



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF AGRICULTURE

Regulation No. 14
Series of 2018

OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF REPUBLIC ACT NO. 10192, OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACT OF 2016" FOR AGRICULTURISTS

WHEREAS, Section 75 of Republic Act (RA) No. 8435, known as the Agriculture and Fisheries Modernization Act of 1997, provides for the creation of the Board of Agriculture (Board) under the Professional Regulation Commission (PRC) to upgrade the Agriculture Profession;

WHEREAS, Section 9 (k) of PRC Resolution No. 2000-663, Series of 2000, states that one of the powers and functions of the Board is to prescribe guidelines for the implementation of its continuing professional education/development programs for agriculturists in coordination with the accredited integrated association of agriculturists;

WHEREAS, under Section 15, Article IV of RA No. 10912, otherwise known as the "Continuing Professional Development (CPD) Act of 2016", the Professional Regulatory Boards are given the authority to prescribe their own requirements or procedure for the implementation of CPD as may be pertinent and applicable to their respective professions, **PROVIDED**, that the same does not contravene any of the provisions of RA No. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after a series of consultative meetings with the stakeholders, it was agreed that some pertinent provisions of Resolution No. 1032, Series of 2017, otherwise known as the "Implementing Rules and Regulations of R.A. No. 10912" be adopted in the crafting of this Operational Guidelines.

NOW THEREFORE, the Board hereby **RESOLVES**, as it is now **RESOLVED**, to formulate its own Operational Guidelines for the CPD Program in accordance with the provisions of RA No. 10912 and its IRR, as follows:

Section 1. DATE/S OF REGULAR MEETING/S. – The CPD Council for Agriculturists (CPD Council) under the supervision of the Board is hereby mandated under this Resolution to meet every third (3rd) Thursday of the month for the purpose of evaluating the applications for accreditation as CPD provider, program, self-directed and/or lifelong learning activities and other CPD related matters. Special meetings may be called by the CPD Council Chairperson or upon written request of a member of the CPD Council at least three (3) days prior to said meeting.

Section 2. LIST OF ADDITIONAL REQUIREMENTS FOR ACCREDITATION OF CPD PROVIDER. – The list of documentary requirements for accreditation of CPD Local and Foreign Providers as provided for in Resolution No. 1032, Series of 2017, shall also include the following:

2.1 Local Provider

2.1.1 Sole Proprietorship

- a. Must have adequate, modern and updated instructional materials (electronic and printed copy).

- b. Must have instructors, lecturers, trainers, and resource speakers with good moral character, technical competence, facilitation skills and are holders of current Professional Identification Card (PIC) as Agriculturist or recognized expert on specific field.
- c. Person in-charge to manage CPD activities must be a licensed agriculturist.

2.1.2 Firms/Partnerships/Corporations

- a. Must have adequate, modern and updated instructional materials, whether owned or rented, to carry out CPD programs and activities.
- b. Must have instructors, lecturers, trainers, and resource speakers with good moral character, technical competence, facilitation skills and are holders of current Professional Identification Card (PIC) as Agriculturist or recognized expert on specific field.
- c. Person in-charge to manage CPD activities must be a licensed agriculturist.

2.1.3 Government Institutions/Agencies

- a. The Human Resource Development of local government institutions/agencies providing training for the professional development of employees may apply for accreditation as CPD Provider with PRC through the concerned CPD Council, pursuant to PRC Memorandum No. 07, Series of 2017, dated July 21, 2017.
- b. The Board may consider other requirements, consistent with existing CPD procedure and guidelines, as may be recommended by the CPD Council.
- c. Person in-charge to manage CPD activities must be a licensed agriculturist.

2.2 Foreign Provider

2.2.1 Firms/Partnerships/Corporation

- a. Must have adequate, modern and updated instructional materials to carry out CPD programs and activities.
- b. Must have complete line up of instructors, lecturers, resource speakers of good moral character and technical competence with recognized expertise on specific field to carry the CPD program.
- c. Foreign instructors, lecturers and resource speakers must secure Special Temporary Permit (STP) to carry out CPD Programs, if programs will be offered in the Philippines.
- d. Person in-charge to manage CPD activities must be a licensed agriculturist.

Copies of the application forms as local and foreign providers are hereto attached as Annexes "A" and "B".

