

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2024-38

16 January 2024

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.






Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@depd.gov.ph
Website: depdcalabarzon.ph



Certificate No. PHP QMS

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/



Republic of the Philippines

PROFESSIONAL REGULATION COMMISSION

CPD Accreditation System

PROFESSIONAL'S ACCOUNT

Professional (Registration)

PUBLIC SITE (Professional) – Registration



PROFESSIONAL REGULATION COMMISSION
CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM

REGISTRATION

ABOUT US

SERVICES

CONTACT

Welcome to CPDAS

Continuing Professional Development Accreditation System

Get Started



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

PUBLIC SITE (Professional) – Registration

REGULATION COMMISSION
Professional

TERMS OF SERVICE

CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM

Welcome to the PRC CPD ACCREDITATION SYSTEM. Your use of this system means that you agree to the terms and conditions as defined below. The PRC may update or modify the Terms of Service from time to time without notifying you; therefore, your continued use of the Service after such modification will constitute your acceptance.

PRIVACY

The information gathered from this site will be treated as highly confidential. The PRC may use your contact information in order to send an e-mail and/or other communications regarding your status or updates about this service. We may also use your data for statistics, summaries, researches and studies for the development of new markets and standards.

SECURITY POLICY

Security Systems

PRC deploys intrusion detection systems, firewalls, encryption systems and other internal controls which are meant to safeguard, physically

AGREEMENT. FURTHER, I ACKNOWLEDGE TO HAVE READ AND FULLY UNDERSTOOD THE SAID TERMS AND CONDITIONS.

Yes, I have read, understood and agree to these Terms of Service.

No, I have read but don't agree to these Terms of Service.

1. Read TERMS OF SERVICE.
2. Click YES, I HAVE READ, UNDERSTOOD AND AGREE TO THESE TERMS OF SERVICE to proceed, otherwise will be rev to Public view.

PUBLIC SITE (Professional) – Registration

The registration form is divided into three sections by a progress bar at the top. The first section, 'Personal Information', contains fields for Firstname, Middlename, Lastname, Profession, Date Issued, Address, Telephone, and Company Name (if employed). The second section, 'Account Registration', contains fields for License No. and Valid Until. The third section, 'Confirmation', is currently empty.

Personal Information

Firstname
Juan
Type here your firstname.

Middlename
Santos
(Optional) Type here your middlename.

Lastname
Dela Cruz
Type here your lastname.

Profession
Select Profession
Select profession.

Date Issued
mm/dd/yyyy
Date Issued (mm/dd/yyyy).

Address
1008 P. Paredes St, Sampaloc, Manila
Type here your address including Unit, Number, Street and Subdivision/Barangay.

Telephone
(Optional) Type the your code and landline number here (Example 123-4567).

Company Name (if employed)
Company Name

Account Registration

License No.
License No.
Type your license no. (Example 1234567).

Valid Until
yyyy
Valid until (Example 2017).

Confirmation

Position
Position

Fill in all fields completely according to PRC license at hand.

PUBLIC SITE (Professional) – Registration

The registration form is displayed on a dark background. At the top, a horizontal progress bar with three white circles indicates the steps: 'Personal Information' (the first circle is highlighted in blue), 'Account Registration' (the current step), and 'Confirmation'. Below the progress bar, the form is divided into two main sections. The left section is labeled 'Email Address' and contains a text input field with the placeholder 'Email Address' and a hint below it: 'Type your email address here (Example juandelacruz@domain.com)'. The right section is labeled 'Password' and contains a text input field with the placeholder 'Password' and a hint below it: 'Type your email address here (Example juandelacruz@domain.com)'. At the bottom of the form, there are four buttons: 'First', 'Previous', 'Next', and 'Last'. The 'Next' button is highlighted with a red rectangular border.

1. Enter one valid and existing E-mail Address.

2. Type your unique password.

3. Click NEXT.

NOTE: Your e-mail address and Password will be your login username and password to access your CPDAS account.

