

ZUELLIG FAMILY FOUNDATION
Guidelines on the Issuance of Training Certificates
October 2020

1. Overview

- a. This document outlines the step-by-step procedure on the preparation and issuance of training certificates.
- b. This document complements other quality assurance protocols and processes for training and training management through proper regulation and monitoring of all issued training certificates.

2. Scope

This guideline applies to all units conducting training activities that issue certificates to participants and/or resource persons.

3. Institutional Qualification/Recognition (To be included in the certificate template)

- a. ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
- b. ZFF is a PRC Continuing Professional Development (CPD) Provider with Accreditation No. 2012-087 and 2010-045

4. Guidelines Coverage and Principles

- a. Training certificates shall be provided regardless of the training platform used. Printed certificates shall be given upon completion of face-to-face training, while electronic certificates shall be provided for online training.
- b. ZFF maintains strict security on the use of signatures/electronic signatures, printing, storage, and issuance of certificates.
- c. ZFF classifies training certificates into four: Certificate of Attendance, Certificate of Participation, Certificate of Completion, and Certificate of Appreciation. Each certificate requires different criteria and eligibility as shown in Table 1.

Table 1. Certificate Category and Eligibility

| CERTIFICATE | TYPE OF TRAINING ACTIVITY | ELIGIBILITY |
|------------------------------|---|---|
| Certificate of Attendance | <ul style="list-style-type: none"> Webinars¹ | <ul style="list-style-type: none"> Registered participants verified in the attendance sheet or Google forms/Zoom registration No output required from target participants |
| Certificate of Participation | <ul style="list-style-type: none"> Stand-alone/modular courses² | <ul style="list-style-type: none"> Registered participants verified in the attendance sheet or Google forms/Zoom registration Completed attendance or catch up sessions (in case of valid absences) Completed and submitted the pre and post-tests and other required training outputs |
| Certificate of Completion | <ul style="list-style-type: none"> Completion of program³ | <ul style="list-style-type: none"> Satisfactorily completed the required modular courses and practicum requirements set under the program. |
| Certificate of Appreciation | N/A | <ul style="list-style-type: none"> Resource Person/Facilitator |

- d. The actual signatories shall depend on the protocols of the awarding unit, agency (in case of training partnerships), or institution (in the case of our Academic Partners). For ZFF, the levels of signatories for the certificates are shown in Table 2:

Table 2 Level of Signatories for Certificates

| TYPE/NATURE OF ACTIVITY | SIGNATORY |
|--------------------------------------|--|
| Webinars, Standalone/Modular Courses | Director or Deputy Executive Director (DED) of the host unit |
| Completion of program | Executive Director |
| Certificate of Appreciation | Director or Deputy Executive Director (DED) of the host unit or Executive Director |

- e. Creation of certificates shall follow the prescribed format set by the Institute (please see **Annex A to H** for templates). A unique certificate ID (**training activity code-yyyy-mm-dd-serial number**) with QR code per participant shall be placed in every certificate. The Institute, through its QA unit, shall oversee the creation and issuance of the certificate ID.

¹ Webinars are live online sessions delivered by experts on highly specialized topics; designed for rapid knowledge sharing.

² Standalone/modular courses are courses that can be taken without practicum requirements; may be a method for knowledge sharing; may be synchronous or asynchronous (self-paced), depending on the design.

