



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF ELECTRICAL ENGINEERING

Resolution No. 08
Series of 2017

**OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912,
OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT ACT
OF 2016" FOR ELECTRICAL ENGINEERS**

WHEREAS, Section 4 (s), Article II of Republic Act (RA) No. 7920, otherwise known as the "New Electrical Engineering Law", states that one of the functions and duties of the Professional Regulatory Board of Electrical Engineering (Board) is to provide guidelines and criteria on the Continuing Professional Education/Development program for professional electrical engineers, registered professional engineers and registered master electricians or collectively known as electrical practitioners;

WHEREAS, under Section 15 of Article IV of Republic Act 10912, otherwise known as Continuing Professional Development (CPD) Act of 2016, the Professional Regulatory Boards (Board) are granted the authority to prescribe their own requirements or procedure relating to the CPD as may be pertinent and applicable to their respective profession, **PROVIDED**, that the same does not contravene any of the provisions of R.A. 10912 and its Implementing Rules and Regulations (IRR);

NOW THEREFORE, the Professional Regulatory Board of Electrical Engineering hereby **RESOLVED**, as it now **RESOLVES** to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of R.A. 10912 and its Implementing Rules and Regulations, as follows:

Section 1. Date of Regular Meeting – The CPD Council under the supervision of the Board, is hereby mandated under this resolution to meet every 1st Thursday of the month for the purpose of evaluating the application for accreditation as CPD provider, for CPD program, self-directed and/or lifelong learning and other CPD related matters.

Section 2. List of additional requirements for accreditation of CPD Provider – There is no additional list of requirements for accreditation of CPD Provider other than those already provided in Resolution No. 1032, Series of 2017, otherwise known as the "Implementing Rules and Regulations of R.A. 10912".

Section 3. List of additional requirements for accreditation for CPD Program – The list of documentary requirements for accreditation of CPD Program as provided in Resolution No. 1032, series of 2017, shall include, but are not limited to the following:

- 3.1 Course Outline – outline of the course's sub-topics.
- 3.2 Learning Outcome – state what participants will learn from the event.
- 3.3 Course Structure/Materials – type of presentation and materials used.
- 3.4 Program URL – website of the program, if any

A copy of the Application Form for CPD Program is herein attached as Annex "A".

Section 4. List of CPD activities with corresponding credit units:

PROGRAM/ACTIVITY		CREDIT UNITS	SUPPORTING DOCUMENTS
1.0 PROFESSIONAL TRACK - Accredited CPD PROVIDER with approved CPD PROGRAM by CPDC			
Applicant for PIC renewal must apply 30 days before PIC expiration date			
1.1	PARTICIPANT	Approved CUs for the program	<ul style="list-style-type: none"> ○ Certificate of Attendance and CPD program accreditation number.
1.2	RESOURCE SPEAKER	5 CUs per hour	<ul style="list-style-type: none"> ○ Certificate or Plaque of Appreciation ○ Copy of Papers/ Presentations ○ Copy of Program ○ Invitation & Confirmation letter ○ Event Photo of Speaker
1.3	PANELIST/ REACTOR	3 CU per hour	<ul style="list-style-type: none"> ○ Certificate or Plaque of Appreciation ○ Copy of Program ○ Invitation & Confirmation letter ○ Event Photo of Panelist
1.4	FACILITATOR/ MODERATOR	2 CU per hour	<ul style="list-style-type: none"> ○ Certification from the accredited CPD Provider ○ Copy of Program ○ Event Photo of Facilitator
1.5	MONITOR	Twice the number of approved CUs for participant of the program	<ul style="list-style-type: none"> ○ Monitoring Report ○ Certificate of Appearance signed by CPD Provider ○ Authority to Monitor from PRC ○ Event Photos
1.6	LOCAL CONVENTION/ INTERNATIONAL CONFERENCE HELD IN THE PHILIPPINES	same as 1.1 to 1.5	<ul style="list-style-type: none"> ○ same as 1.1 to 1.5
1.7	INTERNATIONAL CONVENTION/ CONFERENCE/ TRAINING SEMINARS HELD ABROAD	Required to meet the following conditions to qualify: 1. APO of host country or Professional organization is a member of other organizations. 2. Has CPD accreditation program and approved CPD CUs by APO of host country	if participant, copy of the following: <ul style="list-style-type: none"> ○ official receipt of registration, conference ID, and Certificate of Attendance ○ If speaker or panelist, copy of the following: papers, invitation and confirmation letters, conference ID and Cert. or

