opinion of values or acts as an expert on real estate values like estimation of real property values for financial statement purposes, for revision of fair market values/zonal values, specialized appraisal of real properties on residential, commercial, agricultural, industrial, government properties, machineries and equipment, business and financial interest, financial statements fixed assets, expropriation proceedings and the like; or

Doing real estate brokerage services performed by the Real Estate Brokers in real estate transaction to do listing, advertising, mediating, promoting, soliciting, offering, negotiating and effecting the meeting of the minds of the parties in the transaction on sale, purchase, lease, exchange, mortgage, joint venture or other similar transactions on real estate or any interest therein such as: documentation and verification of titles, processing for registration of titles and the like;




1.12 **Real Estate Education** – refers to teaching of real estate subjects such as Standards and Ethics, Real Estate Consulting, Real Property and Real Estate Taxation, or subjects as found in Section 13 (a), (b) and (c) of R.A. No. 9646 and BSREM course that requires application of knowledge, skills and attributes/characteristics designed to provide unique service to meet the educational needs of the individuals and the society that involves interactive class between Teachers/Instructors and the Learner participants. It is a condition when there is a full communication or conveying of knowledge from the Teacher/Instructor handling/lecturing the subjects to the Learner participants related to real estate matters in review classes, classroom, on-the-job-training, and the like; and



1.13 **Certificate of Accreditation** – refers to the document issued to an accredited real estate speaker/lecturer after complying with all the requirements herein prescribed.


Section 2. Coverage. – These Guidelines shall cover the accreditation of speakers/lecturers in real estate training and seminars, as well as programs for the CPD and CPS.

Once accredited by the Board pursuant to these Guidelines, the speaker/lecturer shall be authorized to speak, lecture, or teach in real estate training and seminars as well as in CPD and CPS programs, within the validity period of his/her accreditation. If it is a CPD or CPS program that is being applied for accreditation, the speaker/lecturer need to submit his/her Certificate of Accreditation to the CPD Council or CPS Program (CPS) Committee for Real Estate Service, as the case may be.



Section 3. Qualifications for the Accreditation as Speaker/Lecturer. – The following are the qualifications for accreditation as speaker/lecturer:

3.1 With at least **seven (7) years active experience** in real estate professional practice, of which **at least five (5) years shall pertain to teaching experience** in real estate subjects either as speaker/lecturer/instructor/mentor in real estate training and seminars, BSREM course, CPD or CPS programs, workshops, real estate reviews, and others. For foreign speakers/lecturers, the application should first be approved by the Board pursuant to Sections 23 and 24, Article III of R.A. No. 9646; and



3.2 Must be an expert/proficient and experienced on the subject/topic to be lectured on.

Section 4. Documentary Requirements for Accreditation. – The documentary requirements for accreditation as speaker/lecturer are as follows:

- 4.1 Duly accomplished Application Form for Speaker/Lecturer (*Annex A*);
- 4.2 Declaration as a competent speaker/lecturer, with the following details: that he/she has at least seven (7) years active experience in real estate professional practice with supporting documents as claimed, of which at least five (5) years shall pertain to teaching experience in real estate subjects either as speaker/lecturer/instructor/mentor in real estate training and seminars, BSREM course, CPD or CPS programs, workshops, real estate reviews, and others, with proof as claimed and also attaching thereto the participants'/attendees' evaluation results per subject/topic or summary thereof, as certified by the Training Director and attested by the Provider's President (*Annex B*);
- 4.3 Original copy of current National Bureau of Investigation (NBI) Clearance;
- 4.4 Photocopy of Professional Identification Card (PIC) that is valid for at least six (6) months at the time of filing of application;

- 4.5 Current Professional Tax Receipt (PTR) per profession, if more than one (1) license;
- 4.6 Certificate of Completion on Trainer's Training attended as Basic Course of Speakers/Trainers;
- 4.7 Photocopy of the Official Receipt for the payment of prescribed fee;
- 4.8 Short Brown Envelope; and
- 4.9 Two (2) pcs. of Documentary Stamp

For renewal purposes, the following shall be submitted:

