



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Medical Services Division		POLICY NUMBER: DPOTMH-IPP-COMET-P001 (01)	
TITLE/DESCRIPTION: MANAGED CPD PROGRAM APPLICATION AND IMPLEMENTATION GUIDELINES FOR THE MEDICAL PROFESSION			
EFFECTIVE DATE: June 16, 2025	REVISION DUE: June 15, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 8
APPLIES TO: Medical Services Division, COMET		POLICY TYPE: Internal	

PURPOSE:

To establish a documented procedure for the application, processing, and management of CPD-accredited programs by clinical departments through the PRC-accredited CPD Provider under the Committee on Medical Education and Training.

1. To standardize the process of CPD program application through the hospital's accredited provider
2. To define the responsibilities of COMET and the requesting department
3. To ensure complete compliance with PRC and CPD Council guidelines
4. To uphold transparency, accountability, and professionalism in all CPD-accredited offerings

This policy outlines the procedural guidelines for clinical departments in applying for Continuing Professional Development (CPD) programs through the hospital's PRC-accredited CPD Provider, which is managed by the DPOTMH Committee on Medical Education and Training (COMET).

The process ensures alignment with PRC Resolution No. 2019-1146: "Implementing Rules and Regulations of RA No. 10912, known as the Continuing Professional Development Act of 2016", and CPD Council of Medicine requirements, while maintaining COMET's role strictly as an enabler or facilitator—not as a co-organizer or collecting body.

DEFINITIONS:

Continuing Professional Development (CPD)- A mandatory learning process required for professionals to maintain, enhance, and update their knowledge, skills, and competencies throughout their professional life, as mandated under Republic Act No. 10912 (CPD Act of 2016).

CPD Program - An organized educational activity or event approved by the PRC CPD Council that grants CPD units to licensed professionals upon completion, such as lectures, workshops, seminars, or conferences.

CPD Unit- Quantified value of learning based on the number of contact hours and the nature of the activity, awarded by the PRC CPD Council to participants who have completed an accredited program.

CPD Council of Medicine- The regulatory council under the Professional Regulation Commission (PRC) responsible for evaluating, accrediting, and monitoring CPD programs and providers for the medical profession.

Accredited CPD Provider- An institution or organization duly recognized and authorized by the CPD Council to design, implement, and evaluate CPD programs for professional development.

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Committee on Medical Education and Training (COMET)- The hospital-based committee responsible for supervising medical education initiatives, including residency training and intern education.

RESPONSIBILITY:

Clinical Departments, Accredited Physicians, Medical Director, COMET, Medical Affairs Secretary

POLICY:

A. Initiating the CPD Application

1. The requesting department shall submit a Letter of Intent addressed to:
 - The Medical Director
 - The Chair of the Committee on Medical Education and Training (COMET)
2. The requesting department must sign a waiver form of responsibility and acknowledgment of non-refundable CPD application fees.
3. Upon approval, COMET will assist the department by:
 - Providing access to the CPD provider account
 - Sharing the CPD application checklist and templates
 - Guiding the department on submission timelines

NOTE: COMET will not co-organize or co-facilitate the activity, nor collect any application-related fees.



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B. Department Responsibilities

The requesting department shall be responsible for the following:

STAGE	DEPARTMENT RESPONSIBILITIES
Pre-application	Prepare the full set of required documents based on PRC CPD Council of Medicine requirements
Application Filing	Submit the complete CPD application form and requirements through the accredited provider portal (in PDF format) and/or PRC office
Fees	Assume full responsibility for the payment of application and related fees as prescribed by the PRC CPD Council.
Deficiency Resolution	Promptly respond to and comply with any PRC-required revisions, clarifications, or deficiencies within the prescribed deadline to avoid delays in program approval or CPD unit issuance
Program Conduct	Organize the event, ensure educational quality, and manage all logistics.
Attendance Monitoring	Ensure accurate documentation of participants' attendance using PRC-approved format
Post-Activity Reporting	Ensure timely submission of the completion report, evaluation summary, photo documentation, and all other post-activity requirements within the prescribed deadline set by the PRC CPD Council.
Accountability	Assume full responsibility for any delays, errors, or non-compliance encountered during application, program conduct, or reporting



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C. COMET Role and Limitations

