

**Memorandum Circular
No. 98 - 01
February 03, 1998**

SUBJECT : Guidelines for the Continuing Professional Education for the Registered Professional Officials and Employees in the DENR.

Pursuant to Section 7b of Executive Order No. 192 and in order to encourage further career development for all practicing professionals in the Department, and at the same time implement the Continuing Professional Education (CPE) in recognition of the Human Resource Development Service (HRDS) as a Multi-Disciplinary Provider of the Professional Regulation Commission, the following regulations are hereby promulgated for the guidance of all concerned.

1. BASIC POLICY

In the pursuit of a basic policy of the Department to promote the career advancement of all officials and employees, all professionals registered with the Professional Regulation Commission (PRC) shall be encouraged to participate in the CPE. The Department shall, therefore, endeavor to design training programs which are relevant to career advancement and at the same time promote professional growth of all officials and employees.

2. SCOPE/COVERAGE

This Circular shall cover all registered professionals who participate in any training program which are relevant to the mandate of the Department and related to their chosen profession as either participant or a resource person.

3. OBJECTIVES

- 3.1 To provide opportunities for all registered professionals in upgrading their skills and proficiency in their profession brought about by modernization and scientific and technological advances.
- 3.2 To enhance the level of competence of the registered professionals in the sustainable management of resources and protection of the environment.
- 3.3 To recognize and accredit every training program participated in by registered professionals.

4. PROCEDURAL GUIDELINES

- 4.1 The Human Resource Development Service (HRDS), Central Office shall be the central coordinating body to approve the design and conduct of training programs related to CPE.
- 4.2 The required documents to be submitted to HRDS sixty (60) days before the actual date of any training program shall contain the following information:
 - 4.2.1 title of the program
 - 4.2.2 target date
 - 4.2.3 brief description of the program
 - 4.2.4 objectives of the program
 - 4.2.5 number and level of the participants
 - 4.2.6 outline of the program of activities
 - 4.2.7 resume of resource persons and their respective PRC License No., when applicable
- 4.3 HRDS shall assign accredited facilitator/staff in the conduct of training programs.

4.4 A training report shall be submitted within five (5) days from the completion of the training to PRC for accreditation.

5. DENR ROSTER OF PROFESSIONALS

All Offices concerned are hereby directed to submit to HRDS, the names of their registered professionals, with their corresponding PRC License No., date issued and expiry date for reference and future availment of their professional services.

6. EFFECTIVITY

This Order shall take effect immediately.

(Sgd.) VICTOR O. RAMOS
Secretary