



Republic of the Philippines  
Professional Regulation Commission  
Manila



PROFESSIONAL REGULATORY BOARD OF VETERINARY MEDICINE

Resolution No. 5  
Series of 2018

OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF RA NO. 10912  
OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT (CPD)  
ACT OF 2016" FOR VETERINARY MEDICINE

**WHEREAS**, Section 2, Article 1 of Republic Act (RA) No. 9268 entitled "An Act to Regulate the Practice of Veterinary Medicine in the Philippines, Repealing for the purpose R.A. No. 382 and for other purposes", provides for the policy of the State to safeguard and professionalize the practice of the Veterinary profession, *to wit*:

**"Section 2. Declaration of Policy.** It shall be the policy of the State to upgrade the practice of veterinary medicine in the Philippine for the purpose of protecting the animal population in the country through safe and proper diagnosis, treatment, and surgery of these animals. The State recognizes the important role of veterinarians in nation-building and promotes the sustained development of veterinarians whose competencies have been validated by honest and credible licensure examination and whose standards of professional practice and service are world-class and internationally recognized."

**WHEREAS**, under Section 15, Article IV of Republic Act (RA) No. 10912, otherwise known as the "Continuing Professional Development (CPD) Act of 2016", the Professional Regulatory Boards (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 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 of Operational Guidelines of the CPD Council as formulated by the Professional Regulatory Board for Veterinary Medicine (Board) be implemented.

**NOW THEREFORE**, the Board hereby **RESOLVED**, as it now **RESOLVES**, to formulate its own Operational Guidelines for the CPD Program in accordance with the provisions of R.A. No. 10912 and its IRR as follows:

**Section 1. Date/s of Regular Meeting.** The CPD Council of Veterinary Medicine (CPD Council) under the supervision of the Board, is hereby mandated under this Resolution to meet every 3<sup>rd</sup> Friday of the month for the purpose of evaluating the applications for accreditation as CPD provider, programs, self-directed and/or lifelong learning and other CPD related matters.

**Section 2. List of requirements for accreditation for CPD Provider.** The list of documentary requirements for accreditation of CPD Local and Foreign providers as provided in Resolution No. 1032, Series of 2017, also known as the, "Implementing Rules and Regulations of R.A. No. 10912, is hereby adopted.

**Section 3. List of additional requirements for CPD Program.** The list of documentary requirements for accreditation of CPD program as provided in Resolution No. 1032, Series of 2017, shall also include but not be limited to:

3.1 Letter of endorsement from the specific Veterinary Specialty Board for CPD program(s) or course(s) designed for specialty certification prior to submission for approval by the CPD Council.

3.2 Template for Instructional Design

A copy of the Application Form for Accreditation of CPD Program and template for Instructional Design are hereto attached as Annexes "A" and "B" respectively.

**Section 4. MATRIX OF CPD ACTIVITIES**

**4.1 List of Academic Activities.** As applicable to the profession, the following academic activities may be applied for CPD credits under Self-directed Learning modality.

Activity	Credit Units	Supporting Documents for Submission
4.1.1 MS degree or equivalent	Full credit units on completion of the degree during the compliance period	University certificate; diploma; transcript of records (authenticated copy)
4.1.2 Doctorate degree (PhD) or its equivalent	Full credit units upon completion of candidacy for the compliance period. Additional full credit units for compliance upon completion of the degree	University certificate; diploma; transcript of records (authenticated copy)
4.1.3 Professorial Chair	15 CUs/year	Certificate of Grant or Appointment paper
4.1.4 Residency/ Externship/Specialty /Sub-specialty	10 CUs/year	Hospital certification/ certificate of completion
4.1.5 Fellowship Grant 4.1.5.1 Participant 4.1.5.2 Resource speaker 4.1.5.3 Researcher	2 CUs/grant 4 CUs/grant 5 CUs/grant	Certification from granting institution and certificate of Fellowship
4.1.6 Post-Graduate Diploma	Maximum of 30 CUs for an 18 month period or a fraction thereof upon completion	Diploma/Certification from institution

**4.2 List of Activities for Professional Track.** Training offered by accredited CPD providers, (Face to Face/On Line)

Activity	Credit Units	Supporting Documents for Submission
4.2.1 Participant	Approved credit units for the program	Certificate of Attendance with number of hours and seminar program
4.2.2 Resource speaker	3 CUs/hour	Photocopy of certificate of appreciation, copy of paper presented and program invitation

*Stallant*

*[Handwritten signature]*


*[Handwritten signature]*

4.2.3 Panelist/Reactor	2 CUs/hour	Certification from the sponsoring organization and copy of program
4.2.4 Facilitator/Moderator	1 CU/hour	Certification from the sponsoring organization and copy of program
4.2.5 Monitor	Twice the number of approved CU for the program	Monitoring report, certificate of appearance and authority to monitor
4.2.6 In-service training	Maximum of 20 CUs for a 12 month period or a fraction thereof upon completion	Certificate of training and training description

