MEMORANDUM CIRCULAR NO: 2022-12-13-26

TO : PRESIDENTS OF COMPONENT SOCIETIES, SPECIALTY DIVISIONS, SUB-SPECIALTY AND AFFILIATE SOCIETIES

SUBJECT : PROFESSIONAL REGULATION COMMISSION RESOLUTION NO. 1553 SERIES OF 2022

DATE : DECEMBER 13, 2022

Dear Colleagues:

Warmest greetings from the Philippine Medical Association!

Please see attached the Professional Regulation Commission (PRC) Resolution Number 1533 Series of 2022 “New Prescriptive Periods for Continuing Professional Development (CPD) Transactions.”

For your information and guidance.

Thank you!

RICARDO A. BATAC, MD
Chairman, PMA CPD Commission

Noted by:

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PHILIPPINE MEDICAL ASSOCIATION

THEME: “NAGKAKAISANG PMA PARA SA KALUSUGHAN NG SAMBAYANAN”

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Resolution No. **1553**
Series of 2022

NEW PRESCRIPTIVE PERIODS FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) TRANSACTIONS

**WHEREAS,** Section 6 of Republic Act (RA) No. 10912 or the Continuing Professional Development Act of 2016 states that the Professional Regulation Commission (Commission) and the Professional Regulatory Boards (Boards) shall formulate, issue, and promulgate guidelines and procedures for the implementation of the CPD programs;

**WHEREAS,** as an adjunct to its power to issue guidelines on the implementation of the CPD, the Commission and the Boards have prescribed specific timelines or periods on the processing of applications for accreditation as well as other transactions related to the CPD program implementation;

**WHEREAS,** Memorandum dated 12 March 2021 was issued to reiterate the important prescriptive periods on CPD-related transactions in view of the operationalization of the Continuing Professional Development Accreditation System (CPDAS) in 2020;

**WHEREAS,** a time and motion study for program application for accreditation (Annex A) was conducted to assess the impact of the application of these prescriptive periods;

**WHEREAS,** the identified prescriptive periods must be harmonized for the smooth and seamless implementation of the CPD activities and processes;

**WHEREAS,** these proposed amendments have been presented and concurred to by the Members of the CPD Project Management Committee (PMC).

**WHEREFORE,** the Commission **RESOLVES** to prescribe new prescriptive periods for the following CPD transactions/processes:

