



Boy Scouts of the Philippines

National Office

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10 October 2020

NATIONAL OFFICE MEMORANDUM

No. 64

Series of 2020

TO : National Office Directors and Executives
Regional Scout Directors and Executives
Council Scout Executives and Officers-In-Charge
Commissioners at all Ranks and Levels
Lay Leaders and Members-at-Large
Unit Leaders and Assistants
All Others Concerned

SUBJECT : **IMPLEMENTING RULES AND REGULATIONS ON THE APPLICATION FOR COURSE RECOGNITION OF TRAINING COURSES WITH CORRESPONDING CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CREDIT UNITS**

1. Under the provisions of PRC Resolution No. 1032, Series of 2017 and the Implementing Rules and Regulations of the Republic Act No. 10912, otherwise known as the CPD Act of 2016, the Boy Scouts of the Philippines – National Office was duly accredited by the Philippine Regulations Commission as a Continuing Professional Development (CPD) Provider under the Council for Professional Teachers with the following details:

Accreditation No.: PTR-2019-340
Date of Issuance: 7 October 2019
Period of Validity: Until 6 October 2022

2. Pursuant to this, a set of Implementing Rules and Regulations on the Application for Course Recognition of Training Courses with Corresponding CPD Credit Units, is hereby released, therefore abiding by all the applicable provisions of the following:
 - a. **PRC Resolution No. 1207 Series of 2019** on Guidelines on the Accreditation of Online Training Program;
 - b. **PRC Resolution No. 1244 Series of 2020** on Guidelines on the Matrix of Continuing Professional Development (CPD) Activities, Revised CPD Forms and CPD Glossary; and
 - c. **PRC Resolution No. 48 series of 2020** on Waiving the Accreditation Fee for Online Trainings and Programs offered for Free and Accepting Applications for CPD Providers who offered or started to offer their Online Trainings and Programs during the State of Public Health Emergency due to COVID-19 Crisis.
3. This serves as a guide to all Regional Offices and Local Councils on the Administration of Basic and Advanced Training Courses, Courses for Managers of Learning, Courses for Managers of Training, Seminar-Workshops, Roundtable Meetings, Conferences and other related Adult Leader Training activities that will be qualified to provide CPD Credit Units to all Professional Teachers who are actively serving the Scouting Movement as Unit Leaders, Leaders of Adults and members of the Training Team.

4. This memorandum shall supersede the specific provisions stated in the 2016 BSP National Training Policy, particularly on the prescribed number of days set for the submission of Application for Course Recognition, Monitoring Report and Completion Report, in compliance with the PRC requirements.
5. For and on behalf of the Adults in Scouting Committee of the National Executive Board and the National Training Commission, this office enjoins all concerned to encourage and promote the conduct of their respective Adult Training Courses based on the needs of their Local Councils, and to practice prudence in planning and organizing training courses for our Adults in Scouting.
6. The BSP-NO, as an Accredited CPD Provider for Professional Teachers shall apply corresponding CPD Credit Units to all its Training Courses for Adults in Scouting, and ensure that technical assistance and support will be provided to all interested Regional Offices and Local Councils.
7. Enclosed herewith are the following documents for your easy reference, viz;
 - a. Certificate of Accreditation
 - b. CPD Form 17 – Resume of Resource Person
 - c. CPD Form 12 A – Registration Sheet
 - d. CPD Form 12 B – Attendance Sheet
8. Should you have further queries, you may refer them directly to **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive, via email at yasser_bsp@yahoo.com or yazsarona@gmail.com.
9. For more guidance, you may also reach **Rev. Leonides T. Son, PhD, LT**, National Training Commissioner via email at leonides.son@gmail.com.
10. For information, guidance and compliance of all concerned.



ROGELIO S. VILLA, JR.
Secretary General

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**Republic of the Philippines
Professional Regulation Commission
Manila**

CPD COUNCIL FOR PROFESSIONAL TEACHERS

awards this

Certificate of Accreditation

to

**BOY SCOUTS OF THE PHILIPPINES-
NATIONAL OFFICE MANILA**

181 Natividad, Almeda Lopez Street, Ermita, Manila, Metro Manila, Philippines

*For having completed the requirements for
Continuing Professional Development (CPD) as CPD Provider
in accordance with the "Implementing Rules and Regulations (IRR)
of Republic Act No. 10912, otherwise known as the CPD Act of 2016"
set forth by the **PROFESSIONAL REGULATION COMMISSION**
in Resolution No. 1032, Series of 2017*

Accreditation No. PTR-2019-340

*Given this 7th day of October 2019.
Expires on 6th October 2022.*




ROSITA L. NAVARRO
Chairperson

IMPLEMENTING RULES AND REGULATIONS (IRR) ON THE APPLICATION FOR COURSE RECOGNITION OF ALL TRAINING COURSES WITH CORRESPONDING CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CREDIT UNITS

A. GENERAL INFORMATION

- a. The Republic Act No. 10912, otherwise known as the "Continuing Professional Development (CPD) Act of 2016, is an act which requires CPD as the mandatory requirement for the renewal of Professional Identification Card of all Licensed Professionals in the Philippines.
- b. Pursuant to Resolution No. 11, S. 2017, of the Professional Regulatory Board for Professional Teachers, the following is the transitory period for the compliance of their Credit Units.

