



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF ENVIRONMENTAL PLANNING
Resolution No. 06
Series of 2017

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

WHEREAS, Section 2, Article I of RA No. 10587, otherwise known as "Environmental Planning Act of 2013", states that, to wit:

"Section 2. Declaration of Policy. – The state recognizes the importance of environmental planning in nation-building and development. Hence, it shall develop and nurture competent, virtuous, productive and well-rounded professional environmental planners whose standards of practice and service shall be excellent, world-class and globally competitive through honest, effective, relevant and credible licensure examinations and through regulatory programs, measures and activities that foster their professional growth, social responsibility and development;"

WHEREAS, Section 9 (i) of RA No. 10587 empowers the Professional Regulatory Board of Environmental Planning (Board) to adopt measures necessary for the enhancement of the profession;

WHEREAS, Section 27, Article IV of RA No. 10587 states that the Board in consultation with the Academe and Accredited Professional Organization (APO), shall prescribe guidelines in the implementation of its Continuing Professional Education/Development (CPD) programs, subject to the approval of the Commission;

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 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 RA No. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after a series of consultative meetings with the stakeholders, they favorably endorsed the provisions of these guidelines;

NOW THEREFORE, the Board hereby **RESOLVED**, as it now **RESOLVES**, to issue and promulgate the Operational Guidelines in the conduct of Continuing Professional Development (CPD) Program for the Environmental Planning profession in accordance with the provisions of RA No. 10912 and its Implementing Rules and Regulations (IRR), as follows:

Section 1. DATE/S OF REGULAR MEETING. – The CPD Council under the supervision of the Board is hereby mandated under this Resolution to meet every 3rd Thursday of the month for the purpose of evaluating the application for accreditation as CPD provider, the CPD programs, credit unit/s earned under self-directed and/or lifelong learning activities and other CPD related matters.

Section 2. ADDITIONAL REQUIREMENTS FOR ACCREDITATION AS CPD PROVIDER. – The list of documentary requirements for accreditation of CPD Local and Foreign Provider as provided for in Resolution No. 1032, Series of 2017, otherwise known as the "Implementing Rules and Regulations (IRR) of Republic Act No. 10912, is hereby adopted. However, for Local Provider under the category of Individual/Sole Proprietor, an applicant must be Registered and Licensed Environmental Planner in good standing with the APO and the PRC. In the case of Corporation or a Firm, Section 25 of RA No. 10587 and its IRR shall be followed. A copy of the Application Form for Accreditation as local CPD Provider is herein attached as Annex "A";

Section 3. 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, is hereby adopted. However, the CPD program shall include a topic on the Ethics of Environmental Planning practice.

Section 4. QUALIFICATIONS FOR CPD SPEAKERS. – For Environmental Planning subject areas or topics, the speaker/s must be registered and licensed Environmental Planner/s with relevant experience on the topic.

Section 5. ENVIRONMENTAL PLANNERS WORKING OVERSEAS. – Environmental Planners 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 Environmental Planners under the Self-Directed and/or Lifelong Learning mode.

Section 6. MODES FOR EARNING CPD CREDIT UNITS. – For the renewal of the Professional Identification Card (PIC), all environmental planners 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: Training provided by a CHED-Recognized University or College	30 for completion of candidacy in PhD 30 for PhD in planning degree 30 for MA/MS in planning degree 25 for Diploma/Certificate in planning
Mode 3: Training offered by non-accredited CPD providers	20
Mode 4: Self-Directed learning	25
Mode 5: Work and/or Teaching Experience	25
Mode 6: Other Activities as may be recognized	20

Section 7. MATRIX OF CPD ACTIVITIES. – As a guide for crediting CPD units, the Matrix of CPD Activities and Major Subject Areas for Environmental Planning Profession is hereto attached as Annex "B" and "C" respectively.

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Section 8. REQUIRED CPD CREDIT UNITS IN A COMPLIANCE PERIOD. – All Environmental Planners shall be required to comply with forty-five (45) CPD credit units within a compliance period of three (3) years, which the implementation thereof shall be gradual in the following period:

YEAR OF RENEWAL	MINIMUM REQUIRED NUMBER OF CREDIT UNITS
July to December 2017	15
January to December 2018	30
January 2019 – onwards	45


Section 9. REPEALING CLAUSE. – All resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 10. 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 provided the UP Law Center and Members of the CPD Council of Environmental Planning.

Done in the City of Manila, this 21st day of December, 2017.


