



**CONTINUING PROFESSIONAL DEVELOPMENT COUNCIL OF ARCHITECTURE**  
**Resolution No. 01**  
Series of 2020

**GUIDELINES ON THE EVALUATION AND GRANTING OF CPD CREDIT UNITS  
GIVEN TO REGISTERED AND LICENSED ARCHITECTS WHO PROVIDED  
ESSENTIAL SERVICES DURING THE STATE OF PUBLIC HEALTH EMERGENCY  
DUE TO CORONA VIRUS DISEASE 2019 PURSUANT TO COMMISSION  
RESOLUTION NO. 1239 (S.2020)**

**WHEREAS**, the Commission issued Resolution No. 1239 (s.2020) entitled "Granting Continuing Professional Development (CPD) Credit Units to All Professionals Providing Essential Services During the State of Public Health Emergency due to Corona Virus Disease 2019", which provides for the guidelines on how professionals can earn CPD credit units; and

**WHEREAS**, the said guidelines mandated all CPD Councils to issue advisories to assist and guide the applicants on the award of CPD credit units. In the evaluation of the application, the CPD Council of Architecture considers, but not limited to, the following: duration or period of engagement or services rendered and the nature of assignment or task.

**NOW THEREFORE**, the CPD Council of Architecture (CPDC-ARC) **RESOLVES** to issue these guidelines on the evaluation and granting of CPD credit units to registered and licensed Architects who are providing **essential services** pursuant to Commission Resolution No. 1239 (s.2020), as follows:

**Section 1. Matrix of Activities of Essential Services that may earn CPD Credit Units.**

– The following is the matrix of essential services that may earn CPD credit units during the State of Public Health Emergency brought about by the COVID-19 crisis:

ACTIVITY	ASSIGNMENT /TASK	DURATION SUPPORTING DOCUMENTS	MAXIMUM CPD CREDIT UNITS THAT MAY BE GRANTED
<b>Frontliners and Responders:</b> Professional Architects who offered services during this COVID-19 crisis directly related to their profession:			
1. <b>Design, construction, operation, repair, management and maintenance of COVID-19 pandemic related structures, accommodation and emergency</b>	<b>Any one, or any combination, or all of the following tasks:</b>  • Design  • Construction  • Project supervision,	<b>Duration of activity shall be indicated in the required 'Brief Description'. See IMPORTANT NOTES Below.</b>  <b>Required three (3) Submissions:</b>	<b>From documents submitted, CPDC-ARC shall assess the size, scope, and complexity to determine credit units:</b>  <b>1. Simple Project</b>  • Makeshift booth • Simple disinfection cubicle

<p>quarantine and/or medical facilities for patients, medical health workers and security personnel.</p> <p>Examples of facilities or structures:</p> <ul style="list-style-type: none"> <li>• COVID-19 clinic/hospital</li> <li>• Quarantine tents and structures</li> <li>• Day shift clinic/facilities</li> <li>• Temporary Laboratories</li> <li>• Disinfection Chambers</li> <li>• Treatment and Testing Booth</li> <li>• Diagnostic Cubicles or Booth</li> <li>• Checkpoint Station</li> <li>• Emergency Wards</li> <li>• Others</li> </ul>	<p>Construction Management</p> <ul style="list-style-type: none"> <li>• Building administration; facility management</li> <li>• Procurement and logistics of supply, equipment and/or manpower</li> <li>• Solicitation</li> <li>• Delivery</li> <li>• Others</li> </ul>	<ol style="list-style-type: none"> <li>1. Photo(s) of activity or task or project.</li> <li>2. Certificate from Recipient or Organization or Employer (if not available, See IMPORTANT NOTES below).</li> <li>3. Brief description or narrative of task, activity and scope of work of applicant. (See IMPORTANT NOTES below)</li> </ol> <p><b>Optional Submission:</b> Any document applicant may wish to add, such as:</p> <ul style="list-style-type: none"> <li>• Copy of Design &amp; Construction Plans Signed by Architect</li> <li>• Specifications</li> <li>• Bill of Materials/ Construction Cost</li> <li>• Official Receipt, Delivery Receipt, Vouchers, etc.</li> <li>• Payroll/ Salaries</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary checkpoint station</li> </ul> <p><b>Maximum of 25 CU</b></p> <p><b>2. Moderate to Complex-sized Project</b></p> <ul style="list-style-type: none"> <li>• Quarantine tents and structures</li> <li>• Swab testing booths</li> <li>• Emergency wards</li> </ul> <p><b>Maximum of 45 CU</b></p>
<p><b>2. Other related professional activities</b> during and within the period of ECQ/MECQ/GCQ</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Online design consultation of COVID-19 facilities</li> <li>• Lectures and presentations on topics related to emergency facilities and quarantine structures</li> </ul>	<p>Other professional assignment/tasks that respond to the COVID-19 crisis.</p>	<p><b>Required three (3) Submissions:</b></p> <ol style="list-style-type: none"> <li>1. Photo(s) of activity or project or task.</li> <li>2. Certificate from Recipient or Organization or Employer (if not available, See IMPORTANT NOTES below).</li> <li>3. Brief Description or narrative of task, activity and scope of work of applicant. (See IMPORTANT NOTES below)</li> </ol>	<p><b>From documents submitted, CPDC-ARC shall assess the size, scope, and complexity to determine credit units:</b></p> <p><b>Maximum of 45 CU</b></p>