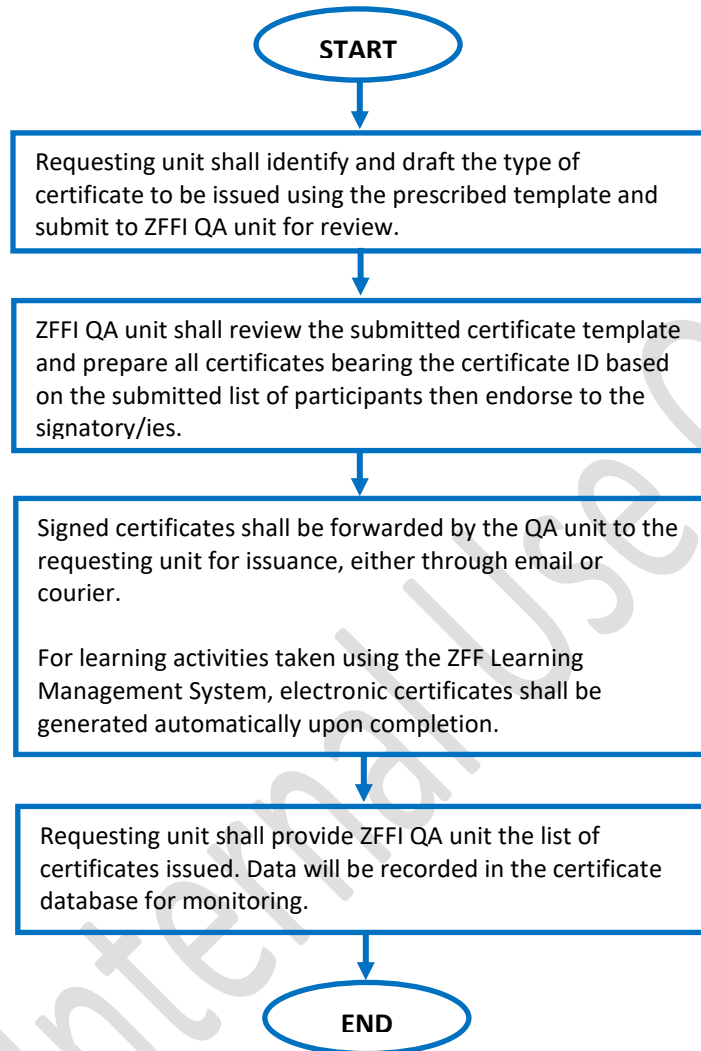
³ A program is made up of several standalone courses, but supplemented with a guided practicum and tools for work application.

- f. For training activities/courses that are already accredited by the PRC, the module description on the certificate will be changed to the number of units instead of the number of study hours. However, there is a need to identify the competencies as well as the number of study hours covered per competency (per PRC guidelines). For training activities/courses that are still on the process of accreditation for CPD credentialing, the module description is placed as is.
- g. Printed certificates shall be awarded at the end of the training activity while electronic certificates shall be issued to participants through the email address provided in the activity registration after accomplishing the evaluation form/survey. Participants who attended the online training activity/course but failed to pre-register shall have their names and agency listed in the chat box during the live online session. Likewise, participants who are attending using their office e-mail address shall have their names listed in the chat box or platform recommended by the host unit to monitor the attendees.
- h. Electronic certificates will be issued for learning activities conducted through the ZFF Learning Management System. The certificate will be automatically generated once the course is completed.
- i. All participants of technical training activities conducted by ZFF or in partnership with other institution/s shall be awarded with certificate of attendance or certificate of participation (depending on the eligibility/requirements set for the activity) as needed or as requested.
- j. In case the original certificate awarded to a participant is misplaced, s/he may request for replacement by sending an email to the host unit. The replacement shall be on the official template and shall bear the original certificate ID.

5. Process Flow and Administrative Procedure

- a. The request for printed training certificates for face-to-face learning sessions with pre-identified participants shall be forwarded to ZFFI at least five (5) working days before the actual conduct of the training. Please ensure that details are correctly provided (name, PRC license number/s, title of training, date, venue, etc.).
- b. For webinars and standalone/modular courses, electronic certificates shall be issued within five (5) working days after the conduct of the activity.
- c. The creation and issuance of certificates shall follow the process flow shown in Figure 1:

Figure 1. Issuance of Certificates Process Flow



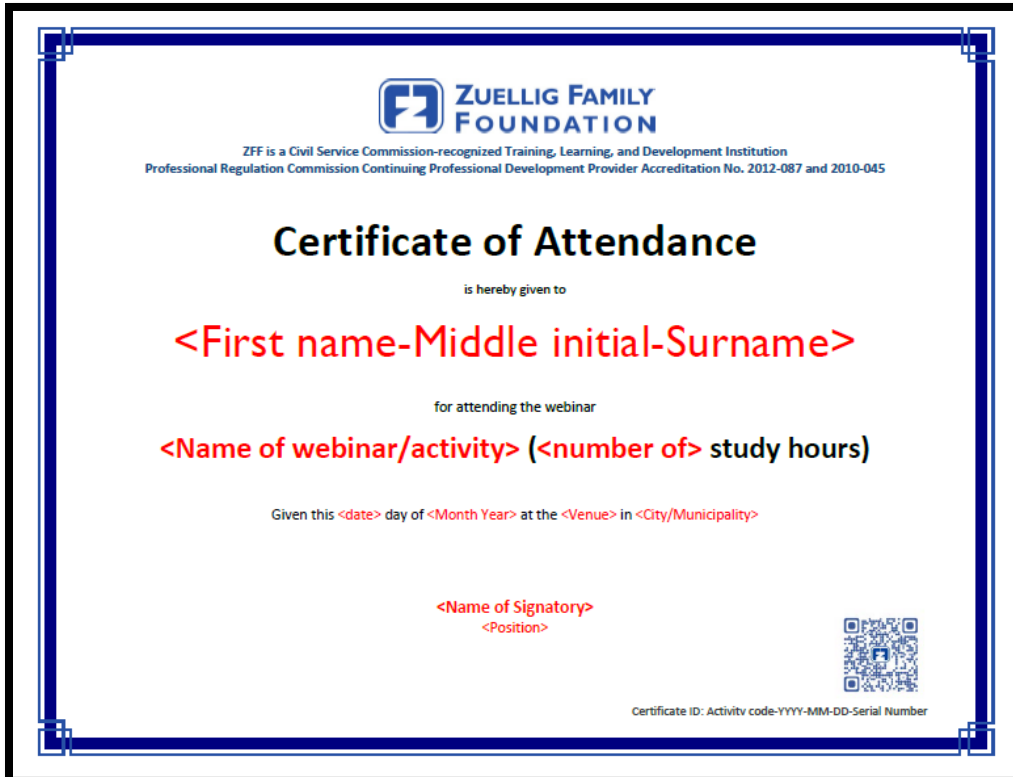
- d. These guidelines will be available on the Knowledge Management site for reference.
- e. Any changes in the guidelines will be issued to staff as appropriate.

REVISION HISTORY

| Revision Number | Date of Revision | Description/Modification |
|-----------------|-------------------|--|
| 0 | October 2, 2020 | Original Document |
| 1 | November 11, 2020 | Inclusion of provision on technical training activities conducted by ZFF or in partnership with other institution/s. |
| | | |

For Internal Use Only

Annex A. Sample Certificate of Attendance (ZFF-led)



