



Republic of the Philippines  
Professional Regulation Commission  
Manila



PROFESSIONAL REGULATORY BOARD OF INTERIOR DESIGN

Resolution No. 03  
Series of 2017

**OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF REPUBLIC ACT NO. 10912,  
OTHERWISE KNOWN AS THE "CONTINUING PROFESSIONAL DEVELOPMENT (CPD)  
ACT OF 2016" FOR INTERIOR DESIGNERS**

**WHEREAS**, Section 2, Article I of Republic Act (RA) No. 10350, otherwise known as the "The Interior Design Act of 2012" provides for the policy of the State, *to wit* :

**"Section 2. Statement of Policy.** The State recognizes the important role of the interior design profession in nation building. Towards this end, the State shall promote the sustained development of professional interior designers, whose technical competencies have been determined by honest and credible licensure examinations and whose standards of professional service and practice are internationally recognized and considered globally competitive, brought about by regulatory measures and human resource programs and activities that foster their professional growth and advancement."

**WHEREAS**, Section 10, Article II of RA No. 10350 vests upon the Professional Regulatory Board of Interior Design (Board) the duty to prescribe guidelines for the Continuing Professional Education/Development (CPE/D) program for Interior Designers, in coordination with the accredited professional organization of interior designers;

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

**WHEREAS**, after a series of consultative meetings with the stakeholders, it was agreed that the Philippine Institute of Interior Designers (PIID), as the Accredited Integrated Professional Organization (AIPO) for Interior Designers, shall be the Administrator in disseminating information on the CPD Programs.

**NOW THEREFORE**, the Board hereby **RESOLVED**, as it now **RESOLVES**, to formulate its own Operational Guidelines on 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 under the supervision of the Board, is hereby mandated to meet every **fourth (4<sup>th</sup>) Tuesday** of the month for the purpose of evaluating the application for accreditation as providers and its programs, self-directed and/or lifelong learning activities and other CPD related matters.

**Section 2. List of additional requirements for accreditation of CPD Provider.** There are no additional lists of requirements for accreditation as a CPD Provider other than those already provided in Resolution No. 1032, s. of 2017, or the IRR of RA No. 10912.

**Section 3. List of additional requirements for accreditation for CPD Program.** The list of documentary requirements for accreditation of CPD Programs as provided in Resolution No. 1032, s. of 2017, shall include the following:

- 3.1 Course Outline/ Instructional Design -- outline of the course's sub-topics
- 3.2 Learning Outcome – expected learning 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 for Accreditation of the CPD Program is hereto attached as Annex "A".

**Section 4. List of CPD activities with corresponding credit units acceptable to the Board and the CPDC for Interior Designers:**

PROGRAM/ACTIVITY		CREDIT UNITS	SUPPORTING DOCUMENTS
1.0 <b>PROFESSIONAL TRACK</b> (Training offered by accredited CPD Providers, Face to Face/Online)			
1.1	PARTICIPANT	Approved CUs for the program	<ul style="list-style-type: none"> <li>○ Certificate of Attendance (with number of hours with corresponding accreditation number)</li> <li>○ Seminar program</li> <li>○ Program description</li> <li>○ Learning objectives</li> </ul>
1.2	RESOURCE SPEAKER	3 CU per hour	<ul style="list-style-type: none"> <li>○ (Photocopy of) Certificate of Appreciation</li> <li>○ Copy of Papers</li> <li>○ Program invitation</li> <li>○ Event Photo of Speaker</li> </ul>
1.3	PANELIST/REACTOR	2 CU per hour	<ul style="list-style-type: none"> <li>○ Certification from sponsoring organization</li> <li>○ Copy of Program</li> <li>○ Event Photo of the Panelist</li> </ul>
1.4	FACILITATOR/MODERATOR	1 CU per hour	<ul style="list-style-type: none"> <li>○ Certification from sponsoring organization</li> <li>○ Copy of Program</li> <li>○ Event Photo of Facilitator</li> </ul>
1.5	MONITOR	Twice the number of approved CUs for the participant of the program	<ul style="list-style-type: none"> <li>○ Monitoring Report</li> <li>○ Certificate of Appearance signed by CPD provider</li> <li>○ Authority to Monitor from CPDC</li> <li>○ Event photos</li> </ul>

