



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD FOR CUSTOMS BROKERS

Resolution No. 05
Series of 2017

**OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF R.A. NO. 10912,
OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
ACT OF 2016" FOR CUSTOMS BROKERS**

WHEREAS, Section 2, Article 1 of R.A. No. 9280, known as "Customs Brokers Act of 2004" provides for the policy of the State to regulate and professionalize the practice of customs brokers, *to wit*:

"Sec. 2. Declaration of Policy. *It is hereby declared the policy of the State to give priority, attention and support to professionalizing the practice of customs broker profession in the Philippines which will be beneficial to the country in general and to the economy in particular*";

WHEREAS, Section 6.1, Article 3 of the 2015 Code of Ethics and Code of Technical Standards for Customs Brokers mandates that a Customs Broker shall continuously evaluate and improve his/her professional competence to provide quality professional services and be globally competitive; and shall have the moral obligation to actively participate in the Continuing Professional Education/Development (CPE/CPD) for Customs Brokers;

WHEREAS, under Section 15, Article IV of R.A.No. 10912, otherwise known as Continuing Professional Development Act of 2016, the Professional Regulatory Boards are given the authority to prescribe their own requirements or procedure relating to the CPD as may be pertinent and applicable to their respective professions, **PROVIDED**, that the same does not contravene any of the provisions of R.A. No.10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after series of consultative meetings with the stakeholders, it was agreed that some pertinent provisions of Resolution No. 1032, otherwise known as the "Implementing Rules and Regulations of the R.A. No. 10912" be adopted in the crafting of this Operational Guidelines.

NOW THEREFORE, the Professional Regulatory Board for Customs Brokers (Board) hereby **RESOLVED**, as it now **RESOLVES** to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of R.A. No.10912 and its Implementing Rules and Regulations (IRR) as follows:

Section 1. Date/s of Regular Meeting/s. – The CPD Council under the supervision of the Board is hereby mandated under this Resolution to meet every 2nd Thursday of the month for the purpose of evaluating the applications for accreditation as CPD provider, program, self-directed and/or lifelong learning and other CPD related matters. Any member of the CPD Council may call for a special meeting as the need arises, subject to the availability of the majority of the Council.

Section 2. Additional qualifications for accreditation of CPD Provider. – The list of the qualifications of CPD providers as prescribed in Resolution No. 1032, series of 2017, shall also include the following, but not limited to:

2.1 Local CPD Provider

2.1.1 Sole Proprietor

- A. A licensed customs broker with at least ten (10) years professional experience in the field of customs administration;

2.1.2 Firm / Partnership / Corporation

- A. Majority of the incorporators or partners, directors and officers shall be licensed professionals. Majority of the incorporators and partners shall have at least ten (10) years of experience in the field of customs and tariff administration, supply chain and logistics;

2.1.3 Government Agencies / Institutions

- A. The unit head / training director for customs brokers training may not be a professional customs broker but must have at least ten (10) years of experience in training or the like.

The following shall be disqualified as CPD Provider:

- A. Customs brokers whose licenses have been revoked or suspended within five (5) years prior to the date of application;
- B. Dismissed with a cause from the private/government service.

Section 3. List of additional requirements for accreditation as CPD Provider. – The list of documentary requirements for accreditation as CPD Local and Foreign Providers as provided in Resolution No. 1032, series of 2017, shall also include the following, but not limited to:

3.1 Local Provider

3.1.1 Sole Proprietor

Certificate of good standing from the Accredited Integrated Professional Organization(AIPO).

3.1.1 Firm/Partnership/Corporation

- A. Current NBI Clearance of the president of a corporation or a managing partner of a partnership.

3.1.2 Government Institutions/Agencies

- A. Valid Professional Identification Card of the training director/unit head for customs broker and/or any equivalent government eligibility as may be required.

A copy of application for local CPD Provider is hereto attached as Annex "A".

