



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 13, 2023

REGIONAL MEMORANDUM

No. **577** s. 2023

**REGISTRATION OF PROFESSIONALS IN THE CONTINUING PROFESSIONAL
DEVELOPMENT ACCREDITATION SYSTEM (CPDAS)**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), enjoins all public school teachers and leaders to register in the Continuing Professional Development Accreditation System (CPDAS) at <https://cpdas.prc.gov.ph/>.
2. Through a CPDAS professional account, a teacher or school leader shall be able to: (a) view his/her earned Continuing Professional Development (CPD) units and (b) apply for post-event accreditation (e.g., authorship, diploma, invention, post-graduate, etc.).
3. For easy registration in the CPDAS, attached is the CPD Accreditation System Professional's Account Manual which can also be downloaded from <https://cpdas.prc.gov.ph/documents/manual.professional.pdf>.
4. For inquiries, contact Dr. Alejandra B. Lagumbay, Chief of HRDD, through hrdd.region8@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: as stated

To be indicated in the Perpetual Index under the following subjects:

CPDAS PROFESSIONAL ACCOUNT SCHOOL LEADERS TEACHERS

HRDD-DSS



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>



Page 1 of 1

7098



Republic of the Philippines

PROFESSIONAL REGULATION COMMISSION

CPD Accreditation System

PROFESSIONAL'S ACCOUNT

PUBLIC SITE (Public) – Professional

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



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. I 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.

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.

PUBLIC SITE (Professional) – Registration

Personal Information Account Registration Confirmation

Firstname: Juan
Middlename: Santos
Lastname: Dela Cruz

Profession: Select Profession
License No.:
Date Issued: mm/dd/yyyy
Valid Until: YYYY

Address: 1008 P. Paredes St. Sampaloc, Manila

Telephone:
Mobile No.:

Company Name (if employed): Company Name
Position: Position

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

PUBLIC SITE (Professional) – Registration

Personal Information Account Registration Confirmation

Email Address: Email Address
Password: Password

First Previous Next Last

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

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



Submit application?

Please make sure all of your entries are correct before proceeding.

Proceed!

Cancel

Once finalized, click PROCEED.

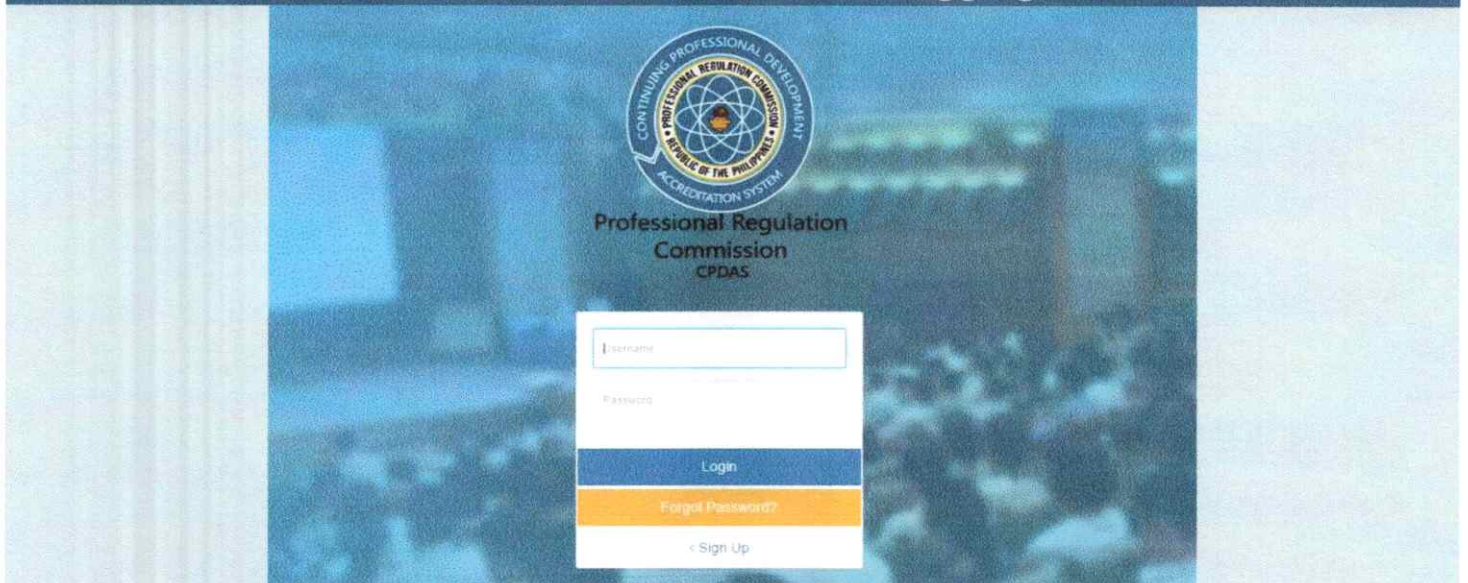
Professional (Logging-in & Applying for CPD Units)

