



Republic of the Philippines  
Professional Regulation Commission  
Manila



Resolution No. **1553**  
Series of 2022

**NEW PRESCRIPTIVE PERIODS FOR  
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) TRANSACTIONS**

**WHEREAS**, Section 6 of Republic Act (RA) No. 10912 or the Continuing Professional Development Act of 2016 states that the Professional Regulation Commission (Commission) and the Professional Regulatory Boards (Boards) shall formulate, issue, and promulgate guidelines and procedures for the implementation of the CPD programs;

**WHEREAS**, as an adjunct to its power to issue guidelines on the implementation of the CPD, the Commission and the Boards have prescribed specific timelines or periods on the processing of applications for accreditation as well as other transactions related to the CPD program implementation;

**WHEREAS**, Memorandum dated 12 March 2021 was issued to reiterate the important prescriptive periods on CPD-related transactions in view of the operationalization of the Continuing Professional Development Accreditation System (CPDAS) in 2020;

**WHEREAS**, a time and motion study for program application for accreditation (*Annex A*) was conducted to assess the impact of the application of these prescriptive periods;

**WHEREAS**, the identified prescriptive periods must be harmonized for the smooth and seamless implementation of the CPD activities and processes;

**WHEREAS**, these proposed amendments have been presented and concurred to by the Members of the CPD Project Management Committee (PMC).

**WHEREFORE**, the Commission **RESOLVES** to prescribe new prescriptive periods for the following CPD transactions/processes:

Transaction/ Process in the CPDAS	Prescriptive Period	Person/s Responsible
Filing of Application for Renewal of Accreditation as a CPD Provider	Within ninety (90) calendar days prior to the expiration date of accreditation.  <i>Note: An Application with complete and accurate requirements forwarded by the Regional Office to the CPD Council shall be evaluated and acted upon <u>within ten (10) working days</u>.</i>	Accredited CPD Providers applying for renewal of accreditation
Filing of Application for Program Accreditation	At least thirty (30) working days prior to the date of program offering.  <i>Note: CPD Councils may adopt their own prescriptive periods on the filing of video-on-demand (VOD) applications for accreditation, subject to the approval of the Board and the Commission. An Application with complete and accurate requirements forwarded by the Regional Office to the CPD Council shall be evaluated and acted upon <u>within ten (10) working days</u>.</i>	Accredited CPD Providers
Payment of Prescribed Processing Fee after Successful Submission of Application in the System	Within three (3) working days, if payment is thru the PRC Cashier; or immediately right after the submission of application, if payment is to be processed thru any authorized online payment channels.  <i>Note: The applicant must pay within the prescribed period, otherwise, the application shall be considered abandoned and will be deleted from the system. However, if the processing fee is "Waived" per issuance of PRC, the applicant shall select "PRC Cashier" and disregard the order of payment.</i>	Accredited CPD Providers and Professionals