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		If speaker or panelist – X 1.5 of CU per hour indicated in Items 1.2 to 1.3	If delegate or participant – as per CU indicated in the certificate (invalid if no CU indicated)	<ul style="list-style-type: none"> ○ <i>Plaque of Appreciation.</i> ○ <i>Copy of program, seminars, schedule or calendar of events</i> ○ <i>Learning Objectives or Outcome</i> ○ <i>Travel documents, boarding pass and proof of accommodation.</i> ○ <i>Event Photos or video</i>
1.7.2	INTERNATIONAL / LOCAL ON-LINE COURSES	conditions to qualify: 1. Courses are accredited and approved by the APO of host country. 2. Has CPD accreditation program and approved CPD CUs by APO of host country		<ul style="list-style-type: none"> ○ <i>Copy of online registration and confirmation</i> ○ <i>Proof of payment or transaction receipt</i> ○ <i>Certificate of completion of online courses with corresponding CUs</i> ○ <i>Learning objectives or outcome</i> ○ <i>Other supporting documents as requested by CPDC.</i>

PROGRAM/ACTIVITY		CREDIT UNITS	SUPPORTING DOCUMENTS
2.0 ACADEMIC TRACK – SELF-DIRECTED			
(Apply by the professional and pay fees with PRC; must apply at least 45 days before PIC expiration date)			
2.1	Post Graduate Diploma	25 CU upon completion of program	<ul style="list-style-type: none"> ○ Diploma/Certification from the Institution ○ Transcript of Records
2.2	Masteral Degree or Equivalent	45 CU upon completion of degree	<ul style="list-style-type: none"> ○ University Certification/Diploma ○ Transcript of Records
2.3	Doctoral Degree or Equivalent	90 CU upon completion of degree/candidacy	<ul style="list-style-type: none"> ○ University Certification/Diploma ○ Transcript of Records
2.4	Post-Doctoral Associate	4 CU upon completion	<ul style="list-style-type: none"> ○ Certification from the granting institution
2.5	Post-Doctoral Fellow		
2.5.1	Teaching Fellow	4 CU upon completion	<ul style="list-style-type: none"> ○ Certification from the granting institution
2.5.2	Research Fellow	6 CU upon completion	
2.6	Professorial Chair	15 CU per year or a fraction thereof	<ul style="list-style-type: none"> ○ Certificate of Grant or Appointment Letter
2.7	Specialty Program	10 CU per year or a fraction thereof (to be evaluated by CPDC)	<ul style="list-style-type: none"> ○ Certificate of Completion ○ Copy printout of program
2.8	Distance Learning Module or MOOC		
2.9	Design Analysis Software, Power System Analysis Software, CAD, BIM, Electrical Engineering Software and other relevant Engineering Software	2 CU upon completion of each program	<ul style="list-style-type: none"> ○ Certificate of Completion ○ Enrollment or registration papers
2.10	Industry immersion	2 Cu per program	<ul style="list-style-type: none"> ➤ Certificate of completion/participation

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				<ul style="list-style-type: none"> ➤ Immersion program ➤ Description of the program
3.0 OTHER SELF-DIRECTED and/or LIFELONG LEARNING ACTIVITIES (Apply by the professional and pay fees with PRC; must apply at least 60 days before PIC expiration date)				
3.1	Training Module for Professionals (e.g. Authorship of Module)	10 CU per complete set of Training Module		<ul style="list-style-type: none"> ○ Copy of Complete Training Module ○ Evaluation report by expert(s) ○ Proof and documentation of the conduct of training module ○ Training module must be within the compliance period-show proof, date ○ Certificate of acceptance of the training module
3.2	Professional Journal (PJ) or Scholarly Journal (SJ)			
3.2.1	Author/s	Local Max 10 CU	International Max 15 CU	<ul style="list-style-type: none"> ○ Copy of Published Article or Journal ○ Table of Contents ○ For multiple authors, show proof and listing ○ Publication must be within the compliance period for item 3.0
		For multiple authors, divide CU equally among them.		
3.2.2	Peer Reviewer	2 CU per article		<ul style="list-style-type: none"> ○ Copy of reviewed article ○ Peer review report
3.2.3	PJ or SJ Editor	5 CU per issue		<ul style="list-style-type: none"> ○ Copy of Published Journal
3.2.4	Panel of Experts/ Technical Committee/ Stakeholders Consultation	2 CU per engagement		<ul style="list-style-type: none"> ○ Invitation ○ Certificate of completion and participation
3.3	Pamphlet/Book or Monograph			
3.3.1	Author/s	20 CU for single Author of a Pamphlet (less than 100 pages)	45 CU for single Author of a book (more than 100 pages)	<ul style="list-style-type: none"> ○ Copy of Published Book/Pamphlet ○ For multiple authors, show proof and listing ○ Publication must be within the compliance period for item 3.0
		For multiple authors, divide CU equally among them		
3.3.2	Editor	20 CU for less than 100 pages	45 CU for more than 100 pages	<ul style="list-style-type: none"> ○ Copy of Published Book
3.4	Author of Newspaper/Magazine Article or Column	Local – 2 CU per article	Int'l – 3 CU per article	<ul style="list-style-type: none"> ○ Proof of Publication of Article or Column ○ For multiple authors, show proof and listing
		(For multiple authors, divide equally among them)		



