



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD FOR LIBRARIANS

Resolution No. 5
Series of 2018

**OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF RA 10912,
OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT ACT
OF 2016" FOR LIBRARIANS**

WHEREAS, Section 2, Article I of Republic Act (RA) No. 9246 otherwise known as the "Philippine Librarianship Act of 2003", provides for the policy of the state to regulate and professionalize the practice of Librarianship, *to wit*:

"Sec. 2. **Statement of Policy.** – The State recognizes the essential role of librarianship as a profession in developing the intellectual capacity of the citizenry thus making library service a regular component for national development. It shall through honest, effective and credible licensure examination and regulatory measures, undertake programs and activities that would promote and nurture the professional growth and well-being of competent, virtuous, productive and well rounded librarians whose standards of practice and service shall be characterized by excellence, quality, and geared towards world-class global competitiveness."

WHEREAS, Section 8 (j) of R.A. No. 9246, states that one of the duties and responsibilities of the Professional Regulatory Board for Librarians (Board) is to prescribe guidelines on the Continuing Professional Education/Development (CPE/D) in coordination with accredited and integrated association for professional librarians;

WHEREAS, under Section 15, Article IV of R.A. No. 10912, otherwise known as Continuing Professional Development Act of 2016, the Professional Regulatory Boards are given the authority to prescribe their own requirements or procedures 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 series of consultative meetings with the stakeholders, the Board will now formulate its own Operational Guidelines to reflect the matters agreed upon in the meetings.

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 R.A. No. 10912 and its IRR as follows:

Section 1. Date of Regular meeting. – The CPD Council for Librarians (CPD Council) under the supervision of the Board, is hereby mandated under this Resolution to meet every last Thursday of the month for the purpose of evaluating the applications for accreditation as CPD provider, program, self-directed learning and/or lifelong learning and other CPD related matters.

Section 2. Requirements for accreditation of CPD Provider. – Applicants must complete all documentary requirements for accreditation as a CPD Local or Foreign

Provider under Resolution No. 1032, Series of 2017, otherwise known as the "Implementing Rules and Regulations of R. A. 10912".

Section 3. List of Additional Requirements for Accreditation of CPD Program. – The list of documentary requirements for accreditation of CPD Program as provided in Resolution No. 1032, Series of 2017, otherwise known as the, "Implementing Rules and Regulations of Republic Act (RA) No. 10912, shall also include:

3.1. The guide for the preparation of the instructional design for the CPD program (Annex A)

A copy of Application Form for CPD program is hereto attached as Annex "B".

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 self-directed and/or lifelong learning:

ACTIVITY	CREDIT UNITS	DOCUMENTATION TO BE SUBMITTED IN SUPPORT OF THE APPLICATION
Poster Presentation for a research project at a national, regional or international event	Five (5) CUs per poster. If there are more than one (1) author, the CUs shall be divided equally among them	Copy of the invitation to present a poster, copy of the poster, copy of the program
Media interview on topics related to librarianship or as guest in a TV/Radio Program	Four (4) CUs per published interview or one (1) CU per 15 minutes of air time	Copy of the published interview or URL or tape/video of TV/radio interview.

Section 5. CPD Provider Completion Report. – The list of documentary requirements for the submission of Completion Report as provided in Annex "H" of Resolution No. 1032, Series of 2017, shall also include the name of the monitor/s and their respective assignments within the CPD Program (e.g. name of workshop or session in a conference or seminar workshop with concurrent sessions).

A copy of CPD Provider Completion Report is hereto attached as Annex "C".

Section 6. CPD Monitoring Report. – The list of documentary requirements for submission of the report of the monitor is provided in Annex "G" of Resolution No. 1032, series of 2017. The order of preference for monitors is provided for in Section 8.4.1 of Resolution No. 1032, series of 2017.

In addition, members of the Accredited Integrated Professional Organization (AIPO) for Librarians with Master's degrees in Library and Information Science may also be assigned as monitors by the CPD Council, provided, that they have been accredited by the PRC and where the AIPO is not the provider of the program. They must also be members in good standing of the AIPO; a practicing librarian or teacher of Library and Information Science; willing to travel to the location of the CPD activity and assume all expenses that may be incurred except for the registration fee.

A copy of CPD Monitoring Report is hereto attached as Annex "D".

Section 7. Maximum Creditable Units for Self-Directed and/or Lifelong Learning. The maximum creditable units for self-directed and/or lifelong learning is thirty (30) during the compliance period, except for the following activities identified in the Matrix of CPD: 2.1 Master's Degree or equivalent, 2.2 Doctorate Degree or equivalent, 3.8.1

Agenda A. David

Single author for an article in a refereed/peer reviewed professional journal, 3.9.1 Single author for a pamphlet/book, 3.11. Inventions, and 3.15 Recognition/Title.

Section 8. Major Areas of CPD Activities. – The CPD activities which all registered and licensed librarians must comply shall include the four (4) major areas within the compliance period of three (3) years.

MAJOR AREA	COVERAGE OF THE AREA
Ethics	Code of Ethics for Librarians and other topics covering values, norms, etc.
Standards of Professional Practice	Laws, issuances, standards
Enhancement of Professional Practice and Technical Competence	Trends, issues, best practices, benchmarking, research, teaching, etc
Environmental factors affecting the profession	Customer service, Diversity (Race, gender, age, religion, culture, social status, etc.)