PUBLIC SITE (Professional) – Registration

Registration:

Address:

Telephone No.:

Mobile No.:

Email Address:

Company Name:

Position:

Company Address:

Telephone No.:

LICENSE DETAILS

Profession: Select Profession

License No.:

Date Issued:

Valid Until:

(Your information cannot be updated after you proceed, please thoroughly review any misspellings or capitalizations on your information).

SUBMIT APPLICATION

First

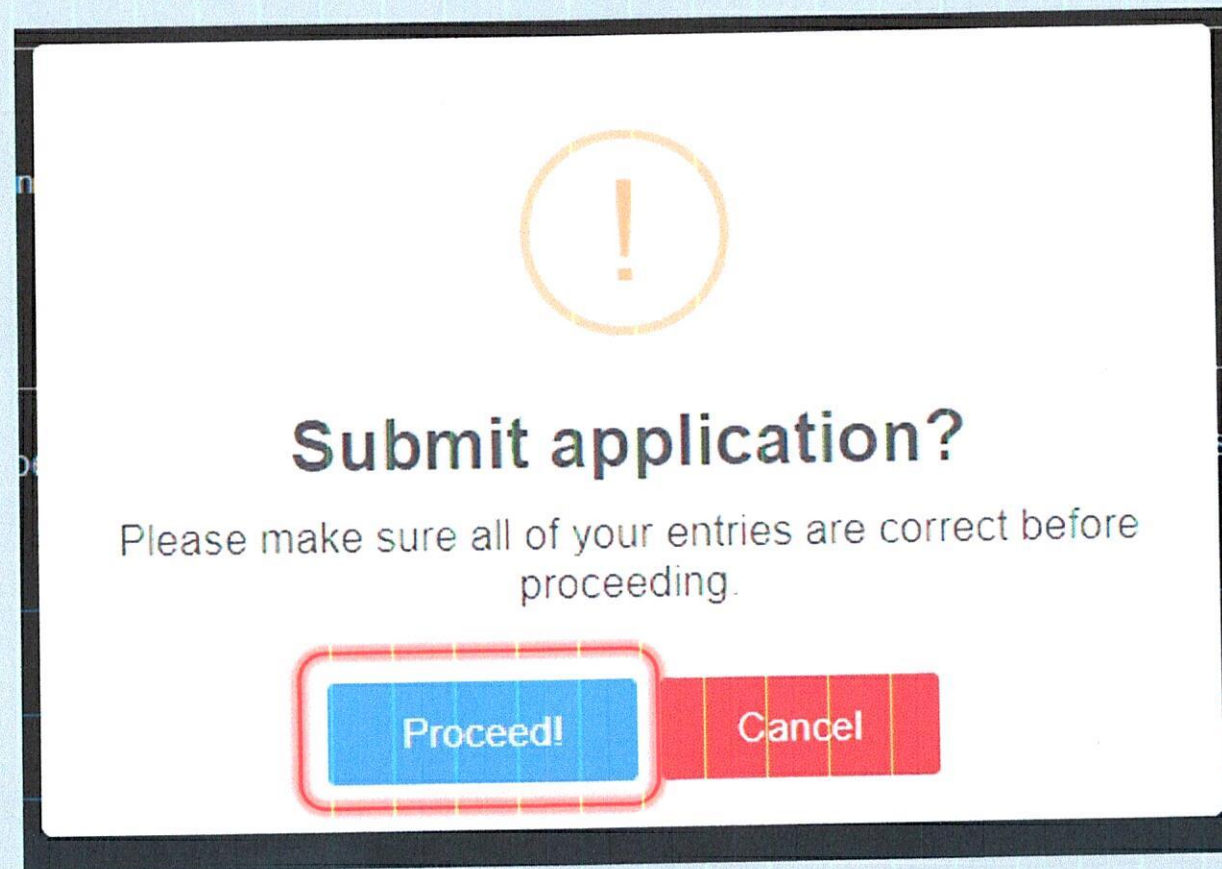
Previous

Next

Last

1. Re-check encoded information.
2. Click Previous button for editing or click SUBMIT APPLICATION to proceed the Registration.

