



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



14 July 2026

Regional Memorandum
No. 471 s.2026

**AUTHORITY TO ATTEND CONTINUING PROFESSIONAL
DEVELOPMENT (CPD) ACTIVITIES FOR DEPED
REGION IV-A LIBRARIANS AND
LIBRARY PERSONNEL**

To **Schools Division Superintendents**

1. In compliance with the **Republic Act No. 10912** (Continuing Professional Development Act of 2016) and **Republic Act No. 9246** (Philippine Librarianship Act of 2004), which mandate registered professionals, including librarians, to fulfill CPD unit requirements for the renewal of their professional identification cards, this Office grants permission for all eligible library personnel to attend relevant professional development activities.
2. This authority applies to all SDO Librarians, Hub Librarians, Teacher-Librarians, and other library personnel under the Department of Education Region IV-A CALABARZON. They are authorized to attend at least one (1) professional development activity or training of their choice aligned with librarianship and library management.
3. Attendance at chosen professional activity shall be on official business.
4. Registration fees, board and lodging, and other travel expenses may be charged against their respective local funds (e.g., MOOE or other available local funds), subject to the existing government accounting and auditing rules and regulations.
5. For questions or clarifications, you may contact the Curriculum and Learning Management Division (CLMD) at (02) 8681-2114 loc. 421.
6. Immediate dissemination and compliance with this memorandum are desired.


CARLITO D. ROCAFORT
Director IV

02/ROC13



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



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Republic of the Philippines
Department of Education

REGION IV-A CALABARZON



LRMD-ROCL01-2026-265

Curriculum and Learning Management Division

08 July 2026

CARLITO D. ROCAFORT

Director IV

Sir:

Greetings of peace and public service!

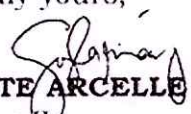
Under Republic Act No. 10912, otherwise known as the Continuing Professional Development Act of 2016, all professionals under the Professional Regulation Commission (PRC) must earn CPD units as a requirement to renew their professional identification cards. The law aims to ensure continuous improvement and the update of knowledge, skills, and ethical standards.

Republic Act No. 9246, also known as the Philippine Librarianship Act of 2004, modernizes the practice of librarianship, establishes licensure requirements, and creates a Professional Regulatory Board for Librarians. Therefore, the profession of librarianship is under the mandates of the PRC. Hence, a registered librarian is expected to earn 45 CPD units before renewal.

In line with this, we respectfully request permission for our SDO Librarians, Hub Librarians, Teacher-Librarians, and other library personnel under the Department of Education to attend at least one (1) related activity of their preference on official business. We further request approval for the participants to charge their registration fees and travel expenses against their respective local funds.

Thank you very much for your continued support. We look forward to your favorable response regarding this request.

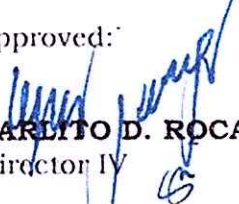
Very truly yours,


NENETTE ARCELLE JOY P. LARINAY
Librarian II

Noted by:


VIERNALYN M. NAMA
Chief ES, CLMD

Approved:


CARLITO D. ROCAFORT
Director IV

02/Roc13



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M.C. No. 18, s. 2018

MEMORANDUM CIRCULAR

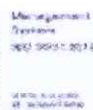
TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs) WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Attendance in Continuing Professional Development Courses and Renewal of Professional Identification Cards (PICs) on Official Time

The Civil Service Commission, pursuant to CSC Resolution No. 1800923 promulgated on August 29, 2018 supports Republic Act No. 10912 also known as the ***Continuing Professional Development Act of 2016***. The law aims to promote and upgrade the practice of professions in the country and to continuously improve the competence of professionals in accordance with international standards of practice.

In line with the Continuing Professional Development (CPD) of government professionals, the Commission prescribes the following:

1. Attendance of government professionals in CPD Courses shall be considered on official time for purposes of meeting the required CPD units as prescribed by their respective Professional Regulatory Board (Annex J of the Implementing Rules and Regulations of the CPD Act). Anything in excess of what is provided therein or in excess of what is required for the CPD may be subject to the discretion of the agency heads.
2. As agency heads authorize attendance of their professionals in CPD Courses, it is also their responsibility to ensure proper scheduling so as not to hamper agency operations.
3. The continuing professional development program/course may also be considered as appropriate for meeting the technical or managerial training hours required for appointment purposes depending on its course description, objectives and target participants as specified by the CPD Provider.
4. All government professionals are granted one (1) day on official time for every three (3) years for the renewal of their Professional Identification Cards (PICs).



Bawat Kawani, Lingkod Bayani

All other existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed or amended.

CSC Resolution No. 1800923 dated August 29, 2018 was published on September 21, 2018 in *The Philippine Star*, and took effect on October 7, 2018.


ALICIA dela ROSA-BALA
Chairperson

16 OCT 2018



CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016
Re: Attendance in Continuing Professional Development
Courses and Renewal of Professional Identification
Cards (PICs) On Official Time

Number 1800923

Promulgated 29 AUG 2018

x ----- x

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, to "establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x";

WHEREAS, Republic Act No. 10912 also known as the *"Continuing Professional Development Act of 2016"* was enacted on July 27, 2015 to promote and upgrade the practice of professions in the country and continuously improve the competence of the professionals in accordance with the international standards of practice;

WHEREAS, Section 10 of the law provides that Continuing Professional Development (CPD) is a mandatory requirement in the renewal of the Professional Identification Card of all registered and licensed professionals under the regulation of the Professional Regulation Commission;

WHEREAS, Section 13 of the same law provides that all concerned government agencies, private firms and organizations employing professionals shall include the CPD as part of their human resource development plan and program;

WHEREAS, various government professional groups have requested, through the Senate Committee on Civil Service, Government Reorganization and Professional Regulation, that their attendance in CPD courses and the time they apply for renewal of their licenses with the Professional Regulation Commission (PRC) be considered as activities done on official time;

WHEREAS, CSC Memorandum Circular (MC) 43, s. 1993 (Streamlining and Deregulating Human Resource Development Functions) states that, the Agency Heads are responsible in formulating and establishing their respective training and development programs and shall authorize the attendance of their respective personnel in conventions, conferences, symposia sponsored by non-governmental organizations or private institutions;

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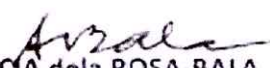
Bawat Kawani, Lingkod Bayani

WHEREFORE, in support of the *continuing learning and development* of government professionals, the Commission **RESOLVES** to **ADOPT** the following:

1. Attendance of government professionals in CPD Courses shall be considered on official time for purposes of meeting the required CPD units as prescribed by their respective Professional Regulatory Board (Annex J of the Implementing Rules and Regulations of the CPD Act). Anything in excess of what is provided therein or in excess of what is required for the CPD may be subject to the discretion of the agency heads.
2. As agency heads authorize attendance of their professionals in CPD Courses, it is also their responsibility to ensure proper scheduling so as not to hamper agency operations.
3. The continuing professional development program/course may also be considered as appropriate for meeting the technical or managerial training hours required for appointment purposes depending on its course description, objectives and target participants as specified by the CPD Provider.
4. All government professionals are granted one (1) day on official time for every three (3) years for the renewal of their Professional Identification Cards (PICs).

This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation.

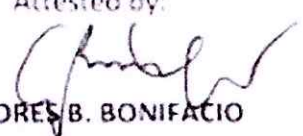
Quezon City.


ALICIA dela ROSA-BALA
Chairperson


LEOPOLDO ROBERTO W. VALDEROSA JR.
Commissioner

VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office