Section 9. Required CPD Credit Units in a Compliance Period. – All registered Librarians shall be required to comply with forty-five (45) CPD credit units in a compliance period of three (3) years for the renewal of their Professional Identification Cards (PICs).

9.1. The implementation thereof shall be gradual in the following period:

YEAR OF RENEWAL	REQUIRED NUMBER OF CPD CREDIT UNITS
2017, January to June	0
2017, July to December	30% (13.5 units)
2018	60% (27.0 units)
2019 onwards	100% (45 units)

9.2. The maximum credit units that may be earned in a year is thirty (30) except for those provided for in Section 7.

9.3. Filipino registered librarians working overseas are also required to comply with the forty-five (45) CPD credit units within the three (3) year compliance period and in accordance with the provisions of Sections 7 and 8. They may take all the forty-five (45) units from non-accredited providers in their countries of work, or via online, by applying the credit units through self-directed track. They may also opt to come home to attend accredited CPD programs. Units from non-accredited providers must be applied for CPD credit units under self-directed track with the CPD Council prior to renewal of the PIC.

9.4. Senior citizens are required to comply with the CPD credit units within the compliance period as follows:

Compliance Period	Age (years)	CPD units required from 2019 onwards
3 years	60-65	35
3 years	66-70	25
3 years	71 onwards	15

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

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Section 11. Effectivity. – This Resolution shall take effect 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 thereof be furnished to the U.P. Law Center and members of the CPD Council for Librarians for their information and guidance.

Done in the City of Manila, this 19th day of November 2018.


YOLANDA C. GRANDA
Chairperson


LOURDES T. DAVID
Member

(VACANT)
Member

Attested to:


Atty. LOVELIKA T. BAUTISTA
Chief
PRB Secretariat Division

APPROVED BY:


TEOFILO S. PILANDO, JR.
Chairman


YOLANDA D. REYES
Commissioner


JOSE V. CUETO, JR.
Commissioner

O-OCH/O-CI/O-OCII/O-ASCOM/PRB-LB/O-REG/O-LS/D-LROD/D-SPRB/D-CPDD
TSP/YDR/JYC/ATG/YCG/MLMH/EP2/JJB/LTB/MERAQ/jjd

**PRBFL CONTINUING PROFESSIONAL DEVELOPMENT
GUIDE FOR THE PREPARATION OF THE INSTRUCTIONAL DESIGN**

1. Title of CPD Program	Indicate the title of the CPD program	
2. Date and venue Date	State the date and venue.	
3. Theme of the CPD Program and brief description	State the theme of the program. Provide a brief description.	
4. Target Participants	Describe the target audience	
5. Outcomes-Based Objectives	State the Outcomes-Based objectives of the CPD Program (Your expected learning outcome for the participants. Use Bloom's Action Words	
6. Teaching/learning Methods	Provide a brief description of the presentation techniques, such as the use of small group activities/exercises, question and answer, lecture/guided teaching, forums, panel discussion, brainstorming small group, study visits, etc.	
7. Lectures/Workshops	Provide the Topic/ Title of Paper/ State which learning objective is being addressed by each paper	State the name and affiliation of each of the speakers/facilitators and attach corresponding CV.
	Add separate sheet as needed	Add separate sheet as needed
8. Evaluation (Kirkpatrick method)	State the level of Kirkpatrick's method of evaluation. You may use any of the three but not level 1 (Reaction). For level 2 you may request the speaker to prepare test questions for pre and post evaluation. For workshops the evaluation is the group presentation after the workshop.	

Attachments: CPD Program, CV of speakers, Evaluation Method

Y. S. Nanda Nanda



Professional Regulation Commission

COMPLETION REPORT ON CPD PROGRAM

CPD Council of/for Librarians

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:	
Name of the Monitor/s: (use separate sheet if necessary)	Assignment within the program
1)	
2)	
3)	
Part III. Acknowledgment and Conformance	
<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>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p>	
<p style="text-align: center;">_____ Signature Over Printed Name</p> <p style="text-align: center;">_____ Position</p> <p style="text-align: center;">_____ Date</p>	
PROCEDURE FOR COMPLETION REPORT	

Gloria Adame

	Professional Regulation Commission
	CONTINUING PROFESSIONAL DEVELOPMENT (CPD) MONITORING REPORT

CPD Council of/for Librarians

Name of Provider:							
Provider Accreditation No.:				Expiration Date:			
Title of the Program:							
Date / Venue of the Program:							
Credit Units Provisionally Given:							
Program Accreditation No.:				Date Approved:			
Evaluation of Program: (indicate the topics & time per activity, use separate sheet if needed)							
APPROVED Program of Activities				ACTUAL Program of Activities			
Topic	Time Frame	Speaker	Topic	Time Frame	Speaker	Remarks	
						Compliant	Non-Compliant
Total Number of Participants:							
Observation:							
Suggestion/Recommendation:							
MONITORED BY:							
<hr/> Signature Over Printed Name							
<hr/> Date							

Ysabela Adand

	Professional Regulation Commission
APPLICATION FOR ACCREDITATION OF CPD PROGRAM	

CPD Council of/for Librarians

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 and Conformance	
<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>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p>	
_____ Signature Over Printed Name	
_____ Position	
_____ Date	
Part III. Action Taken	
Regulation Division:	Cash Division:
Processed by: _____	Amount : _____
Date : _____	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 _____	

Gilda Nolasco