PUBLIC SITE (Professional) – Registration



Once finalized, click PROCEED.

Professional (Logging-in & Applying for CPD Units)

PUBLIC SITE (Professional) – Logging in



PROFESSIONAL REGULATION COMMISSION
CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM

HOME REGISTRATION ABOUT US **SERVICES** CONTACT

SERVICES



CPD Provider

An Accredited CPD Provider?
Login to apply an Accredited CPD Program.



CPD Council

Check for applications you need to process.



Professional

Login your created account in CPDAS. If you don't have an account yet, fill up the registration for professionals from the link above.



CPD Secretariat

Check for applications you need to process.



CPD

Click here if you just want to be Accredited CPD Programs to at

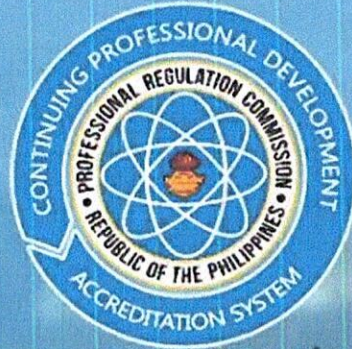


CPD Frontliner

Check for applications you need

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

PUBLIC SITE (Professional) – Logging in



Professional Regulation
Commission
CPDAS

Login

[Forgot Password?](#)

[< Sign Up](#)

Log-in using your nominated e-mail and password during the registration.

PUBLIC SITE (Professional) – Apply for Credit Units



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

DASHBOARD

My Other Activities for Accreditation

PROFILE

CHANGE PASSWORD

Other Activities for Accreditation

+ APPLY FOR OTHER ACTIVITIES FOR ACCREDITATION

LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
No data available in table					
Showing 0 to 0 of 0 entries					