**4.3 List of Activities for Self-directed and/or Lifelong Learning.** As applicable to the profession, the following CPD Activities by non-accredited CPD Providers (Face to Face/On Line) may also be applied under self-directed learning modality:

Activity	Credit Units	Supporting Documents for Submission
4.3.1 Participant	Credit units for the program as evaluated by the CPD Council	Certificate of attendance with number of hours and seminar program
4.3.2 Resource speaker	3 CUs/hour	Photocopy of certificate of appreciation, copy of paper presented and program invitation
4.3.3 Panelist/Reactor	2 CUs/hour	Certification from the sponsoring organization and copy of program
4.3.4 Facilitator/Moderator	1 CU/hour	Certification from the sponsoring organization and copy of program
4.3.5 Seminar/Technical Sessions/Conferences/Webinars	CU for the program as evaluated by the CPD Council	Certificate of attendance, copy of program, activities attended with bullet points of skills and knowledge acquired, number of participants
4.3.6 Company In-Service training	Maximum of 20 CUs for a 12 month period or a fraction thereof upon completion	Certificate of training and training description
4.3.7 Program/Training module development	10 CUs/module	Copy of module and evaluation
4.3.8 Technical paper	5 CUs/technical paper as approved by CPD Council	Certificate of completion and copy of paper
4.3.9 Article published in a refereed/peer reviewed professional journal		
4.3.9.1 Author	Local – 10 CUs International – 15 CUs (for multiple authors, the main author 30% of CU and others divide equally)	Copy of the publication/journal containing the work/paper/article

*Stallant*




	among them)	
4.3.9.2 Peer reviewer	2 CUs/article	Proof of appointment from editor as peer reviewer for publication/journal/magazine containing the work/paper/article
4.3.10 Book/Pamphlet/Monograph/Magazines		
4.3.10.1 Author(s)	20 CUs for single author for book or pamphlet (less than 100 pages) 40 CUs for single author for book or monograph (more than 100 pages) (for multiple authors, the main author 30% of CU and others divide equally among them)	Copy of published book/pamphlets/monographs
4.3.10.2 Editor	Maximum of 20 CUs for a 12 month period	Copy of the publication/journal/magazine published at least bi-annually
4.3.10.3 Author(s) of articles in magazines/newspaper	5 CUs/article (multiple authors divide CU equally)	Proof of publication of article, certificate of frequency of publication and circulation
4.3.11 Consultancy (e.g. Technical meetings, accreditation and other activities as per request of an institution, etc.)	Local – 5 CUs/engagement International – 10 CUs/engagement	Certificate of appearance and appointment
4.3.12 Socio-civic activities using profession (e.g. medical missions, outreach programs, etc.)	2 CUs/day (maximum of 5 CU/project)	Project activities, narrative report of activities and accomplishments and photos of the professional participating in the activities
4.3.13 Study tours/visits	2 CUs/day (maximum of 10 CUs/tour)	Certification from sponsoring institution, narrative report of activities and learnings and photos of the professional participating in the tour activities
4.3.14 Invention(s)/Patent(s)	Full credit units for the compliance period	Certified copy of Patent certificate
4.3.15 Recognition/Title (Fellows, Hall of Fame Awards, Outstanding Professional, Lifetime)	Full credit units for the compliance period	Copy of Certification from the awarding body (duly notarized)

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*

achievement, etc.)	
Such other activities to be recommended by the CPD Council and approved by the PRC (e.g. R.A. No. 10912 IRR Sec. 10.1)	

**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:

- 5.1 List of Participants and Report on Participants Evaluation (if passed, failed or provisional passed on post test)

A copy of the Completion Report Form is hereto attached as Annex "C".

**Section 6. Maximum Creditable Units for Self-Directed Learning Modality.** The maximum creditable units for self-directed or lifelong learning is forty-five (45) credit units for the three (3) year compliance period.

**Section 7. Major Areas of CPD Activities.** The CPD activities shall be divided into three (3) major areas with the corresponding credit units (CU), as follows:

Major Areas	Coverage	CU Required
Standards of Professional Practice (e.g. Ethics, laws, Dept. Agriculture Administrative Orders, PRB/PRC issuances)	Review, updates on the Ethical Standards of the Profession; new and related laws affecting the professions; lessons learned from promulgated malpractice and administrative cases vs. veterinarians; DA/PRC and PRB issuances as they relate to the profession, issues on animal welfare	2
Enhancement of Professional Practice and Technical Competence	Programs, seminars, wet lab training, webinars and other training activities on advances or accepted new developments in veterinary science as recommended by international scientific or regulatory institutions, educational institutions, subject matter experts (both local and foreign) that are judged as ethical by the veterinary profession	40
Environmental Factors affecting the profession (e.g. socio-civic activities, gender and personality development)	Community service, volunteerism in socio-civic activities, involvement in gender and personality issues	3

**Section 8. Required CPD Credit Units in a Compliance Period.** – All Veterinarians shall be required to comply with forty-five (45) CPD credit units within a compliance period of three (3) years. The implementation of this section will start on 2019.

