



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD FOR SOCIAL WORKERS

Resolution No. 04
Series of 2018

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

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WHEREAS, Section 3 of **Republic Act (RA) No. 10847** entitled "An Act Lowering the Age Requirement for Applicants taking the Board Examination for Social Workers, providing for Continuing Social Worker Education, and Upgrading the Sundry Provisions Relative to the Practice of Social Work", which amends **RA No. 4373** by inserting Section 26 on Continuing Professional Development which requires Continuing Professional Development (CPD) for the renewal of the PRC Professional Identification Cards (PIC). To quote:

"Section 26. All registered social workers must provide proof of earning forty-five (45) units of continuing CPD courses given by any CPD provider duly accredited by the CPD Council for social workers as a requirement for the renewal of the professional identification card of social workers.

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All local government units (LGUs) and employer organizations shall allocate the necessary funding to support the professional development of social workers under their employ, regardless of employment status, for the purpose of complying with the CPD requirement.";

Francis Pardo

WHEREAS, Section 15, Article IV of Republic Act No. 10912, otherwise known as Continuing Professional Development Act of 2016, provides for the authority of the Professional Regulatory Boards to prescribe their own requirements and procedures to effectively implement the CPD Programs 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 set Operational Guidelines in the implementation of R.A. No. 10912 as formulated by the Professional Regulatory Board for Social Workers (Board) will be 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 R.A. No. 10912 and its IRR as follows:

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Section 1. Date/s of Regular Meeting/s. – The CPD Council for Social Workers (CPDC) is hereby mandated under this Resolution to meet every 1st Friday of the month, 9:00 am. to 12:00 noon for the purpose of evaluating the applications for accreditation

as CPD provider, program, self-directed and/or lifelong learning and other CPD related matters.

Section 2. List of additional requirements for accreditation of CPD Provider. –

There is no additional list of requirements for accreditation of CPD Provider other than those already provided in 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 for CPD Program. -

The list of documentary requirements for accreditation of CPD Program as provided in Resolution No. 1032, Series of 2017, shall include, but not be limited to the following:

1. Evaluation tool specific to course objectives set illustrating the competencies gained from the CPD program
2. Program of Activities/Itinerary showing time/duration of topics/workshop/study visits
3. Topic Description
4. Updated PICs of speaker if registered professional and their respective curriculum vitae
5. Budget proposal for the conduct of the program.

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

Section 4. List of CPD activities with corresponding credit units acceptable to the Board and CPD Council for Social Workers:

PROGRAM/ACTIVITY		CREDIT UNITS	SUPPORTING DOCUMENTS
1.0 PROFESSIONAL TRACK - Accredited CPD PROVIDER with approved CPD PROGRAM by CPDC			
1.1	PARTICIPANT	Approved CUs for the program	o <i>Certificate of Attendance and CPD program accreditation number.</i>
1.2	RESOURCE SPEAKER	4 CUs per hour	o <i>Resume of Speaker</i> o <i>Certificate or Plaque of Appreciation</i> o <i>Copy of Program</i>
1.3	PANELIST/ REACTOR	3 CUs per hour	o <i>Resume of Speaker</i> o <i>Certificate or Plaque of Appreciation</i> o <i>Copy of Program or Letter of Invitation</i>
1.4	FACILITATOR/ MODERATOR	2 CUs per hour	o <i>Certification from the accredited CPD Provider</i> o <i>Copy of Program</i>
1.5	MONITOR	Twice the number of approved CUs for participant of the program	o <i>Copy of the Monitoring Report</i> o <i>Certificate of Appearance signed by CPD Provider</i> o <i>Authority to Monitor from PRC</i>
1.6	LOCAL CONVENTION/ INTERNATIONAL CONFERENCE HELD IN THE PHILIPPINES	Same as 1.1 to 1.5	o <i>Same as 1.1 to 1.5</i>

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1.7 PROFESSIONAL TRACK- SELF-DIRECTED