1.6	IN-SERVICE TRAINING	Max. of 20 CU for a 12-month period or a fraction thereof upon completion		<ul style="list-style-type: none"> <li>○ Certificate of Training</li> <li>○ Training Description</li> </ul>
1.7	<b>CONVENTIONS</b>	LOCAL 10 CU per day	INTERNATIONAL 20 CU per day	<ul style="list-style-type: none"> <li>○ Certificate of Attendance with number of hours from sponsoring organization</li> <li>○ Seminar program</li> <li>○ Program description</li> <li>○ Learning objectives</li> <li>○ Travel documents &amp; tickets</li> </ul>
<b>2.0 ACADEMIC TRACK – SELF-DIRECTED</b>				
<i>To be covered by a separate application and payment of fees; must apply at least 60 days before PIC expiration date.</i>				
2.1	POST GRADUATE DIPLOMA	Max. of 30 CU for an 18 –month period OR A fraction thereof upon completion		<ul style="list-style-type: none"> <li>○ Diploma/Certification from the Institution</li> <li>○ Transcript of Record (authenticated copy)</li> </ul>
2.2	MASTER’S DEGREE OR EQUIVALENT	45CU upon completion of degree		<ul style="list-style-type: none"> <li>○ University Certification/ Diploma</li> <li>○ Transcript of Records (authenticated copy)</li> </ul>
2.3	DOCTOR’S DEGREE OR EQUIVALENT	90 CU upon completion of degree for two compliance period		<ul style="list-style-type: none"> <li>○ University Certification/ Diploma</li> <li>○ Transcript of Records (authenticated copy)</li> </ul>
2.4	POST DOCTORAL ASSOCIATE	4 CU upon completion		<ul style="list-style-type: none"> <li>○ Certification from the Institution</li> </ul>
2.5	PROFESSORIAL CHAIR	Max. 15 CU per year or a fraction thereof		<ul style="list-style-type: none"> <li>○ Certificate of Grant or Appointment paper</li> </ul>
2.6	SPECIALTY PROGRAM*,  <b>DISTANCE LEARNING MODULE</b>  <b>INTERNATIONAL ON-LINE COURSES</b>	Max 10 CU per year or a fraction thereof <b>(to be evaluated by the CPDC)</b> Must meet 2 conditions to qualify : 1. Courses accredited and approved by the APO of the host country 2. CPD accreditation program and approved CPD CUs		<ul style="list-style-type: none"> <li>○ Copy of Online registration and confirmation</li> <li>○ Proof of payment or Transaction receipt</li> <li>○ Certification of Completion of online course with corresponding CUs</li> <li>○ Learning objectives or outcomes</li> </ul>
2.7	FELLOWSHIP GRANT			<ul style="list-style-type: none"> <li>○ Certification from the granting institution AND/OR</li> <li>○ Certificate of Fellowship/ Completion</li> </ul>
	2.7.1 PARTICIPANT	2 CU per grant		
	2.7.2 RESOURCE SPEAKER	4 CU per grant		
	2.7.3 RESEARCH FELLOW	5 CU per grant		
	2.7.4 TEACHING FELLOW	4 CU upon completion		
<b>3.0 OTHER SELF-DIRECTED and/or LIFELONG LEARNING ACTIVITIES</b>				
<i>(Training offered by non-accredited CPD Providers, Face to Face/Online)</i>				

