



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 10, 2025

REGIONAL MEMORANDUM

No. 1201, s. 2025

To: Schools Division Superintendents
All Others Concerned

COMPLIANCE TO POST-CONDUCT ACTIVITY OF ACCREDITED CONTINUING
PROFESSIONAL DEVELOPMENT (CPD) PROGRAMS

1. Pursuant to the Professional Regulation Commission (PRC) Resolution No. 1553 Series of 2022 or the New Prescriptive Periods for CPD Transactions, all accredited CPD providers are reminded to submit the post-conduct requirements for each accredited CPD program within the prescribed periods outlined below:

Required Submissions	Mode Of Conduct		
	Face-to-Face	Online	Video-on-Demand
Completion Report(s) Submission	30 Calendar days	30 Calendar days	3rd day of the succeeding month
Attendance Sheet(s) Uploading	10 Calendar days	10 Calendar days	3rd day of the succeeding month

2. In this regard, all proponents and CPD focal persons are directed to submit the following documents in the correct order:

- Completion Report (Form "CPDD-05")
- Registration Sheet and Attendance Sheet
- Actual Program of Activities with List and Profile of Lecturers/Resource Persons
- Lecture Materials of Resource Persons/Speakers/Facilitators
- Summary of Evaluation of Resource Persons (Tabular Form)
- Summary of Evaluation of Learning of Participants (Exam/Test Results)
- Financial Report/Actual Breakdown of Expenses (using the prescribed template per Commission Resolution No. 1204, s. 2019, and Resolution No. 1520, s. 2022)
- Relevant Photographs/Screenshots of the Training/Event Proper
- Souvenir Magazine (if available)
- Other Supporting Documents for Performance Evaluation
- Accomplished Excel Attendance Sheet Template

3. Please ensure submission of authentic and accurate documents in compliance with the above guidelines. Failure to do so may result in disqualification, suspension, cancellation, or non-renewal of accreditation as a CPD Provider.

4. To expedite the review process, kindly visit <https://tinyurl.com/aep37exw>.
5. Deadline for submission of completion reports and attachments is on or before November 21, 2025.
6. For your guidance and compliance.

MARIA INES C. ASUNCION

Director IV
Regional Director



Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

DEVELOPMENT

PROGRAMS

REPORTS

HRDD/rsr
11/7/2025