		<p><b>Optional Submission:</b> Any document applicant may wish to add.</p>	
<p><b>IMPORTANT NOTES:</b></p>		<p><b>IF Certificate is not available:</b> Notarized Self-Declaration is REQUIRED.</p> <p>If architect voluntarily responded in their personal capacity and a certificate from recipient or organization is not available, applicant shall submit a <b>NOTARIZED</b> self-declaration of the activity undertaken.</p> <p><b>Brief Description and Duration of Activity:</b></p> <p>A brief description of task and activity must be submitted with the application. It shall include the duration of the project, the estimated number of hours and days the architect/applicant was involved in the activity, the scope of work of the applicant and the names and addresses of all recipients or beneficiaries.</p> <p>Preferably not more than 200 words.</p>	<p><b>Maximum of 45 Credit units:</b></p> <p>Maximum total is limited to 45 credit units under Frontliners and Responders category may be granted even if applicant has multiple projects, tasks and involvement through many organizations and assisted many recipients.</p>
<p><b>Volunteers:</b> Architects who voluntarily responded and participated in Social Responsibility (CSR) programs/ projects, whether in their personal capacity or through organizations, who collected, packed and distributed medical supplies and masks or personal protective equipment (PPE) to hospitals/ medical facilities, distributed food to frontliners serving in hospitals/medical facilities and security check points, and other voluntary services during the COVID-19 crisis:</p>			

<p><b>Voluntary service and/or assistance</b> in the form of any or all of the following:</p> <ol style="list-style-type: none"> <li>1. Preparation, packing and/or distribution of safety and emergency medical supplies and food to medical frontliners, responders and security personnel</li> <li>2. Voluntary distribution of social amelioration assistance with any national or local government Office (e.g. DSWD, LGU) or Non-Government Organization (NGO), e.g. Red Cross</li> <li>3. Maintaining public order and safety during the quarantine period in coordination with the PNP or Local Government Unit (LGU) /barangay</li> <li>4. Voluntary involvement in the design and/or fabrication of safety products, testing kits, ventilators, protective supplies and others to be donated to medical frontliners and</li> </ol>	<p><b>Any one, or any combination, or all of the following tasks:</b></p> <ul style="list-style-type: none"> <li>• Fabrication or production</li> <li>• Procurement of goods/services</li> <li>• Packing, Delivery and distribution</li> <li>• Solicitation and fund raising</li> <li>• Logistical support</li> <li>• Others</li> </ul>	<p><b>Duration of activity shall be indicated in the required 'Brief Description'. See IMPORTANT NOTES Below.</b></p> <p><b>Required three (3) Submissions:</b></p> <ol style="list-style-type: none"> <li>1. Photo(s) of Activity or project or task.</li> <li>2. Certificate from Recipient or Organization or Employer (if not available, See IMPORTANT NOTES below)</li> <li>3. Brief Description or narrative of task, activity and scope of work of applicant. (See IMPORTANT NOTES below)</li> </ol> <p><b>Optional Submission:</b> Any document applicant may wish to add, such as:</p> <ol style="list-style-type: none"> <li>4. Correspondence from recipient or organization</li> <li>5. Articles and news</li> <li>6. Flyers, online and messages screenshots etc.</li> <li>7. Attendance Sheet</li> <li>8. Official or delivery receipts, vouchers of purchase materials, acknowledgement receipts, cargo receipts, etc.</li> </ol>	<p><b>Maximum of 5 CU per day of involvement</b></p> <p><b>Maximum of 25 CU total may be granted</b></p>
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<p>security personnel.</p> <p>5. Other related volunteer activities, such as:</p> <ul style="list-style-type: none"> <li>• Providing information, guidelines, seminars, lectures, etc. regarding Covid-19 through electronic platform.</li> <li>• Providing health care to confirmed COVID-19 patients – volunteer care giver to medical institution.</li> </ul>			
<p><b>IMPORTANT NOTES:</b></p>		<p><b>IF Certificate is not available:</b> Notarized Self-Declaration is <b>REQUIRED.</b></p> <p>If architect voluntarily responded in their personal capacity and a certificate from recipient or organization is not available, applicant shall submit a <b>NOTARIZED</b> self-declaration of the activity undertaken.</p> <p><b>Brief Description and Duration of Activity:</b></p> <p>The brief description of task and activity must be submitted with the application. It shall include the duration of the project, the estimated number of hours and days the architect/applicant was involved in the activity, the scope of work of the</p>	<p><b>Maximum of 25 Credit units:</b></p> <p>Maximum total is limited to 25 credit units under Volunteer category may be granted even if applicant has multiple involvement through many organizations and assisted many recipients.</p>

		applicant and the names and addresses of all recipients or beneficiaries.  Preferably not more than 200 words.	
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**Section 2. Effectivity** - This resolution shall take effect immediately.

Done, this **28<sup>th</sup>** day of **December**, 2020 in Pasay City, Philippines.

**CONTINUING PROFESSIONAL DEVELOPMENT COUNCIL OF ARCHITECTURE**



**ROBERT M. MIRAFUENTE**  
Chairperson



**LORELEI DE VIANA**  
Member



**MARIA CARMEN YATCO**  
Member

Approved by:

**PROFESSIONAL REGULATORY BOARD FOR ARCHITECTURE**



**ROBERT S. SAC**  
Chairperson



**ROBERT M. MIRAFUENTE**  
Member

**VACANT**  
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