Transaction/ Process in the CPDAS	Prescriptive Period	Person/s Responsible
Processing of Applications, including the Review and Checking of Submitted Documentary Requirements and Deleting of Deemed Abandoned Applications	<p>Within three (3) working days from receipt of the applications.</p> <p><b>Note:</b> Only applications with correct and complete documentary requirements shall be forwarded to the concerned CPD Councils.</p>	CPD Frontliners in the Regional Offices
Compliance on Deferred Application/s at the <u>Level of Regional Office</u>	<p>Within two (2) working days from issuance of the notification through e-mail.</p> <p><b>Note:</b> The applicant must comply with the lacking/deficient requirement/s, otherwise, the application shall be considered abandoned and will be deleted from the system. Compliance can only be done once.</p>	Accredited CPD Providers and Professionals
Compliance on Deferred Application/s at the <u>Level of CPD Council</u>	<p>Within five (5) working days from issuance of the notification through email.</p> <p><b>Note:</b> The applicant must comply with the lacking/deficient requirement/s, otherwise, the application will be disapproved. Compliance can only be done once.</p>	Accredited CPD Providers and Professionals
<p>Submission of Accomplished and Signed Indorsement of the Board or CPD Council Member Invited as Speaker, Lecturer or Resource Person to Accredited CPD Program/s, in case there is no objection from the concerned indorsing signatory/ies</p> <p>Forwarding of signed Office Order to the CPD Council</p>	<p>At least ten (10) working days prior to the date of program offering.</p> <p><b>Note:</b> The Secretary of PRB/CPD Council shall secure and forward the indorsement to the CPDD Documentation and Communications Unit (DCU) for office order preparation.</p> <p>At least five (5) working days prior to the date of program offering.</p>	Professional Regulatory Board (PRB) or CPD Council Member concerned
Action on Applications forwarded by the Regional Offices to the concerned CPD Council	<ul style="list-style-type: none"> <li>• For CPD Provider, within ten (10) working days from receipt of the application</li> <li>• For CPD Program, within ten (10) working days from receipt of the application</li> <li>• For Other Activities for Accreditation, within fifteen (15) working days from receipt of the application.</li> </ul> <p><b>Note:</b> For deferred application, cite all the requirements that are found to be lacking/deficient when issuing deferment notice. Issuance of deferment notice can only be done once.</p>	CPD Council Members
Action on Applications assigned by the concerned CPD Council to the CPD Evaluators	<p>Within five (5) working days from the receipt of assigned applications.</p>	Designated CPD Evaluators
Change of Schedule/Date of Program offering prospectively and/or venue of an applied or accredited CPD program	<p>Can be requested any time before the Council's evaluation of the program application but not later than five (5) working days before the date of program offering.</p> <p><b>Note:</b> Any change can only be availed once via CPDAS only. Deviation as to program date and/or venue without CPD Council approval will cause the revocation of program accreditation. Request with no feedback three (3) days prior to the date of offering is deemed approved.</p>	Accredited CPD Providers
Filing of Request for Cancellation of Program Accreditation	<p>At least five (5) working days before the date of program offering.</p>	Accredited CPD Providers

Transaction/ Process in the CPDAS	Prescriptive Period	Person/s Responsible
Filing of Request for Cancellation of Program Offering	For <i>video-on-demand (VOD)</i> , only after the completion of at least fifty percent (50%) of the approved duration of the VOD (e.g., after 6 months if the VOD was approved for 1 year).  <i>Note: All those who subscribed must be allowed to complete the program. Otherwise, the provider should refund the amount paid by all the subscribers affected by the premature cancellation of the program offering.</i>	Accredited CPD Providers
Issuance of Certificate of Attendance/ Participation	Within fifteen (15) working days after the conduct of the accredited program.	Accredited CPD Providers
Uploading/Encoding of Attendance Sheet of Accredited Program	<ul style="list-style-type: none"> <li>For <i>face-to-face program</i>, within ten (10) calendar days after the conduct of the program.</li> <li>For <i>online or webinar</i>, within ten (10) calendar days after the conduct of the program.</li> <li>For <i>video-on-demand</i>, within the first three (3) days of the succeeding month.</li> </ul> <i>Note: CPD providers must use the prescribed attendance sheet template/format for uploading.</i>	Accredited CPD Providers
Submission of the Completion Report and supporting documents	<ul style="list-style-type: none"> <li>For <i>face-to-face program</i>, within thirty (30) calendar days after the conduct of the program.</li> <li>For <i>online or webinar</i>, within thirty (30) calendar days after the conduct of the program.</li> <li>For <i>video-on-demand</i>, within the first three (3) days of the succeeding month.</li> </ul> <i>Note: Failure of the provider to submit the Completion Report for its previously offered program/s shall cause the deferment, denial or non-acceptance of the provider's other program applications for accreditation.</i>	Accredited CPD Providers
Submission of Monitoring Report and supporting documents	<ul style="list-style-type: none"> <li>For <i>face-to-face program</i>, within fifteen (15) calendar days after the conduct of the program.</li> <li>For <i>online or webinar</i>, within fifteen (15) calendar days after the conduct of the program.</li> <li>For <i>video-on-demand</i>, within fifteen (15) calendar days after the conduct of the monitoring activity.</li> </ul>	Designated Monitoring and Evaluation Officer (MEO)

The prescriptive periods under other existing issuances are hereby repealed or modified accordingly.

This Resolution shall take effect **after sixty (60) days** following its full and complete publication in the Official Gazette or in newspaper of general circulation in the Philippines to give way to a smooth and efficient transitioning from the old to the new prescriptive periods as herein prescribed.