<p>1.7.1</p>	<p>INTERNATIONAL CONVENTION/ CONFERENCE/ TRAINING SEMINARS HELD ABROAD</p>	<p>Must meet the following conditions to qualify:</p> <p>1. APO in the host country or a recognized professional organization that is affiliated or is a member of an international organization such as but not limited to the following: International Federation of Social Workers (IFSW), International Council of Social Welfare, International Association of Schools of Social Work, International Council of Social Development, ASEAN Social Work Consortium and their regional counterparts and others.</p> <p>2. Has CPD accreditation program and approved CPD CUs by APO of host country (if applicable)</p> <p>To be determined by the CPD Council</p>	<ul style="list-style-type: none"> o <i>If participant, copy of the following: Resume, Official Receipt of Registration, Conference ID, and Certificate of Attendance</i> o <i>If speaker or panelist, copy of the following: Paper abstract, Invitation and Confirmation letters, Conference ID and Certificate or Plaque of Appreciation (photocopy)</i> o <i>Copy of Program, Seminars indicating Learning Objectives or Outcome and Schedule or Calendar of Events(photocopy)</i>
<p>1.7.2</p>	<p>INTERNATIONAL ON-LINE COURSES</p>	<p>1. Must be affiliated or a member of a recognized international professional organization such as but not limited to: International Federation of Social Workers (IFSW), International Council of Social Welfare, International Association of Schools of Social Work, International Council of Social Development, ASEAN Social Work Consortium and their regional counterparts and others.</p> <p>2. Has CPD accreditation program and approved CPD CUs by APO of host country (if applicable)</p> <p>To be determined by the CPD Council</p>	<ul style="list-style-type: none"> o <i>Copy of Online Registration and Confirmation indicating the Learning Objectives or Outcome</i> o <i>Proof of Payment or Transaction Receipt (if applicable)</i> o <i>Letter or Certificate of Completion of Online Courses</i> o <i>Other Supporting Documents as Requested by CPD Council.</i>

2.0 ACADEMIC TRACK- SELF-DIRECTED

For Items 2.1 to 2.7., CUs will only be conferred for programs completed/taken within five (5) years (for Master's) and seven (7) years for (Doctoral and Post-Doctoral) prior to the date of renewal of PIC.
 For 2.2. to 2.3. may apply through any of the following options:

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Option A. Upon the completion of the degree, 100% of the CUs as indicated below may be granted.
Option B. Upon 50% completion of the degree, 40% of the CUs as indicated below may be granted and upon completion of the degree, the remaining 60% may be granted.
 For 2.1. to 2.7 taken/completed abroad, documents must be duly authenticated by the Philippine Embassy/Consulate/Legation in the said country/state and accompanied by an official English translation thereof

2.1	MASTER'S DEGREE OR RELATED PROFESSION	45 CUs upon completion of degree	<ul style="list-style-type: none"> o CHED Recognition of the HEI offering the program o University Certification/ Diploma o Transcript of Records or Certified true copy of grades for Option B. o Program of studies for Option B.
2.2	DOCTORAL DEGREE OR EQUIVALENT	90 CUs upon completion of degree / candidacy	<ul style="list-style-type: none"> o CHED Recognition of the HEI offering the program o University Certification/ Diploma o Transcript of Records or Certified true copy of grades for Option B. o Program of studies for Option B.
2.3	POST DOCTORAL ASSOCIATE	45 CUs upon completion	<ul style="list-style-type: none"> o CHED Recognition of the HEI offering the program o Certification from the Granting Institution
2.4	POST DOCTORAL FELLOW		
2.4.1	TEACHING FELLOW- Social Workers invited or granted fellowship to teach in HEIs locally or internationally for a minimum period of two weeks	4 to 20 CUs	<ul style="list-style-type: none"> o Certification from the Granting Institution o Copy of the contract
2.4.2	RESEARCH FELLOW- Social Workers invited or granted fellowship to do research.	4 to 20 CUs	
2.5	PROFESSORIAL CHAIR	Maximum of 25 CUs per year or a fraction thereof	<ul style="list-style-type: none"> o Certificate of Grant or Appointment Paper
2.6	SPECIALIZATION PROGRAM	Maximum of 10 CUs per year or a fraction thereof	<ul style="list-style-type: none"> o Certificate of Completion o Copy Printout of Program
2.7	DISTANCE LEARNING MODULE		
3.0 OTHER SELF-DIRECTED and/or LIFELONG LEARNING ACTIVITIES			
For Items 3.1 to 3.3, CUs will only be conferred for activities/work completed/taken five (5) years prior to the date of renewal of PIC.			
3.1	TRAINING MODULE for Professionals (e.g. Authorship of Module)	Maximum of 10 CUs per complete set of Training Module	<ul style="list-style-type: none"> o Terms of reference o Certificate of completion o Copyright or acknowledgment page, if applicable
3.2	PUBLISHED RESEARCH	Maximum of 25 CUs	<ul style="list-style-type: none"> o Terms of reference o Copy of Published Research
3.3	PROFESSIONAL JOURNAL (PJ) or SCHOLARLY JOURNAL (SJ)		
3.3.1	AUTHOR/ S	Local Maximum of 10 CUs International Maximum of 20 CUs For multiple authors, divide	<ul style="list-style-type: none"> o Copy of Published Article or Journal in Social Work/Social Welfare or related field(s) o Table of Contents in Social