	COMMUNICATION MEDIA			
	3.9.1 Interior design work featured in a major I.D or Architectural magazine	2 CU per article (Max 10 CU per cycle)	3 CU per article (Max 10 CU per cycle)	<ul style="list-style-type: none"> <li>○ Proof of Participation or Feature</li> <li>○ Table of Contents</li> </ul>
	3.9.2 Featured designer in magazine, radio, tv, digital media and publication	1 CU per article or feature (Max 10 CU per cycle)		
3.10	INVENTIONS, PATENTS, COPYRIGHTS	Full CU for compliance period		<ul style="list-style-type: none"> <li>○ Certified Copy of Patent Certificate</li> </ul>
	3.10.1 COPYRIGHT OF FURNITURE, OBJECTS D' ART AND INTERIOR DESIGN	5 CU per approved design		
3.11	TOURS, TRAVELS, VISITS, FAIRS and EXHIBITS <i>To be covered by a separate application and payment of fees; must apply at least <b>60 days</b> before PIC expiration date. Activities and CUS must be claimed within compliance period.</i>			
	3.11.1 MUSEUM VISIT	(LOCAL) Max 2 CU per cycle	(INTERNATIONAL) Max 5 CU per cycle	<ul style="list-style-type: none"> <li>○ Travel documents, boarding pass, or Proof of Travel as necessary)</li> <li>○ Proof of Visitor or Attendance (Entrance Tickets)</li> <li>○ No repeat visit per cycle</li> <li>○ Photos or video per day</li> <li>○ Certificate from sponsoring Institution or CPD Provider</li> <li>○ Program Details and Itinerary</li> <li>○ CV of Tour Resource People</li> <li>○ Evaluation Report on Learning Objectives &amp; Schedule of Activities</li> </ul>
	3.11.2 NATIONAL HERITAGE SITE	1 CU per visit (Max.3 CU per cycle)		
	3.11.3 UNESCO HERITAGE SITE	1 CU per visit (Max. 3 CU per cycle)		
	3.11.4 CONSTRUCTION, FURNITURE, TRADE FAIRS AND EXHIBITS	1 CU per visit (Max. 3 CU per cycle)		
	3.11.5 FACTORY, FIELD TRIP (related to Interior Design)	2 CU per trip/day (accredited by CPDC and Max 6 CU per cycle)		
	3.11.6 INTERIOR PRODUCT LAUNCH	Max 2 CU (accredited by CPDC and Max 6 CU per cycle)		
	3.11.7 STUDY TOURS AND VISITS	2 CU per day (Max. 20 CU/Tour per cycle)		
	3.11.8 FOREIGN TRAVEL	1 CU per Round Trip regardless of no. of days and no. of countries visited (Max 3 CU per year)		
3.12	CONSULTANCY (e.g., Technical Meetings/ Accreditation and other activities as per request of an institution, etc.)	1 CU per hour		<ul style="list-style-type: none"> <li>○ Certificate of Appearance and Invitation</li> </ul>
3.13	SOCIO-CIVIC ACTIVITIES USING PROFESSION (e.g., outreach programs, etc.)	1 CU per hour OR 10 CU per project (to be evaluated and determined by CPDC and Max 15 CU per cycle)		<ul style="list-style-type: none"> <li>○ Project Proposal</li> <li>○ Report or Proof of participation by sponsoring institution or organization</li> <li>○ Photos</li> </ul>

		<i>For multiple members in a group, divide CUs equally among them.</i>	
3.14	RECOGNITION/ TITLE (e. g. Fellow, Hall of Fame award, Outstanding Professional, Lifetime Achievement awardee, etc.) (to be determined and evaluated by the CPDC)	Maximum 45CU for compliance period	<ul style="list-style-type: none"> <li>○ Copy of Certification from the Awarding Body (duly notarized)</li> </ul>
	3.14.1 Accredited professional Design Competition as Participant	5 CU for finalists	<ul style="list-style-type: none"> <li>○ Certificate from sponsoring organization</li> <li>○ Photo of award, plaque or trophy</li> </ul>
		10 CU for winner (Max 15 cu per cycle)	
	3.14.2 Judge/Jury in Professional Design Competition	10 CU per competition Per cycle	<ul style="list-style-type: none"> <li>○ Certificate from sponsoring organization</li> <li>○ Event photo</li> </ul>
	3.14.3 Participation in a Design exhibition	10 CU per exhibition per cycle	
		<i>For multiple exhibitors, divide CUs equally among them</i>	

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

- 5.1. Event Photo and/or Video Documentation
- 5.2. Summary of feedback of comment form in a sealed brown envelope signed by the Monitors.

A copy of CPD Providers' Completion Report is hereto 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 one (1) compliance period of three (3) years is **Fifteen (15) CUs** except for the items specified in the matrix of CPD Activities (Section 4).

**Section 7. Additional CPD Credit Units.** Additional CPD Credit Units may be awarded to participants of accredited CPD programs who will take the learning evaluation provided for in the program. An additional twenty-five percent (25%) credit units will be awarded to participants who will pass the learning evaluation provided for in the program.