PUBLIC SITE (Professional) – Logging in

The screenshot shows the 'PUBLIC SITE (Professional) – Logging in' page. At the top left is the logo of the Professional Regulation Commission (PRC) and the text 'PROFESSIONAL REGULATION COMMISSION' and 'CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM'. A navigation menu at the top right includes 'HOME', 'REGISTRATION', 'ABOUT US', 'SERVICES', and 'CONTACT'. The 'SERVICES' menu item is highlighted with a red box, and a red arrow points from it to the 'Professional' service card. The 'SERVICES' section contains five cards: '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.), and 'CPD Frontliner' (Check for applications you need to process.). The 'Professional' card is highlighted with a red border.

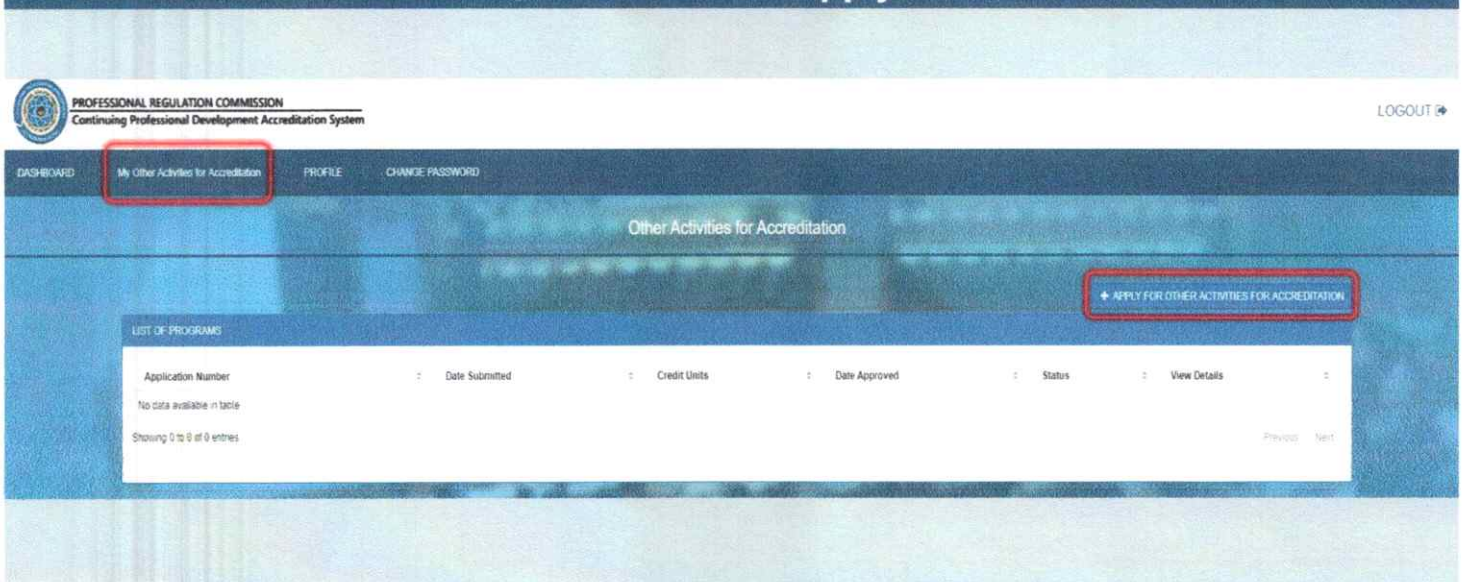
1. Go to www.cpdas.prc.gov.ph link for CPDAS Home Page
2. Click SERVICES
3. Click PROFESSIONAL to proceed to log-in page

PUBLIC SITE (Professional) – Logging in



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

PUBLIC SITE (Professional) – Apply for Credit Units



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 FOR ACCREDITATION

OTHER ACTIVITIES FOR ACCREDITATION DETAILS

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

Select Appointment Place
SELECT REGIONAL OFFICE

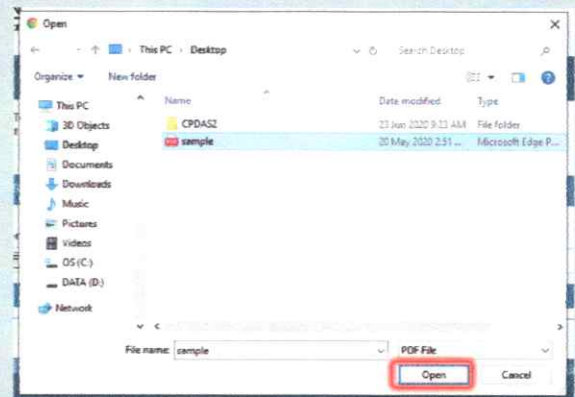
[View requirements to apply / complete requirements](#)

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.
3. Click the CHOOSE FILE to open files box.
4. Select the appropriate document in PDF form
5. Click OPEN to choose.