JOSEFINA M. RAMOS
 Chairperson


LIRIO T. ABUYUAN
 Member


DOLORES A. ENDRIGA
 Member

Attested to:


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

PROFESSIONAL REGULATORY BOARD OF ENVIRONMENTAL PLANNING

Resolution No. 06

Series of 2017

OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF R.A. 10912, OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACT OF 2016" FOR ENVIRONMENTAL PLANNERS

APPROVED BY:



TEOFILO S. PILANDO, JR.

Chairman



YOLANDA D. REYES

Commissioner



JOSE Y. CUETO, JR.

Commissioner

O-OCH/O-OCI/O-OCII/O-ASCOM/PRB-OEP/D-LID/D-SPRB/D-SID/CPD
TSP/YDR/JYC/ATG/JMP/ELFII/LTB/MLMH/MERAQ/ardm



DATE OF PUBLICATION IN THE
OFFICIAL (GAZETTE) : 17-23-17
DATE OF EFFECTIVITY: 1-7-18



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for ENVIRONMENTAL PLANNING

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

Part I. Personal / Corporate Information	
Name of Provider: _____	
Classification: <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Firm/Partnership/Corporation <input type="checkbox"/> Government Institution/Agency	
Address: _____	
Telephone No.: _____	Fax No.: _____
E-mail Address: _____	Website: _____
Contact Person: _____	Contact No.: _____
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	
Continuing Professional Development Division:	Cash Division:
Processed by: _____ Date : _____	Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by:	
_____ Chief, Continuing Professional Development Division	
ACTION TAKEN BY THE CPD COUNCIL	
<input type="checkbox"/> Approved	Accreditation No. _____
<input type="checkbox"/> Deferred pending compliance	_____
<input type="checkbox"/> Disapproved due to _____	_____
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

- 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).
- 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 Thousand Pesos (P 5,000.00).
- Step 5. 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 6. Verify your application after ___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

CHECKLIST OF REQUIREMENTS**SUPPORTING DOCUMENTS**

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
<input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, principal area of professional work & No. of years in the practice of the regulated profession <input type="checkbox"/> Valid Professional Identification Card as Environmental Planner <input type="checkbox"/> Certificate of Good Standing from the APO <input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List and photographs of Training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> DTI Certificate of Registration (authenticated copy) <input type="checkbox"/> NBI Clearance (original) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Affidavit of Undertaking (CPDD-06)	<input type="checkbox"/> Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List of Officers with valid Professional ID Card (if Registered and Licensed Professional) <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Appointment paper from the managing partner authorizing the partner to manage CPD activities; or Board Resolution/Secretary Certificate of a Corporation authorizing an officer to manage CPD activities <input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Affidavit of Undertaking (CPDD-06)	<input type="checkbox"/> Copy of charter or Republic Act establishing the agency <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Office Order or its equivalent from the head of Agency appointing its officer to manage the CPD activities

Renewal

- Summative Report of the past programs for three (3) years
- List and photographs of training equipments and facilities
- Annual plan of proposed CPD Activities
- General Information Sheet for Corporation or Partnership
- Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes
- Appointment paper** from the managing partner authorizing the partner to manage CPD activities; or **Board Resolution/Secretary Certificate** of a Corporation authorizing an officer to manage CPD activities; or **Office Order or its equivalent** from the head of Agency appointing its officer to manage the CPD activities, if there are changes.
- Affidavit of Undertaking (CPDD-06)

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

Note:

- 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.
- The period for processing the application is 60 days.
- 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.
- The Articles of Incorporation/Partnership shall include as one of its purposes the training and development of professionals; or in the case of commercial or industrial, provides for the training and development of its own professionals.