 **ZUELLIG FAMILY
FOUNDATION**

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Attendance

is hereby given to

<First name-Middle initial-Surname>

for attending the webinar

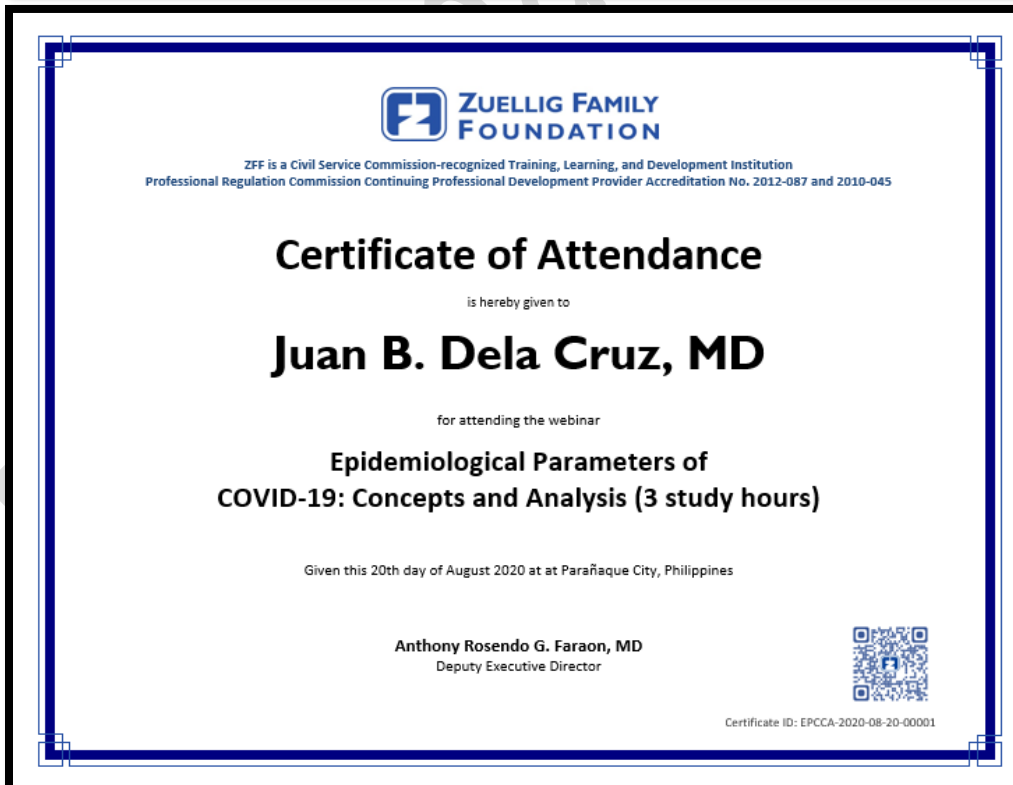
<Name of webinar/activity> (<number of> study hours)


Given this <date> day of <Month Year> at the <Venue> in <City/Municipality>

<Name of Signatory>
<Position>



Certificate ID: Activity code-YYYY-MM-DD-Serial Number



 **ZUELLIG FAMILY
FOUNDATION**

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Attendance

is hereby given to


Juan B. Dela Cruz, MD

for attending the webinar

**Epidemiological Parameters of
COVID-19: Concepts and Analysis (3 study hours)**

Given this 20th day of August 2020 at at Parañaque City, Philippines








Anthony Rosendo G. Faraon, MD
Deputy Executive Director



Certificate ID: EPCCA-2020-08-20-00001

Annex B. Certificate of Attendance Template (with partners)



ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Attendance

is hereby given to

<First Name-Middle Initial-Surname>


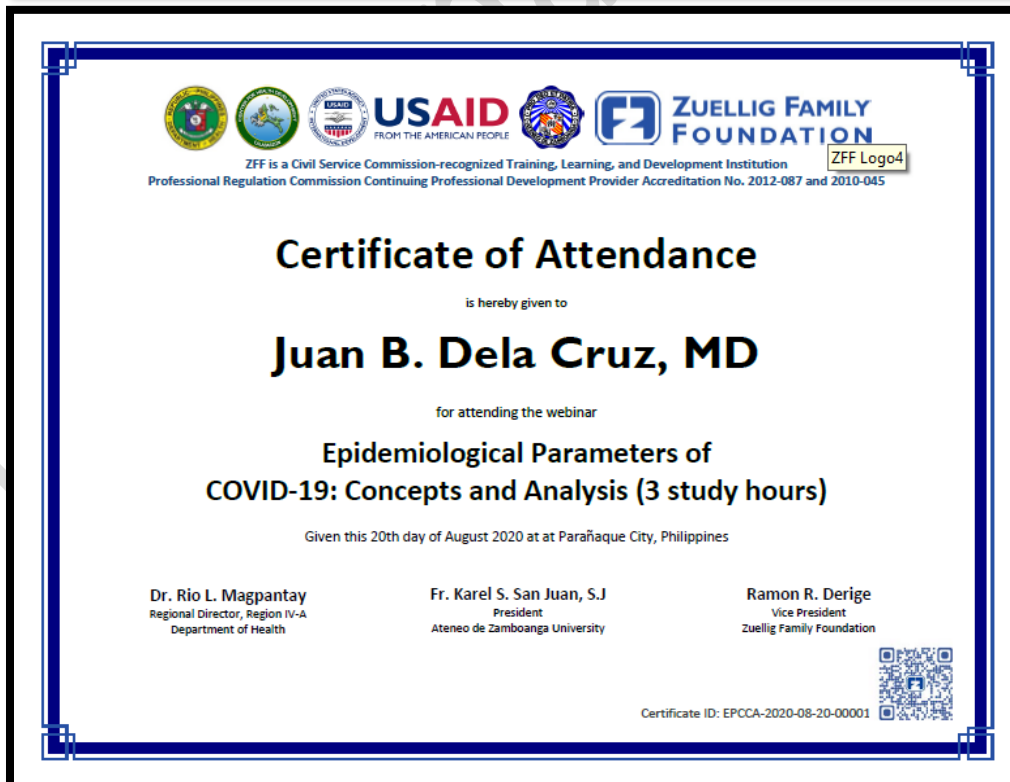
for attending the webinar








<Name of webinar/activity> (<number of> study hours)

Given this <date> day of <Month Year> at the <Venue> in <City/Municipality>

| | | |
|--|--|---|
| <Name of Signatory from DOH> <Position> <Office> | <Name of Signatory from Academe> <Position> <Office> | <Name of Signatory from ZFF> <Position> Zuellig Family Foundation |
|--|--|---|

Certificate ID: Activity code-YYYY-MM-DD-Serial Number

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Attendance

is hereby given to

Juan B. Dela Cruz, MD


for attending the webinar

**Epidemiological Parameters of
COVID-19: Concepts and Analysis (3 study hours)**

Given this 20th day of August 2020 at at Parañaque City, Philippines

| | | |
|--|--|--|
| Dr. Rio L. Magpantay Regional Director, Region IV-A Department of Health | Fr. Karel S. San Juan, SJ President Ateneo de Zamboanga University | Ramon R. Derige Vice President Zuellig Family Foundation |
|--|--|--|

Certificate ID: EPCCA-2020-08-20-00001



Annex C. Certificate of Participation Template (ZFF-led)



 **ZUELLIG FAMILY
FOUNDATION**

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Participation

is hereby given to

<First Name-Middle Initial-Surname>

PRC License No. <insert PRC license number of participant, if applicable>

for successfully completing the

<TRAINING PROGRAM>
<MODULE NUMBER, if applicable>

A <number of days>-day course held on <Month, Days, Year> (<number of> study hours)