**Section 8. Major Areas of CPD Activities.** The CPD Activities shall be divided into four (4) major areas with corresponding minimum credit units, as follows:

	MAJOR AREAS	SCOPE (Possible Topics)	MIN. CREDIT UNIT
P	Personal Development and Design	<ul style="list-style-type: none"> <li>○ Research methods and Critical thinking</li> <li>○ History, theory &amp; criticism of Style</li> <li>○ Building types (residential, commercial, hospitality, etc.)</li> <li>○ Engineering/Personal Development</li> <li>○ Photography Ethics</li> <li>○ Written, Visual &amp; Oral Communication</li> <li>○ Image</li> </ul>	11.25 Credit Units (CUs)

<b>A</b>	Advocacy	<ul style="list-style-type: none"> <li>○ Green and Sustainable Design</li> <li>○ Heritage &amp; Historical Studies</li> <li>○ Heritage Tours</li> <li>○ Universal design</li> <li>○ Disaster resilience</li> </ul>	11.25 Credit Units (CUs)
<b>R</b>	Related Practices	<ul style="list-style-type: none"> <li>○ Global Standards of Professional Practice (Codes, rules, etc.)</li> <li>○ Project &amp; Construction Management</li> <li>○ Entrepreneurship</li> <li>○ Collaborative practice</li> <li>○ Anthropology &amp; psychology in Design</li> <li>○ Estimate, Procurement and Cost Control</li> <li>○ Product Design &amp; Patent Protocol</li> </ul>	11.25 Credit Units (CUs)
<b>T</b>	Technical	<ul style="list-style-type: none"> <li>○ Allied Engineering – acoustics, lighting, plumbing, electrical, electronics</li> <li>○ Building Science and materials</li> <li>○ Specification writing</li> <li>○ Renewable energy, energy efficiency</li> <li>○ Computer skills – BIM, rendering, etc.</li> </ul>	11.25 Credit Units (CUs)

**Section 9. Required CPD Credit Units in a Compliance Period.** -- All Interior Designers shall be required to comply with the following CPD credit units within a compliance period of three (3) years:

Required Credit Units (CUs) for the 3 year compliance period	Below 60 years old	Between 61 to 70	71 years old and above
	45	35	25
Self-directed or Lifelong learning track	15	12	8

**Section 10. Professionals Working Overseas on How to Comply with CPD Program.** 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 any major newspaper of general circulation in the country.

Let copies hereof be provided the UP Law Center and the Members of the CPD Council for Interior Designers.

Done in the City of Manila, this 8th day of September, 2017.

<i>To be covered by a separate application and payment of fees; must apply at least 60 days before PIC expiration date.</i>							
3.1	PARTICIPANT	CU for the program (as approved and evaluated by the CPDC)		<ul style="list-style-type: none"> <li>○ Certificate of Attendance with No. of hours</li> <li>○ Seminar program</li> <li>○ Program description</li> <li>○ Learning objectives</li> </ul>			
3.2	RESOURCE SPEAKER	3 CU per hour		<ul style="list-style-type: none"> <li>○ Photocopy of Certificate</li> <li>○ Copy of Papers</li> <li>○ Program invitation</li> </ul>			
3.3	PANELIST/REACTOR	2 CU per hour		<ul style="list-style-type: none"> <li>○ Certification from sponsoring organization</li> <li>○ Copy of Program</li> </ul>			
3.4	FACILITATOR/MODERATOR	1 CU per hour		<ul style="list-style-type: none"> <li>○ Certification from sponsoring organization</li> <li>○ Copy of Program</li> </ul>			
3.5	IN-SERVICE TRAINING	Max. 20 CU for a 12-month period OR A fraction thereof upon completion		<ul style="list-style-type: none"> <li>○ Certificate of Training</li> <li>○ Training Description</li> </ul>			
3.6	TECHNICAL PAPER	5 CU per Technical paper (For published paper, see 3.8)		<ul style="list-style-type: none"> <li>○ Copy of Module and Evaluation</li> </ul>			
3.7	ARTICLE PUBLISHED IN A REFEREED/PEER REVIEWED PROFESSIONAL JOURNAL (PJ) or SCHOLARLY JOURNAL (SJ)			<ul style="list-style-type: none"> <li>○ Copy of Published Article and Table of Contents</li> <li>○ Copy of reviewed article</li> <li>○ Peer review report</li> </ul>			
3.7.1	AUTHOR/ S	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Local Max 10 CU</td> <td style="text-align: center;">International Max 15 CU</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>For multiple authors, divide CU equally among them.</i></td> </tr> </table>	Local Max 10 CU		International Max 15 CU	<i>For multiple authors, divide CU equally among them.</i>	
Local Max 10 CU	International Max 15 CU						
<i>For multiple authors, divide CU equally among them.</i>							
3.7.2	PEER REVIEWER	Max 2 CU per article					
3.8	PAMPHLET / BOOK OR MONOGRAPH			<ul style="list-style-type: none"> <li>○ Copy of Published Book</li> <li>○ Copy of Published Book</li> </ul>			
3.8.1	AUTHOR/ S	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Local Max 20 CU for single Author for a Pamphlet (less than 100 pages)</td> <td style="text-align: center;">International Max 40 CU for single Author for a Pamphlet (more than 100 pages)</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>For multiple authors, divide CU equally among them.</i></td> </tr> </table>	Local Max 20 CU for single Author for a Pamphlet (less than 100 pages)		International Max 40 CU for single Author for a Pamphlet (more than 100 pages)	<i>For multiple authors, divide CU equally among them.</i>	
Local Max 20 CU for single Author for a Pamphlet (less than 100 pages)	International Max 40 CU for single Author for a Pamphlet (more than 100 pages)						
<i>For multiple authors, divide CU equally among them.</i>							
3.8.2	EDITOR	Max. 10 CU (less than 100 pages)	Max 20 CU (100 pages or more)				
3.9	ARTICLE IN MAGAZINE/ NEWSPAPER (International or Local) ARTICLE or COLUMN or OTHER MASS	Max. of 5 CU per article (For multiple authors, divide CU equally among them.)		<ul style="list-style-type: none"> <li>○ Proof of Publication of Article</li> <li>○ Copy of publication or video or other mass communication media</li> </ul>			