Section 3. LIST OF ADDITIONAL REQUIREMENTS FOR ACCREDITATION OF CPD PROGRAM/S. – The list of documentary requirements for accreditation of CPD Programs as provided for in Resolution No. 1032, Series of 2017, shall also include the following, but not be limited to:

- 3.1 A CPD Provider seeking accreditation must submit an organized or arranged CPD program, activity or source to the CPD Council for processing and subsequent

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2. ACADEMIC TRACK – to be applied under Self-Directed Learning Modality		
2.1 Master's degree or equivalent	Full CUs upon completion of the degree	Registrar's Certification/Diploma/ Transcript of Records
2.2 Doctorate degree or equivalent	Full CUs upon completion of candidacy Additional full CUs upon completion of degree	Certification from Registrar of HEI/Diploma/Transcript of Records
2.3 Professorial Chair	15 CU per year	Certificate of grant or appointment paper
2.4 Diploma course (post baccalaureate course) for specialty program	15 CU per year	Certificate of completion, Diploma
2.5 Fellowship grant 2.5.1 Participant 2.5.2 Resource person 2.5.3 Researcher	2 CU per grant 5 CU per grant 5 CU per grant	Certificate of fellowship grant/ Certification from granting institution
2.6 Post graduate diploma program	Maximum of 30 CUs for 18-month period or a fraction thereof upon completion	Diploma/certification from the institution
3. SELF-DIRECTED LEARNING TRACK – to be applied under Self-directed Learning Modality		
3.1 Participant	1 CU per topic attended	Certificate of attendance with number of hours and seminar program
3.2 Resource person	3 CU per topic	Photocopy of certificate of appreciation, copy of program and copy of paper
3.3 Panelist/Reactor	2 CU per topic	Copy of program, certificate/certification from sponsoring organization
3.4 Facilitator/ Moderator	1 CU per topic	Copy of program and certificate or certification from sponsoring organization
3.5 In-service training-participant	Maximum of 20 CU for a 12-month period or a fraction thereof upon completion: 1 month or less = 2 CUs 2 months = 3 CUs 3 months = 4 CUs 4 months = 5 CUs	Certificate of training completion and training description

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3.6 Program/training module development	10 CU per module	Copy of module and evaluation on utilization by users
3.7 Technical paper	5 CU per technical paper published	Copy of technical publication where the paper was published
3.8 Article published in refereed/peer reviewed professional journal 3.8.1 Single Author 3.8.2 Multiple authors with main author 3.8.3 Multiple authors with no identified main author	Local = 10 CU International = 15 CU 2 CU for the main author plus an additional points when the remaining points are divided equally among all authors Divide equally the points among the authors	Copy of the published article or show copy of the journal (submit photocopy of table of contents)
3.9 Pamphlet/Book or Monograph 3.9.1 Single Author 3.9.2 Multiple author 3.9.3 Editor	20 CU for single author for pamphlet (less than 100 pages) 40 CU for book or monograph (more than 100 pages) Divide the CU equally to all authors Maximum of 20 CU: Pamphlet – 5 Monograph – 10 Book less than 200pp – 10 Book more than 200pp but less than 500pp – 15 more than 500pp – 20	Copy of published book/pamphlet/monograph
3.10 Article in magazines/newspapers	Maximum of 5 CU per article (for multiple authors – divide CU among the authors)	Show the publication and submit a photocopy of the magazine or newspaper article
3.11 Inventions	Full CUs for compliance period	Certified copy of the patent certificate or other relevant evidence of IP registration

Handwritten signatures and initials:
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 [Signature]
 [Signature]
 [Signature]

3.12 Study tours, business visits, observation tours, benchmarking activities	2 CU per day (maximum of 20 CU per tour/visit)	Certificate of participation or certification from sponsoring institution
3.13 Consultancy (e.g. technical, accreditation, training, and related services)	5 CU per engagement	Contract of services
3.14 Socio-civic activities using profession (e.g. medical missions, outreach program, extension and community services)	3 CU per activity	Project proposal, report and photos
3.15 Recognition/Title (e.g. fellows, hall of fame, outstanding professional, lifetime achievement award and other similar award of high stature)	Full CUs for compliance period	Copy of certification from the awarding body (duly notarized), show the award for verification and submit a photocopy

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Annex

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

- a. Post evaluation report on significance and relevance in the practice of Agriculture profession
- b. Photo of actual activity
- c. Sample output of how the learning outcomes of the participant could be evaluated
- d. Participant's output pertaining to the level of satisfaction from the CPD program through feedback mechanism.

Copy of the Completion Report form is hereto attached as Annex "D".

