

MEMORANDUM

17 December 2020

FOR : AUSTERE A. PANADERO, Executive Director
THRU : DR. ANTHONY ROSENDO G. FARAON, Deputy Executive Director
FROM : ROSARIE V. GABUYA, QA and Certification Associate
PHILIP JEROME A. FLORES, QA and Certification Manager
WESLEY T. VILLANUEVA, Support Group Director
SUBJECT: Approval of Guidelines on PRC CPD Application for Training Activities and Programs

1. The guidelines have been drafted to outline the application process and requirements for PRC CPD accreditation of training activities and programs based on PRC Resolution No. 1244 on the matrix of CPD activities, revised CPD forms, and CPD glossary.
2. The guidelines apply to all units conducting leadership training activities and programs regardless of training platform used – online, blended, or face-to-face.
3. The guidelines also include the proposed timeline of submission of requirements with lead time for processing as shown in the table below:

Activity	ZFFI Verification of submitted requirements	Admin Application/submission at the PRC Central Office	PRC Awarding body
Application for CPD accreditation	45 calendar days before the program	40 calendar days before the program	30 calendar days before the activity [15 working days], need to factor in holidays and force majeure. 15 working days is estimated to be 21 calendar days at the minimum. ZFF use 30 calendar days.
Submission of completion report	10 calendar days after the activity	20 calendar days after the activity	20 calendar days after the activity

4. A provision on the application process and required supporting documents for Self-Directed Learning (SDL) is also covered in the guidelines. SDL refers to learning activities which did not undergo CPD accreditation but may be applied for and awarded with CPD credit after assessment by the PRC. SDL is also the option for technical training activities hosted by ZFF or co-hosted with other institution/s.

5. The Institute through the Quality Assurance and Certification Unit shall be in charge of monitoring the implementation of the guidelines while the Administrative Support Group shall work on the application and follow up at the PRC central office.
 6. The guidelines has been reviewed and proofread by the Corporate Communications department for coherence and compliance to the foundation's publication protocol.
 7. Complete details of the guidelines and PRC forms are attached. These shall also be made available in the Knowledge Management site for easy access.
 8. For approval to publish and disseminate, please. Thank you.
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