CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COUNCIL
FOR PROFESSIONAL TEACHERS
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 and, 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 Continuing Professional Development (CPD) credit units particularly during the state of public health emergency due to the COVID – 19 crisis;

WHEREAS, there is need to issue guidelines in order to guide the Professionals 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 the COVID–19 Crisis that may earn CPD credit units.

NOW THEREFORE, the CPD Council for Professional Teachers 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 the 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 credit units
for informal learning are as follows:

For Local and Overseas Filipino Professional Teachers:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DURATION</th>
<th>LEARNING OUTCOMES</th>
<th>APPLICABILITY</th>
<th>CPD CREDIT UNITS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reading books, journal articles, technical manuals or online materials on current pedagogical issues</td>
<td>Variable</td>
<td>1. summarize and conceptualize the salient features of flexible techniques in instruction</td>
<td>1. completed the plan and design for a course unit on flexible instructional methods.</td>
<td>Maximum of 30% of the required CPD for the renewal cycle.</td>
</tr>
<tr>
<td>2. Tele-consultation with experts</td>
<td>Variable</td>
<td>2. discuss with experts some useful tips in preparing instructional modules</td>
<td>2. communicated with peers experts tips in enhancing instruction in the “new normal”.</td>
<td></td>
</tr>
</tbody>
</table>
### 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 for Professional Work Experience are as follows:

<table>
<thead>
<tr>
<th>PROFESSIONAL WORK ACTIVITIES</th>
<th>ENABLING COMPETENCY (must be based on prior learning and needed competency on the job)</th>
<th>LEARNING OUTCOMES</th>
<th>SUPPORTING DOCUMENTS</th>
<th>CREDIT UNITS</th>
</tr>
</thead>
</table>
| 1. LITERACY SERVICE           | • awareness and understanding of the important sectors in the community  
                                | • Utilization of professional skills to assist in sectoral community activities | • Promoted the visibility of the teaching professionals in the community  
                                | • Assessed the service needs of the community  
                                | • Utilized technology in relating with the service community | • Brief description of the workplace setting  
                                | • Photo documentation with brief write-up of 150–200 words  
                                | • Certification of performance from direct beneficiary | Maximum of 30% of the required CPD for the renewal cycle. |
| 1.1. Tele-survey of the existing dialects/Languages in the community | 1.2. Translation of public advisories to the local dialects/languages | | | |
| 2. DISSEMINATION SERVICE      | 2.1. Tele-inquiry from relevant government agency on how to start some productive activities | | | |
| 2.2. Design infographics on home productive activity | | | | |
| 3. COACHING SERVICE          | 3.1. Needs assessment survey for tele-tutoring | | | |
| 3.2. Design info-flyer offering free tele-tutoring | | | | |
| 4. INFORMATION SERVICE       | 4.1. Tele-inquiry on the process of “Katarungang | | | |
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<table>
<thead>
<tr>
<th>Pambarangay/legal assistance in the community.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2. Design info-flyer on the process of “Katarungang Pambarangay”/legal assistance in the community.</td>
</tr>
</tbody>
</table>

*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.

Done, this 9th day of **December, 2020**, 2020 in Pasay City, Philippines.

CONTINUING DEVELOPMENT COUNCIL FOR PROFESSIONAL TEACHERS

**ROSITA L. NAVARRO**  
Chairperson

**CLOTILDE N. ARCANGEL**  
Member

**EDUARDO O. DELA CRUZ**  
Member

Approved by:

PROFESSIONAL REGULATORY BOARD FOR PROFESSIONAL TEACHERS
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COUNCIL FOR PROFESSIONAL TEACHERS

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ROSITA L. NAVARRO
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