License Renewal Period	Minimum Credit Unit Required
2018	30
2019 - onwards	45

**Section 9. For Overseas Professionals on how to comply with CPD.** Veterinarians working overseas may take programs/seminars through the foreign chapters or affiliates

*Stallant*

*[Signature]*

*[Signature]*

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 under Self-Directed Learning Modality.

**Section 10. CPD Credit Units.** Registered and licensed professionals shall complete the required credit units every three (3) years.

Any excess CUs earned shall not be carried over to the next three-year period except credit units earned for doctoral and master's degrees or specialty trainings which shall only be credited once during the compliance period.

One lecture/workshop hour of a CPD Program shall be equivalent to one (1) CU.

**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 after its full and complete publication in the Official Gazette or in major newspaper of general circulation in the country.

Let copies hereof be furnished to the UP Law Center and the members of the CPD Council of Veterinary Medicine.

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

MA. ELIZABETH D. CALLANTA  
Chairperson

MARIANO LL. JOVELLANOS  
Member

MAXIMINO M. MONTENEGRO  
Member

Attested to:

Atty. LOVELIKA T. BAUTISTA  
Chief  
PRB Secretariat Division

APPROVED BY:

TEOFILO S. PILANDO, JR.  
Chairman

LILANDA D. REYES  
Commissioner

JOSE Y. CUETO, JR.  
Commissioner



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council of/for Veterinarians

<b>Part I. General Information</b>	
Name of Provider: _____	
Accreditation No.: _____	Expiration Date: _____
Contact Person: _____	Designation: _____
Contact No.: _____	Date of Application: _____
Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <input type="checkbox"/> Others _____	
Title of the Program: _____	
Date to be offered: _____	Time / Duration: _____
Place / Venue: _____	No. of times program to be conducted: _____
Course Description: _____	
Objectives: _____	
Target Participants / No.: _____	Registration / Seminar Fee to be collected: _____
<b>Part II. Acknowledgment and Conformance</b>	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	
I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.	
_____ Signature Over Printed Name _____ Position _____ Date	
<b>Part III. Action Taken</b>	
<b>Regulation Division:</b>	<b>Cash Division:</b>
Processed by: _____ Date: _____	Amount: _____ O.R.No./Date: _____ Issued by: _____
Reviewed by: _____ <div style="text-align: center;">_____</div> Chief, Regulation Division	
<b>ACTION TAKEN BY THE CPD COUNCIL</b>	
<input type="checkbox"/> Approved for _____ Credit Units      Accreditation No. _____ <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____ _____	
_____	
Chairperson	
_____	_____
Member	Member
Date _____	

Student

[Signature]

[Signature]

**INSTRUCTIONAL DESIGN FOR CPD PROGRAMS OF VETERINARY MEDICINE**

**COURSE TITLE:**

**Venue:**

**Date/s to be conducted:**

**COURSE DESCRIPTION:** what the course encompasses, with some "justification" why the course is offered, why is there a need for this course, what core competencies are addressed by this program

**COURSE OBJECTIVES/ LEARNING OUTCOMES** Expected from the course program: please list

Speakers	Title	Objective for Topic to be Discussed	Learning Outcomes (Competencies to be gained & Enumerate the Specific Learning Outcomes)	Content/Topics	Time Allotment	Teaching/ Learning Activities for each Topic	Evaluation Method/Tools to be Used (Document that each participants acquired competencies/ Outcomes targeted by the program; Example: Ratings and questions to be submitted with Completion Report)



*Sullant*





**\*EVALUATION by the CPD PROVIDER:** If course offered requires **skills training**, a checklist of steps of the procedure is expected listing the steps, columns for done or not done; passing rate (eg: if participant achieves \_\_\_% minimum of crucial steps in procedure, is this considered passing. PROVIDER determines how much percentage will be considered passing. Will remedial course be offered so that the participant who fails can eventually complete and pass the evaluation and thereby receive a certificate of completion for course offering? When and how many chances will the participant given?

**PURPOSE OF Evaluation by the CPD PROVIDER** is to check if the participants **achieved** the learning outcomes intended. CPD Provider has to ensure confidence in the program that it designed. If the evaluation of the outcomes is not properly done, then the CPD program is considered weak or poor. It is the responsibility of the CPD Provider to ensure that the participant achieved learning outcomes through the use of proper evaluation tools. Self-evaluation by the participant (did you learn from this particular program) is not sufficient proof of having achieved learning outcomes.

While the CPD Provider needs to evaluate its own program for future planning, this is not the evaluation tool for the learning outcomes intended.



Sultan F



	Professional Regulation Commission
	COMPLETION REPORT ON CPD PROGRAM

CPD Council of/for Veterinarians

<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:	
<b>Part III. Acknowledgment and Conformance</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>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>	
<hr/> Signature Over Printed Name	
<hr/> Position	
<hr/> Date	

S. Villanueva