Matrix of CPD Activities for Environmental Planning

Program/Activity	Credit Units (CU)	Supporting Document
1. Professional Track (Training Offered by Accredited CPD Providers)		
1.1 Participant	Approved credit units for the program	Certificate of Attendance with number of hours, seminar program, and list of participants
1.2 Resource Speaker	3 CU per half hour	Photocopy of Certificate, copy of paper, and program invitation
1.3 Panelist/Reactor	2 CU per half hour	Certificate from sponsoring organization, copy of program
1.4 Monitor	Twice the number of CU for the program	Monitoring report, certificate of appearance, and the authority to monitor
2. Academic Track		
2.1 Doctorate Degree in Planning	30 CU for compliance period upon completion of candidacy	University certification/Diploma and transcript of records (authenticated copy)
	Additional 30 CU for compliance period upon completion of degree	
2.2 Masters Degree in Planning	30 CU for compliance period upon completion of degree	University certification/Diploma and transcript of records (authenticated copy)
2.3 Post-graduate Diploma/Certificate	20 CU for compliance period upon completion	University certification/Diploma and transcript of records (authenticated copy)
2.4 Professorial Chair in Planning	15 CU per year	Certification of grant or appointment paper
2.5 Fellowship Grant in Planning		
2.5.1 Participant	2 CU per grant	Certification from the granting institution and/or certificate of fellowship
2.5.2 Resource Person	4 CU per grant	
2.5.3 Researcher	5 CU per grant	
3. Self-directed (Training Offered by Non-accredited CPD Providers)		
3.1 Participant	CU for the program as evaluated by the CPDC	Certificate of attendance with number of hours, seminar program, and list of participants
3.2 Resource Speaker	3 CU per hour	Photocopy of certificate, copy of paper, and program invitation
3.3 Panelist/Reactor	2 CU per hour	Certificate from sponsoring organization, and copy of program
3.4 In-service Training	Maximum of 20 CU for 160 hours or a fraction thereof upon completion	Certificate of training and training description
3.5 Program/Training Module Development	10 CU per module (For published paper, see 3.8)	Copy of module and evaluation
3.6 Technical Paper	5 CU per technical paper	Certification of completion and approval for published paper
3.7 Article Published in A Referred/Peer Reviewed Professional Journal/Book		
3.7.1 Author	10 CU for local and international publications; For multiple authors, divide CU equally among them	Copy of published book
3.7.2 Peer Reviewer	2 CU per article	Proof of publication of article
3.8 Pamphlet/Book/Monograph		
3.8.1 Author	40 CU for single author for book or monograph (more than 100 pages) (For multiple authors, divide CU equally among them)	Copy of published pamphlet, book, monograph
	20 CU for single author for pamphlet (less than 100 pages) (For multiple authors, divide CU equally among them)	
3.8.2 Editor	Maximum of 20 CU	
3.9 Article in Magazine/Newspaper	Maximum of 5 CU per article; For multiple authors, divide CU equally among them	Proof of publication of article
3.10. Study Tours/Visits	3 CU per day (Maximum of 20 CU per tour)	Certification from sponsoring institution
3.11 Consultancy	22 CU per person-month, completed project	Output from the consulting work
3.12 Socio-civic Activities	1 CU per day	
3.13 Recognition/Title (e.g. Outstanding Professional of the Year, Hall of Fame, Nubla Excellence Award, etc.)	Full CU for the Compliance Period	Copy of certification from the awarding body (duly notarized)
4. Such Other Activities to be Recommended by the CPD Council and Approved by the Board of Environmental Planning and PRC		

MAJOR SUBJECT AREAS AND CREDIT UNITS

1. Subject areas or learning outcomes were based on a proposed ASEAN professional qualifications framework (PQF).
2. Modes of training and learning follow the formal, non-formal and informal classifications. Depending on the training provider; training delivery can be face-to-face or distance or on line or blended learning. Learning can be obtained through training or work experience, which could include teaching, training and/or actual planning practice as defined in R.A. No. 10587.
3. In all types of training, such can be assessed based on diplomas usually given by institutions of higher learning and certificates of participation and completion given by PRC-recognized training providers, government non-government organizations. Evidences of self-directed learning and work experience will be samples of activity or project outputs or certificates issued by organizations, government and non-government. Additional evidences of learning are listed under the column, "Bases for Assessment"
4. Basic credit units are indicated in Annex Table 1.1 for training on or learning new planning knowledge, techniques and technologies. Additional credits can be given for application, evaluation and synthesis as shown in Annex Table 1.2. These were based on the geographic and sector scope of work, level of planning detail and complexity of the project.
5. Additional credits on the leadership or managerial role and responsibility exercised by the land use and environmental planner, team leader or project manager.

Table 1

PQF Domain	Subject areas/ Learning Outcome	Mode of Learning			Work experience	Bases for Assessment	Basic Credit Units
		Formal	Non-formal	Informal			
Environmental Planning Knowledge	Theories, principles and concepts, history, and urban and regional, physical, and environmental systems	Graduate and certificate programs recognized by CHED	Certificate, non-degree programs and seminars organized by training providers, APOs; technology transfer programs/ technology adaptation programs and capability development programs	Ocular visits to historic and new planned developments	Writing of articles, books, monographs, manuals	Publications; teaching and learning materials; Interview by expert panel; Evaluation of submitted works;	3