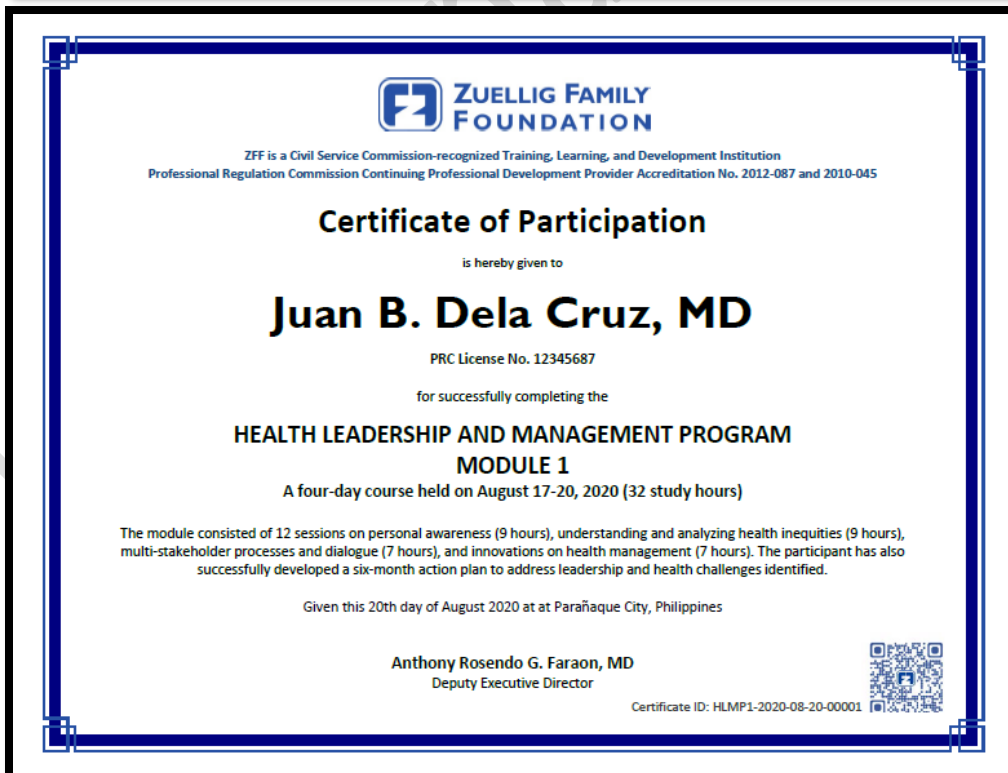
The module consisted of <number of sessions> sessions on <competencies> (<number of hours>), <competencies> (<number of hours>), <competencies> (<number of hours>), and <competencies> (<number of hours>). The participant has also successfully developed a <period e.g. six-month> action plan to address leadership and health challenges identified.


Given this <last day of training> day of <Month Year> at the <Venue> in <City/Municipality>.

<Name of Signatory>
<Position>



Certificate ID: Activity code-YYYY-MM-DD-Serial Number



 **ZUELLIG FAMILY
FOUNDATION**

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Participation

is hereby given to

Juan B. Dela Cruz, MD

PRC License No. 12345687

for successfully completing the


HEALTH LEADERSHIP AND MANAGEMENT PROGRAM
MODULE 1

A four-day course held on August 17-20, 2020 (32 study hours)

The module consisted of 12 sessions on personal awareness (9 hours), understanding and analyzing health inequities (9 hours), multi-stakeholder processes and dialogue (7 hours), and innovations on health management (7 hours). The participant has also successfully developed a six-month action plan to address leadership and health challenges identified.

Given this 20th day of August 2020 at at Parañaque City, Philippines

Anthony Rosendo G. Faraon, MD
Deputy Executive Director



Certificate ID: HLMP1-2020-08-20-00001

Annex D. Certificate of Participation Template (with partners)





 ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
 Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Participation

