



Republic of the Philippines
Department of Education
CARAGA REGION



February 22, 2021

REGIONAL MEMORANDUM
No. 097, s. 2021

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENT
This Region

**REVISED CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ATTENDANCE
SHEET TEMPLATE**

1. Pursuant to the Memorandum issued by John Arnold S. Siena, Director IV of the National Educators Academy of the Philippines (NEAP) dated February 5, 2021 and the Memorandum issued by Yolanda D. Reyes, Commissioner Oversight for the Continuing Professional Development (CPD) of the Professional Regulation Commission dated January 6, 2021, this office hereby issues the Revised CPD Attendance Sheet Template.
2. During the conduct of all approved Learning and Development activities with CPD Credit Units, the prescribed attendance template in Excel format shall be used.
3. Attached herewith are copies of:
 - 3.1. OSEC -NEAP-OD-MEMO-2021-14
 - 3.2 Memorandum from the Professional Regulation Commission
4. For immediate dissemination.


EVELYN R. FETALVERO, CESO IV
Regional Director

Encls.: As stated.
Reference: NONE
To be indicated in the Perpetual Index
under the following subjects:

CONTINUING PROFESSIONAL DEVELOPMENT

HRD/vcn
02/22/2021



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Republic of the Philippines
Department of Education

*National Educators Academy of the Philippines
Office of the Director*

MEMORANDUM
OSEC-NEAP-OD-MEMO-2021-14

TO : Minister, Ministry of Basic Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
School Heads of Public Elementary and Secondary Schools
Bureau Directors
All Concerned

FROM :  **JOHN ARNOLD S. SIENA**
Director IV, NEAP

SUBJECT : REQUEST FOR LIST OF PARTICIPANTS TO THE PROFESSIONAL
REGULATION COMMISSION (PRC) - ACCREDITED TRAININGS
UNDER NEAP'S ACCREDITATION NUMBER

DATE : 05 February 2021

The National Educators Academy of the Philippines (NEAP) is the authorized Continuing Professional Development (CPD) Provider of the Professional Regulation Commission (PRC) for teachers and school leaders in the Department of Education. It was first accredited in December 2017 with the CPD Accreditation No. PTR-2017-115. This accreditation was on December 23, 2020.

As part of the requirements of this accreditation, NEAP is required to submit to PRC the attendance sheets of all PRC-Accredited Trainings conducted from January 2018 to December 2020 under the above-mentioned NEAP Accreditation Number. This will be due on **February 17, 2021**.

In this regard, may we request that all concerned DepEd units to submit these data through the Excel File prescribed by PRC which shall be emailed to your region on or before **February 15, 2021** to comply with the request of PRC.

The PRC memorandum and sample attendance sheet are attached to this letter.

Immediate dissemination of and appropriate action on this memorandum is desired.

files:cferraz

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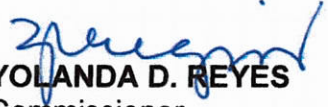
Republic of the Philippines
Professional Regulation Commission
Manila



MEMORANDUM

TO : ACCREDITED CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) PROVIDERS

ALL CONCERNED

FROM : 
YOLANDA D. REYES
Commissioner
Oversight for CPD

SUBJECT : ENCODING AND UPLOADING OF ACCOMPLISHED
ATTENDANCE SHEET TO CONTINUING PROFESSIONAL
DEVELOPMENT ACCREDITATION SYSTEM (CPDAS) WITH
PROFESSIONAL/NUMERICAL CODE PER SPECIFIC
PROFESSION FOR ACCREDITED CPD PROGRAMS

DATE : January 6, 2021

Pursuant to the implementation of Continuing Professional Development Accreditation System (CPDAS) and in order to automate the recording of earned CPD unit/s from accredited CPD program/s attended by professionals with CPDAS accounts, you are hereby directed of the following:

1. All CPD Providers shall use the prescribed Attendance Sheet (Annex "A") which reflects the Attendees' Professional/Numerical Code. The Professional/Numerical Code of the Attendees (Annex "B") is hereto attached for reference and both Annexes are downloadable in the CPDAS.
2. The submission of attendance of professionals shall be encoded/uploaded by profession based on the program accreditation number. An Example of Submission is shown in Annex "C".