Previous Next

1. Click MY OTHER ACTIVITIES FOR ACCREDITATION.
2. Click +APPLY FOR OTHER ACTIVITIES FOR ACCREDITATION.

PUBLIC SITE (Professional) – Apply for Credit Units

DASHBOARD

My Other Activities for Accreditation

PROFILE

CHANGE PASSWORD

APPLICATION FOR OTHER ACTIVITIES FOR ACCREDITATION

LIST OF APPLIED OTHER ACTIVITIES

OTHER ACTIVITIES FOR ACCREDITATION DETAILS

☐ Invention / Patent

☐ Post-Graduate Studies

☐ Authorship

☐ Diploma Program

☐ Professorial Chair

☐ Online Training

☐ Seminars / Technical Sessions / Conference

☐ Company sponsored training programs

☐ Others

Please specify

Select Appointment Place

SELECT REGIONAL OFFICE

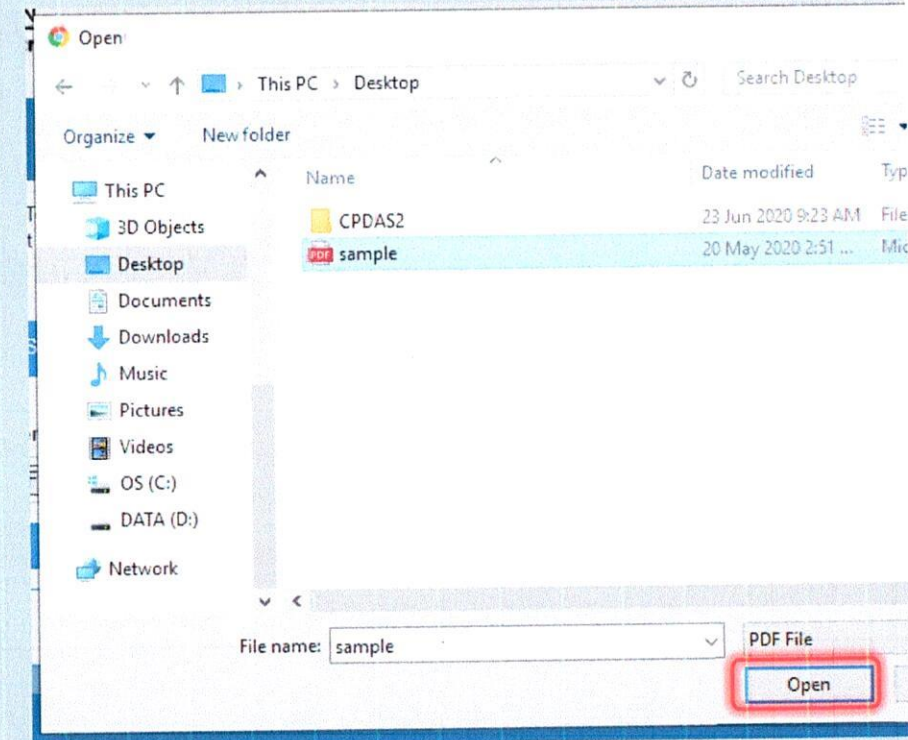
Select appointment place for passing of additional requirements

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.

PUBLIC SITE (Professional) – Apply for Credit Units

Upload Scanned copy of certificate/s here (File recommended: PDF file only)

Choose File No file chosen



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.

PUBLIC SITE (Professional) – Apply for Credit Units

Compile all your requirements in ONE (1) PDF file and arrange according to the list above.

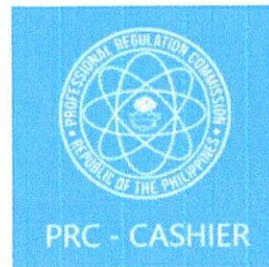
Upload PDF form of your compiled copy of certificate/s here (File recommended: PDF file only)

Choose File No file chosen

SELECT PAYMENT CHANNEL



+ 1.25% (of the total amount)
convenience fee



+ No convenience fee

COMING SOON

COMING SOON



YOU HAVE CHOSEN
PAYMAYA VISA/MASTER/JCB

OK

+ 1.25% (of the total amount)
convenience fee

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.

PUBLIC SITE (Professional) – Apply for Credit Units

Credit | Debit

✦ 1.25% (of the total amount)
convenience fee

PRC - CASHIER

✦ No convenience fee

(Your information cannot be updated after you proceed, please thoroughly review any misspellings or capitalizations on your information).

SUBMIT APPLICATION



Submit application?

Please make sure all of your entries are correct proceeding.

Proceed!

Cancel

1. Click SUBMIT to submit the attached PDF file of requirements.
2. Click PROCEED to finalize the uploading.

PUBLIC SITE (Professional) – Apply for Credit Units (PayMaya)

Credit/Debit Card

Card Details

First Name

Last Name

Card Number

Expiry Date

CW

Conveniently receive your receipts by Email or SMS.

Email / PH Mobile (Optional)

PRC

Order Summary

SELF DIRECTED LEARNING

PHP 500.00

Service Charge

PHP 6.25

Total Amount

PHP 506.25

Powered by PayMaya Enterprise

Pay now

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.

