



Republic of the Philippines  
Department of Environment and Natural Resources  
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**MEMORANDUM**

FEB 26 2021

**FOR : All Staff Bureau Directors**

**FROM : The Director**  
Human Resource Development Service

**SUBJECT : INVITATION TO ENROLL TRAINING PROGRAMS INTO PROFESSIONAL REGULATION COMMISSION'S (PRC) CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM (CPDAS) FOR ACCREDITATION**

The Department of Environment and Natural Resources, through the Human Resource Development Service (HRDS), has been accredited by the Professional Regulation Commission (PRC) as a Continuing Professional Development (CPD) Provider for Forestry with Accreditation No. 2018-003 dated June 13, 2018. It aims to assist Foresters in the Department to acquire CPD units, which is part of the requirements for the renewal of their license. To date, HRDS has been coordinating with PRC for the enrollment of the Department's programs into PRC's Continuing Professional Development Accreditation System (CPDAS) for accreditation.

The CPDAS is a PRC's online system that enables faster application and approval of CPD providers and their programs. The system provides its users with easier access to the approved CPD programs and improves their technological resource. It also enables the providers to submit their seminar attendances and documents through electronic means. Through the CPDAS, providers can easily view approved programs, as well as the certificates which are ready for printing.

For this purpose, as a CPD Provider, we would like to invite your Office to enroll your training programs into the CPDAS. The following are the requirements for CPD program accreditation:

1. Instructional Design as prescribed by the relevant Board;
2. Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period;
3. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set;
4. Resume of Resource Persons relevant to CPD program applied for;

5. Photo copy of valid Professional Identification Card of resource persons if registered professional. Otherwise, submit photocopy of government-issued or company Identification Card;
6. Valid Special Temporary Permit if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions;
7. Breakdown of expenses for the conduct of the CPD program;
8. For Online Learning, Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)
9. Registration fee of One Thousand Pesos (PhP1,000.00).
10. Program Promotional Image (Banner) - **Recommended size : 500 x 280 pixels**

Please submit the abovementioned requirements to the Training and Development Division, HRDS, at least forty-five (45) days prior to the actual conduct of the training program, to give ample time for the processing of documents. Attached are forms for the templates provided by PRC, for ready references.

For queries and clarifications, Ms. Beng Tubang or Mr. Raymond Go of the Training and Development Division of this office will be pleased to entertain them at Tel Nos: **(02) 8-426-3852** or VOIP **(02) 8-755-3330** loc. 1065.

For your information and appropriate action.



**RIC G. ENRIQUEZ, Ph.D., CESO III**