



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



February 6, 2018


**To: Teacher Education Institutions  
Others Concerned**

Attached is the Procedure for Accreditation for Continuous Professional Development (CPD) Provider, which is self-explanatory.

For your information and appropriate action.

Thank you.

Very truly yours,

  
**Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent  
*full*

Division Letter  
No. 21, s. 2018

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**PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)**

- Step 1. Secure Application Form at Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, or download at PRC website ([www.prc.gov.ph](http://www.prc.gov.ph)).
- Step 2. Fill-out Application Form and comply the required documents. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices 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 Five Thousand Pesos (P 5,000.00).
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 6. Verify your application after \_\_\_ days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at [prc.cpdsecretariat@gmail.com](mailto:prc.cpdsecretariat@gmail.com)

**CHECKLIST OF REQUIREMENTS**

**SUPPORTING DOCUMENTS**

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
<ul style="list-style-type: none"> <li><input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, principal area of professional work &amp; No. of years in the practice of the regulated profession</li> <li><input type="checkbox"/> Valid Professional Identification Card as Professional Teacher</li> <li><input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted</li> <li><input type="checkbox"/> List and photographs of training equipment and facilities</li> <li><input type="checkbox"/> Instructional Design (one)</li> <li><input type="checkbox"/> Annual plan of proposed CPD Activities</li> <li><input type="checkbox"/> DTI Certificate of Registration (authenticated copy)</li> <li><input type="checkbox"/> NBI Clearance (original)</li> <li><input type="checkbox"/> BIR Certificate of Registration (authenticated copy)</li> <li><input type="checkbox"/> Affidavit of Undertaking (CPDD-06)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted</li> <li><input type="checkbox"/> List of Officers with valid Professional ID Card (if applicable)</li> <li><input type="checkbox"/> List and photographs of training equipment and facilities</li> <li><input type="checkbox"/> Instructional Design (one)</li> <li><input type="checkbox"/> Annual plan of proposed CPD Activities</li> <li><input type="checkbox"/> <b>Appointment paper</b> from the managing partner authorizing the partner to manage CPD activities who must be a registered and licensed Professional Teacher; or <b>Board Resolution/Secretary Certificate</b> of a Corporation authorizing an officer to manage CPD activities who must be a registered and licensed Professional Teacher</li> <li><input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy)</li> <li><input type="checkbox"/> BIR Certificate of Registration (authenticated copy)</li> <li><input type="checkbox"/> Affidavit of Undertaking (CPDD-06)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agency Profile must include Name of Head of Agency and the Head of Department in charge of continuing education/training</li> <li><input type="checkbox"/> Copy of charter or Republic Act establishing the agency</li> <li><input type="checkbox"/> List and photographs of training equipment and facilities</li> <li><input type="checkbox"/> Instructional Design (one)</li> <li><input type="checkbox"/> Annual plan of proposed CPD Activities</li> <li><input type="checkbox"/> <b>Office Order or its equivalent</b> from the Head of Agency appointing its officer to manage the CPD activities</li> <li><input type="checkbox"/> Affidavit of Undertaking (CPDD-06)</li> </ul>

**Renewal**

- Summative Report of the past programs for three (3) years
- List and photographs of training equipments and facilities
- Annual plan of proposed CPD Activities
- General Information Sheet for Corporation or Partnership
- Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes
- Appointment paper** from the managing partner authorizing the partner to manage CPD activities who must be a registered and licensed Professional Teacher; or **Board Resolution/Secretary Certificate** of a Corporation authorizing an officer to manage CPD activities who must be a registered and licensed Professional Teacher; or **Office Order or its equivalent** from the Head of Agency appointing its officer to manage the CPD activities, if there are changes.
- Affidavit of Undertaking (CPDD-06)

**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)
- Soft copy of the Application including supporting attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

**Note:**

1. 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.
2. The period for processing the application is 60 days.
3. If additional requirement/s is/are needed, a period of 15 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.
4. The Articles of Incorporation/Partnership shall include as one of its purposes the training and development of professionals; or in the case of commercial or industrial, provides for the training and development of its own professionals.



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for PROFESSIONAL TEACHERS

**New**                       **Renewal**      Accreditation No. \_\_\_\_\_  
 Expiry Date \_\_\_\_\_

**Part I. Personal / Corporate Information**

Name of Provider: \_\_\_\_\_

Classification:  
 Individual/Sole Proprietorship     Firm/Partnership/Corporation     Government Institution/Agency

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**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.

Signature Over Printed Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Date \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant exhibited to me his/her valid government issued ID \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
 (Notary Public)

**Part III. Action Taken**

**Continuing Professional Development Division:**      **Cash Division:**

Processed by: \_\_\_\_\_      Amount : \_\_\_\_\_  
 Date : \_\_\_\_\_      O.R.No./Date: \_\_\_\_\_  
    Issued by : \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_  
 Chief, Continuing Professional Development Division

**ACTION TAKEN BY THE CPD COUNCIL**

Approved                      Accreditation No. \_\_\_\_\_  
 Deferred pending compliance \_\_\_\_\_  
 Disapproved due to \_\_\_\_\_

\_\_\_\_\_  
 Chairperson

\_\_\_\_\_  
 Member    Member

Date \_\_\_\_\_