COMET Will:	COMET Will Not:
Facilitate access to the CPD Provider account	Organize or co-sponsor the event
Provide document templates and guidance	Pay for any CPD application-related expenses
Monitor compliance for documentation only	Collect or manage funds related to the program
Provide feedback on document completeness before submission	Be held liable for deficiencies or late reports

I. Documentation Requirements (as per PRC Guidelines):

- Accomplished CPD Application Form for Accreditation of CPD Program (CPDD-02 Rev.05)
 - Title of Program
 - Date
 - Venue
 - Time/Duration
 - Program Description
 - Learning Outcomes
 - Target Participants (include how many)
 - Registration Fee to be collected
- Instructional Design and Specific Course Objectives (CPDD-16 Rev.00)
- Evaluation methods and tools that measure the learning gained by the participants specific and appropriate to learning outcomes set
- Program of Activities showing the time duration per topic and the resource person/s
- Resume of resource persons relevant to the CPD program applied for with attached scanned copy/photocopy of valid Professional Identification Card of resource persons if registered professional. Otherwise, submit a scanned copy/photocopy of a government-issued or company Identification Card (CPDD-17 Rev.00)
- Financial Plan for the conduct of the CPD program (CPDD Template 2022-1520)
- Registration Sheet (CPDD-12-A Rev.00)



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8. Attendance Sheet (CPDD-12-B Rev.00)
9. Attendance Monitoring Report (CPDD Template)
10. Completion Report (CPDD-05 Rev.05)
11. Certificate of Attendance/Participation (CPDD-14 Rev.00)
12. Documentary Stamps to be affixed to Certificate of Accreditation

II. CPD Program Application Timeline and Submission Guidelines:

A. Advance Filing of Applications:

All applications for CPD program accreditation must be submitted to the CPD Council of Medicine through the hospital's accredited provider at least forty-five (45) days prior to the scheduled date of the activity or training. This ensures sufficient time for review, approval, and assignment of CPD units.

B. Authorized Representatives:

If a representative is filing the application or claiming the Certificate of Accreditation on behalf of the requesting department or applicant, a Letter of Authorization must be presented, accompanied by valid identification cards of both the representative and the authorized signatory. Applications submitted without proper authorization documents may be rejected.

C. Processing Period:

The standard processing period for CPD applications is forty-five (45) days from the date of receipt of complete documentary requirements. Departments are advised to monitor submission status closely to ensure timely approval.

D. Submission of Additional Requirements:

In the event that the CPD Council of Medicine requires additional documentation or clarification, the department will be given fifteen (15) days to comply and submit the necessary items.

Failure to comply within the prescribed period shall be deemed as abandonment of the application, and any previously paid application fees shall be forfeited in favor of the government, in accordance with PRC rules and regulations.





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III. Non-Compliance and Accountability:

Any lapses, delays, or disapproval of the application or CPD unit issuance shall be the sole responsibility of the requesting department. COMET shall not be held liable for:

- Incomplete or delayed submission of documents
- Failure to comply with CPD Council requirements
- Inaccurate reporting or attendance tracking
- Rejection or revocation of CPD units

IV. Non-Refund Policy on CPD Application Fees

In accordance with the guidelines set by the Professional Regulation Commission – Continuing Professional Development (CPD) Division, all CPD application payments processed through the hospital's accredited provider shall be considered non-refundable and non-transferrable, regardless of the application outcome.

The following circumstances will result in forfeiture of the payment:

1. Disapproval of the application by the CPD Council.
2. Cancellation initiated by the applicant/department after submission.
3. Abandoned applications or failure to submit required documents within the prescribed timeline.
4. Failure to complete the accreditation process, including non-compliance with PRC requirements or failure to secure endorsement from the CPD Council.

V. Review and Amendment:

This policy shall be reviewed annually by COMET or as needed in accordance with updated PRC or CPD Council guidelines.



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PROCEDURE: N/A
WORK INSTRUCTION: N/A
WORK FLOW: N/A
FORMS: 1. MSD-F023-CPD Authorization Letter 2. MSD-F024-Waiver of Responsibility & Acknowledgment of Non-Refundable CPD Application Fees
EQUIPMENT: N/A
REFERENCES: N/A





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APPROVAL:				
	Name/Title	Signature	Date	TQM Stamp
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Final Approved by:	GENESIS GOLDI D. GOLINGAN President and Chief Executive Officer		06/24/25	

