



Republic of the Philippines  
Professional Regulation Commission  
Manila




PROFESSIONAL REGULATORY BOARD OF FORESTRY


Resolution No. 02  
Series of 2018

OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF R.A. 10912  
OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT  
ACT OF 2016" FOR FORESTERS

**WHEREAS**, Section 2, Article 1 of Republic Act (RA) No. 10690 or the "Forestry Profession Act", provides for the policy of the State, *to wit*:


"Sec. 2 Statement of Policy. The State recognizes the importance of professional Foresters in nation building and development. Hence, it shall develop and nurture competent, ethical, globally competitive and well-rounded professional foresters who shall observe the highest standards of excellence and whose professionalism shall be fostered through the administration of transparent, credible and relevant licensure examinations, a system of registration and self regulation, and through continuing education."

 **WHEREAS**, Section 32, Article IV of RA No. 10690 mandates the Professional Regulatory Board for Foresters (Board) to issue rules on the mandatory continuing education/development for forestry practitioners. Failure to comply with said rules shall result in the automatic suspension of the professional registration until such time that the forestry practitioner is able to complete all the required units;

 **WHEREAS**, under Section 15, Article IV of RA No. 10912, otherwise known as the Continuing Professional Development Act of 2016, the Professional Regulatory Boards are given the authority to prescribe their own requirements or procedures relating to the Continuing Professional Development (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 stakeholders, it was agreed that the following guidelines shall be adopted and implemented.

**NOW THEREFORE**, the Board hereby **RESOLVED**, as it now **RESOLVES**, to formulate its own Operational Guidelines of 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 Foresters under the supervision of the Board, is hereby mandated under this Resolution to meet every **FIRST FRIDAY** of the month for the purpose of evaluating applications for accreditation as CPD provider, program, self-directed and/or life-long learning and other CPD related matters. Special meetings may be called by the CPD Council Chairperson or upon written request of a member of the Council at least three (3) days prior to the said meeting.

**Section 2. List of additional requirements for accreditation of CPD Providers.** – The list of documentary requirements for accreditation of CPD Local and Foreign Providers as provided in PRC Resolution No. 1032, Series of 2017, otherwise known as



the, "Implementing Rules and Regulations of Republic Act (RA) No. 10912, 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 forester license or recognized expert on specific field.

### 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 complete line up of instructors, lecturers, resource speakers of good moral character and technical competence with recognized expertise on specific field to carry out the CPD program.

### 2.1.3 Government Institutions/Agencies

- a. The Human Resource Development of local government institution/ agency providing training for the professional development of employees may apply for accreditation as CPD provider with PRC, through the concerned CPD Council, pursuant to Professional Regulation Commission (PRC) Memorandum Circular 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.

## 2.2 Foreign Provider

### 2.2.1 Firms/Partnerships/Corporations

- 
- 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.



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 for CPD Program(s).** – The list of documentary requirements for accreditation of CPD Program(s) as provided

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 PRC CPD Council for processing and subsequent evaluation and approval. This shall include the following information and documents:

- a. Title/s of program/activity/ies or sources
- b. Name of CPD provider, address, phone, fax, number, email
- c. Date and venue of the administration of the program
- d. Objectives
- e. Targeted audiences or participants
- f. Contents and number of hours
- g. Resource speakers, lecturers, discussion leaders, panelists, rectors, moderators and facilitators, including their qualifications and current Professional Identification Cards
- h. Actual program and schedule
- i. Evaluation procedure and evaluation tools consistent with:
  - Evaluation of seminar by participant
  - Evaluation of participants by CPD providers

3.2 The standard procedure for monitoring CPD programs shall be updated as the need arises by the CPD Council and recommended by Board for Foresters and approved by the Commission.

Copy of the application form for accreditation of CPD Program is hereto attached as Annex "C".