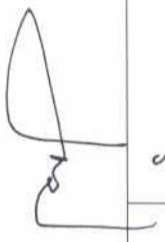
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POF Domain	Subject areas/ Learning Outcome	Mode of Learning				Bases for Assessment	Basic Credit Units
		Formal	Non-formal	Informal	Work experience		
	Planning processes, methods and strategies, and outputs	Same as above	Same as above	Participation in planning projects	Documentation of participation/ involvement; plan documents; written reports	Certification of satisfactory project completion by clients or immediate heads;	6
	Planning and environmental laws, international and domestic	Same as above	Same as above	Attending committee hearings; Serving as resource persons in committee hearings	Drafting of ordinances, laws, rules and regulations	Records of committee hearings, position papers received by legislative bodies;	3
	Alternative environmental technologies, e.g., energy, water, information, waste management, construction,	Same as above	Same as above	Participation in projects on alternative technologies	Project proposal, design or conduct of feasibility study for non conventional technology	Certification of attendance; Acceptance or evaluation of project proposals or studies;	3
Environmental Planning Skills or Competencies	Collecting, organizing analyzing data and information, and writing	Same as above	Same as above	Participating in environmental and socio-economic surveys	Preparation of area profile or sector profile and analysis	Survey report; Evaluation of studies completed;	6
	Preparation of Terms of Reference (TOR) for planning projects; Developing planning proposals				Preparation of TOR and planning proposals required for bidding or project financing	TOR and planning proposals	2

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PQF Domain	Subject areas/ Learning Outcome	Mode of Learning				Bases for Assessment	Basic Credit Units
		Formal	Non-formal	Informal	Work experience		
	Communicating (written and oral) Negotiating	Same as above	Same as above	Participation in stakeholders' assemblies; public hearings	Conduct of stakeholder assemblies and public hearings	Minutes, reports or resolutions of stakeholders' assemblies or public hearings;	3
	Organizing stakeholders	On -the job training Community service		Participation in stakeholders' assemblies	Same as above	Minutes of stakeholders' assemblies;	3
	Working with multi- disciplinary and multi-cultural (IP) team	On -the job training		Participation in multi-disciplinary projects;	Participation or leadership of multi-disciplinary, multi-sectoral project team	Project organization	6
	Using abstract, spatial, and analytical planning tools and techniques	Same as above	Same as above	Participating in socio-economic, environmental profiling and analysis; monitoring and evaluation; impact assessment studies; project planning and development	Documentation of varied planning and analytical tools and techniques	Documentation or reports	6
	Identifying, analyzing and proposing alternative solutions, strategies, designs, and plans	Same as above	Same as above	Participation in major land use planning projects; Critique of works	Design and development of alternative plans, programs and projects	Plan, program or project documents	6

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PQF Domain	Subject areas/ Learning Outcome	Mode of Learning				Bases for Assessment	Basic Credit Units
		Formal	Non-formal	Informal	Work experience		
Professional and ethical values	Using information technologies, (computing and analysis, graphic/mapping	Same as above	Same as above	Production of GIS outputs, planning and decision systems	Design and development of GIS systems for planning and decision-making	Reports and generated maps; system documentation;	6
Professional and ethical practice	Professional and ethical practice	Same as above	Same as above	Positive behavior and attitudes during the course of work	Positive behavior and attitudes during the course of work	Certification or recognition or clearance/ no derogatory record issued by government, non-government, people's organization, clients or employers;	3
Environmental stewardship	Environmental stewardship	Same as above	Same as above	Same as above; Participation in environmental planning, policy-making and projects	Involvement in environmental planning, policy making and projects	Record of participation	2
Creativity and innovativeness and resourcefulness	Creativity and innovativeness and resourcefulness			Same as above	Introduction of new planning and design concepts and strategies		4
Gender sensitivity and fairness	Gender sensitivity and fairness		Same as above	Same as above	Use of sex-and age disaggregated data, analysis and impact assessments; 50-50 project team composition	Reports and documents; Attendance records; Team/Employee profile	3

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PQF Domain	Subject areas/ Learning Outcome	Mode of Learning				Work experience	Bases for Assessment	Basic Credit Units
		Formal	Non-formal	Informal				
	Concept of public good or public welfare	Same as above Community service or outreach	Same as above	Same as above Community service or outreach	Consideration of general welfare in corporate programs and projects; Participation in government or community development programs and projects;	Report; attendance record	2	

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Table 2. Illustration of Range of Additional Credit Units for Application, Analysis and Integration and Role in Project Organization

	Additional Credit Units
Geographical area (natural, administrative, political) of analysis	0- site or project at barangay level 1-Municipality 2-City 2-Province 3-Region (including watershed areas and natural resource management unit) 3-Natural habitat
Types of Plans	0-Conceptual plan 1- Framework plan 1-Site development plan 2-Comprehensive development plan or comprehensive land use plans 2-Feasibility study 2-Integrated <u>sector</u> plans, programs or projects
Role in Project team/ organization	0- member of a planning/project team 1- land use or environmental planner 2- Project manager or team leader

0 rating is already considered as the basic credit unit awarded.

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