is hereby given to

<First Name-Middle initial-Surname>

PRC License No. <insert PRC license number of participant, if applicable>

for successfully completing the

<TRAINING PROGRAM> <MODULE NUMBER, if applicable>

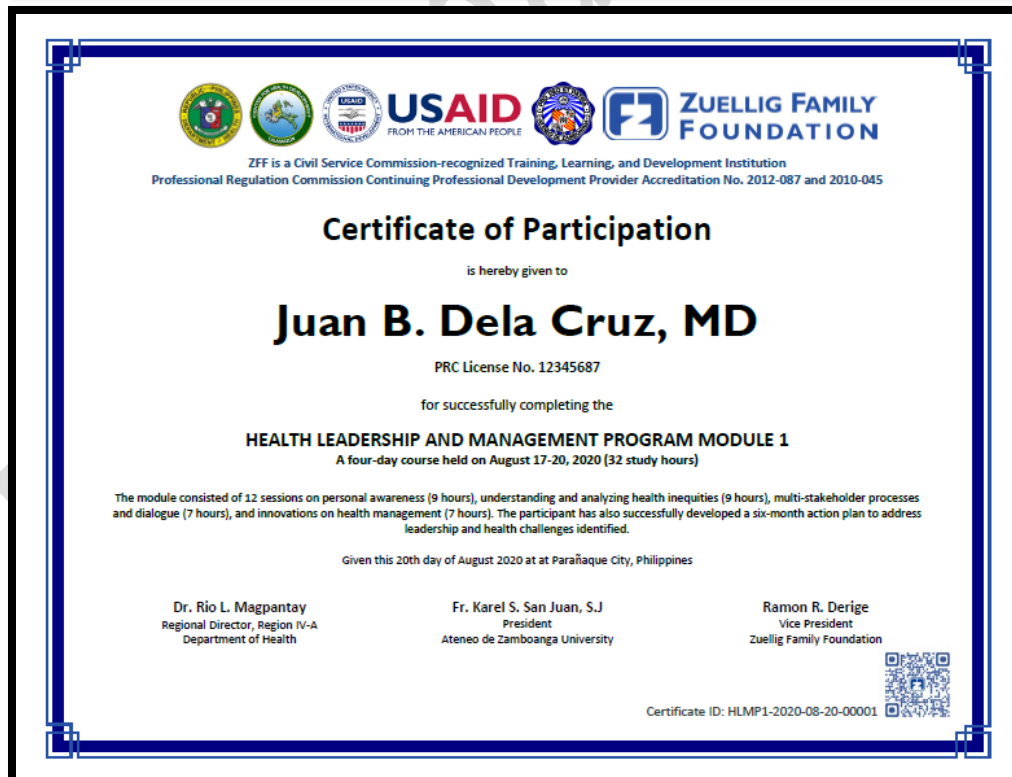
A <number of days>-day course held on <Month, Days, Year> (<number of> study hours)


The module consisted of <number of sessions> sessions on <competencies> (<number of hours>), <competencies> (<number of hours>), <competencies> (<number of hours>), and <competencies> (<number of hours>). The participant has also successfully developed a <period e.g. six-month> action plan to address leadership and health challenges identified.

Given this <last day of training> day of <Month Year> at the <venue> in <City/Municipality>

<Name of Signatory from DOH>
<Position>
<Office>
<Name of Signatory from Academe>
<Position>
<Office>
<Name of Signatory from ZFF>
<Position>
Zuellig Family Foundation

Certificate ID: Activity code-YYYY-MM-DD-Serial Number 





 ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
 Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Participation

is hereby given to

Juan B. Dela Cruz, MD

PRC License No. 12345687

for successfully completing the


HEALTH LEADERSHIP AND MANAGEMENT PROGRAM MODULE 1

A four-day course held on August 17-20, 2020 (32 study hours)

The module consisted of 12 sessions on personal awareness (9 hours), understanding and analyzing health inequities (9 hours), multi-stakeholder processes and dialogue (7 hours), and innovations on health management (7 hours). The participant has also successfully developed a six-month action plan to address leadership and health challenges identified.

Given this 20th day of August 2020 at at Parañaque City, Philippines

Dr. Rio L. Magpantay
Regional Director, Region IV-A
Department of Health
Fr. Karel S. San Juan, S.J
President
Ateneo de Zamboanga University
Ramon R. Derige
Vice President
Zuellig Family Foundation

Certificate ID: HLMP1-2020-08-20-00001 

Annex E. Certificate of Completion Template (ZFF-led)




**ZUELLIG FAMILY
FOUNDATION**

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Completion

is hereby given to

<First Name-Middle initial-Surname>

PRC License No. <insert PRC license number of participant, if applicable>

for successfully completing the

<TRAINING PROGRAM>

A <number of modules>-module course held between <Date of 1st day of 1st module> and <Date of colloquium>
(<number of> study hours)

The course consisted of <number of modules> modules on <competencies> (<number of hours>), <competencies> (<number of hours>),
<competencies> (<number of hours>), and <competencies> (<number of hours>). The participant has also completed <number of practicum
period> practicums in which <he/she> was able to demonstrate <his/her> Bridging Leadership competencies.

Given this <date of program colloquia> day of <Month Year> at the <Venue> in <City/Municipality>.