**Section 4. List of additional activities for Self-Directed and/or Lifelong Learning.** - As applicable to the profession, the following CPD activities may also be applied for under self-directed learning modality:

ACTIVITY	SUPPORTING DOCUMENTS	MAXIMUM CREDIT UNITS	
4.1 Inter-Professional Mentoring	Output report of the mentee	3 cu/project	
4.2 Participant of a non-accredited CPD Program	Certificate of attendance	Local 1 cu/hour	International 2 cu/hour
4.3 Resource Speaker	Photo copy of Certificate, Program and Invitation; Abstract of presentation	5 cu/session	
4.4 Panelist /reactor	Certificate from Sponsoring organization; Copy of Program	Local Conference 3 cu/session or tract	International Conference 5 cu/session or tract
4.5 Facilitator/ Moderator	Certificate from Sponsoring organization; Copy of Program	Local Conference 2/session or tract	International Conference 3/session or tract



4.6 Conference Organizer	Certificate from Sponsoring organization; Copy of Program	Local Conference 10 cu	International Conference 15 cu
4.7 In-service training	Certificate of training, training description; verified and authenticated output	18 cu for not less than 3 months continuous training	
4.8 Program/training module development	Copy of Module and Evaluation	5 cu /module	
4.9 Technical Paper	Certification of Completion and approval	10 cu/ technical paper for main author 5 cu/ co-author	
4.10 Non-ISI journal article	Certification of Completion and approval	10 cu/ technical paper for main author 5 cu/ co-author	
<b>4.11 Article published in a refereed/peer reviewed professional journal</b>			
		ISI journal	non-ISI journal
4.11.1 Author	Copy of published article and table of contents	For Sole Authorship: Max. 20 cu/ articles	Max. 15 cu/ article in
		For multiple-authors: 1 – 2 authors = 100% of the max. points; 3 – 4 authors = 80% of the max points; > 4 authors = 60% of the max points.	
4.11.2. Editor		20 cu/ book/journal	10 cu/ book/ journal
		For multiple editors: 1 – 2 editors = 100% of the max. points; 3 – 4 editors = 80% of the max points; > 4 editors = 60% of the max points.	
4.11.3 Editorial Staff		2 cu/journal	
4.11.4 Peer Reviewer		6 cu/ article	3 cu/article
4.12 Pamphlet / Book or Monograph excluding E-books			







4.12.1 Author(s)	Copy of published book/pamphlet and International Standard Book Number (ISBN) and/or International Standard Serial Number (ISSN)	20 cu for single author for pamphlet (less than 15,000 words)	45 cu for single author for book or monograph (more than or equal to 15,000 words)
4.12.2 Editor/Editorial Staff		For multiple authors, total credit units to be divided equally among co-authors	
4.13 Article in magazine/newspaper related to the profession	Proof of publication of article ( Copy of published article )	Maximum of 5 cu per article related to Forestry <i>For multiple authors divide total co-equally among co-authors</i>	
4.14 Column in a magazine or newspaper of general circulation related to the profession	Copy of published column	1 cu per month	
4.15 Inventions and Innovations (based on the definition from R.A. 8293 or the Intellectual Property Code of the Philippines	Certified copy of patent certificate. Copy of Software or App. description of invention its application and benefits to the profession.	45 credit units for one Forestry related invention	
4.16 Study tours/visits related to the Forestry profession	Certificate from sponsoring institution; brief description of study tour/visit, and photo record which should show participant in the location/s.	2 cu/day (maximum of 20 cu/tour or visit)	
4.17 Technical assistance (Technical Meetings NOT part of regular professional service provided in contracts, Accreditation and other activities as per request of an institution, etc.)	Certificate of Appearance and Invitation	2 cu/hour	
4.18 Socio-Civic activities using profession (outreach programs, volunteer work )	Project proposal/ description of activity, Report, Photos of actual activity and Certificate of Attendance of sponsoring organization	3 cu /hr of actual activity	



4.19 Academic or Professional Recognition/ awards	Copy of Certification from awarding body (specify awarding bodies)	Full credit units in a compliance period	
4.20 Competition for Professional Recognition	Certificate of Participation	Winner/Champion: Full cu Shortlisted Competitor: 10 cu	
4.21 Post-doctoral Research	Academic appointment, research abstract and research progress	1 cu/month (maximum of 12 cu months)	
4.22 Academic Research and/or Extension Project and Creative Work	Research Abstract/Description of the Project, Copy of the Approved Grant and Photo-documentation of the activities	12 cu per completed project	
4.23 Academic Research Extension and Instruction	Mentoring with at least one (1) advisee  Research Abstract/Description of the Project, Copy of the Approved Grant and Photo-documentation of the activities	6 cu per completed project	
4.24 APO Committee Work / Annual Convention	Copy of Program Performance Evaluation Conference/Convention documented proceeding <ul style="list-style-type: none"> <li>• Conference output</li> <li>• Roadmap</li> <li>• Master plan</li> </ul>	Minor Event Conference output 1 cu/hr	Major Event Convention output (policy proposal, roadmap and master plan) 2 cu/hr
		Minor Project 3 cu/day	Major Project 5 cu/day
		Distinction of major and minor events and projects to be defined by APO/ Annual Convention – 5 units/day ✓	

**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 Forestry 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 forty-five (45) credit units.