Section 4. List of additional activities for Self-Directed and/or Lifelong Learning. – As applicable to the profession, the following CPD activities may also be applied for the self-directed and/or lifelong learning:

ACTIVITY	CREDIT UNITS	DOCUMENTS TO BE SUBMITTED IN SUPPORT TO THE APPLICATION
PRBCB – Chairperson/ Member	Full credit units within the compliance period	Appointment/Certification letter from the PRC
CHED Technical Committee on Customs Administration Chairperson/Member	Full credit units within the compliance period	Appointment/Certification letter from CHED

Section 5. CPD Provider Completion Report. – The list of documentary requirements for the submission of Completion Report as provided in Resolution No. 1032, series of 2017, shall also include the following:

- 5.1 actual program of activities
- 5.2 summary of evaluation result (with interpretation)

A copy of the Completion Report is hereto attached as Annex "B".

Section 6. Maximum Creditable Units for Self-Directed and/or Lifelong Learning -

The maximum creditable units for self-directed and/or lifelong learning is twenty (20) credit units in a compliance period, except under Section 4 of this Guidelines and the Academic Track of the Matrix of CPD Activities (Annex "K" of Resolution No. 1032, series of 2017).

However, considerations will be given to Customs Brokers practicing abroad, subject to validation by the CPD Council.

Section 7. Major Areas of CPD Activities. – The CPD Activities shall be divided into four (4) major areas with corresponding required credit units which shall be complied within a compliance period, as follows:

MAJOR AREA	COVERAGE OF THE AREA	CREDIT UNITS REQUIRED	MINIMUM CREDIT UNITS TO BE EARNED PER YEAR
Ethics Management and Social Responsibility	Code of ethics for customs brokers and management responsibility, Standards of professional practice and other competencies	10 credit units	4 credit units
Customs and Tariff Laws, Rules and Regulations	All laws relating to customs and tariff including rules and regulations affecting the practice of customs brokers profession	15 credit units	5 credit units
International Trade	Updates on international conventions, agreements and treaties on trade involving the Philippines	10 credit units	4 credit units

Handwritten signature in blue ink, likely of a board member or official.

Handwritten initials or signature in blue ink.

Supply Chain and Logistics	The supply chain and logistics management	10 credit units	4 credit units
Total		45 credit units	17 credit units per year

Section 8. Required CPD Credit Units in a Compliance Period. – All customs brokers shall be required to comply with forty-five (45) CPD credit units within a compliance period of three (3) years, the implementation of which shall be gradual in the following period:

YEAR OF RENEWAL	MINIMUM REQUIRED NUMBER OF CPD CREDIT UNITS	MINIMUM CREDIT UNITS TO BE EARNED PER YEAR
January – December 2017	0 credit units	0 credit units
2018	30 credit units	15 credit units
2019 – onwards	45 credit units	15 credit units

Section 9. Unforeseen or Uncontrolled Events or Circumstances – The CPD Council for Customs Brokers may consider deferring compliance with the required CPD credit units if the customs broker, after showing evidence, cannot comply therewith due to unforeseen or uncontrolled events or circumstances, subject to the approval of the CPD Council, such as when the customs broker or his/her immediate family member is suffering from serious illness or under any analogous circumstances.

In such event, the Customs Broker shall file an affidavit before the CPD Council stating the circumstance/s and reason/s for the deferment of compliance with the required CPD credit units for the corresponding renewal period, however, in no case shall the deferment exceed twelve (12) months. Nevertheless, the CPD Council, upon evaluation of the circumstances or justifications raised for the deferment, may still require compliance on a pro-rata basis or a portion of the required CPD credit units in a compliance period.

Section 10. Customs Brokers Working Overseas. Customs Brokers working overseas may take programs/seminars through the foreign chapters or affiliates of accredited CPD Providers. They may also attend seminars/trainings conducted by non-accredited CPD Providers and apply for credit unit/s with their respective CPD Councils under Self-Directed and/or Lifelong Learning Track.

Section 11. Repealing Clause - All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 12. Effectivity - This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in major newspaper of general circulation in the country.