Year of Renewal	Required Number of Credit Units
December 2017	15
January – December 2018	30
January 2019 – Onwards	45

- c. The CPD Credit Units (CUs) refer to the value of an amount of learning achieved from formal, informal or non-formal learning including professional work experience wherein credits can be accumulated to predetermined levels for the award of a qualification.
- d. Pursuant to PRC Resolution No. 1207 Series of 2019, Online Training Programs are now eligible for accreditation, subject to applicable requirements and procedures. Thus, Basic and Advanced Training Courses, Trainer's Training Courses, Specialization Courses, Seminar-Workshops, Webinars, Conferences, Conventions, Forums, Online Learnings, and other similar training programs can now be applied for corresponding CPD Credit Units.
- e. Pursuant to PRC Resolution No. 1248 Series of 2020, Scouting is qualified as Non-Formal Learning (learning that has been acquired in addition or alternatively to Formal Learning, which may be structured and made more flexible according to educational and training arrangements). This includes CPD accredited activities and Self-Directed activities (done through Self-Directed Learning).
- f. Self-Directed Learning (SDL) includes professional activities and volunteer engagement. Only 30% of the required CPD Credit Units per compliance period can be earned under SDL. The excess no. of points shall not be carried over to the next compliance period.
 - f.1 Professional activities include conferences, seminars, workshops, in-service trainings, webinars, tutorials, study tours/plan visits, exhibits, poster presentations, program/module development, publications, invention, consultancy, and recognition/award/title.
 - f.2 Volunteer engagement activities include medical missions, outreach programs, environmental initiatives, livelihood programs, disaster/calamity assistance, service to worthy projects, and Corporate Social Responsibility (CSR) Projects. These include BSP projects such as:
 - f.2.1 Go Green, Urban Agriculture Project and Earth Tribe (Tide Turners Plastic Challenge Badge, Scouts Go Solar Challenge Badge and the Champions for Nature Challenge (Panda) Badge)
 - f.2.2 Earth Hour, International Coastal Clean-Up and World Environment Day
 - f.2.3 Brigada Eskwela
 - f.2.4 Road Safety Awareness

ALLOTMENT OF CPD UNITS

ROLE	CPD ACCREDITED		NON-ACCREDITED	
	RECOMMENDED* MINIMUM CREDIT UNITS (CU)	SUPPORTING DOCUMENTS	APPROVED CREDIT UNITS (CU)	SUPPORTING DOCUMENTS
2.1. Participant	Approved CU	Certificate as Participant with Approved CU and Accreditation Number	CU assigned by the CPD Council	Certificate as Participant and Copy of the Program
2.2. Keynote Speaker	3 CU per hour or fraction thereof	Certificate as Speaker, Panelist, etc. with program Accreditation Number		Certificate as Speaker, Panelist, etc., and Copy of the Program.
2.3. Resource Person				
2.4 Panelist / Reactor /Discussant	2 CU per hour or a fraction thereof			
2.5. Moderator	2 CU per hour			
2.6 Facilitator	1 CU per hour			
2.7. Poster Presenter	3 CU per hour or fraction thereof	Certificate as Poster Presenter, Description of Activity, including results (if applicable)	CU assigned by the CPD Council	Certificate as Poster Presenter, Description of Activity, including results (if applicable)

*The CPD Council may approve more CPD Credit Units as deemed appropriate.

Other Self-Directed Learning Activities include CPD programs that contribute to the learning of professionals and are not included in the table above. Items presented below are those applicable to the nature of programs, projects and activities of the Boy Scouts of the Philippines.