- 4.1.1. Duly accomplished Renewal Application Form for Speaker/Lecturer (*Annex A*);
- 4.1.2. Declaration as an expert speaker/lecturer, with the following details: lectures conducted with subjects and hours taught during the validity of the accreditation, with proof as claimed and also attaching thereto the participants'/attendees' evaluation results per subject/topic or summary thereof, as certified by the Training Director and attested by the Provider's President (*Annex C*);
- 4.1.3. Original copy of current NBI Clearance;
- 4.1.4. Photocopy of PIC that is valid for at least six (6) months at the time of filing of application;
- 4.1.5. Current PTR per profession, if more than one (1) license;
- 4.1.6. Certificate of Completion of the Speaker's/Lecturer's Enhancement Training Program conducted by the Board for the first renewal or proof of attendance to any Speaker's/Lecturer's enrichment program on the subsequent renewal;
- 4.1.7. Photocopy of the Official Receipt for the payment of prescribed fee;
- 4.1.8. Short Brown Envelope; and
- 4.1.9. Two (2) pcs. of Documentary Stamp

Section 5. Validity and the Prescribed Fees. – The applicant for accreditation as speaker/lecturer shall pay P1,500. The Certificate of Accreditation shall be valid for three (3) years.

- 5.1. Application for renewal of accreditation as speaker/lecturer shall be filed at least fifteen days (15) before expiration of the accreditation.

Section 6. Procedure for Accreditation. – The following shall be the procedure in the processing of applications for accreditation as speaker/lecturer:

- 6.1 Applications for accreditation may be filed with any Regional Office (RO), at the option of the applicant.
- 6.2 The applicant shall present the documentary requirements in hard and soft copies. The soft copy shall be scanned in *pdf* format, which shall be contained in a flash drive.
- 6.3 Upon receipt of the application, the processing officer shall check the completeness and correctness of the documentary requirements and compare the same with the soft copies. If the documents are in order, the other required processes shall be done such as verification of licenses, checking for derogatory records, and payment of the prescribed fee.
- 6.4 After completion of the required processes, the processing officer shall receive the application documents, both in hard and soft copies. The soft copies shall be copied from the flash drive and saved in the processing officer's computer.
- 6.5 The processing officer shall scan the duly accomplished application form and email the same, together with the soft copy of the supporting documents, to the Board, through the Board Secretary, within three (3) working days. The ROs shall simultaneously furnish the Accreditation and Compliance Division

(ACD) with the soft copy and thereafter forward the hard copy to the ACD for recording and monitoring purposes.

- 6.6 The Board shall act on the application documents within five (5) working days from receipt thereof, noting on the Application Form under box "Action by the Board" whether the application is (a) Approved; (b) Disapproved (stating the reason/s therefor); or (c) Deferred (stating the deficiencies noted and deadline for submission of compliance).
- 6.7 The Board Secretary shall forward the evaluated application to the ACD for the preparation of either: (a) *Board Resolution*, in case of approved applications; (b) *Letter of Disapproval*, in case of disapproved applications; or (c) *Letter to Comply*, in case additional compliance is required of the applicant. The Letter of Disapproval (*Annex D*) and Letter to Comply (*Annex E*) shall be sent to the applicant, through the ACD, copy furnished the RO. In case of deferment, the applicant shall be given ten (10) working days from receipt within which to comply with the required additional documents. Additional documentary submissions shall be sent to the Board, through the ACD, via electronic mailing. Failure to comply with the Board's directive within the given timeline shall cause the disapproval of the application.
- 6.8 In case of approval, the ACD shall forward the draft Resolution to the Board and Commission for their signatures.
- 6.9 Upon receipt of the docketed Board Resolution, the ACD shall prepare and forward the Certificate of Accreditation (*Annex F*) and forward the same to the Board and Commission Chairpersons for their signatures.
- 6.10 Within the day of receipt of the duly signed Certificate of Accreditation, the ACD shall transmit the same to the RO where the application was filed. Upon receipt of the Certificate of Accreditation, the RO shall immediately inform the applicant of the availability of the Certificate of Accreditation for release and pick-up.

Section 7. Exemption from Accreditation. – Incumbent government officials such as Department Secretary, Department Undersecretary, Department Assistant Secretary, Head of Office and its Assistant, Regional Director and its Assistant, Division Chief and its Assistant, Professional Regulatory Board Chairperson and Members, and the like are considered *Persons-in-Authority* in connection with the performance of their official functions and are thus exempted from securing accreditation.

The exemption herein granted may still be availed of within one (1) year from the expiration of the term or separation from service of the *Person-in-Authority* concerned.

Section 8. Official Master List of Accredited Speakers/Lecturers. – The Board, with the assistance of the ACD, shall prepare a master list of accredited speakers/lecturers, with their respective subjects/topics of expertise and competencies. The master list shall be posted at the Commission website, and which shall be updated, as needed. The incumbent Board Chairperson and Members shall be automatically included in the master list under the heading *Persons-in-Authority*, with the specification of their respective fields of specialization or competency.

