

PROFESSIONAL REGULATORY BOARD OF GEOLOGY PROFESSION

Resolution No.

Series of 2018

OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF REPUBLIC ACT NO. 10912 OTHERWISE KNOWN AS THE “CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACT OF 2016” FOR GEOLOGY PROFESSION

WHEREAS, Section 2 Article I of Republic act (RA) No. 10166, otherwise known as the “Geology Profession Act of 2012” provides for the policy of the State, to wit:

“**Section 2. Statement of Policy.** It is hereby declared the policy of the State to supervise and regulate the practice of geology which is vital to national development; upgrade geology education and the quality of geologist whose standards of professional practice shall be excellent, world-class and globally competitive through regulatory measures, programs and activities.”

WHEREAS, Section 21, Article III of RA 10166 mandates the submission of CPE units for the renewal of the Professional Identification Card every three years as may be required by the Board of Geology.

WHEREAS, Section 15, article IV of Republic Act 10912, otherwise known as “the Continuing Professional Development (CPD) Act of 2016, grants to the Professional Regulatory Boards the authority to prescribe their own requirements or procedures relating to the CPD as may be pertinent and applicable to their respective professions, **PROVIDED** that the same does not contravene any of the provisions of RA No. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after a series of consultative meetings with the stakeholders through the CPD Council, they favorably endorsed the provisions of this Operational Guidelines for Geologists

NOW THEREFORE, the Professional Regulatory Board of Geology (Board) hereby **RESOLVED**, as it now **RESOLVES** to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of Republic Act 10912 and its Implementing Rules and Regulations as follows:

Section 1. Date/s of Regular Meeting/s. The CPD Council under the supervision of the Board , is hereby mandated under this Resolution to meet every last Monday of the month for the purpose of evaluating the applications for accreditation of CPD provider, programs, self-directed and/or lifelong learning and other CPD related matters.

Section 2. List of additional requirements for accreditation of CPD Provider. There are no additional lists of requirements for accreditation for a CPD Provider other than those already provided in Resolution No. 1032, series of 2017, or the IRR of RA No. 10912.

Copies of the Application Forms as CPD Provider are herein attached as Annexes A and B.

2.1 Local Provider

2.1.1 Local providers include, but not limited to the following: sole proprietors, firm/partnership/corporation, government institution/agency, geological organization/s, educational institutions.

2.1.2 The appointed officer to manage the CPD activities of the local providers must be a registered and licensed geologist.

2.2 Foreign Provider

2.2.1. Accredited CPD provider in country of applicant

2.2.2. Articles of incorporation or its equivalent includes as one of its purposes training and development of professionals.

Section 3. List of additional requirements for accreditation of CPD Program. The list of documentary requirements for accreditation of CPD Programs as provided in Resolution No. 1032, series of 2017, shall include, but not limited to, the following:

3.1 Course outline/ (outline of the course topics)

3.2 Appropriate Evaluation procedures

3.3 For Geology subject areas or topics and training programs, the speakers must be registered and licensed geologists and/or are recognized experts in other fields relevant to Geology.

A copy of the Application Form for Accreditation of the CPD Programs is herein attached as Annex C.

Section 4. List of CPD activities with corresponding credit units acceptable to the Board and the CPDC for Geology:

1. PROGRAM/ACTIVITY		CREDIT UNITS	SUPPORTING DOCUMENTS (submit 1 or 2 of the following:)
1.1	Seminar / conference / symposia / workshop Participant	1 CU per hour	<ul style="list-style-type: none">○ Certificate of Attendance (with number of hours and corresponding accreditation number)○ Seminar Program○ Program Description○ Learning Objectives
1.2	Resource Speaker	4 CU per 20-minute power point presentation or 40-minute lecture	<ul style="list-style-type: none">○ Certificate of Appreciation○ Copy of Papers○ Program Invitation