3.4.1	Electrical Engineering work featured in a major Engineering publication/magazine/document or in a video	10 CU per feature	<ul style="list-style-type: none"> ○ Proof of Publication featuring work or engineer ○ Copy of publication video ○ Publication must be within the compliance period for item 3.0 – must show proof and date ○ Present proof and listing for multiple engineers featured
		For multiple engineers involved, CU shall be equally divided among them	
3.4.2	Electrical engineer(s) featured in magazine, radio, TV, digital media, and publication	1 CU per feature Max of 2 CU per year	
		For multiple engineers featured, CU shall be equally divided among them	

3.5	Inventions, Patents, Copyrights	Max of 45 CU per invention (as per CPDC evaluation)	<ul style="list-style-type: none"> ○ Certified Copy of Patent Certificate ○ Proof and Photo of Invention
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3.6	Tours, Travels, Visits, Fairs, and Exhibits		
3.6.1	Museum Visit	1 CU per visit	<ul style="list-style-type: none"> ○ Travel documents, boarding pass, or Proof of Travel, as necessary ○ Proof as Visitor or Attendance (Entrance Tickets), IDs ○ Evaluation Report on Learning Objectives (250-500 words) ○ No repeat visit per cycle ○ Photos or Video of Visit
		Local – Max 2 CU/cycle	
		Foreign – Max 6 CU/cycle	
3.6.2	Design, Construction, Trade Fairs, Exhibits	1 CU per visit Max of 3 CU/cycle	
3.6.3	Factory Visits, Field Trip (related to Electrical Engineering and Power System Engineering)	1 CU per trip/day Max 3 CU per cycle (must be accredited by CPDC)	
3.6.4	Study Tours and Visits	2 CU per day (Maximum of 10 CU/Tour) (Max 3 Study Tours/cycle)	<ul style="list-style-type: none"> ○ Travel documents, boarding pass, or Proof of Travel ○ Certification from Sponsoring Institution or CPD Provider ○ Program Details and Itinerary ○ Evaluation Report on Learning Objectives ○ CV of Tour Resource People ○ Tour Photos or Video per day
3.6.5	Foreign Travel	1 CU per Round Trip regardless of number of days and number of countries visited Max 3 CU per year	<ul style="list-style-type: none"> ○ Travel documents, boarding pass, Philippine Entry & Exit Stamp ○ Countries visited cannot be duplicated on a particular year ○ Travel Photos or Video

3.7	Recognition, Achievement, Professional Awards		
3.7.1	International Awardee	Full CU for two (2) compliance period	<ul style="list-style-type: none"> ○ Copy of Certification from the Awarding Body (duly

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3.7.3	Institutional Awardee (e.g. PRC Outstanding Electrical Engineer of the Year, TOP)	Full CU for two (2) compliance period	<ul style="list-style-type: none"> notarized) ○ Photo of Awardee with award, certificate, plaque, medal, or trophy ○ Any proof of award – newspaper, magazine, others ○ Awardee or conferee before 2017: – can claim CU up to 2025 only ○ Awardee or conferee from 2017 onwards: – can claim CU up to 6 years from the time of award ○ All awards and conferment can ONLY be claimed ONCE
3.7.4	Professional Organization Awardee (e.g. IIEE, and other relevant organization awards)	Full CU for one (1) compliance period	
3.7.5	Alumnus Awardee – Electrical Engineering, Electrical Technology)	Full CU for one (1) compliance period	
3.7.7	City/Provincial/Regional Awardee	To be assessed and determined by CPDC	
3.7.8	Other Awards	To be assessed and determined by CPDC	

3.8	Conferment of Titles		
3.8.1	Fellows	30 CU	○ Similar requirements as Item 3.7
3.8.2	APEC Engineer	45 CU	
3.8.3	ASEAN Engineer	45 CU	
3.8.4	ACPE	45 CU	
3.8.5	Other International Conferment Title	45 CU	○ Similar requirements as Item 3.7