For strict compliance.

PROFESSIONAL/NUMERICAL CODE OF THE ATTENDEES

No.	COUNCIL	PROFESSION	CODE TO BE USED
1	Accountancy (ACC)	Certified Public Accountant	100
2	Aeronautical Engineering (AER)	Aeronautical Engineer	3400
3	Agricultural & Biosystems Engineering (ABE)	Agricultural And Biosystems Engineer	200
4	Agriculture (AGR)	Agriculturist	4200
5	Architecture (ARC)	Architect	300
6	Chemical Engineering (CHE)	Chemical Engineer	410
7	Chemistry (CHM)	Chemist	510
8		Chemical Technician	520
9	Civil Engineering (OCE)	Civil Engineer	600
10	Criminology (CRM)	Criminologist	3500
11	Customs Broker (OCB)	Customs Broker	800
12	Dentistry (DNT)	Dentist	910
13		Dental Hygienist	920
14		Dental Technologist	930
15	Electrical Engineering (OEE)	Registered Electrical Engineer	1100
16		Professional Electrical Engineer	1110
17		Registered Master Electrician	1150
18	Electronics Engineering (ECE)	Electronics And Communications Engineer	1200
19		Professional Electronics Engineer	1201
20		Electronics Engineer	1202
21		Electronics Technician	1203
22	Environmental Planning (OEP)	Environmental Planner	3600
23	Fisheries (FIS)	Fisheries Professional	4300
24	Forestry (FRT)	Forester	1300
25	Geodetic Engineering (OGE)	Geodetic Engineer	1410
26	Geology (GEO)	Geologist	1510
27		Geologic Aide	1520
28	Guidance & Counseling (OGC)	Guidance Counselor	4100
29	Interior Design (OID)	Interior Designer	310
30	Landscape Architecture (OLA)	Landscape Architect	320
31	Librarian (LIB)	Librarian	3800
32	Master Plumbing (OMP)	Master Plumber	1900
33	Mechanical Engineering (MEE)	Professional Mechanical Engineer	2010
34		Mechanical Engineer	2040
35		Certified Plant Mechanic	2060

No.	COUNCIL	PROFESSION	CODE TO BE USED
36	Medical Technology (OMT)	Medical Technologist	2110
37		Medical Laboratory Technician	2120
38	Medicine (MED)	Physician	2200
39	Metallurgical Engineering (OME)	Metallurgical Engineer	1810
40		Metallurgical Plant Foreman	1820
41	Midwifery (MDW)	Midwife (2 years)	2310
42		Midwife (4 years)	2320
43	Mining Engineering (MIN)	Mining Engineer	2410
44		Certified Mine Foreman	2420
45		Certified Quarry Foreman	2440
46	Naval Architecture (NAME)	Naval Architect & Marine Engineer	2500
47	Nursing (NRS)	Nurse	2600
48	Nutrition & Dietetics (NAD)	Nutritionist Dietitian	1010
49	Occupational Therapy (OCT)	Occupational Therapist	2920
50	Optometry (OPT)	Optometrist	2700
51		Ocular Pharmacologist	2710
52	Pharmacy (PHA)	Pharmacist	2810
53		Chinese Druggist	2820
54	Physical Therapy (PHT)	Physical Therapist	2910
55	Professional Teachers (PTR)	Professional Teacher	4000
56	Psychology (PSYCH)	Psychologist	4520
57		Psychometrician	4530
58	Radiologic Technology (RAD)	Radiologic Technologist	3710
59		X-Ray Technologist	3720
60	Real Estate Service (RAE)	Real Estate Consultant	4410
61		Real Estate Appraiser	4420
62		Real Estate Broker	4430
63	Respiratory Therapy (RES)	Respiratory Therapist	4510
64	Sanitary Engineering (SAN)	Sanitary Engineer	3000
65	Social Workers (OSW)	Social Worker	3200
66	Veterinary Medicine (VET)	Veterinarian	3300

EXAMPLE OF SUBMISSION

