



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
RESOLUTION NO. 1204
Series of 2019

**GUIDELINES ON THE DETERMINATION OF CPD PROVIDERS'
SEMINAR/REGISTRATION FEES**

WHEREAS, Section 6, Article II of Republic Act (R.A.) No. 10912 or the "Continuing Professional Development Act of 2016" enumerates the powers, functions and responsibilities of the Commission and the Professional Regulatory Boards and one of those is to formulate, issue and promulgate guidelines and procedures for the implementation of the CPD Programs;

WHEREAS, the Commission issued Office Order No. 450 (s. 2018) dated July 23, 2018 constituting a committee to review the CPD providers' seminar/registration fees and to recommend the same to the Commission for the standardization of seminar/registration fees;

WHEREAS, the Committee, after careful study of the submitted breakdown of expenses of the CPD providers for their programs' accreditation submitted a report and recommendation for the standardization and rationalization of CPD Providers' Seminar/Registration Fees;

WHEREAS, upon review of the submitted report and recommendation of the Committee and after consultations, the Commission finds the same to be reasonable and acceptable;

NOW THEREFORE, the Commission **RESOLVES** to adopt the recommendation of the Committee on the Review of CPD Providers' Seminar/Registration Fees as the Guidelines on the Determination of CPD Providers' Seminar/Registration Fees, as follows:

Section 1. Registration Fee. – Based on industry practice and within the bounds of accounting norms, the CPD Provider shall charge Registration Fees per participant the amount corresponding to One Hundred Twenty Percent (120%) or less of the total expenses for the event divided by the target number of participants.

Section 2. Formula for the Computation of Seminar/Registration Fee. – The CPD provider shall be guided by the following formula for the computation of seminar/registration fees for CPD activities:

$$\text{Seminar/ Registration Fee} = (\text{Total Expenses}^1 \times 120\%) \div \text{Target Number of Participants}$$

Section 3. Expenses of CPD Activities. – The template for the breakdown of expenses is hereto attached as Annex "A". For any of the listed expenses not applicable to the applied program, Not Applicable or N/A shall be indicated.

Section 4. All CPD Providers with public offering of programs and for a fee shall follow and be guided by the foregoing.

¹ Any expected receipts from sponsors shall be deducted from the total expenses.

Section 5. CPD Councils shall be guided by these guidelines in the approval of CPD activities.

Section 6. For in-house or in-service trainings offered for free by CPD providers, the computation of seminar/registration fee is not required.

Section 7. Repealing Clause- Any resolution, memorandum order or circular and any issuances inconsistent with these guidelines are hereby repealed or modified accordingly.

Section 8. Effectivity – This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation, copy furnished the U.P Law Center.

Done this 4th day of Nov., 2019 in Manila, Philippines.



TEOFILO S. PILANDO, JR.
Chairman



YOLANDA D. REYES
Commissioner



JOSE Y. CUETO, JR.
Commissioner

DATE OF PUBLICATION IN BUSINESS MIRROR . NOV 8, 2019
OFFICIAL (GAZETTE): NOV 8, 2019
DATE OF EFFECTIVITY: NOV 24, 2019

TITLE OF ACTIVITY: _____

TYPE OF ACTIVITY:

<input type="checkbox"/> SEMINAR/ WORKSHOP/ FORUM	<input type="checkbox"/> LEARNING SESSIONS IN THE CONVENTION	<input type="checkbox"/> EDUCATIONAL TOUR	<input type="checkbox"/> OTHERS (Please specify) _____
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DATE: _____

VENUE: _____

TARGET NO. OF PARTICIPANTS: _____

BREAKDOWN OF EXPENSES:

EXPENSE ITEMS	DETAILS OF THE EXPENSES	AMOUNT
1. Venue		
2. Meals		
3. Honoraria a. Speaker (or panel of experts) b. Facilitator c. Moderator/ Master of Ceremony d. Secretariat		
4. Itemized materials (e.g. hand book/ handouts, certificates, pencil and papers, seminar kits, ink for printers)		
5. Advertising expenses		
6. Transportation a. Speaker/s b. Staff		
7. Accommodation (for the speaker)		
8. Processing Fee (Accreditation Fee)		
9. Supplies and Equipment		
10. Laboratory		
11. VAT (12%)		
12. Entrance fees (for museum, heritage/ historical sites, cultural centers, exhibits, geographical sites, other sites, etc.)		
13. Tour guide/ Facilitator's fee		
14. Miscellaneous (Please specify)		

TOTAL EXPENSES: _____