



Republic of the Philippines  
Professional Regulation Commission  
Manila



**PROFESSIONAL REGULATION COMMISSION**  
**RESOLUTION NO. 1520**  
Series of 2022

**SUPPLEMENTAL GUIDELINES ON THE DETERMINATION OF CPD PROVIDERS'  
SEMINAR/REGISTRATION FEES**

**WHEREAS**, Section 6, Article II of Republic Act No. 10912 or the "Continuing Professional Development Act of 2016" enumerates the powers, functions, and responsibilities of the Professional Regulation Commission (Commission) and the Professional Regulatory Boards, one of which is to formulate, issue, and promulgate guidelines and procedures for the implementation of the Continuing Professional Development (CPD) Programs;

**WHEREAS**, the Commission issued Office Order No. 309 (s. 2021) reconstituting the Committee on the Review of CPD Provider's Seminar/Registration Fees (Committee);

**WHEREAS**, the Committee, after careful study of the CPD Providers' submitted breakdown of their programs' accreditation expenses, prepared a report and recommendation for the standardization and rationalization of CPD Providers' Seminar/Registration Fees;

**WHEREAS**, the Committee, after deliberation, submitted its report which was further discussed with the CPD Program Management Committee (PMC) for consultation purposes;

**WHEREAS**, after review of the final report and recommendation of the Committee, the Commission finds the same to be reasonable, appropriate, and acceptable.

**NOW THEREFORE**, the Commission **RESOLVES** to adopt the recommendation of the Committee and hereby promulgates the following Supplemental Guidelines on the Determination of CPD Providers' Seminar/Registration Fees:

**Section 1.** Section 3 is hereby amended to be read as:

**Section 3.** Financial Plan. The template for the Financial Plan is hereto attached as Annex "A". For any of the listed expenses not applicable to the applied program, "Not Applicable" or "N/A" shall be indicated. Moreover, expenses not included among those listed, have to be justified for the evaluation and approval of the concerned CPD Council.

Government agencies and private entities conducting CPD programs solely for their employees, without collecting registration fees, are not required to submit a financial plan. However, when CPD programs are contracted to be conducted by accredited providers, then the accredited providers have to apply for program accreditation, submit a financial plan

and issue certificates to participants.

**Section 2.** After Section 3, a new section is hereby added which shall read as follows:

**Section 4. Matrix of Registration Fees** – The CPD providers shall be guided by the following matrix of registration fees:

A. Face-to-Face Programs

	<b>Activity</b>	<b>Venue</b>	<b>No. of Participants</b>	<b>No. of Days</b>	<b>Registration Fee</b>
1.	Conventions/ Conferences	Hotel	1,001 and above	3	P2,600- P3,500
2.	Conventions/ Conferences	Hotel	Up to 1,000	3	P3,000- P4,000
3.	Conventions/ Conferences	Hotel	1,001 and above	2	P2,000- P2,800
4.	Conventions/ Conferences	Hotel	Up to 1,000	2	P2,300- P3,000
5.	Seminars	Hotel	101 and above	2	P2,300- P3,000
6.	Seminars	Hotel	Up to 100	2	P2,600- P3,400
7.	Seminars	Other than Hotel	101 and above	2	P2,000- P2,800
8.	Seminars	Other than Hotel	Up to 100	2	P2,300- P3,000
9.	Seminars	Hotel	Up to 100	1	P800-P1,700
10.	Seminars	Other than Hotel	Up to 100	1	P750-P1,500

B. Online Programs

	<b>Activity</b>	<b>No. of Participants</b>	<b>No. of Days</b>	<b>Registration Fee</b>
1.	Conventions/ Conferences	1,001 and above	3	P400-P500
2.	Conventions/ Conferences	Up to 1,000	3	P500-P600
3.	Conventions/ Conferences	1,001 and above	2	P600-P700
4.	Conventions/ Conferences	Up to 1,000	2	P700-P800

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5.	Seminars	501 and above	2	P700-P800
6.	Seminars	Up to 500	2	P800-P900
7.	Seminars	501 and above	1	P350-P450
8.	Seminars	Up to 500	1	P400-P500

CPD Providers shall provide a justification if the registration fee is beyond that provided in the matrix, subject to the evaluation and approval of the concerned CPD Council.

**Section 3.** Sections 4 to 6 are hereby renumbered as Sections 5 to 7, respectively.

**Section 4. Repealing Clause-** Any resolution, memorandum order, circular, or issuance inconsistent with these guidelines are hereby repealed or modified accordingly.

**Section 5. Effectivity** - This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation, copy furnished the U.P Law Center.

Done in the City of Manila this **25<sup>th</sup>** day of **July, 2022**.

  
TEOFILO S. PILANDO, JR.  
Chairman


  
JOSE Y. CUETO, JR.  
Commissioner

  
ERWIN M. ENAD  
Commissioner

DATE OF PUBLICATION IN THE

*BUSINESS MIRROR* : August 05, 2022

Date of Effectivity : August 21, 2022

	<b>Professional Regulation Commission</b>
	<b>FINANCIAL PLAN</b>

Provider : \_\_\_\_\_  
 Activity : \_\_\_\_\_  
 Projected No. of Participants: \_\_\_\_\_ Registration Fee per participant : \_\_\_\_\_

**REGISTRATION FEES** \_\_\_\_\_

**BREAKDOWN OF EXPENSES:**

EXPENSE ITEMS	DETAILS OF THE EXPENSES	AMOUNT
1. Venue		
2. Meals		
3. Honoraria		
a. Speaker (or panel of experts)		
b. Facilitator		
c. Moderator/Master of Ceremony		
d. Secretariat		
4. Itemized materials (e.g. hand book/handouts, certificates, pencil and papers, seminar kits, ink for printers)		
5. Advertising expenses		
6. Transportation		
a. Speaker/s		
b. Staff		
7. Accommodation		
a. Speaker		
b. Staff		
8. Processing Fee (Accreditation Fee)		
9. Supplies and Equipment		
10. Laboratory		
11. VAT (12%)		
12. Entrance Fees		
13. Tour guide/Facilitator's fee		
14. Miscellaneous (Please specify)		
<b>TOTAL EXPENSES</b>		

**GROSS MARGIN** \_\_\_\_\_