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		CU equally among them.		<i>Work/Social Welfare or related field(s)</i> ○ <i>For multiple authors, show proof and listing</i>
3.3.2	PEER REVIEWER	Maximum 2 CUs per article		○ <i>Certification as a peer reviewer</i> ○ <i>Invitation</i>
3.3.3	PJ or SJ EDITOR	Maximum of 5 CUs per issue		○ <i>Copy of Published Journal in Social Work/Social Welfare or related field(s)</i>
3.4	PAMPHLET/BOOK/MONOGRAPH			
	For Item 3.4: CUs will be conferred for activities/work completed/taken five (5) years prior to the date of renewal of PIC.			
3.4.1	AUTHOR/ S	Maximum of 20 CUs for single Author for a Pamphlet of less than 100 pages	Maximum 45 CUs for single Author for a Book of more than 100 pages	○ <i>Copy of Published Book in Social Work/Social Welfare or related field(s)</i> ○ <i>For multiple authors, show proof and listing</i>
		For multiple authors, divide CUs equally among them.		
3.4.2	EDITOR	Maximum 10 CUs for less than 100 pages	Maximum 20 CUs for 100 or more pages	○ <i>Copy of Published Book</i>
3.5	NEWSPAPER/MAGAZINE ARTICLE OR COLUMN			
	For Item 3.5, CUs will be conferred for activities/work completed/taken five (5) years prior to the date of renewal of PIC.			
3.5.1	AUTHOR of NEWSPAPER/MAGAZINE ARTICLE or COLUMN or Other Creative Works in Social Work/Social Welfare or related field(s)	Local – Maximum of 5 CUs per article or creative works	International – Maximum of 10 CUs per article or creative works	○ <i>Proof of Publication of Article or Creative works in Social Work/Social Welfare or related field(s)</i> ○ <i>Copy of Publication or Proof of Creative Works</i> ○ <i>For multiple authors, show list and PRC registration numbers</i>
		For multiple authors, divide CUs equally among them.		
3.6	RECOGNITION, ACHIEVEMENT, PROFESSIONAL AWARDS and CONFERMENT OF TITLES			
	For Item 3.6, CUs will be conferred for recognition, achievement, award and/or title earned five (5) years prior to the date of renewal of PIC.			
3.6.1	International Awardee	Maximum of Full CUs for two (2) compliance period		○ <i>Copy of Certification from the Awarding Body, duly notarized</i>
3.6.2	National/Institutional Awardee (e.g. PRC Outstanding Social Worker of the Year)	Maximum of Full CUs for one (1) compliance period		○ <i>Photo of Awardee with award, certificate, plaque, medal or trophy</i>
3.6.3	Accredited Professional Organization Awardee Outstanding Social Worker in Different Fields of Practice (awarded by PASWI)	Maximum of Full CUs for one (1) compliance period		○ <i>Any proof of award – newspaper, magazine and others</i> ○ <i>All awards and conferment can ONLY be claimed ONCE. (e.g. fellow in one organization and fellow in another organization are</i>

Annex C. Revised

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Amended

3.6.4	Alumnus Awardee	10 CUs	<i>considered only as one and therefore can only be claimed once.)</i> ○ <i>Once claimed, any excess CUs cannot be claimed in the next cycle.</i>
3.6.5	City/Provincial/Regional Awardee	10 CUs	
3.6.6	Other Awards/Titles	To be assessed and determined by CPD Council	
3.7	OTHERS		
	For Item 3.7: CUs will be conferred for activities/work completed/taken five (5) years prior to the date of renewal of PIC.		
3.7.1	SOCIO-CIVIC ACTIVITIES USING PROFESSION (must be a volunteer work related or relevant social work practice)	Maximum of 10 CUs per project (to be evaluated and determined by CPD Council)	<i>Any 3 of the following documents may be submitted:</i> ○ <i>Certification or plaque of appreciation from affected group or organization</i> ○ <i>Project proposal or complete report</i> ○ <i>Report of activities, venue and dates</i> ○ <i>Notarized Affidavit of Undertaking; if multiple members, must list all social workers involved and PRC reg. numbers,</i> ○ <i>Photos or video of activities, including before and after condition as necessary or as per request of CPDC</i> ○ <i>Other relevant documents</i>
		Volunteer work must be completed to be accepted.	
3.8	TOURS, TRAVELS, VISITS, FAIRS AND EXHIBITS		
	For Item 3.8: CUs will be conferred for activities/work completed/taken five (5) years prior to the date of renewal of PIC.		
3.8.6	STUDY TOURS LOCAL AND FOREIGN	Maximum of 10 CUs per Travel	○ <i>Travel documents</i> ○ <i>Certification from Sponsoring Institution or CPD Provider</i> ○ <i>Program Details and Itinerary</i> ○ <i>CV of Tour Resource People</i> ○ <i>Tour Photos or Video per day</i>