## Professional Regulation Commission

### APPLICATION FOR ACCREDITATION OF CPD PROGRAM

#### CPD Council of INTERIOR DESIGN

<b>Part I. General Information</b>	
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: _____
<b>Part II. Acknowledgment</b>	
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 _____.  <div style="text-align: right;">_____ (Notary Public)</div>
_____ Signature Over Printed Name	
_____ Position	
_____ Date	
<b>Part III. Action Taken</b>	
<b>Standards &amp; Inspection Division – CPD:</b>  Processed by: _____ Date : _____	<b>Cash Division:</b>  Amount : _____ O.R.No./Date : _____ Issued by : _____
<b>Reviewed by:</b>  <div style="text-align: center;">_____</div> OIC, Standards and Inspection Division	
<b><u>ACTION TAKEN BY THE CPD COUNCIL</u></b>	
<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](http://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
- Course Outline / Instructional Design
- Learning Outcome
- Evaluation tool specific to course objectives set
- Course Structure / Materials
- 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
- Program URL, for on-line offering

#### 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 INTERIOR DESIGN**
**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**

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.

 \_\_\_\_\_  
 Signature Over Printed Name

 \_\_\_\_\_  
 Position

 \_\_\_\_\_  
 Date

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant exhibited to me his/her valid government issued ID \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

 \_\_\_\_\_  
 (Notary Public)

<b>PROCEDURE FOR COMPLETION REPORT</b>
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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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<b>CHECKLIST OF REQUIREMENTS</b>
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<b>SUPPORTING DOCUMENTS</b>
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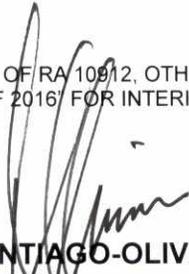
- |  |
|--|
| <ul style="list-style-type: none"> <li>[ ] List of Participants (Name &amp; PRC License No.)</li> <li>[ ] List of Lecturers, Resource Speakers, etc. (Name &amp; PRC License No.)</li> <li>[ ] Actual Program of Activities</li> <li>[ ] Summary of evaluation of Speakers in Tabular Form</li> <li>[ ] Event Photo and/or Documentation</li> <li>[ ] Summary of Feedback of Comment Form in a sealed brown envelope signed by the Monitors</li> <li>[ ] Others</li> </ul> |
|--|

<b>Note:</b>
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Completion Report must be submitted within thirty (30) calendar days after the CPD program offering.
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**MA. CARLOTA D. HILVANO**  
Member



**SONIA SANTIAGO-OLIVARES**  
Chairperson

**VACANT**  
Member

Attested to:

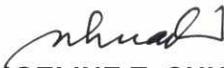


**Atty. LOVELIKA T. BAUTISTA**  
Officer-in-Charge  
Secretary's Office of the Professional Regulatory Boards

APPROVED BY:



**TEOFILO S. PILANDO, JR.**  
Chairman



**ANGELINE T. CHUA CHIACO**  
Commissioner



**YOLANDA D. REYES**  
Commissioner

O-OCH/O-OCI/O-OCII/O-ASCOM/PRB-OID/D-LID/D-SPRB/D-SID/CPD  
TSP/ATCC/YDR/ATG/SSO/ELR2/LTB/MLMH/MERAQ/ardm

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