



Republic of the Philippines  
Department of Environment and Natural Resources  
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MEMORANDUM

DEC 10 2021

FOR : All Regional Executive Directors  
All Bureau Directors

FROM : The Director  
Human Resource Development Service

SUBJECT : INVITATION TO ENROLL TRAINING PROGRAMS IN THE  
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 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, the HRDS has been coordinating with PRC for the enrollment of the Department's programs into PRC's Continuing Professional Development Accreditation Systems (CPDAS) for accreditation.

The CPDAS is a PRC's online system that enables faster application and approval of CPD providers and their programs. 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 FY 2022 forestry-related training programs** as indicated in the L&D Plan 2020-2022 in the CPDAS. The following are the requirements for CPD program accreditation:

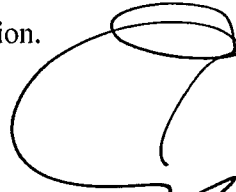
1. Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period;
2. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set;
3. Resume of Resource Persons (CPDD-17) including the required attachment;
4. Valid Special Temporary Permit if the resource person is a foreigner and if engagement if more than three (3) days or there is physical contact with patients in the case of medical and allied professions;
5. Breakdown of expenses for the conduct of the CPD program;
6. For Online Learning, Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.), URL/Website and access credentials (User ID and Password) and Data Privacy notice;
7. Certificate of Participants/Attendees (CPDD-14) (Sample)

8. Soft copy of valid Professional Identification Card (PIC) or Receipt of Renewal of each Resource Person, if registered professional. Otherwise, submit softcopy of government-issued ID;
9. Instructional Design (CPDD-16) as prescribed by the relevant Board;
10. Application for Accreditation of CPD Program (CPDD-02) to be signed by the HRDS Director
11. Registration fee of One Thousand Pesos (PhP 1,000.00)
12. 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. Programs to be conducted on a later date may be also submitted provided that these programs will be pursued based on the duration identified. Attached are forms for the templates provided by the PRC, including infographic on CPD accreditation, for ready references.**

For queries and clarifications, Ms. Beng S. Tubang and Ms. Jennibelle S. Ilisan of the Training and Development Division 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**