PROGRAM / ACTIVITIES / ROLE / OUTPUT	APPROVED CREDIT UNITS (CU)	SUPPORTING DOCUMENTS
Research and Development	10 CUs If more than one researcher, divide equally among them	Research Report
Extension		
Demonstration Services	CU assigned by the CPD Council	Certification from the agency/community and Copy of the Training Program
Training Services		
Advisory Services		
Information Dissemination		
Socio-Civic Activities		
CSR Related to the Profession	CU assigned by the CPD Council	Photos and Certification from the agency/community
Community-Related Services		
Monitoring and Evaluation		
Monitor	Twice the number of approved CU for the program	Monitoring Report Certificate of Appearance and Authority to Monitor issued by the PRC
Evaluator	1 CU per hour	Evaluation Report, Attendance Report and Certificate as Evaluator issued by the PRC

For the purpose of uniformity, the following terms were defined in PRC Resolution No. 2019-1207 as follows:

- 1. Bandwidth** – the amount of data that can be transmitted in a fixed amount of time. For digital devices, it is usually expressed in bits per seconds (bps) or bytes per second. For analog devices, it is expressed in cycles per second, or Hertz (Hz).

**The host Regional Office and/or Local Council shall see to it and ensure that their paid subscribed plans from their Internet Service Provider (ISP) has sufficient Bandwidth to accommodate their target number of participants in their Online Training Courses, Programs and Webinars.*

- 2. Online Learning** – activities acquired through digital platforms and through the internet.
- 3. Online Continuing Professional Development program** – a form of instruction that takes place completely on the internet. It involves a variety of multi-media elements including graphics, audio, video, and web-links that can be accessed through one's internet browser.

**We enjoin all Regional Offices and Local Councils to start meeting and planning with their Training Team to set and schedule their online BTCs that will be covered in this Online CPD Program.*

- 4. Platform** – a group of technologies that are used as a base upon which other applications, processes or technologies are developed.

**It is highly recommended that Regional Offices and Local Councils must have their subscribed Platforms such as Zoom, Google Meet and Microsoft Team among others for webinars and trainings. A free account is very limited in terms of number of participants and number of hours for free usage. This also has very limited learning features and functionality in terms of break-out room sessions, online collaborations, live polls, surveys and online quizzes.*

- 5. Video-On-Demand** – CPD Programs that are filmed then uploaded for consumption after the fact.

**Regional Offices and Local Councils may plan and conduct series of Skills Enhancement and Proficiency Learning Sessions by recruiting Training Team members to shoot and film their skills for viewing of Unit Leaders. This may include Scoutcraft and Merit Badge-related skills such as Ropework, Pioneering, First Aid, Safety, Home Repairs, Electronics, Electricity, Livelihood, Agriculture and others that can be used at home since most of our localities are still under quarantine protocols.*

- 6. Webinar** – CPD programs that are broadcasted live over the internet

**Regional Offices and Local Councils may apply their Webinars for corresponding CPD Credit Units for the benefit of our Adult Leaders. This may include but are not limited to Unit Leader Roundtables, Seminar-Workshops and other formal and informal training courses and personal development initiatives covering our National Flagship Programs such as Urban Agriculture Project, Road Safety and Membership Growth, Better World Framework and Scouts for Sustainable Development Goals (SDGs).*

B. BEFORE THE TRAINING COURSE

a. Submission of Application for Course Recognition

Local Councils and Regional Offices who wish to include CPD Credit Units to their Training Courses shall submit the following documents to the National Office, BSP, c/o Field Operations Division, Attention to: **Mr. Yasser F. Sarona**, Program & Adult Resources Development Executive and CPD Program Coordinator at least **fifteen (15) days** before the scheduled course:

a.1 Application for Course Recognition

a.2 Duly filled out PRC CPD form

a.3 Resume of the Resource Person and assigned topics as indicated in the prescribed Course Syllabus

Also, all documents for events that are intended to be offered to our Adults in Scouting with corresponding CPD Credit Units **shall be submitted within fifteen (15) days prior to the date of scheduled event.**

All submissions shall be made electronically via Email at yasser_bsp@yahoo.com and yazsarona@gmail.com. This will be uploaded in the Online PRC Continuing Professional Development Accreditation System (CPDAS).

b. BSP Training Team Members as Course Staff

These are Wood Badge Holders with Course for Managers of Learning (WBH w/CML), Assistant Leader Trainers (ALTs), Assistant Leader Trainers with Course for Managers of Training (ALTs w/CMT) and Leader Trainers (LTs) who are also Professional Teachers with valid PRC Licenses. They are eligible to serve in BSP Training Courses with corresponding CPD Credit Units.

b.1 Local Councils and Regional Offices who wish to apply for Course Recognition of Training Courses with corresponding CPD Credit Units shall organize a Course Staff composed of qualified Training Team members with valid PRC License for Professional Teachers.