Note: The professional must submit the CPD compliance sixty (60) days before the expiration of his/her PIC.

Section 5. CPD Provider Completion Report. – The list of documentary requirements for the submission of the Completion Report as provided in Resolution No. 1032, Series of 2017, otherwise known as the "Implementing Rules and Regulations of R. A. 10912" is hereby adopted.

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 is ten (10) credit units except those activities enumerated under Section 4 which may be conferred more than 10 CUs in a compliance period.

Section 7. Major Areas of CPD Activities. – The CPD activities shall be divided into four (4) major areas which each registered and licensed social worker may choose from in a compliance period:

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MAJOR AREA	COVERAGE OF THE AREA
1. Standards of Professional Practice	Ethics, PRC/PRB Issuances
2. Social Welfare Policies Programs and Services	Updates on new social legislations, their implementing rules and regulations, impact to the traits and roles of social workers
3. Enhancement of Professional Practice and Technical Competence	Current and Emerging Trends in the different fields of Social Work practice
4. Bio/Psychosocial/Political/Economic Factors Affecting the Profession	Gender and Personality Development

Section 8. Required CPD Credit Units in a Compliance Period. – All Social Workers shall be required to comply with forty-five (45) CPD credit units in a compliance period of three (3) years, the implementation of which shall be gradual in the following period:

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Year of Renewal	Minimum Credit Units Required
January – June 2017	0
July – December 2017	15
January – December 2018	30
January 2019 - onwards	45

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Section 9. No Exemptions. – The CPD is hereby made as a mandatory requirement in the renewal of the PICs of all registered and licensed professionals under the regulation of the PRC. Thus, no exemption from compliance with CPD for the renewal of PICs for Social Workers.

Section 10. For Overseas Professionals on how to comply with CPD. – Social Workers 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 Social Worker 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.

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Let copies hereof be furnished the University of the Philippines Law Center and the Members of the CPD Council for Social Workers.

Done in the City of Manila, this 4th day of April 2018.


LORNA C. GABAD
Chairperson



SR. MARY OFELIA L. ENDAYA
Member


ROSETTE G. PALMA
Member


FE J. SINSONA
Member


ELY B. ACOSTA
Member

ATTESTED:



ATTY. LOVELIKA T. BAUTISTA
Chief, Secretariat to the PRBs

APPROVED:


TEOFILO S. PILANDO, JR.
Chairman


YOLANDA B. REYES
Commissioner


JOSE Y. CUETO, JR.
Commissioner

	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for Social Workers

Part I. General Information	
Name of Provider: _____	
Accreditation No.: _____	Expiration Date: _____
Contact Person: _____	Designation: _____
Contact No.: _____	Date of Application: _____
Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <input type="checkbox"/> Others _____	
Title of the Program: _____	
Date to be offered: _____	Time / Duration: _____
Place / Venue: _____	No. of times program to be conducted: _____
Course Description: _____	
Objectives: _____	
Target Participants / No.: _____	Registration / Seminar Fee to be collected: _____
Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	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	
Standards & Inspection Division – CPD:	Cash Division:
Processed by: _____ Date : _____	Amount: _____ O.R.No./Date: _____ Issued by : _____
Reviewed by:	
OIC, Standards and Inspection 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 _____	

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).
- 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
- Evaluation tool specific to course objectives set
- 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
- Evaluation tool specific to course objectives set illustrating the competencies gained from the CPD program
- Program of Activities/Itinerary showing time/duration of topics/workshop/study visits
- Topic Description
- Updated Professional Identification Cards of speaker of registered professional and their respective curriculum vitae
- Budget proposal 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)

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.