The CPD Division is hereby directed, in coordination with concerned regional and central offices, to conduct appropriate orientations and information dissemination on these new guidelines.

Let a copy hereof be furnished the University of the Philippines (U.P.) Law Center.

Done this **5<sup>th</sup>** day of **September, 2022** in the City of Manila.

(vacant)  
Chairperson

  
**JOSE Y. CUETO, JR.**  
Acting Chairperson

  
**ERWIN M. ENAD**  
Commissioner

**DATE OF PUBLICATION IN THE**  
*BUSINESS MIRROR* : **Sept. 14, 2022**  
**DATE OF EFFECTIVITY** : **Nov. 14, 2022**

## TIME AND MOTION STUDY OF PROGRAM APPLICATION FOR CPD ACCREDITATION

### Summary of the Study

The Continuing Professional Development Accreditation System (CPDAS) was launched on 01 October 2020 to provide convenience to the transacting public and streamline the process of CPD accreditation. To aide its implementation, Memorandum dated 12 March 2021 was issued reiterating the important prescriptive periods in transacting with the CPDAS, however, a few gaps were noted during its implementation. These findings led to the conduct of Time and Motion Study (TMS) that aimed to carefully compare the existing and proposed prescriptive periods, and ultimately harmonize the same for smooth and seamless implementation of the CPD activities and processes using the CPDAS.

Relative to this, a public consultation was held that presented the initial findings of the conducted TMS and its possible effects and benefits to the stakeholders. Thereafter, the Commission through the CPD Program Management Committee (CPD-PMC) identified the most appropriate proposed policy to be adopted taking into consideration its extensive benefits to the stakeholders, and in this case, the Accredited CPD Providers and the CPD Councils.

Generally, the proposed policy will give CPD providers ample time to properly promote/advertise/market their respective accredited CPD programs together with the accreditation numbers and appropriate CPD units before the actual conduct, which in turn will allow them to accommodate maximum number of target participants. Further, if an unanticipated circumstance arises and there is a need to change the date and/or venue, a request may be sent through the CPDAS within the prescribed period and the CPD Council may act on it even before the actual conduct of the accredited CPD program. On the other hand, the actions of the concerned CPD Council will be in compliance with the existing ARTA Citizen's Charter.

Presented below are the time and motions studies conducted, comparing the new and existing policies on prescriptive periods with different situations for better understanding of all the affected stakeholders:

**I. NEW POLICY ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS**

		ANALYSIS BASED ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS																														
IDEAL FLOW	IDEAL	Number of Working Days																														
		30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
Application																																
Payment (PRC Cashier)				PAID																												
Regional Office - Deferred				DEFERRED																												
Compliance of Provider						COMPLIED FORWARDED																										
Compliance (Forwarding)							ARTA 1	ARTA 2	ARTA 3	ARTA 4					ARTA 5	ARTA 6	ARTA 7	ARTA 8	ARTA 9	ARTA 10												
CPD Council Meeting										Meet 1																						
CPD Council - Deferred										DEFERRED																						
Compliance of Provider															COMPLIED																	
Re-Action (Next Meeting)																					Meet 2											
Change of Date/Venue																												REQUEST				

**Figure 1.** Thirty (30) Working Days Prior to Schedule of Conduct

30-working day program application processing will give just enough time for the Regional Office and the CPD Council to act on the program application, taking into account potential deferments, frequency of CPD Council meetings, or possible changes in the schedule and/or venue of the program to be accredited.

**II. EXISTING POLICY ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS IN DIFFERENT SITUATIONS**

		ANALYSIS BASED ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS																													
PROCESS	IDEAL	Number of Working Days																													
		15	14	13	12	11	10	9	8	7	6	5	4	3	2	1															
Application																															
Payment			PAID																												
Regional Office				FORWARDED	ARTA 1	ARTA 2	ARTA 3	ARTA 4	ARTA 5	ARTA 6	ARTA 7																				
CPD Council												MEET																			
Change of Date/Venue															REQUEST																