				<ul style="list-style-type: none"> ○ <i>Event Photo of Speaker</i>
1.3	Lecturer	6 CU per hour		<ul style="list-style-type: none"> ○ <i>Certificate of Appreciation</i> ○ <i>Copy of Papers</i> ○ <i>Program Invitation</i>
1.4	Panelist/Reactor	3 CU per hour		<ul style="list-style-type: none"> ○ <i>Certification from Sponsoring Organization</i> ○ <i>Copy of Program</i> ○ <i>Event Photo of the Panelist</i>
1.5	Workshop Facilitator	2 CU per hour		<ul style="list-style-type: none"> ○ <i>Certification from Sponsoring Organization</i> ○ <i>Copy of Program</i> ○ <i>Event Photo of Facilitator</i>
1.6	Monitor/Documentation A copy of the CPD Monitoring Report is herein attached as Annex D	2 CU per hour		<ul style="list-style-type: none"> ○ <i>Monitoring Report</i> ○ <i>Certificate of Appearance from the CPD Provider</i> ○ <i>Authority to Monitor from CPDC</i> ○ <i>Event Photos</i>
1.7	In-Service Training	2 CU per month period or a fraction thereof upon completion		<ul style="list-style-type: none"> ○ <i>Certificate of Training</i> ○ <i>Training Description</i>
1.8	Scientific Conferences	Local 8 CU per day	International 16 CU per day	<ul style="list-style-type: none"> ○ <i>Certificate of Attendance (with number of hours from Sponsoring Organization)</i> ○ <i>Seminar Program</i> ○ <i>Program Description</i> ○ <i>Learning Objectives</i> ○ <i>Travel Documents & Tickets</i>

2. SELF-DIRECTED AND/OR LIFELONG LEARNING ACTIVITIES

Formal Learning refers to educational arrangements such as curricular qualifications and teaching-learning requirements that take place in education and training institutions recognized by relevant national authorities and which lead to diplomas and qualifications

A copy of the Application Form for Crediting Self-Directed and/or Lifelong Learning is herein attached as Annex E.

2.1	Post Graduate Diploma	Maximum of 30 CU for an 18 –month period OR a fraction thereof upon completion	<ul style="list-style-type: none"> ○ <i>Diploma / Certification from the Institution</i> ○ <i>Transcript of Record (authenticated copy)</i>
2.2	Master’s Degree Or Equivalent	1 CU per academic unit or equivalent; 20 CU additional upon completion of degree	<ul style="list-style-type: none"> ○ <i>University Certification/ Diploma</i> ○ <i>Transcript of Records (authenticated copy)</i>
2.3	Doctorate Degree Or Equivalent	2 CU per academic unit or equivalent; 30 CU additional upon completion of degree	<ul style="list-style-type: none"> ○ <i>University Certification/ Diploma</i> ○ <i>Transcript of Records (authenticated copy)</i>
2.4	Post-Doctoral Associate	4 CU upon completion	<ul style="list-style-type: none"> ○ <i>Certification from the Institution</i>
2.5	Professorial Chair	Max. 15 CU per year or a fraction thereof	<ul style="list-style-type: none"> ○ <i>Certificate of Grant or Appointment Paper</i>
2.6	Distance Learning Module International On-Line Courses *	Max 10 CU per year or a fraction thereof (to be evaluated by the CPDC) Must meet 2 conditions to qualify : 1. Courses accredited and approved by the APO of the host country 2. CPD accreditation program and approved CPD CUs	<ul style="list-style-type: none"> ○ <i>Copy of Online Registration and Confirmation</i> ○ <i>Proof of Payment or Transaction Receipt</i> ○ <i>Certification of Completion of Online Course with corresponding CUs</i> ○ <i>Learning Objectives or Outcomes</i>
2.7	Specialization Programs / Courses	1 CU per academic unit or equivalent	<ul style="list-style-type: none"> ○ <i>Certification from the Institution</i>
2.8	Fellowship Grant		
	2.8.1 Participant	2 CU per grant	<ul style="list-style-type: none"> ○ <i>Certification from the Granting Institution AND/OR</i> ○ <i>Certificate of Fellowship/ Completion</i>
	2.8.2 Resource Speaker	4 CU per grant	
	2.8.3 Research Fellow	5 CU per grant	
	2.8.4 Teaching Fellow	4 CU upon completion	

3. SELF-DIRECTED and/or LIFELONG LEARNING ACTIVITIES

Informal learning refers to learning that occurs in daily life assessed through the recognition, validation and accreditation process, and which can contribute to a qualification.