Let copies hereof be furnished to the U.P. Law Center, and the Members of the CPD Council for Customs Brokers.

Done in the City of Manila, this 11th day of October, 2017.



NENETTE T. DAGONDON
Chairperson



ROLANDO L. DE JESUS
Member

(VACANT)
Member

Attested to:



Atty. LOVELIKA T. BAUTISTA
Officer-In-Charge
Secretary's Office of the Professional Regulatory Boards

APPROVED BY:

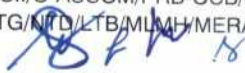


TEOFILO S. PILANDO, JR.
Chairman



YOLANDA D. REYES
Commissioner

(VACANT)
Commissioner



	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for CUSTOMS BROKERS

New **Renewal** Accreditation No. _____
 Expiry Date _____

Part I. Personal / Corporate Information	
Name of Provider: _____	
Classification: <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Firm/Partnership/Corporation <input type="checkbox"/> Government Institution/Agency	
Address: _____	
Telephone No.:	Fax No.:
E-mail Address:	Website:
Contact Person:	Contact No.:
Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature Over Printed Name	_____ (Notary Public)
_____ Position	
_____ Date	

Part III. Action Taken	
Standards & Inspection Division – CPD:	Cash Division:
Processed by: _____ Date : _____	Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by:	
_____ OIC, Standards and Inspection Division	

<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved	Accreditation No. _____
<input type="checkbox"/> Deferred pending compliance	_____
<input type="checkbox"/> Disapproved due to	_____
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Thousand Pesos (P 5,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
<input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, principal area of professional work & No. of years in the practice of the regulated profession <input type="checkbox"/> valid Professional Identification Card <input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> DTI Certificate of Registration (authenticated copy) <input type="checkbox"/> NBI Clearance (original) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06) <input type="checkbox"/> Certificate of Good Standing from the Accredited Integrated Professional Organization (AIPO)	<input type="checkbox"/> Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> Current NBI Clearance of the president of a corporation or a managing partner of a partnership <input type="checkbox"/> List of Officers with valid Professional ID Card (if applicable) <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities <input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06)	<input type="checkbox"/> Copy of charter or Republic Act establishing the agency <input type="checkbox"/> Valid Professional Identification Card of the Training director/ unit head for customs broker and/or any equivalent government eligibility as may be required <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Office Order from the head of Agency appointing its officer to manage the CPD activities

Renewal


- List of CPD activities for the last 3 years
- List and photographs of training equipment and facilities
- Annual plan of proposed CPD Activities
- General Information Sheet for Corporation or Partnership
- Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes
- Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities or Office Order from the head of government agency appointing its officer to manage the CPD activities, if there are changes.
- Notarized Affidavit of Undertaking (SID-CPD-06)

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

- Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
- The period for processing the application is 30 days.
- If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

	Professional Regulation Commission
	COMPLETION REPORT ON CPD PROGRAM

CPD Council for CUSTOMS BROKERS

Part I. General Information	
Name of Provider:	
Accreditation No.:	Expiry Date:
Contact Person:	Designation:
Contact No.:	
Part II. Program Accreditation	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:
Executive Summary:	
Part III. Acknowledgment	
<p>I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.</p> <p>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Position</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>SUBSCRIBED AND SWORN to before me this _____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(Notary Public)</p>

PROCEDURE FOR COMPLETION REPORT
<p>Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).</p> <p>Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.</p> <p>Step 3. Proceed to Standards and Inspection Division processing window for submission.</p>
CHECKLIST OF REQUIREMENTS
SUPPORTING DOCUMENTS
<p><input type="checkbox"/> List of Participants (Name & PRC License No.)</p> <p><input type="checkbox"/> List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)</p> <p><input type="checkbox"/> Actual Program of Activities</p> <p><input type="checkbox"/> Summary of evaluation result (with interpretation)</p> <p><input type="checkbox"/> Others</p>
<p>Note: Completion Report must be submitted within thirty (30) calendar days after the CPD program offering.</p>