**Figure 2.** Fifteen (15) Working Days Prior to Schedule of Conduct with No Deferment at All Levels of Evaluation

1. The policy on the ‘15 working day prior to program offering’ presupposes that no deferment will be made at both the Regional Office and the CPD Council levels. Otherwise, such deferments would consume already a maximum of 12 out of the 15 days allotted time for the processing of the application. Note that this computation does not yet include the number of days that will be consumed for the provider-applicant’s compliance (to be discussed later).
2. The frequency of Council meetings has to be considered also for purposes of determining the sufficiency of the 15 working day period. On the supposition that the CPD Councils meet at least 2x a month or at 10 working days interval, approximately 2 to 0 day/s (deducting 3 to 5 days of processing at the level of the Regional Office) will be left prior to the date of program offering. This limited time effectively deprives the provider from requesting for any change of date, venue, etc. which, under the rules, should be filed at least 5 days before the program offering.

ANALYSIS BASED ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS															
PROCESS	Number of Working Days														
	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Application															
Payment		PAID													
Regional Office - <b>Deferred</b>			DEFERRED												
Compliance (Forwarding)					OMPLIED/ FORWARDED	ARTA 1	ARTA 2	ARTA 3	ARTA 4	ARTA 5					
CPD Council Meeting										MEET					
Change of Date/Venue											REQUEST				

**Figure 3.** Fifteen (15) Working Days Prior to Schedule of Conduct with Deferment at the Regional Office Level

If, for instance, a program application is deferred at the Regional Office level, the provider-applicant is given a maximum of 48 hours/2 days to comply with the deficiency. This means that 5 out of the 15 days processing period have already been consumed. The remaining 10 days will now have to be maximized to cover up for the other processes like deferment at the level of the CPD Council (maximum of 10 days); provider-applicant's compliance (maximum of 10 days); and request for any change in the program (maximum of 5 days). The sum of all these periods is clearly beyond the prescribed period of 15 day prior to date of program offering.

ANALYSIS BASED ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS																				
PROCESS	Number of Working Days																			
	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	-1	-2	-3	-4	-5
Application																				
Payment		PAID																		
Regional Office			FORWARDED	ARTA 1	ARTA 2	ARTA 3	ARTA 4	ARTA 5	ARTA 6	ARTA 7						ARTA 8	ARTA 9	ARTA 10	ARTA 11	ARTA 12
CPD Council Meeting										MEET										
CPD Council - <b>Deferred</b>										DEFERRED										
Compliance of Provider																COMPLIED				
Re-Action (Next Meeting)																				Meet 2
Change of Date/Venue																				

**Figure 4.** Fifteen (15) Working Days Prior to Schedule of Conduct with Deferment at the CPD Council Level

If, on the other hand, a program application is deferred at the CPD Council level, the provider-applicant is given a maximum of ten (10) working days to comply. Assuming that the provider-applicant will use up the entire 10 days, then there will almost be no remaining day left to complete the process, considering the time that could have been consumed at the level of the Regional Office (maximum of 5 days) and the CPD Council (maximum of 10 days).

ANALYSIS BASED ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS																						
PROCESS	Number of Working Days															-1	-2	-3	-4	-5	-6	-7
	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1							
Application																						
Payment (PRC Cashier)		PAID																				
Regional Office - <b>Deferred</b>			DEFERRED																			
Compliance of Provider					COMPLIED/ FORWARDED																	
Compliance (Forwarding)						ARTA 1	ARTA 2	ARTA 3	ARTA 4	ARTA 5							ARTA 6	ARTA 7	ARTA 8	ARTA 9	ARTA 10	
CPD Council Meeting										Meet 1												
CPD Council - <b>Deferred</b>										DEFERRED												
Compliance of Provider																	COMPLIED					
Re-Action (Next Meeting)																				Meet 1		

**Figure 5.** Fifteen (15) Working Days Prior to Schedule of Conduct with Deferments at the Regional Office and CPD Council Levels

The worst-case scenario is when a program application is deferred at both levels of the Regional Office and CPD Council. Obviously, if this happens, maximum of 5 days will already be consumed at the level of the Regional Office and maximum of 20 days if the deferment is at the level of the CPD Council. Adding up these 2 periods will show that 25 days have already been consumed, which is, way beyond the 15 days prior to program offering timeline.