

# 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.

# ATTENDANCE SHEET WITH PROFESSIONAL CODE

UNIT/S EARNED					8				8							
TIME OUT 5:00:00	8											S.	A 34			
TIME IN 10:00:00					A.											
LICENSE NO. 1234567					8										•	
PROFESSION CODE	3				8											
LASTNAME DELA CRUZ					ß											
MIDDLENAME	0				14											
FIRSTNAME																

\*In excel format

# 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	Chamietry (CUIN)	Chemist	510						
8	Chemistry (CHM)	Chemical Technician							
9	Civil Engineering (OCE)	Civil Engineer	600						
10	Criminology (CRM)	Criminologist	3500						
11	Customs Broker (OCB)	Customs Broker	800						
12		Dentist							
13	Dentistry (DNT)	Dental Hygienist							
14		Dental Technologist							
15	AT THE CONTRACT OF THE CONTRAC	Registered Electrical Engineer							
16	Electrical Engineering (OEE)	Professional Electrical Engineer							
17		Registered Master Electrician	1110 1150						
18	Compression 127	Electronics And Communications Engineer	1200						
19		Professional Electronics Engineer	1201						
20	Electronics Engineering (ECE)	Electronics Engineer	1202						
21	And the second of the second o	Electronics Technician							
22	Environmental Planning (OEP)	Environmental Planner	1203 3600						
23	Fisheries (FIS)	Fisheries Professional	4300						
24	Forestry (FRT)	Forester	1300						
25	Geodetic Engineering (OGE)	Geodetic Engineer	1410						
26	And the second s	Geologist	1510						
27	Geology (GEO)	Geologic Aide							
28	Guidance & Counseling (OGC)	Guidance Counselor	1520 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		Professional Mechanical Engineer	2010						
34	Mechanical Engineering (MEE)	Mechanical Engineer							
35		Certified Plant Mechanic	2040						

No.	COUNCIL	PROFESSION	CODE TO BE USED		
36	Medical Technology (OMT)	Medical Technologist	2110		
37	Wedical Technology (OWT)	Medical Laboratory Technician	2120		
38	Medicine (MED)	Physician	2200		
39	Metallurgical Engineering (OME)	Metallurgical Engineer	1810		
40	Metalidigical Engineering (OME)	Metallurgical Plant Foreman	1820		
41	Midwifort (MD)A/)	Midwife (2 years)	2310		
42	Midwifery (MDW)	Midwife (4 years)	2320		
43		Mining Engineer	2410		
44	Mining Engineering (MIN)	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	Contrarion (CDT)	Optometrist	2700		
51	Optometry (OPT)	Ocular Pharmacologist	2710		
52	Disease (DUA)	Pharmacist	2810		
53	Pharmacy (PHA)	Chinese Druggist	2820		
54	Physical Therapy (PHT)	Physical Therapist	2910		
55	Professional Teachers (PTR)	Professional Teacher	4000		
56	Barrie I and (BOYOL)	Psychologist	4520		
57	Psychology (PSYCH)	Psychometrician	4530		
58		Radiologic Technologist	3710		
59	Radiologic Technology (RAD)	X-Ray Technologist	3720		
60		Real Estate Consultant	4410		
61	Real Estate Service (RAE)	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**

# **Accredited CPD Provider A**

Applies for the accreditation of a program under CPD Council of Professional Teacher via CPDAS

# **Regional Office Where Submitted**

Assess the accuracy/completeness of application

# CPD Council of Professional Teacher

Evaluates and approves the program

# **Attendance Sheet with Accurate Details**

Provider shall use the prescribed Attendance Sheet Format (Annex "A") and the Numerical code of attendees' profession (Annex "B) as the guide

# **Encoding/Uploading of Attendance Sheet**

Only attendees who are "Professional Teachers" with numerical code "4000" shall be encoded/uploaded

# Other Attendees from Other Profession/s

**EXCLUDE** other registered professionals such as Guidance Counselor, Librarian, or others.

UNLESS, the program is also applied and approved by the concerned CPD Councils of Guidance and Counseling and Librarian. There will be separate accreditation numbers to be given by each, therefore, encode/upload separately.