PUBLIC SITE (Professional) – Apply for Credit Units (PRC Cashier)

Professional Regulation Commission	
APPLICATION FOR CREDITING SELF DIRECTED AND/OR LIFELONG LEARNING	
CPD Council for/of CIVIL ENGINEERING	
Part I. Personal Information	
Name: _____	
Profession: Civil Engineering	License No.: 00000
Date Issued: 09/01/2019	Valid Until: 2023
Residence Address: 1008 P. Paredes St., Sampaloc, Manila	
Telephone No.: 8C	Fax No.: _____
Cellphone No.: 05	Email Address: al _____
Company Name (if employed): PRC	Position: CPD Staff
Company Address: PRC PICC	Telephone No.: 1234567
Self-Directed and/or Lifelong Learning:	
<input checked="" type="checkbox"/> Invention / Patent	<input type="checkbox"/> Online Training
<input type="checkbox"/> Post-Graduate Studies	<input type="checkbox"/> Seminars / Technical Sessions / Conference
<input type="checkbox"/> Authorship	<input type="checkbox"/> Company sponsored training programs
<input type="checkbox"/> Diploma Program	<input type="checkbox"/> Professional Chair
<input type="checkbox"/> Others _____	
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 Over Printed Name	
_____ CPD Staff	
_____ Position	
_____ August 31, 2020	
_____ Date	

Republic of the Philippines Professional Regulation Commission Manila	
ORDER OF PAYMENT	
Order of Payment #	SDL-2020-20
Payor	ANGEL ROSARIO SORIANO
Date	August 31, 2020
FEE	AMOUNT
PAYMENT FOR SELF DIRECTED LEARNING APPLICATION	PHP 500
TOTAL AMOUNT	PHP 500

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

PUBLIC SITE (Professional) – Status of Application



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LO

DASHBOARD

My Other Activities for Accreditation

PROFILE

CHANGE PASSWORD

Non-Accredited Activities

+ APPLY FOR NON-ACCREDITED ACTIVITIES

LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
SDL-2020-4	May 30, 2020	Pending		Submitted	 
SDL-2020-3	May 20, 2020	10	May 20, 2020	Accredited	
SDL-2020-2	May 20, 2020	Pending		Submitted	 
SDL-2020-1	May 20, 2020	Pending		Deferred	

Showing 1 to 4 of 4 entries

Previous **1** Next

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

PUBLIC SITE (Professional) – Deferred Application



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LO

DASHBOARD

My Non-Accredited Activities







PROFILE

CHANGE PASSWORD

Non-Accredited Activities

+ APPLY FOR NON-ACCREDITED ACTIVITIES

LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
SDL-2020-4	May 30, 2020	Pending		Submitted	 
SDL-2020-3	May 20, 2020	10	May 20, 2020	Accredited	
SDL-2020-2	May 20, 2020	Pending		Submitted	 
SDL-2020-1	May 20, 2020	Pending		Deferred	

Showing 1 to 4 of 4 entries

Previous 1 Next

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

PUBLIC SITE (Professional) – Icon Uses



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LC

DASHBOARD

My Other Activities for Accreditation



PROFILE

CHANGE PASSWORD

Non-Accredited Activities

+ APPLY FOR NON-ACCREDITED ACTIVITIES

LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
SDL-2020-4	May 30, 2020	Pending		Submitted	 

VIEW DETAILS of the Application

Print the application Form

PUBLIC SITE (Professional) – Icon Uses



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LC

DASHBOARD

My Other Activities for Accreditation



PROFILE

CHANGE PASSWORD

Non-Accredited Activities

+ APPLY FOR NON-ACCREDITED ACTIVITIES

LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
SDL-2020-4	May 30, 2020	Pending		Submitted	 

VIEW DETAILS of the Application

Print the application Form

[LOGOUT](#) 

CHANGE PASSWORD

■ LIST OF OTHER ACTIVITIES FOR ACCREDITATION

Methods and Aids for Each Topic	Evaluation Method or Tools To Be Used to Measure Program Objectives*
describes to present	A web link will be sent to each participant containing a quiz to assess understanding of key discussion points. A participant needs to pass the quiz to be able to receive his/her certificate of attendance.
describes to present	A web link will be sent to each participant containing a quiz to assess understanding of key discussion points. A participant needs to pass the quiz to be able to receive his/her certificate of attendance.