Non-formal learning refers to learning that has been acquired in addition or alternatively to formal learning, which may be structured and made more flexible according to educational and training arrangements.

Included are conventions organized by AIPO or government agency or institution or private companies with a geological workforce.

*Training offered by **non-accredited** CPD Providers, Face to Face/Online*

To be covered by a separate application and payment of fees; must apply at least 60 days before PIC expiration date.

3.1	Participant	1 CU per hour	<ul style="list-style-type: none"> ○ Certificate of Attendance (with number of hours) ○ Seminar Program ○ Program Description ○ Learning Objectives
3.2	Resource Speaker	4 CU per presentation (at least 20 minutes)	<ul style="list-style-type: none"> ○ Photocopy of Certificate ○ Copy of Papers/ Extended Abstract ○ Copy of Presentation ○ Copy of Program
3.3	Panelist/Reactor	3 CU per hour	<ul style="list-style-type: none"> ○ Certification from Sponsoring Organization ○ Copy of Program
3.4	Facilitator	2 CU per hour	<ul style="list-style-type: none"> ○ Certification from Sponsoring Organization ○ Copy of Program
3.5	Conference Poster Presenter	2 CU for the first 3 authors 1 CU for the other authors	<ul style="list-style-type: none"> ○ Certification from Sponsoring Organization ○ Copy of Program
3.6	In-Service Training	2 CU per month period or a fraction thereof upon completion	<ul style="list-style-type: none"> ○ Certificate of Training ○ Training Description
3.7	Technical Report / Paper	5 CU per Technical Report (For published paper see 3.8, 3,9)	<ul style="list-style-type: none"> ○ Copy of Module and Evaluation
3.8			

	Article Published in a Refereed/Peer Reviewed Professional Journal or Scholarly Journal			
	3.8.1 Author/s	<i>Local</i> Max 12 CU per article 5 CU for the first author 4 CU for the second author 3 CU for the third author +2 CU to be divided equally among the other authors	<i>International</i> Max 18 CU per article 7.5 CU for the first author 6 CU for the second author 4.5 CU for the third author +4 CU to be divided equally among the other authors	○ <i>Copy of Published Article</i>
	3.8.2 Peer Reviewer	<i>Local</i> Max 2 CU per article	<i>International</i> Max 4 CU per article	○ <i>Copy of Reviewed Article</i> ○ <i>Peer Review Report</i>
3.9	Pamphlet / Book Or Monograph			