<Name of Signatory>
<position>



Certificate ID: Activity code-YYYY-MM-DD-Serial Number




**ZUELLIG FAMILY
FOUNDATION**

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Completion

is hereby given to

Juan B. Dela Cruz, MD

PRC License No. 12345687

for successfully completing the

HEALTH LEADERSHIP AND MANAGEMENT PROGRAM

A four-module course held between February 3, 2020 and August 20, 2020 (128 study hours)

The course consisted of four modules on grounding and visioning (32 hours), deepening relationships to sustain gains in health outcomes (32
hours), and coaching (64 hours). The participant has also completed three practicums in which she was able to demonstrate her Bridging
Leadership competencies.

Given this 20th day of August 2020 at the Zuellig Family Foundation office in Parañaque City.

Ernesto D. Garilao
President



Certificate ID: HLMP-2020-08-20-00001

Annex F. Certificate of Completion Template (with partners)





 ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
 Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Completion

is hereby given to

<First Name-Middle initial-Surname>

PRC License No. <insert PRC license number of participant, if applicable>

for successfully completing the

<TRAINING PROGRAM>

A <number of modules>-module course held between <Date of 1st day of 1st module> and <Date of colloquium> (<number of study hours>)

The course consisted of <number of modules> modules on <competencies> (<number of hours>), <competencies> (<number of hours>), <competencies> (<number of hours>), and <competencies> (<number of hours>). The participant has also completed <number of practicum period> practicums in which <he/she> was able to demonstrate <his/her> Bridging Leadership competencies.

Given this <date of program colloquia> day of <Month Year> at the <Venue> in <City/Municipality>.

| | | |
|--|--|---|
| <Name of Signatory from DOH> <small><Position> <Office></small> | <Name of Signatory from Academe> <small><Position> <Office></small> | <Name of Signatory from ZFF> <small><Position> Zuellig Family Foundation</small> |
|--|--|---|


 Certificate ID: Activity code-YYYY-MM-DD-Serial Number





 ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
 Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Completion

is hereby given to

Juan B. Dela Cruz, MD

PRC License No. 12345687

for successfully completing the

HEALTH LEADERSHIP AND MANAGEMENT PROGRAM

A four-module course held between February 3, 2020 and August 20, 2020 (128 study hours)

The course consisted of four modules on grounding and visioning (32 hours), deepening relationships to sustain gains in health outcomes (32 hours), and coaching (64 hours). The participant has also completed three practicums in which she was able to demonstrate her Bridging Leadership competencies.

Given this 20th day of August 2020 at the Zuellig Family Foundation office in Parañaque City.

| | | |
|--|--|--|
| Dr. Rio L. Magpantay <small>Regional Director, Region IV-A Department of Health</small> | Fr. Karel S. San Juan, SJ <small>President Ateneo de Zamboanga University</small> | Ernesto D. Garilao <small>President Zuellig Family Foundation</small> |
|--|--|--|


 Certificate ID: HLMP-2020-08-20-00001

Annex G. Certificate of Appreciation Template (ZFF-led)



 **ZUELLIG FAMILY
FOUNDATION**

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Appreciation

is hereby given to

<First Name-Middle initial-Surname>

for being a resource speaker in the

<Name of webinar/activity> (<number of> study hours)

Given this <date> day of <Month Year> at the <Venue> in <City/Municipality>

<Name of Signatory>
<Position>



Certificate ID: RPActivCode-YYYY-MM-DD-Serial Number



 **ZUELLIG FAMILY
FOUNDATION**

ZFF is a Civil Service Commission-recognized Training, Learning, and Development Institution
Professional Regulation Commission Continuing Professional Development Provider Accreditation No. 2012-087 and 2010-045

Certificate of Appreciation

is hereby given to

Dir. Juan B. Dela Cruz, MD

for being a resource speaker in the

**Guidelines on Management of
Dead COVID-19 Patients (3 study hours)**

Given this 14th day of August, 2020 at Parañaque City, Philippines

Anthony Rosendo G. Faraon, MD
Deputy Executive Director



Certificate ID: RPGMDCP-2020-08-14-0002

