Regional Memorandum
No. 38, s. 2024

REGISTRATION OF ALL PRC-LICENSED PROFESSIONALS TO PROFESSIONAL REGULATION COMMISSION’S CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM (CPDAS)

To Schools Division Superintendents

1. In adherence to Republic Act No. 10912 known as the “Continuing Professional Development (CPD) Act of 2016,” this Office through the Human Resource Development Division – National Educators’ Academy of the Philippines in the Region (NEAP-R) requires all the PRC-licensed professionals under DepEd Region IV-A CALABARZON to register to the Continuing Professional Development Accreditation System (CPDAS) under Professional Account until March 1, 2024.

2. All teachers, school leaders, teaching-related, and non-teaching personnel under DepEd Region 4A CALABARZON who are PRC-licensed professionals are expected to register to ensure that all personnel have access to monitor their CPD units acquired during the participation/attendance to accredited trainings, seminar, or activities, and apply for Self-Directed Learning for activities attended, participated, and/or initiated in their school community.

3. For the registration process for Professional Registration to CPDAS, sign up and fill out all the required information through this link: https://cpdas.prc.gov.ph/public/registration.aspx. Please ensure that all the information provided matches the information in your Professional Identification Card (PIC).

4. In addition, all the documentary requirements for SDO and school program application for accreditation, may be accessed through this link: bit.ly/NEAP4ACPDAS.

5. Attached are the CPDAS Manual for Professionals and the Guidelines for Self-Directed Learning (Other Activities for CPD Accreditation) for reference.
6. For concerns and clarifications regarding this request, please contact, Jonalyn B. Pattalitan, Education Program Specialist II, through cpdas.neap4a@deped.gov.ph.

7. Immediate dissemination of this memorandum is highly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: ROH10/ROH2/
CPD Accreditation System

PROFESSIONAL’S ACCOUNT
Professional (Registration)
Welcome to CPDAS
Continuing Professional Development Accreditation System

Accredited Programs
Don't have any idea what programs to attend?
Click here to view accredited programs of PRC

Apply as CPD Provider
Click here to fill up the registration form and be an Accredited CPD Provider.

Professional Registration
Want to know how many CPD points you already have or apply your Non-Accredited Certificates to acquire CPD points? Register. Have an account.

www.cpdas.prc.gov.ph
1. Read TERMS OF SERVICE.
2. Click YES, I HAVE READ, UNDERSTOOD AND AGREE TO THESE TERMS OF SERVICE to proceed, otherwise will be reverted to Public view.
Fill in all fields completely according to PRC license at hand.
1. Enter one valid and existing E-mail Address.
2. Type your unique password.
   NOTE: Your e-mail address and Password will be your login username and password to access your CPDAS account.
3. Click NEXT.
1. Re-check encoded information.
2. Click Previous button for editing or click SUBMIT APPLICATION to proceed the Registration.
Submit application?
Please make sure all of your entries are correct before proceeding.

- Proceed
- Cancel

Once finalized, click PROCEED.
Professional
(Logging-in & Applying for CPD Units)
1. Go to www.cpdas.prc.gov.ph link for CPDAS Home Page
2. Click SERVICES
3. Click PROFESSIONAL to proceed to log-in page
Log-in using your nominated e-mail and password during the registration.
1. Click MY OTHER ACTIVITIES FOR ACCREDITATION.
2. Click +APPLY FOR OTHER ACTIVITIES FOR ACCREDITATION.
1. Tick the box for appropriate classification of Other Activities for Accreditation to be applied.
2. Select APPOINTMENT PLACE (Regional Office) where to process the application.
1. Check the completeness of the requirements per classification.
2. Consolidate and save as ONE file.
   Note: Accepting PDF format only
3. Click the CHOOSE FILE to open files box.
4. Select the appropriate document in PDF form
5. Click OPEN to choose.
1. Select on the payment options for the convenience of the applicant.
2. After selecting the payment mode, a dialogue box will prompt to confirm the same.
3. Click OK once verified.