**Section 7. Major Areas of CPD Activities.**- The CPD Activities shall be divided into four (4) major areas as follows, which the individual professional may choose to earn credit units from:

MAJOR AREA	COVERAGE
A. Forest Ecosystem Management	<ul style="list-style-type: none"> <li>• Forest Ecology, Morphology, Taxonomy and Dendrology</li> <li>• Forest Wildlife and Biodiversity Conservation</li> <li>• Forest Genetics and Tree Improvement</li> <li>• Forest Health and Protection</li> <li>• Tree Physiology</li> <li>• Protected Area Management</li> <li>• Tropical Forestry and Climate Change</li> <li>• Environmental Impact Assessment</li> </ul>
B. Forest Resources Management	<ul style="list-style-type: none"> <li>• Forestry Surveying and Engineering</li> <li>• Forest Nurseries and Plantation</li> <li>• Silvicultural Systems</li> <li>• Forest Resources Economics and Valuation</li> <li>• Forest Ecosystems and Resources, Measurements, Inventory and Assessment</li> <li>• Integrated Forest Management</li> <li>• Forest Enterprise Development and Management</li> <li>• Watershed Management</li> <li>• Urban Forestry and Land</li> <li>• Geo-Spatial Methods in Forestry</li> <li>• International Forestry Practice</li> <li>• Geology and Soils</li> <li>• Multiple-Use Management</li> <li>• Range Management</li> </ul>
C. Forest Governance and Social Forestry	<ul style="list-style-type: none"> <li>• Social Forestry</li> <li>• Community-Based Resources Management</li> <li>• Forest Governance</li> <li>• Forest Laws and Regulations</li> <li>• Forest Extension and Communication</li> <li>• Forest Resource Policy and Advocacy</li> <li>• Code of Ethics, Code of Governance and Code of Technical Standards in the practice of Forestry</li> </ul>

Handwritten signatures and initials in the left margin, including a large signature and several smaller initials.



D. Forest Products Engineering Utilization	<ul style="list-style-type: none"> <li>• Wood Structure and Identification</li> <li>• Chemistry of Forest Products</li> <li>• Ergonomics and Forest Product Processing</li> <li>• Utilization of Wood and Non-Wood Forest Products</li> <li>• Production Management in Forest-Based Industries</li> </ul>
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**Section 8. Required CPD Credit Units for every Compliance Period.** – All Foresters shall be required to earn forty-five (45) CPD credit units for every compliance period of three (3) years.

Year of Renewal	Required Number of CPD Units	Minimum allowed to be earned per year	Accumulated CPD Units
Jan-June 2018	7	7	7
July-Dec. 2018	8	8	15
Jan-June 2019	7	7	22
July-Dec. 2019	8	8	30
Jan-June 2020	7	7	37
July-Dec. 2020	8	8	45
Jan-Dec. 2021 onwards	15 per year	15 per year	45

**Section 9. For Overseas Professionals.** – Foresters 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 Foresters under Self-Directed Learning modality.

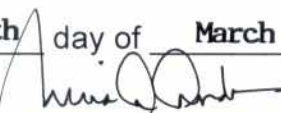
**Section 10. Repealing Clause.** – All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

**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 7th day of March, 2018.

  
**JOSE A. LORENZO**  
 Member

  
**NERIA A. ANDIN**  
 Chairperson

  
**GERARDO T. CABRERROS**  
 Member



Attested to:

*Lovelika T. Bautista*

**Atty. LOVELIKA T. BAUTISTA**  
Chief  
Secretariat to the Professional Regulatory Boards

APPROVED BY:

*Teofilo S. Pilando, Jr.*

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

**ON LEAVE**  
**YOLANDA D. REYES**  
Commissioner

*Jose Y. Cueto, Jr.*  
**JOSÉ Y. CUETO, JR.**  
Commissioner

*Yolanda D. Reyes*  
O-OCH/O-CI/O-OCII/O-ASCOM/PRB-FOR/D-LID/D-SPRB/CPDD  
TSP/YDR/JYC/ATG/NAA/ER2/LTB/MMH/MERAQ/jid

*Teofilo S. Pilando, Jr.*  
DATE OF PUBLICATION IN THE  
OFFICIAL (GAZETTE): 3-8-18  
DATE OF EFFECTIVITY: 3-24-18



**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](http://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](mailto:prc.cpdsecretariat@gmail.com)

**CHECKLIST OF REQUIREMENTS**

**SUPPORTING DOCUMENTS**

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
<ul style="list-style-type: none"> <li><input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, principal area of professional work &amp; No. of years in the practice of the regulated profession</li> <li><input type="checkbox"/> Valid Professional Identification Card</li> <li><input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted</li> <li><input type="checkbox"/> List and photographs of Training equipment and facilities</li> <li><input type="checkbox"/> Instructional Design (one)</li> <li><input type="checkbox"/> Annual plan of proposed CPD Activities</li> <li><input type="checkbox"/> DTI Certificate of Registration (authenticated copy)</li> <li><input type="checkbox"/> NBI Clearance (original)</li> <li><input type="checkbox"/> BIR Certificate of Registration (authenticated copy)</li> <li><input type="checkbox"/> Affidavit of Undertaking (CPDD-06)</li> <li><input type="checkbox"/> Must have adequate, modern and updated instructional materials (electronic and printed copy).</li> <li><input type="checkbox"/> Must have instructors, lecturers, trainers, and resource speakers with good moral character, technical competence, facilitation skills and are holders of current forester license or recognize expert on specific field.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted</li> <li><input type="checkbox"/> List of Officers with valid Professional ID Card (if Registered and Licensed Professional)</li> <li><input type="checkbox"/> List and photographs of training equipment and facilities</li> <li><input type="checkbox"/> Instructional Design (one)</li> <li><input type="checkbox"/> Annual plan of proposed CPD Activities</li> <li><input type="checkbox"/> <b>Appointment paper</b> from the managing partner authorizing the partner to manage CPD activities; or <b>Board Resolution/Secretary Certificate</b> of a Corporation authorizing an officer to manage CPD activities</li> <li><input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy)</li> <li><input type="checkbox"/> BIR Certificate of Registration (authenticated copy)</li> <li><input type="checkbox"/> Affidavit of Undertaking (CPDD-06)</li> <li><input type="checkbox"/> Must have adequate, modern and updated instructional materials, whether owned or rented to carry out CPD programs and activities.</li> <li><input type="checkbox"/> 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.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of charter or Republic Act establishing the agency</li> <li><input type="checkbox"/> Instructional Design (one)</li> <li><input type="checkbox"/> Annual plan of proposed CPD Activities</li> <li><input type="checkbox"/> <b>Office Order or its equivalent</b> from the head of Agency appointing its officer to manage the CPD activities</li> <li><input type="checkbox"/> The Human Resource Development of local government institution/agency providing training for the professional development of employees may apply for accreditation as CPD provider with PRC, through the concerned CPD Council pursuant to Professional Regulation Commission (PRC) Memorandum Circular No. 07, Series of 2017 dated July 21, 2017.</li> <li><input type="checkbox"/> The Board may consider other requirements, consistent with existing CPD procedure and guidelines, as may be recommended by the CPD Council.</li> </ul>

**Renewal**

- List of CPD activities for the last 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:**
1. 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.
  2. The period for processing the application is 60 days.
  3. 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.
  4. 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.







**PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)**

- 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](http://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 Eight Thousand Pesos (P 8,000.00).
- 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](mailto:prc.cpdsecretariat@gmail.com)

**CHECKLIST OF REQUIREMENTS**

**SUPPORTING DOCUMENTS**

Initial	Renewal
<ul style="list-style-type: none"> <li><input type="checkbox"/> Company Profile (must include Mission, Vision, Core Values and if any, a list of previous training activities conducted)</li> <li><input type="checkbox"/> List of Officers with current Professional ID Card (if applicable)</li> <li><input type="checkbox"/> List and photographs of training equipment and facilities</li> <li><input type="checkbox"/> Instructional Design (one)</li> <li><input type="checkbox"/> Annual plan of proposed CPD Activities</li> <li><input type="checkbox"/> <b>Appointment paper</b> from the managing partner authorizing the partner to manage CPD activities; or <b>Board Resolution/Secretary Certificate</b> of a Corporation authorizing an officer to manage CPD activities; or its equivalent</li> <li><input type="checkbox"/> Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/Consulate in the said country/state and accompanied by an official English translation thereof</li> <li><input type="checkbox"/> Affidavit of Undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant</li> <li><input type="checkbox"/> Must have adequate, modern and updated instructional materials to carry out CPD programs and activities.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Foreign instructors, lecturers, resource speakers must secure Special Temporary Permit (STP) to carry out CPD Programs, if programs will be offered in the Philippines.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> List of CPD activities for the last 3 years</li> <li><input type="checkbox"/> List and photographs of training equipment and facilities</li> <li><input type="checkbox"/> Annual plan of proposed CPD Activities</li> <li><input type="checkbox"/> General Information Sheet for Corporation or Partnership or its equivalent</li> <li><input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, if there are changes</li> <li><input type="checkbox"/> <b>Appointment paper</b> from the managing partner authorizing the partner to manage CPD activities; or <b>Board Resolution/Secretary Certificate</b> of a Corporation authorizing an officer to manage CPD activities; or its equivalent; if there are changes</li> <li><input type="checkbox"/> Affidavit of Undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant</li> <li><input type="checkbox"/> Must have adequate, modern and updated instructional materials to carry out CPD programs and activities.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Foreign instructors, lecturers, resource speakers must secure Special Temporary Permit (STP) to carry out CPD Programs, if programs will be offered in the Philippines.</li> </ul>

**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 attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

**Note:**

1. 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.
2. The period for processing the application is 60 days.
3. 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.





## Professional Regulation Commission

## APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for Foresters

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 No. of Participants:	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	
<b>Continuing Professional Development Division:</b>	<b>Cash Division:</b>
Processed by: _____ Date : _____	Amount : _____ O.R.No./Date : _____ Issued by : _____
<b>Reviewed by:</b>	
_____ Chief, Continuing Professional Development 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 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](http://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 One Thousand Pesos (P 1,000.00).
- 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](mailto:prc.cpdsecretariat@gmail.com)

### CHECKLIST OF REQUIREMENTS

#### SUPPORTING DOCUMENTS

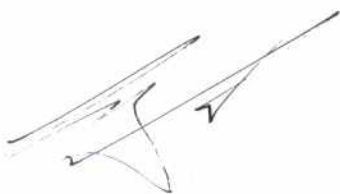
- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Evaluation procedure and evaluation tools consistent with:
  - Evaluation of seminar by participant
  - Evaluation of participants by CPD providers
- Program of Activities 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

#### 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 attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

#### 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 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.





	<b>Professional Regulation Commission</b>
	<b>COMPLETION REPORT ON CPD PROGRAM</b>

CPD Council for Foresters

<b>Part I. General Information</b>	
Name of Provider:	
Accreditation No.:	Expiry Date:
Contact Person:	Designation:
Contact No.:	
<b>Part II. Program Accreditation</b>	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:
Executive Summary: (includes post evaluation report on significance and relevance in the practice of Forestry profession)	
<b>Part III. Acknowledgment</b>	
<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;">_____</p> <p style="text-align: right;">(Notary Public)</p>





**PROCEDURE FOR COMPLETION REPORT**

- Step 1. Secure Completion Report 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](http://www.prc.gov.ph)).
- Step 2. Fill-out Completion Report 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 submission.

**CHECKLIST OF REQUIREMENTS**

**SUPPORTING DOCUMENTS**

- List of Participants (Name & PRC License No.)
- List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
- Actual Program of Activities
- Summary of evaluation of Speakers in Tabular Form
- Photo of actual activity
- Sample output of how the learning outcomes of the participant could be evaluated
- Participant's output pertaining to the level of satisfaction from the CPD program through feedback mechanism
- Others \_\_\_\_\_

**Note:**

Completion Report must be submitted within thirty (30) calendar days after the CPD program offering.

