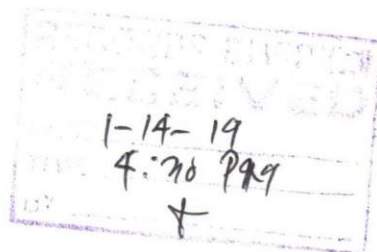




10 January 2019

**MEMORANDUM CIRCULAR NO. 04**  
Series of 2019



**TO: All Faculty and Staff Concerned**

**SUBJECT: CSC Memorandum Circular No. 18, s. 2018**

All concerned is hereby informed of the Civil Service Commission's **Memorandum Circular No. 18, s. 2018** with subject **"Attendance in Continuing Professional Development Courses and Renewal of Professional Identification Cards (PICs) on Official Time"**.

Attached is a copy of the memorandum.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

M.C. No. 18, s. 2018

**MEMORANDUM CIRCULAR**

**TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs) WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Attendance in Continuing Professional Development Courses and Renewal of Professional Identification Cards (PICs) on Official Time**

The Civil Service Commission, pursuant to CSC Resolution No. 1800923 promulgated on August 29, 2018 supports Republic Act No. 10912 also known as the **Continuing Professional Development Act of 2016**. The law aims to promote and upgrade the practice of professions in the country and to continuously improve the competence of professionals in accordance with international standards of practice.

In line with the Continuing Professional Development (CPD) of government professionals, the Commission prescribes the following:

1. Attendance of government professionals in CPD Courses shall be considered on official time for purposes of meeting the required CPD units as prescribed by their respective Professional Regulatory Board (Annex J of the Implementing Rules and Regulations of the CPD Act). Anything in excess of what is provided therein or in excess of what is required for the CPD may be subject to the discretion of the agency heads.
2. As agency heads authorize attendance of their professionals in CPD Courses, it is also their responsibility to ensure proper scheduling so as not to hamper agency operations.
3. The continuing professional development program/course may also be considered as appropriate for meeting the technical or managerial training hours required for appointment purposes depending on its course description, objectives and target participants as specified by the CPD Provider.
- ✓ 4. All government professionals are granted one (1) day on official time for every three (3) years for the renewal of their Professional Identification Cards (PICs).



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**Bawat Kawani, Lingkod Bayani**

All other existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed or amended.

CSC Resolution No. 1800923 dated August 29, 2018 was published on September 21, 2018 in *The Philippine Star*, and took effect on October 7, 2018.

  
ALICIA dela ROSA-BALA  
Chairperson

16 OCT 2018





**CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016**  
**Re: Attendance in Continuing Professional Development**  
**Courses and Renewal of Professional Identification**  
**Cards (PICs) On Official Time**

Number 1800923

Promulgated 29 AUG 2018

X ----- X

**RESOLUTION**

**WHEREAS**, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, to "establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x";

**WHEREAS**, Republic Act No. 10912 also known as the "*Continuing Professional Development Act of 2016*" was enacted on July 27, 2015 to promote and upgrade the practice of professions in the country and continuously improve the competence of the professionals in accordance with the international standards of practice;

**WHEREAS**, Section 10 of the law provides that Continuing Professional Development (CPD) is a mandatory requirement in the renewal of the Professional Identification Card of all registered and licensed professionals under the regulation of the Professional Regulation Commission;

**WHEREAS**, Section 13 of the same law provides that all concerned government agencies, private firms and organizations employing professionals shall include the CPD as part of their human resource development plan and program;

**WHEREAS**, various government professional groups have requested, through the Senate Committee on Civil Service, Government Reorganization and Professional Regulation, that their attendance in CPD courses and the time they apply for renewal of their licenses with the Professional Regulation Commission (PRC) be considered as activities done on official time;

**WHEREAS**, CSC Memorandum Circular (MC) 43, s. 1993 (Streamlining and Deregulating Human Resource Development Functions) states that, the Agency Heads are responsible in formulating and establishing their respective training and development programs and shall authorize the attendance of their respective personnel in conventions, conferences, symposia sponsored by non-governmental organizations or private institutions;

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**Bawat Kawani, Lingkod Bayani**

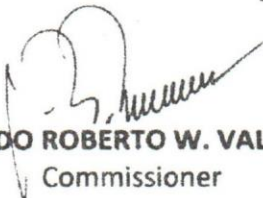
**WHEREFORE**, in support of the *continuing learning and development* of government professionals, the Commission RESOLVES to ADOPT the following:

1. Attendance of government professionals in CPD Courses shall be considered on official time for purposes of meeting the required CPD units as prescribed by their respective Professional Regulatory Board (Annex J of the Implementing Rules and Regulations of the CPD Act). Anything in excess of what is provided therein or in excess of what is required for the CPD may be subject to the discretion of the agency heads.
2. As agency heads authorize attendance of their professionals in CPD Courses, it is also their responsibility to ensure proper scheduling so as not to hamper agency operations.
3. The continuing professional development program/course may also be considered as appropriate for meeting the technical or managerial training hours required for appointment purposes depending on its course description, objectives and target participants as specified by the CPD Provider.
4. All government professionals are granted one (1) day on official time for every three (3) years for the renewal of their Professional Identification Cards (PICs).

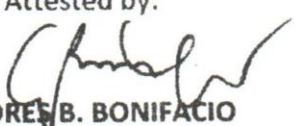
This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation.

Quezon City.

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**LEOPOLDO ROBERTO W. VALDEROSA JR.**  
Commissioner

**VACANT**  
Commissioner

Attested by:  
  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office