3.9	Electrical Engineering and Design Competition		
3.9.1	National Accredited Electrical Engineering Design Competition	10 CU for finalists	<ul style="list-style-type: none"> ○ Certificate from sponsoring organization ○ Photo of Awardee with award, plaque or trophy ○ Competition must be opened to all Electrical Practitioners ('By Invitation' only competition is not accepted)
		15 CU for winner	
3.9.2	INTERNATIONAL/LOCAL Electrical Engineering Competition	15 CU for finalists	
3.9.3	Judge/Jury/Design critic in Electrical Engineering Competition	5 CU per competition Max 3 competition/cycle	

3.10	Mentorship		
3.10.1	Mentor/PEE	2 CU per mentee Maximum of 10 CU per year	<ul style="list-style-type: none"> ➤ Result of the PEE examination ➤ Attach copy of Certificate of Registration ➤ Notarized Affidavit signed by PEE naming nominated mentor, inclusive date of mentorship, and date of PEE ➤ Mentor can claim CU within two (2) years of passing PEE/ ➤ Photo of Mentor
3.11	Electrical Engineering Exhibition		
3.11.1	Participating Electrical	2 CU per local exhibition	○ Certification or plaque

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1	Practitioner in an Electrical Engineering Exhibition	3 CU per international exhibition Max 3 exhibits/cycle	<ul style="list-style-type: none"> ○ from organizer ○ Program details, schedule, venue ○ If partnership or corporation, submit SEC or DTI registration showing all Registered Electrical Practitioners ○ Photos of event
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3.12	Others		
3.12.1	Socio-Civic Activities using Profession (must be volunteer work in design or construction, or related electrical engineering activities or works)	Max 10 CU per project (to be evaluated and determined by CPDC)	<ul style="list-style-type: none"> ○ Certification or plaque of appreciation from affected group or organization ○ Project Proposal and Complete Design Program and documents ○ Report of activities, venues, dates ○ Notarized Affidavit of Undertaking signed by the Electrical Practitioner or group; if multiple members, must list all Electrical Practitioners involved
		For multiple members in a group, divide CUs equally among them	
		Volunteer work must be completed to be valid. On-going or incomplete design or construction work will not be accepted	

4.0 Such other Activities to be recommended by the CPD Council and approved by the Board and the Commission

Section 5. CPD Provider Completion Report – The list of documentary requirements for the submission of the Completion Report as provided in Resolution No. 1032, Series of 2017 shall also include the following:

5.1 Event Photo and/or Video Documentation

5.2 Feedback or Comment Form in a sealed brown envelope signed by the Monitor.

A copy of the Completion Report is herein attached as Annex "B".

Section 6. Maximum Creditable Units for Self-Directed and/or Lifelong Learning. – The maximum creditable units for self-directed and/or lifelong learning in a compliance period is 10 CUs, except those listed under Item 2.0 and Items 3.7 to 3.10 of Section 4.

Section 7. Major Areas of CPD Activities – The CPD activities shall be divided into four (4) major areas with corresponding recommended credit units, which electrical practitioner may choose to comply, as follows:

MAJOR AREA	COVERAGE OF THE AREA
Design	<ul style="list-style-type: none"> ● Residential and Building Establishments ● Power Generation and renewable energy resources ● Light and heavy Industries ● Commercial Establishments ● Transmission and distribution system

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	<ul style="list-style-type: none"> • Substation and switching station • Institutional, Roadway Lightings, Sports Complex, • Marina, Watercraft, locomotives • Protection and coordination system • FDAS and Auxiliary systems • Industrial Complexes • Commercial Complexes
Practice	<ul style="list-style-type: none"> • Ethics • Business of Electrical Engineering to include but not limited to: manufacturing and processing • Standards of Professional Practice and Regulations (laws, rules, codes, PRB resolutions, issuances, contracts, etc.) • Procurement and Project delivery • Enforcement and Inspection • Firm Management • Global and Collaborative Practice • Project and Construction Management, Installations and Consulting • Building Management system and Building Information modeling • Computer-aided design • Power System Analysis • Design Analysis • Operation and Maintenance • Electricity Market • Instrumentation and measurements • Electrical Safety Management • Testing and Commissioning • Energy Audit • Energy Efficiency and conservation • Research and Development • Teaching/Lectures/Coaching/ Mentoring • Auxiliary systems • Others
Environment and Sustainability	<ul style="list-style-type: none"> • Sustainable Structures • Disaster Resilience • Green Engineering • Renewable Energy • Building Energy Conservation • Others

Section 8. Required CPD Credit Units in a Compliance Period. – All Electrical Practitioners are mandated to comply with the following CPD credit units in a compliance period of three (3) years, which the implementation thereof shall be gradual in the following period:

Renewal Period	Minimum required Number of CPD Credit Units		
	PEE	REE	RME
January to June 2017	0	0	0

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2017			
July to December 2017	15	15	10
January to December 2018	30	30	20
January 2019 onwards	45	45	30

Section 9. No Exemptions –The CPD is hereby made as a mandatory requirement in the renewal of the PICs of all registered and licensed professionals under the regulation of the PRC. Mandatory means no exemption.