<table>
<thead>
<tr>
<th>Transaction/ Process in the CPDAS</th>
<th>Prescriptive Period</th>
<th>Person/s Responsible</th>
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</table>
| Filing of Application for Renewal of Accreditation as a CPD Provider | Within ninety (90) calendar days prior to the expiration date of accreditation.  
*Note:* An Application with complete and accurate requirements forwarded by the Regional Office to the CPD Council shall be evaluated and acted upon within ten (10) working days. | Accredited CPD Providers applying for renewal of accreditation |
| Filing of Application for Program Accreditation | At least thirty (30) working days prior to the date of program offering.  
*Note:* CPD Councils may adopt their own prescriptive periods on the filing of video-on-demand (VOD) applications for accreditation, subject to the approval of the Board and the Commission. An Application with complete and accurate requirements forwarded by the Regional Office to the CPD Council shall be evaluated and acted upon within ten (10) working days. | Accredited CPD Providers |
| Payment of Prescribed Processing Fee after Successful Submission of Application in the System | Within three (3) working days, if payment is thru the PRC Cashier; or immediately right after the submission of application, if payment is to be processed thru any authorized online payment channels.  
*Note:* The applicant must pay within the prescribed period, otherwise, the application shall be considered abandoned and will be deleted from the system. However, if the processing fee is “Waived” per issuance of PRC, the applicant shall select “PRC Cashier” and disregard the order of payment. | Accredited CPD Providers and Professionals |
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<td>Processing of Applications, including the Review and Checking of Submitted Documentary Requirements and Deleting of Deemed Abandoned Applications</td>
<td>Within three (3) working days from receipt of the applications. <strong>Note:</strong> Only applications with correct and complete documentary requirements shall be forwarded to the concerned CPD Councils.</td>
<td>CPD Frontliners in the Regional Offices</td>
</tr>
<tr>
<td>Compliance on Deferred Application/s at the Level of Regional Office</td>
<td>Within two (2) working days from issuance of the notification through e-mail. <strong>Note:</strong> The applicant must comply with the lacking/deficient requirement/s, otherwise, the application shall be considered abandoned and will be deleted from the system. Compliance can only be done once.</td>
<td>Accredited CPD Providers and Professionals</td>
</tr>
<tr>
<td>Compliance on Deferred Application/s at the Level of CPD Council</td>
<td>Within five (5) working days from issuance of the notification through email. <strong>Note:</strong> The applicant must comply with the lacking/deficient requirement/s, otherwise, the application will be disapproved. Compliance can only be done once.</td>
<td>Accredited CPD Providers and Professionals</td>
</tr>
<tr>
<td>Submission of Accomplished and Signed Indorsement of the Board or CPD Council Member Invited as Speaker, Lecturer or Resource Person to Accredited CPD Program/s, in case there is no objection from the concerned indorsing signatory/ies</td>
<td>At least ten (10) working days prior to the date of program offering. <strong>Note:</strong> The Secretary of PRB/CPD Council shall secure and forward the indorsement to the CPDD Documentation and Communications Unit (DCU) for office order preparation.</td>
<td>Professional Regulatory Board (PRB) or CPD Council Member concerned</td>
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<tr>
<td>Forwarding of signed Office Order to the CPD Council</td>
<td>At least five (5) working days prior to the date of program offering.</td>
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<td>Action on Applications forwarded by the Regional Offices to the concerned CPD Council</td>
<td>• For CPD Provider, within ten (10) working days from receipt of the application • For CPD Program, within ten (10) working days from receipt of the application • For Other Activities for Accreditation, within fifteen (15) working days from receipt of the application. <strong>Note:</strong> For deferred application, cite all the requirements that are found to be lacking/deficient when issuing deferment notice. Issuance of deferment notice can only be done once.</td>
<td>CPD Council Members</td>
</tr>
<tr>
<td>Action on Applications assigned by the concerned CPD Council to the CPD Evaluators</td>
<td>Within five (5) working days from the receipt of assigned applications.</td>
<td>Designated CPD Evaluators</td>
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<td>Change of Schedule/Date of Program offering prospectively and/or venue of an applied or accredited CPD program</td>
<td>Can be requested any time before the Council’s evaluation of the program application but not later than five (5) working days before the date of program offering. <strong>Note:</strong> Any change can only be availed once via CPDAS only. Deviation as to program date and/or venue without CPD Council approval will cause the revocation of program accreditation. Request with no feedback three (3) days prior to the date of offering is deemed approved.</td>
<td>Accredited CPD Providers</td>
</tr>
<tr>
<td>Filing of Request for Cancellation of Program Accreditation</td>
<td>At least five (5) working days before the date of program offering.</td>
<td>Accredited CPD Providers</td>
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The prescriptive periods under other existing issuances are hereby repealed or modified accordingly.

This Resolution shall take effect after sixty (60) days following its full and complete publication in the Official Gazette or in newspaper of general circulation in the Philippines to give way to a smooth and efficient transitioning from the old to the new prescriptive periods as herein prescribed.

The CPD Division is hereby directed, in coordination with concerned regional and central offices, to conduct appropriate orientations and information dissemination on these new guidelines.

Let a copy hereof be furnished the University of the Philippines (U.P.) Law Center.

Done this 5th day of September, 2022 in the City of Manila.
TIME AND MOTION STUDY OF PROGRAM APPLICATION FOR CPD ACCREDITATION

Summary of the Study

The Continuing Professional Development Accreditation System (CPDAS) was launched on 01 October 2020 to provide convenience to the transacting public and streamline the process of CPD accreditation. To aid its implementation, Memorandum dated 12 March 2021 was issued reiterating the important prescriptive periods in transacting with the CPDAS, however, a few gaps were noted during its implementation. These findings led to the conduct of Time and Motion Study (TMS) that aimed to carefully compare the existing and proposed prescriptive periods, and ultimately harmonize the same for smooth and seamless implementation of the CPD activities and processes using the CPDAS.