Only those accredited speakers/lecturers in the master list shall be allowed to lecture in real estate training and seminars, as well as programs for the CPD and CPS.

Copies of the master list shall be provided to the Commission on Higher Education, Technical Education Skills and Development Authority and other interested learning institutions.

Section 9. Disapproval of Application for Accreditation (Initial or Renewal), Suspension and Revocation of Certificate of Accreditation – An application for

accreditation may be denied or a Certificate of Accreditation may be suspended or revoked on any of the following grounds:

1. Misrepresentation or submission of falsified or fraudulent document in relation to his/her application;
2. Verified derogatory feedback on the performance of the speaker/lecturer based on the participants'/attendees' evaluation results and/or monitor's report, in the case of CPD programs;
3. Violation of any provision of these guidelines or any pertinent Board and Commission regulation; or
4. Other similar grounds.

The commission of fraud under 9.1 by a registered and licensed professional shall also be a ground for the suspension or revocation of his/her Certificate of Registration (COR), without prejudice to his/her other liabilities under the Revised Penal Code and other applicable laws. In addition, any government official or employee who is a party to the commission of any such fraudulent act shall be subject to administrative penalties that may be imposed under the Anti-Graft Laws, the Administrative Code and the Code of Conduct of Public Officials and Employees.

Section 10. Absence of Accreditation. – No speaker/lecturer shall be allowed to speak/lecture in any of the training, seminar or program covered by these Guidelines without a valid Certificate of Accreditation from the Board and the Commission. In the same way that no provider shall allow an unaccredited speaker/lecturer to serve as such in any such training, seminar, or program that it organizes.

Appropriate legal action/s shall be taken against any person who served as speaker/lecturer in any of these training, seminars, or programs without the required Certificate of Accreditation, as well as any provider who engaged or allowed an unaccredited person to become a speaker/lecturer in its training, seminar, or program. If the unaccredited speaker/lecturer is a registered and licensed real estate professional, he/she may be meted with the penalty of suspension or revocation of license and/or be blacklisted (temporary or perpetual) from obtaining accreditation from the Board and the Commission. An accredited provider who is found guilty of violating the rules may face administrative sanctions, including suspension and revocation of accreditation and/or (temporary or perpetual) disqualification from applying for accreditation in the future.

Further, subjects/topics lectured by an unaccredited speaker/lecturer may not be given any credit except for CPD programs which may still be applied for under Self-Directed Learning.

The foregoing rules shall likewise apply to instances where the speaker/lecturer, although accredited, lectured on subjects/topics not within the line of specialization approved by the Board and the Commission.

Section 11. Change of Speaker/Lecturer. – It shall be the duty of the provider to notify the Board or the CPD Council or CPSP Committee, if pertaining to a CPD or CPS program, in case there are changes in its line-up of accredited speakers/lecturers. Notice of such changes shall be made at least five (5) days before the implementation thereof.

Section 12. Effects of the Accreditation. – Notwithstanding any restriction or limitation imposed by real estate service organizations, associations or groups, the accreditation herein granted shall be recognized anywhere in the Philippines and even overseas, subject only to the applicable regulations in that foreign jurisdiction.

Section 13. Monitoring and Evaluation. – The Board shall ensure the strict implementation of the provisions of this Resolution, and for this purpose, a Board

Focal Person shall be assigned to undertake the implementation, monitoring and evaluation thereof. The result of the monitoring and evaluation by the Board, through its Focal Person, shall be the basis for policy review and program implementation interventions.

Section 14. Separability Clause. – If any part or provision of this Guidelines is declared invalid or unconstitutional or repealed, other provisions not affected thereby shall remain in full force and effect.

Section 15. Repealing Clause. – Board Resolution No. 11 (s. 2012) and all resolutions, orders, circulars, issuances or parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 16. Effectivity. - This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a major daily newspaper of general circulation.

Let a copy of this Resolution be furnished the U.P. Law Center.

Done this **28th** of **March, 2022** at Manila City, Philippines.


OFELIA C. BINAG
Chairman


RAFAEL M. FAJARDO
Member


PILAR M. TORRES-BANAAG
Member


JOSE ARNOLD M. TAN
Member

VACANT
Member

Attested by:


ATTY. ATTY. LOVELIKA T. BAUTISTA
Chief, PRB Secretariat Division

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TEOFILO S. PILANDO, JR.
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Commissioner

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