Section 6. Maximum Creditable Units for Self-Directed and/or Lifelong Learning. – The maximum creditable units for self-directed and/or lifelong learning is 15 CU. To complete the 45 units required to renew the PIC, the professional has to earn from academic or professional track.

Section 7. Major Areas of CPD Activities. – The CPD Activities shall be divided into six (6) major subjects: **1.** Crop and Soil Sciences, **2.** Crop Protection, **3.** Animal Science, **4.** Agricultural Economics and Marketing, **5.** Agricultural Extension and Communication, and **6.** Post-harvest Technology. Other generic learnings related to common thematic

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areas for personal development like project management, gender and development in agriculture can be considered as subjects to earn CU units.

Section 8. Modes for Earning CPD Credit Units. – For the renewal of the PIC, all agriculturists shall complete the required forty-five (45) credit units (CU) within the three (3) year compliance period under the following modes:

MODES	MAXIMUM CREDIT UNITS
Mode 1: Training provided by Accredited CPD Providers	45
Mode 2: Self-Directed learning	15
Mode 3: Work and/or Teaching Experience	15


Section 9. For Overseas Professionals. – Agriculturists 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 the CPD Council for Agriculturists under Self-Directed Learning modality.


Section 10. Repealing Clause. – All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 11. Effectivity. – This Resolution shall take effect fifteen (15) days following its full and complete publication in the Official Gazette or in a major paper of general circulation in the country.

Let copies hereof be furnished the U.P. Law Center and members of the CPD Council for their information and guidance.

Done in the City of Manila, this 20th day of Nov., 2018.


FORTUNATO A. BATTAD
 Chairman


GONZALO O. CATAN, JR.
 Member


VICENTE L. DOMINGO
 Member


NORA B. INCIONG
 Member

(VACANT)
 Member

Operational Guidelines on the Implementation of RA 10912 otherwise known as
"Continuing Professional Development (CPD) Act of 2016" for Agriculturists

Attested to:



Atty. LOVELIKA T. BAUTISTA
Chief, PRB Secretariat Division

Approved by:



TEOFILO S. PILANDO, JR.
Chairman



YOLANDA D. REYES
Commissioner



JOSEY CUETO, JR.
Commissioner

DATE OF PUBLICATION IN THE
^{PhilStar}
OFFICIAL GAZETTE : November 23, 2018
DATE OF EFFECTIVITY : December 9, 2018



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council of AGRICULTURE
 New

 Renewal

Accreditation No. _____

Expiry Date _____

Part I. Personal / Corporate Information

Name of Provider: _____

Classification:

 Individual/Sole Proprietorship

 Firm/Partnership/Corporation

 Government Institution/Agency

Address: _____

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

Website: _____

Contact Person: _____

Contact No.: _____

Part II. Acknowledgment & Conformance

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.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

 Signature Over Printed Name

 Position

 Date
Part III. Action Taken**Regulation Division:**

Processed by : _____

Date : _____

Cash Division:

Amount : _____

O.R.No./Date : _____

Issued by : _____

Reviewed by:

 Chief, Regulation Division
ACTION TAKEN BY THE CPD COUNCIL
 Approved

Accreditation No. _____

 Deferred pending compliance _____

 Disapproved due to _____

 Chairperson

 Member

 Member

 Date



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)

CPD Council of AGRICULTURE

New **Renewal** Accreditation No. _____
 Expiry Date _____

Part I. Personal / Corporate Information

Name of Provider: _____
 Address: _____
 Telephone No.: _____ Fax No.: _____
 E-mail Address: _____ Website: _____
 Contact Person: _____ Contact No.: _____

Part II. Acknowledgment & Conformance

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.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

Signature Over Printed Name

Position

Date

Part III. Action Taken

Regulation Division: Processed by : _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
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Reviewed by:

Chief, Regulation Division

ACTION TAKEN BY THE CPD COUNCIL


- Approved Accreditation No. _____
- Deferred pending compliance _____
- Disapproved due to _____

Chairperson

_____ _____
Member Member

Date _____

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	Professional Regulation Commission
APPLICATION FOR ACCREDITATION OF CPD PROGRAM	

CPD Council of AGRICULTURE

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.	
I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.	
_____ Signature Over Printed Name	
_____ Position	
_____ Date	
Part III. Action Taken	
Regulation Division: Processed by: _____ Date: _____	Cash Division: Amount: _____ O.R.No./Date: _____ Issued by: _____
Reviewed by: _____ Chief, Regulation 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 _____	

[Handwritten signatures and initials on the right margin]