	3.9.1 Author/s	<p><i>Local</i></p> <p>Single Author Max 20 CU (25-50 pp) Max 30 CU (51-100 pp) Max 40 CU (>100 pp)</p> <p>2 Authors Max 10 CU (25-50 pp) Max 20 CU (51-100 pp) Max 30 CU (>100 pp)</p> <p>3 Authors or more Max 5 CU (25-50 pp) Max 10 CU (51-100 pp) Max 20 CU (>100 pp)</p>	<p><i>International</i></p> <p>Single Author Max 20 CU (25-50 pp) Max 30 CU (51-100 pp) Max 40 CU (>100 pp)</p> <p>2 Authors Max 10 CU (25-50 pp) Max 20 CU (51-100 pp) Max 30 CU (>100 pp)</p> <p>3 Authors or more Max 5 CU (25-50 pp) Max 10 CU (51-100 pp) Max 20 CU (>100 pp)</p>	<ul style="list-style-type: none"> ○ <i>Copy of Published Book</i>
	3.9.2 Editor	<p><i>Local</i></p> <p>½ of the CU of Authors</p>	<p><i>International</i></p> <p>½ of the CU of Authors</p>	<ul style="list-style-type: none"> ○ <i>Copy of Published Book</i>
3.10	<p>Article In Magazine/ Newspaper (International or Local)</p> <p>Article or Column or other Mass Communication Media</p>	<p>Max. of 5 CU per article (For multiple authors, divide CU equally among them.)</p>		<ul style="list-style-type: none"> ○ <i>Proof of Publication of Article</i> ○ <i>Copy of Publication or Video or other Mass Communication Media</i>
3.11	Research/projects	<p>Max of 20 CU per project (for projects not more than 5 years; if more than 5 years accreditation will be on a case to case basis)</p>		<ul style="list-style-type: none"> ○ <i>Copy of Research Project Report or MOA with Funding Agency</i>
3.12	Inventions, Patents, Copyrights	<p>Full (45) CU for compliance period</p>		<ul style="list-style-type: none"> ○ <i>Certified Copy of Patent Certificate</i>

	<p>Tours, Travels and Field Visits</p> <p><i>To be covered by a separate application and payment of fees; must apply at least 60 days before PIC expiration date. Activities and CUs must be claimed within compliance period.</i></p>		
3.13	<p>3.13.1 Study Tours and Visits</p>	<p>2 CU per day (Max. 20 CU/Tour per cycle)</p>	<ul style="list-style-type: none"> ○ <i>Travel Documents, Boarding Pass, or Proof of Travel as necessary)</i> ○ <i>Proof of Visitor or Attendance (Entrance Tickets)</i> ○ <i>No Repeat Visit per Cycle</i> ○ <i>Photos or Video per day</i> ○ <i>Certificate from Sponsoring Institution or CPD Provider</i> ○ <i>Program Details and Itinerary</i> ○ <i>CV of Tour Resource People</i> ○ <i>Evaluation Report on Learning Objectives & Schedule of Activities</i>
	<p>3.13.2 Foreign Travel</p>	<p>1 CU per Round Trip regardless of number of days and number of countries visited (Max 3 CU per year)</p>	
3.14	<p>Teaching Geology Courses</p> <p>(e.g. Part-time Lecturer, Thesis Adviser, etc.)</p>	<p>5 CU per year</p>	<ul style="list-style-type: none"> ○ <i>Certificate of Employment / Academic Engagement</i> ○ <i>Certificate of Average Teaching Load in a year</i>
3.15	<p>Professional / Technical Consultations</p> <p>(e.g. Project evaluation, interpretation of new data, Resource assessment, etc.)</p>	<p>Maximun 5 CU</p>	<ul style="list-style-type: none"> ○ <i>Copy of report or if data is confidential, summary of nature of data and interpretation, or outline of report</i>
3.16	<p>Socio-Civic Activities Using Profession</p>	<p>1 CU per hour OR 10 CU per project</p>	<ul style="list-style-type: none"> ○ <i>Project Proposal</i> ○ <i>Report or Proof of Participation by Sponsoring</i>

	(e.g. outreach programs, etc.)	(to be evaluated and determined by CPDC) (Max 15 CU per cycle) <i>For multiple members in a group, divide CUs equally among them.</i>	<i>Institution or Organization</i> ○ <i>Photos</i> ○ <i>Certificate of Appearance/ Invitation</i>
3.17	Recognition/ Title (e.g. Fellow, Hall of Fame award, Outstanding Professional, Lifetime Achievement awardee, etc.) (to be determined and evaluated by the CPDC)	Maximum 45 CU for compliance period	○ <i>Copy of Certification from the Awarding Body (duly notarized)</i>

Section 5. CPD Provider Completion Report. The list of documentary requirements for the submission of the Completion Report as provided in Resolution No. 1032, s. of 2017, shall also include the following:

- 5.1. Event Photo and/or Video Documentation
- 5.2. Summary of feedback of comment form in a sealed brown envelope signed by the Monitors.