Relative to this, a public consultation was held that presented the initial findings of the conducted TMS and its possible effects and benefits to the stakeholders. Thereafter, the Commission through the CPD Program Management Committee (CPD-PMC) identified the most appropriate proposed policy to be adopted taking into consideration its extensive benefits to the stakeholders, and in this case, the Accredited CPD Providers and the CPD Councils.

Generally, the proposed policy will give CPD providers ample time to properly promote/advertise/mark their respective accredited CPD programs together with the accreditation numbers and appropriate CPD units before the actual conduct, which in turn will allow them to accommodate maximum number of target participants. Further, if an unanticipated circumstance arises and there is a need to change the date and/or venue, a request may be sent through the CPDAS within the prescribed period and the CPD Council may act on it even before the actual conduct of the accredited CPD program. On the other hand, the actions of the concerned CPD Council will be in compliance with the existing ARTA Citizen’s Charter.

Presented below are the time and motions studies conducted, comparing the new and existing policies on prescriptive periods with different situations for better understanding of all the affected stakeholders:
I. NEW POLICY ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS

Figure 1. Thirty (30) Working Days Prior to Schedule of Conduct

30-working day program application processing will give just enough time for the Regional Office and the CPD Council to act on the program application, taking into account potential deferments, frequency of CPD Council meetings, or possible changes in the schedule and/or venue of the program to be accredited.

II. EXISTING POLICY ON THE PRESCRIPTIVE PERIOD FOR PROGRAM APPLICATIONS IN DIFFERENT SITUATIONS

Figure 2. Fifteen (15) Working Days Prior to Schedule of Conduct with No Deferment at All Levels of Evaluation

1. The policy on the ‘15 working days prior to program offering’ presupposes that no deferment will be made at both the Regional Office and the CPD Council levels. Otherwise, such deferments would consume already a maximum of 12 out of the 15 days allotted time for the processing of the application. Note that this computation does not yet include the number of days that will be consumed for the provider-applicant’s compliance (to be discussed later).

2. The frequency of Council meetings has to be considered also for purposes of determining the sufficiency of the 15 working day period. On the supposition that the CPD Councils meet at least 2x a month or at 10 working days interval, approximately 2 to 0 day/s (deducting 3 to 5 days of processing at the level of the Regional Office) will be left prior to the date of program offering. This limited time effectively deprives the provider from requesting for any change of date, venue, etc. which, under the rules, should be filed at least 5 days before the program offering.
Figure 3. Fifteen (15) Working Days Prior to Schedule of Conduct with Deferment at the Regional Office Level

If, for instance, a program application is deferred at the Regional Office level, the provider-applicant is given a maximum of 48 hours/2 days to comply with the deficiency. This means that 5 out of the 15 days processing period have already been consumed. The remaining 10 days will now have to be maximized to cover up for the other processes like deferment at the level of the CPD Council (maximum of 10 days); provider-applicant’s compliance (maximum of 10 days); and request for any change in the program (maximum of 5 days). The sum of all these periods is clearly beyond the prescribed period of 15 day prior to date of program offering.

Figure 4. Fifteen (15) Working Days Prior to Schedule of Conduct with Deferment at the CPD Council Level

If, on the other hand, a program application is deferred at the CPD Council level, the provider-applicant is given a maximum of ten (10) working days to comply. Assuming that the provider-applicant will use up the entire 10 days, then there will almost be no remaining day left to complete the process, considering the time that could have been consumed at the level of the Regional Office (maximum of 5 days) and the CPD Council (maximum of 10 days).
Figure 5. Fifteen (15) Working Days Prior to Schedule of Conduct with Deferments at the Regional Office and CPD Council Levels

The worst-case scenario is when a program application is deferred at both levels of the Regional Office and CPD Council. Obviously, if this happens, maximum of 5 days will already be consumed at the level of the Regional Office and maximum of 20 days if the deferment is at the level of the CPD Council. Adding up these 2 periods will show that 25 days have already been consumed, which is, way beyond the 15 days prior to program offering timeline.