




Republic of the Philippines  
Professional Regulation Commission  
Manila



**TO :** CHAIRPERSONS AND MEMBERS OF THE CPD COUNCILS  
PRC REGIONAL DIRECTORS/OFFICERS-IN-CHARGE  
CPD SECRETARIAT AND FRONTLINERS  
REGIONAL CPD FOCAL PERSONS AND FRONTLINERS

**FROM :** YOLANDA D. REYES   
Commissioner

**SUBJECT :** PROCESSING AND HANDLING OF APPLICATIONS FOR  
ACCREDITATION OF CPD PROVIDERS, CPD PROGRAMS AND  
SELF-DIRECTED LEARNING

**DATE :** November 19, 2018

Pursuant to Memorandum Circular No. 10, series of 2017 entitled "Guidelines and Procedures in the Implementation of Republic Act No. 10912, otherwise known as the "Continuing Professional Development (CPD) Act of 2016", please be reminded of the following:

1. Applicants for accreditation as CPD Providers, CPD Programs, and Self-Directed Learning shall be required to submit the hard and soft copies of application/documentary requirements in PDF or JPG format saved in a USB device to the CPD frontline staff.
2. The CPD frontline staff, upon receipt of the application and determination of the completeness of requirements based on the checklist, shall record and log the receipt of the application and immediately forward on the same day the soft copy through electronic mail (e-Mail) to the concerned CPD Council, copy furnish the CPD Secretariat. Hard copies shall be forwarded to the CPD Council through the CPD Secretariat thereafter. The record/log book shall be maintained for easy retrieval of CPD application information.
3. The CPD secretariat, upon receipt of the emailed documents shall record and log the application and confirm with the concerned CPD Council if the emailed documents from the CPD frontline staff were received.
4. Checking of completeness of application/documentary requirements by the frontline staff is deemed sufficient and that the review by the Chief/Officer-in-Charge of the concerned regional division/offsite centers/office may no longer be required.
5. The Officer-in-Charge of the Regional Office, CPD Division and the CPD Councils shall ensure that all CPD applications are acted upon promptly and efficiently within the prescribed period.

For compliance.