




Republic of the Philippines  
Professional Regulation Commission  
Manila

**MEMORANDUM**

**TO :** PROFESSIONAL REGULATORY BOARDS  
CONTINUING PROFESSIONAL DEVELOPMENT COUNCILS  
CPD SECRETARIAT IN THE CENTRAL AND REGIONAL OFFICES  
SATELLITE OFFICES  
PRC SERVICE/OFFSITE CENTERS  
REGISTRATION DIVISION

**FROM :** YOLANDA D. REYES   
Commissioner

**SUBJECT :** GUIDELINES IN THE PROCESSING OF APPLICATION UNDER SELF-DIRECTED LEARNING

**DATE :** February 22, 2018

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In view of the thrust of the Commission to exercise maximum flexibility in the implementation of the Continuing Professional Development Act of 2016, all concerned are directed to observe the following:

1. The CPD activities under the category of Academic Track and Self-Directed Track (Annex K of Resolution No. 1032, s. 2017 and the Operational Guidelines of various professions) shall be applied for to earn CPD credit units under the self-directed and/or lifelong learning.
2. Applicants are required to submit duly accomplished and notarized Application Form for Crediting Self-Directed and/or Lifelong Learning (Annex A) with necessary supporting documents.
3. Applicants with Master's or Doctorate degrees shall be given corresponding CPD credit units in accordance with their respective Operational Guidelines.
4. For other self-directed learning activities, the assigned processor shall check the application as to the completeness of the required documents and accomplish the Processor's Initial Evaluation Form (Annex B).
5. The Professional Identification Card (PIC) shall then be issued in favor of the applicant upon presentation of the duly accomplished Processor's Initial Evaluation Form to the PIC Issuing Officer. This shall be given back to the applicant as proof of submission.
6. The Application for Crediting Self-Directed and/or Lifelong Learning shall be forwarded to the CPD Secretariat at the Central Office for the final evaluation of the concerned CPD Council and for assignment of CPD credit units.
7. If the credit units earned are found by the concerned Council to be lacking, the Application for Crediting Self-Directed and/or Lifelong Learning shall be forwarded to the encoder of the Registration Division to input on the "remarks" portion of the professional's database the deficient CPD credit units to be complied by the professional on the next compliance period.
8. The CPD Secretariat shall email to the applicant through his/her given email address the result of the evaluation of the concerned CPD Council on Application for Crediting Self-Directed and/or Lifelong Learning.

This Memorandum shall take effect immediately.

For strict compliance.



**PROCEDURE FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING**

- Step 1. Secure Application Form at Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, or download at PRC website ([www.prc.gov.ph](http://www.prc.gov.ph)).
- Step 2. Fill-out Application Form and comply the required documents.  
(Please provide one (1) set for receiving copy)
- Step 3. Proceed to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Hundred Pesos (P 500.00).
- Step 5. Affix documentary stamp on the application form.
- Step 6. Submit Application Form with attached supporting documents and photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 7. Verify your application after 60 days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at [prc.cpdsecretariat@gmail.com](mailto:prc.cpdsecretariat@gmail.com)

**CHECKLIST OF REQUIREMENTS**

**SUPPORTING DOCUMENTS**

**Comply/submit only the document/s required to support your application. Refer to the Matrix of CPD Activities and/or in the Operational Guidelines of your profession for guidance. (This can be viewed at [www.prc.gov.ph](http://www.prc.gov.ph) under the Continuing Professional Development tab)**

- Original and Photocopy of Certificate of Attendance
- Program of Activities
- Diploma / TOR /Certificate of Completion, etc.
- Certificate of Patent
- Copy of published material/book
- Certificate of Entitlement /Appointment as Professorial Chair
- Others that may be required by the CPD Council

**Additional Requirements:**

- Soft copy of the Application including supporting attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

**Note:**

- 1. Application for CPD Credit units of Master's degree or its equivalent and Doctoral degree or its equivalent shall be filed not later than five (5) years from completion of the said degrees.
- 2. Representative/s filing and claiming application/s for crediting of self directed and/or lifelong learning in behalf of the applicant must present a letter of authorization and valid identification cards of both the applicant and the representative.
- 3. The period for processing the application is 60 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.

**CONTINUING PROFESSIONAL DEVELOPMENT UNIT  
PRC OFFICE \_\_\_\_\_**

**PROCESSOR'S INITIAL EVALUATION FORM**

Pursuant to PRC Resolution No. 1032, Series of 2017, otherwise known as the "Implementing Rule and Regulations (IRR) of Republic Act No. 10912 or the Continuing Professional Development (CPD) Act of 2016", Mr./Ms. \_\_\_\_\_ (name of professional) has applied for CPD credit units of his/her activities under Self-Directed and/or Lifelong Learning before the CPD of/for \_\_\_\_\_ (profession), as follows:

ACTIVITIES	AREAS			CREDIT UNITS	REMARKS
	Knowledge	Skills	Values		
			<b>TOTAL</b>		

Issued this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_.

Signature over Printed Name  
Processor

**Note:**

The result of the final evaluation of the CPD Council shall be emailed to your given e-mail address after 60 days.