CPCO-16
Rev.-09
June 29, 2020
Page 1 of 2

Uploaded file will be viewable.

PUBLIC SITE (Professional) – Icon Uses



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LO

DASHBOARD

My Other Activities for Accreditation



PROFILE

CHANGE PASSWORD

Non-Accredited Activities

+ APPLY FOR NON-ACCREDITED ACTIVITIES


LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
SDL-2020-4	May 30, 2020	Pending		Submitted	 

VIEW DETAILS of the Application

Print the application Form

PUBLIC SITE (Professional) – Printing Application Form

	Professional Regulation Commission	
	APPLICATION FOR CREDITING SELF DIRECTED AND/OR LIFELONG LEARNING	
CPD Council for/of		
Part I. Personal Information		
Name: _____		
Profession: _____	License No: 00000	
Date Issued: 09/01/2019	Valid Until: 2023	
Residence Address: 1008 P. Paredes St., Sampaloc, Manila		
Telephone No: 8040000	Fax No.: _____	
Cellphone No.: _____	Email Address: _____	
Company Name (if employed): PRC	Position: CPD Staff	
Company Address: PRC PICC	Telephone No.: 1234567	
Self-Directed and/or Lifelong Learning:		
<input type="checkbox"/> Invention / Patent		
<input type="checkbox"/> Post-Graduate Studies		
<input checked="" type="checkbox"/> Authorship		
<input type="checkbox"/> Diploma Program		
<input type="checkbox"/> Others: _____		
<input type="checkbox"/> Online Training		
<input type="checkbox"/> Seminars / Technical Sessions / Conference		
<input type="checkbox"/> Company sponsored training programs		
<input type="checkbox"/> Professorial 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 Over Printed Name		
_____ Position		
September 21, 2020		
_____ Date		

Application form may be viewed, downloaded, or printed.