b.2 Each member of the Course Staff shall fill out the **Standard PRC-CPD Form – Resume of the Resource Person** for this purpose. (See attached file for your reference)

c. Requirements for Application for Course Recognition of Online Training Programs, Courses and Webinars

c.1 Registration Link of the Online Training, Webinar or Program being offered

c.2 Uniform Resource Locator (URL) Link of the Online Training, Webinar or Program including Meeting or User ID and Password for Zoom, Google Meet, Microsoft Team and/or other related Learning Management Systems Platform

c.3 Proof of subscription to Web-Based Programs, Softwares and Platforms that will be used for the Online Training, Programs and Webinars

c.4 Proof of sufficient bandwidth as indicated in the Paid Subscription Plan from your Internet Service Provider

c.5 List of Course Staff with corresponding PRC CPD Form – Resume of Resource Person signed individually

c.6 List of Registered Participants to the Online Training, Webinar or Program using the prescribed PRC Form Registration Sheet indicating the Name, Signature, Mobile Number, Email Addresses, PRC License Numbers and date of expiry.(See attached form for your easy reference)

d. **Presumptive Approval**

Pursuant to Section 14 of the Revised IRR of R.A. No. 10912, all CPD Program duly submitted for accreditation shall be deemed approved after ten (10) working days from receipt thereof if no feedback from the CPD Council is received. Thereafter, the CPD providers shall be allowed to offer the same, provided, that the applicable rule of awarding of credit is strictly observed.

e. **No Changes to the Program After Accreditation**

No changes shall be applied to the program after accreditation has been made.


C. DURING THE TRAINING COURSE

- a. The CPD Council or its designated monitoring officials shall evaluate the implementation of the program/services offered. Only CPD Council, alternates and evaluators are allowed to monitor online training courses/programs.
- b. All Training Programs, Courses, Webinars and related CPD Activities delivered online shall be recorded properly using the standard audio and video format and shall form part of the requirements to be submitted to the National Office, BSP, in compliance to the CPD Guidelines and Procedures.
- c. Fraudulent acts in the implementation of the CPD program are punishable under the pertinent provisions of applicable laws.

D. AFTER THE TRAINING COURSE

- a. Accredited CPD Providers shall submit completion report and summary of the participants' assessment of the program as follows:
 - i. For Video-On-Demand – at the end of every month.
 - ii. For Webinars – Ten (10) Days after its conduct
- b. **Issuance of Certificate of Completion**

Certificate of Completion of the participant shall be generated digitally as soon as they pass the assessment. The certificate shall indicate the name of the participant and a verifiable link which the CPD Council or any authorized PRC personnel can visit to confirm the legitimacy of the Certificate.

	Professional Regulation Commission			
RESUME OF RESOURCE PERSON				
CPD COUNCIL OF/FOR <u>PROFESSIONAL TEACHERS</u>				RECENT 2X2 PICTURE (color photo with white background)
<div><input type="checkbox"/> Principal</div> <div><input type="checkbox"/> Alternate</div> <div><input type="checkbox"/> Substitute</div>				
Part I. Personal Circumstances				
Name:		Nickname:		
Residence Address:		Contact Details		
Business Address:		Landline No.:		
		Mobile No. 1:		
		Mobile No. 2:		
		Email Add.:		
Nationality/Citizenship:				
Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.				
Part II. Track Record				
Major Competency Areas	Specialization		Sub-Specialization	
Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years		
Date	Title of the Program	Date	Title of the Program	
Major Achievements, Citations, Recognition and Awards				
Date	Title	Awarding Body		
Part III. Education and Employment				
Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				
Work Experience: Five (5) most recent	Position	Agency/Company		Inclusive Dates

Part IV. Other Relevant Information							
Profession/s		License No.		Issued on:		Valid until:	
AIPO Membership		National/Chapter		Position		Date	
Other Major Affiliations (Professional, Civic)		National/Chapter		Position:		Date	
<p>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.</p> <p>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p> <p>_____ Signature Over Printed Name</p> <p>_____ Date</p>				<p>[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]</p>			



Professional Regulation Commission

REGISTRATION SHEET

CPD COUNCIL OF/FOR _____

Title of the Program:						
Date :				Venue :		
NO.	NAME	SIGNATURE	MOBILE PHONE NUMBER	E-MAIL ADDRESS	PRC LICENSE NO.	EXPIRY DATE (DD/MM/YYYY)
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Certified Correct by:


(Signature Over Printed Name)
CPD Program Monitor

Date and Time:

Concurred by:

(Signature Over Printed Name)
CPD Provider's Authorized Representative

Date and Time:

	Professional Regulation Commission
	ATTENDANCE SHEET

CPD COUNCIL OF/FOR _____

Title of the Program:				
Date :		Venue :		
Topic/s:			Time:	Room:
NO.	NAME	SIGNATURE	PRC LICENSE NO.	EXPIRY DATE (DD/MM/YYYY)
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Certified Correct by:		Concurred by:		
_____ (Signature Over Printed Name) CPD Provider's Authorized Representative		_____ (Signature Over Printed Name) CPD Provider's Authorized Representative		
Date and Time:		Date and Time:		