Section 10. For Overseas Professionals on how to comply with CPD – Professionals working overseas may take programs/seminars through the foreign chapters or affiliates of accredited CPD Providers. They may also attend seminars/trainings conducted by non-accredited CPD Providers and apply for credit unit/s with their respective CPD Councils under Self-Directed and/or Lifelong Learning track.


Section 11. Repealing Clause – All resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 12. Effectivity – This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in major newspaper of general circulation in the country.

Let copies hereof be furnished to the U.P. Law Center, Board, CPD Council, Office of the Board Secretary, Standards and Inspection Division, Legal and Investigation Division, all Regional Offices and other involved units of the Commission for their guidance.

Done in the City of Manila, this 10th day of May, 2017.


ENGR. FRANCIS V. MAPILE
Chairman, PRBEE


ENGR. JAIME V. MENDOZA
Member, PRBEE

Attested to:


LOVELIKA T. BAUTISTA
Officer-In-Charge
Secretary to the Professional Regulatory Boards

APPROVED BY:


TEOFILO S. PILANDO, JR.
Chairman


ANGELINE T. CHUA CHIACO
Commissioner


YOLANDA D. REYES
Commissioner

O-OCH/O-OCI/O-OCII/PRB-OEE/D-SPRB/D-SID/CPD
TSP/ATCC/YDR/FVM/LTB/MLMH/meraq/jid

DATE OF PUBLICATION IN THE
OFFICIAL (GAZETTE): ^{Philstar} 7-1-17
DATE OF EFFECTIVITY: 7-16-17



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council of Electrical Engineering

Part I. General Information	
Name of Provider:	
Accreditation No.:	Expiration Date:
Contact Person:	Designation:
Contact No.:	Date of Application:
Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <input type="checkbox"/> Others _____	
Title of the Program:	
Date to be offered:	Time / Duration:
Place / Venue:	No. of times program to be conducted:
Course Description:	
Objectives:	
Target Participants / No.:	Registration / Seminar Fee to be collected:
Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature Over Printed Name	_____ (Notary Public)
_____ Position	
_____ Date	
Part III. Action Taken	
Standards & Inspection Division – CPD:	Cash Division:
Processed by: _____ Date : _____	Amount: _____ O.R.No./Date: _____ Issued by : _____
Reviewed by:	
OIC, Standards and Inspection Division	
<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved for ____ Credit Units Accreditation No. _____ <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____	
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window 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 One Thousand Pesos (P 1,000.00) per offering of the program.
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS


- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Program of Activities showing time/duration of topics/workshop
- Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
- Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
- Breakdown of expenses for the conduct of the program
- Course Outline – outline of the course's sub-topics.
- Learning Outcome – state what participants will learn from the event.
- Course Structure/Materials – type of presentation and materials used.
- Program URL – website of the program (if any)

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed 45 days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3. The period for processing the application is 45 days.
4. If additional requirement/s is/are needed, a period of 7 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.

	Professional Regulation Commission
	COMPLETION REPORT ON CPD PROGRAM

CPD Council of Electrical Engineering

Part I. General Information	
Name of Provider:	
Accreditation No.:	Expiry Date:
Contact Person:	Designation:
Contact No.:	
Part II. Program Accreditation	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:
Executive Summary:	
Part III. Acknowledgment	
<p>I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.</p> <p>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Position</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____ (Notary Public)</p>

PROCEDURE FOR COMPLETION REPORT
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| <p>Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).</p> <p>Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.</p> <p>Step 3. Proceed to Standards and Inspection Division processing window for submission.</p> |
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CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

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|--|
| <p><input type="checkbox"/> List of Participants (Name & PRC License No.)</p> <p><input type="checkbox"/> List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)</p> <p><input type="checkbox"/> Summary of evaluation of Speakers in Tabular Form</p> <p><input type="checkbox"/> Others _____</p> <p><input type="checkbox"/> Event Photo and/or Video Documentation</p> <p><input type="checkbox"/> Feedback or Comment Form in a sealed brown envelope signed by the Monitor.</p> |
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Note:

Completion Report must be submitted within fifteen (15) working days after the CPD program offering.
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