A copy of CPD Providers' Completion Report is hereto attached as Annex D.

Section 6. Maximum Creditable Units for Self-Directed and/or Lifelong Learning. The maximum creditable units for self-directed and/or lifelong learning in one (1) compliance period of three (3) years is **Fifteen (15) CUs** except for the items specified in the matrix of CPD Activities (Section 4). This includes the practice of Geology (in various fields) as regular employee or as part of a geological project.

Section 7. Additional CPD Credit Units. Additional CPD Credit Units may be awarded to participants of accredited CPD programs who will take the learning evaluation provided for in the program. An additional twenty-five percent (25%) credit units will be awarded to participants who will pass the learning evaluation provided for in the program.

Section 8. Major Areas of CPD Activities. The CPD Activities shall be divided into three (3) major areas with corresponding minimum credit units, as follows:

	MAJOR AREAS	SCOPE (Possible Topics)	MIN. CREDIT UNIT
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1.0	Ethics, Standards of Professional Practice	<ul style="list-style-type: none"> ○ Code of Ethics of Geology ○ Geology Profession Act of 2012 (RA 10166) ○ Licensure Examination and Registration ○ Research methods and Critical thinking ○ Personal Development ○ Written, Visual & Oral Communication ○ Etc 	5 Credit Units (CUs)
2.0	Enhancement of Professional Practice and Technical Competence	<ul style="list-style-type: none"> ○ General geological survey and mapping ○ Exploration for metallic and non-metallic mineral resources ○ Geological exploration for energy resources ○ Study of geohazards ○ Hydrogeological studies ○ Physical and geo-mechanical studies of rocks and soils ○ Gathering, processing and evaluation of geologic data ○ Data processing, petrology, mineragraphy and laboratory studies ○ Preparation of geological reports ○ Teaching of geological courses ○ Other activities as may be accredited by the CPD Council 	35 Credit Units (CUs)
3.0	Environmental Factors and Developments in the practice of Geology	<ul style="list-style-type: none"> ○ Gender and Development ○ Socio-Civic Activities ○ Communications and interpersonal skills ○ Stress management] ○ Health and safety ○ Disaster preparedness ○ Etc 	5 Credit Units (CUs)

Other programs and activities not covered by the above items will be subjected to evaluation by the CPD Council and given appropriate Credit Units if accredited by the Council.

Section 9. Required CPD Credit Units in a Compliance Period. All Geologists shall be required to comply with the following CPD credit units within a compliance period of three (3) years:

Required Credit Units (CUs) for the 3 year compliance period (of continuous practice)	Below 60 years old (45 CUs)	Between 61 to 70 (30 CUs)	71 years old and above (15 CUs)
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Section 10. Required CPD Credit units in a Compliance Period. All Geologists shall be required to comply with forty-five (45) CPD credit units in a compliance period of three (3) years, which the implementation thereof shall be gradual in the following period:

PIC RENEWAL PERIOD	Minimum CUs Required
July – December 2017	0
January – December 2018	15
January – December 2019	30
January 2020 onwards	45

Section 11. Professionals Working Overseas on How to Comply with CPD Program. Professionals working overseas may take programs/seminars through the foreign chapters or affiliates of accredited CPD Providers. They may also attend seminars/trainings conducted by non-accredited CPD Providers and apply for credit unit/s with their respective CPD Councils under Self-Directed and/or Lifelong Learning track.

Section 12. Repealing Clause. All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 13. Effectivity. This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in any major newspaper of general circulation in the country.

Let copies hereof be provided the UP Law Center and the Members of the CPD Council for Geology.

Done in the City of Manila, this ____ day of _____, 2018.

ROLANDO PENA
Chairperson

MARIO A. AURELIO
Member

RENE JUNA R. CLAVERIA
Member