Note: Accepting PDF format only

PUBLIC SITE (Professional) – Apply for Credit Units

Complete 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

 <p>1.25% (of the total amount) convenience fee</p>	 <p>No convenience fee</p>	COMING SOON	COMING SOON
--	---	-------------	-------------

YOU HAVE CHOSEN
PAYMAYA VISA/MASTER/JCB

OK

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

 <p>1.25% (of the total amount) convenience fee</p>	 <p>No convenience fee</p>		
--	---	--	--

(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 before 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)

The screenshot displays a payment page for the Professional Regulation Commission (PRC). On the left, under 'Credit/Debit Card', there are fields for Card Details, First Name, Last Name, Card Number, Expiry Date, and CVV. A note indicates that receipts can be received via Email or SMS. On the right, the 'Order Summary' shows a total amount of PHP 506.25, which includes a service charge of PHP 6.25 on top of the PHP 500.00 for self-directed learning. A red circle highlights the 'Total Amount' field. At the bottom, there is a green 'Pay now' button.

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)

The screenshot shows two forms side-by-side. The left form is the 'APPLICATION FOR CREDITING SELF DIRECTED AND/OR LIFELONG LEARNING' from the CPD Council for Civil Engineering. It includes sections for Personal Information (Name, Profession, License No., Date Issued, Valid Until, Residence Address, Telephone No., Cellphone No., Company Name, Company Address) and Self-Directed and/or Lifelong Learning (with checkboxes for various activities like Seminars, Conferences, etc.). The right form is the 'ORDER OF PAYMENT' from the PRC Cashier, showing the Order of Payment # (SEN-2020-20), Date (August 11, 2020), and the Total Amount (PHP 506.25).

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

LOGOUT ↗

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 will not
pursue and will not be
Accredited

PUBLIC SITE (Professional) – Deferred Application



PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LOGOUT ↗

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

LOGOUT

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

LOGOUT

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) – View Details of the Application



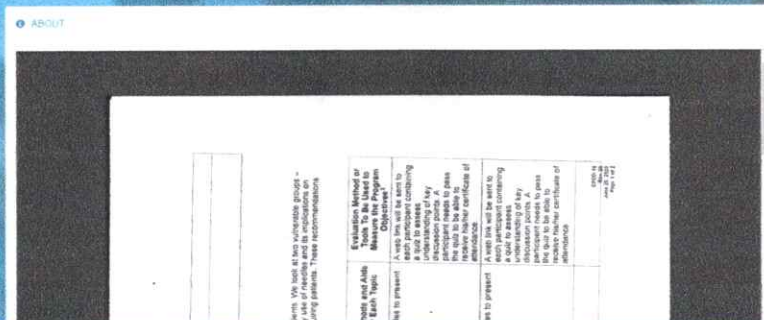
PROFESSIONAL REGULATION COMMISSION
Continuing Professional Development Accreditation System

LOGOUT

DASHBOARD My Other Activities for Accreditation PROFILE CHANGE PASSWORD

File Uploaded

LIST OF OTHER ACTIVITIES FOR ACCREDITATION



Uploaded file will be viewable.

PUBLIC SITE (Professional) – Icon Uses



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: 1028 P. Paredes St., Sampaloc, Manila	
Telephone No: 8040330	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"/> Online Training
<input type="checkbox"/> Post-Graduate Studies	<input type="checkbox"/> Seminars / Technical Sessions / Conference
<input checked="" type="checkbox"/> Auditing	<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: _____	
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



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 Units
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 Next

Total CPD Units Earned: 7

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

PUBLIC SITE (Provider) - Enquiry

DASHBOARD

My Non-Accredited Activities

PROFILE

CHANGE PASSWORD

Feedback

Send Feedback

Subject:

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 Lotano	Lastname Quinto
Address Navotas		
Telephone		Fax Number:
Mobile No. 0915-355-4340		Email Address sgunto10@gmail.com
Company Name (if employed) PRC		Position Accountant
Company Address PRC		Telephone No. 123-4567


LICENSE DETAILS


Profession Accountancy	License No. 00000
Date Issued 06/12/2019	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

LOGOUT 

DASHBOARD My Other Activities for Accreditation PROFILE **CHANGE PASSWORD**

CHANGE PASSWORD

Input new password

Retype new password

[SUBMIT](#)

Professional may change the account password anytime for security purposes.



THANK YOU!