Other Special Features of the Professional's Platform

PUBLIC SITE (Professional) - Dashboard



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LOG

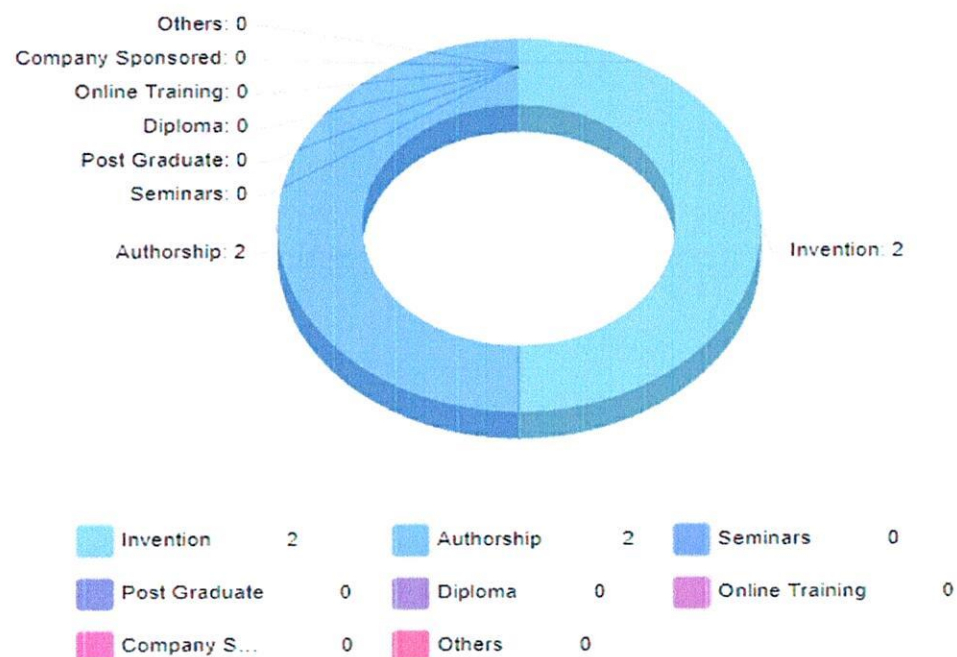
DASHBOARD

My Other Activities for Accreditation

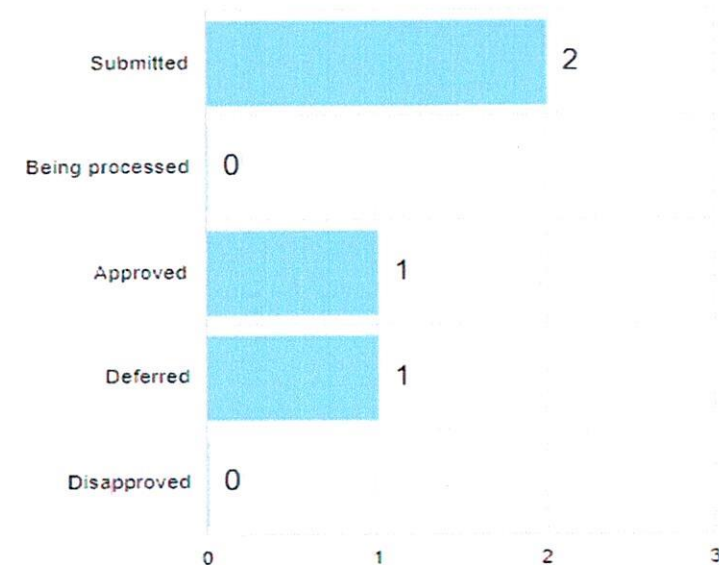
PROFILE

CHANGE PASSWORD

Non-Accredited Activities per Type



Non-Accredited Activities per Status



This summarizes the applications submitted by the Professional.

PUBLIC SITE (Professional) - Dashboard

LIST OF ACCREDITED PROGRAMS ATTENDED

Accreditation No.	Program Title	Program Type	Provider Name	Venue	Date Started	Date Finished	Credit
520-2019-001-016	CPD Benefit and It's Effect to Professional	Seminar	mjy	PICC Delegation Building, Pasay	Nov 29, 2019	Nov 30, 2019	4
520-2019-001-002	Conduct test	Seminar	mjy	1	Nov 12, 2019	Nov 13, 2019	3

Showing 1 to 2 of 2 entries

Previous 1

Total CPD Units Earned: 7

List of all Accredited Programs attended by the professional in this account is displayed with corresponding Program and Credit Units.

PUBLIC SITE (Provider) - Enquiry

DASHBOARD

My Non-Accredited Activities

PROFILE

CHANGE PASSWORD

Feedback

Send Feedback

Subject:

Message:

State your question or comment
to your CPD secretariat.

SUBMIT

At the lower part of the DASHBOARD, the Professional can directly send a message to the CPD Secretariat for assistance.

PUBLIC SITE (Professional) – Professional Profile

DASHBOARD

My Other Activities for Accreditation

PROFILE

CHANGE PASSWORD

INFORMATION

PERSONAL INFORMATION

Firstname

Arman

Middlename

Lozano

Lastname

Guinto

Address

Navotas

Telephone

Mobile No.

0915-355-4346

Company Name (if employed)

PRC

Company Address

PICC

Fax Number:

Email Address

alguinto10@gmail.com

Position

Accountant

Telephone No.

123-4567

LICENSE DETAILS

Profession

Accountancy

Date Issued

08/12/2019

License No.

00000

Valid Until

2023

UPDATE INFORMATION

This shows the relevant information of the Professional and the contact details which shall be updated at all times.

PUBLIC SITE (Professional) – Change Password



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LOG

DASHBOARD

My Other Activities for Accreditation

PROFILE

CHANGE PASSWORD

CHANGE PASSWORD

CHANGE PASSWORD

SUBMIT

Professional may change the account password anytime for security purposes.



THANK YOU!