Note: For PayMaya and other allied payment options, there will be 1.25% convenience fee of the total amount of application.
1. Click SUBMIT to submit the attached PDF file of requirements.
2. Click PROCEED to finalize the uploading.
If the payment mode selected is PayMaya:

1. The applicant will be directed to an external portal to process the payment.
2. Pay the TOTAL AMOUNT reflected, including the Service Charge.
If the payment mode selected is PRC Cashier:
Application Form and Order of Payment prompt after successful submission of application.
The PDF file should be printed out for processing of application.
## Non-Accredited Activities

### LIST OF PROGRAMS

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Date Submitted</th>
<th>Credit Units</th>
<th>Date Approved</th>
<th>Status</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDL-2020-4</td>
<td>May 30, 2020</td>
<td></td>
<td></td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>SDL-2020-3</td>
<td>May 20, 2020</td>
<td></td>
<td>May 20, 2020</td>
<td>Accredited</td>
<td></td>
</tr>
<tr>
<td>SDL-2020-2</td>
<td>May 20, 2020</td>
<td>10</td>
<td></td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>SDL-2020-1</td>
<td>May 20, 2020</td>
<td></td>
<td></td>
<td>Deferred</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 4 of 4 entries

- **Submitted**: Application is in Regional Office
- **Deferred**: Application is on-hold for a reason
- **Accredited**: Application is Approved and Credit Unit is issued
- **Disapproved**: Application pursue and Accredited
1. For **Deferred** application, the Professional will be notified by the concerned Secretary
2. To avoid delay, comply ASAP.
Other Features of the Professional's Platform
### Non-Accredited Activities

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Date Submitted</th>
<th>Credit Units</th>
<th>Date Approved</th>
<th>Status</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDL-2020-4</td>
<td>May 30, 2020</td>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **VIEW DETAILS of the Application**
- **Print the application Form**
### List of Programs

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Date Submitted</th>
<th>Credit Units</th>
<th>Date Approved</th>
<th>Status</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDL-2020-4</td>
<td>May 30, 2020</td>
<td></td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

- **VIEW DETAILS** of the Application
- **Print the application Form**
Uploaded file will be viewable.
## LIST OF PROGRAMS

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Date Submitted</th>
<th>Credit Units</th>
<th>Date Approved</th>
<th>Status</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDL-2020-4</td>
<td>May 30, 2020</td>
<td></td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

**VIEW DETAILS of the Application**

**Print the application Form**
# Application Form for Crediting Self-Directed and/or Lifelong Learning

**Part I: Personal Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Profession:</td>
<td>-</td>
</tr>
<tr>
<td>License No:</td>
<td>00000</td>
</tr>
<tr>
<td>Date Issued:</td>
<td>09/01/2019</td>
</tr>
<tr>
<td>Valid Until:</td>
<td>2023</td>
</tr>
<tr>
<td>Residence Address:</td>
<td>1008 P. Paredes St., Sampaloc, Manila</td>
</tr>
<tr>
<td>Telephone No:</td>
<td>89430000</td>
</tr>
<tr>
<td>Fax No:</td>
<td></td>
</tr>
<tr>
<td>Cellphone No:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Company Name (if employed):</td>
<td>PRC</td>
</tr>
<tr>
<td>Position:</td>
<td>CPD Staff</td>
</tr>
<tr>
<td>Company Address:</td>
<td>PRC PICC</td>
</tr>
<tr>
<td>Telephone No:</td>
<td>1234567</td>
</tr>
</tbody>
</table>

**Self-Directed and/or Lifelong Learning:**

- Invention / Patent
- Post Graduate Studies
- Authorship
- Diploma Program
- Others
- Online Training
- Seminars / Technical Sessions / Conference
- Company sponsored training programs
- Professional Chair

**Part II: Acknowledgment**

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.

---

Signature / Printed Name

Position

Date: September 21, 2020

---

Application form may be viewed, downloaded, or printed.
Other Special Features of the Professional's Platform
This summarizes the applications submitted by the Professional.
<table>
<thead>
<tr>
<th>Accreditation No.</th>
<th>Program Title</th>
<th>Program Type</th>
<th>Provider Name</th>
<th>Venue</th>
<th>Date Started</th>
<th>Date Finished</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>520-2019-001-002</td>
<td>Conduct test</td>
<td>Seminar</td>
<td>mjy</td>
<td>1</td>
<td>Nov 12, 2019</td>
<td>Nov 13, 2019</td>
<td>3</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

Total CPD Units Earned: 7

List of all Accredited Programs attended by the professional in this account is displayed with corresponding Program Title, Program Type, Provider Name, Venue, Date Started, Date Finished, and Credit Units.
At the lower part of the DASHBOARD, the Professional can directly send a message to the CPD Secretariat for assista
This shows the relevant information of the Professional and the contact details which shall be updated at all times.
Professional may change the account password anytime for security purposes.
THANK YOU!