

	Professional Regulation Commission
	COMPLETION REPORT

CPD COUNCIL OF/FOR SOCIAL WORK

Part I. General Information	
Name of Provider: Department of Social Welfare and Development (DSWD) - Social Welfare Institutional Development Bureau (SWIDB)	
Provider Accreditation No.: OSW-2017-009	Expiry Date: June 30, 2026
Contact Person: Precilia A. Docuyan	Designation: Assistant Bureau Director
Contact No. 1: 0917-122-4324 Contact No. 2: (02)8951-2805	
Part II. Program Accreditation	
Title of the Program:	
Program Accreditation No.:	Date of Accreditation: To be filled-in by SWIDB
Date Started:	Date Completed:
Venue:	
Total Number of Participants:	Date Applied: To be filled-in by SWIDB
Executive Summary: <i>Note: There is no need to submit comprehensive, verbatim statements. Highlights of the activity are generally accepted. Executive Summary must include the ff:</i> 1. Main highlights of the training/activity 2. Who discussed the modules (RP's name or position/professions) 3. Total number and profile of pax attended 4. Result of Pre-test and post-test 5. Result of the Activity Evaluation (overall numerical and adjectival rating) 6. Were the objectives met? 7. If there are any changes in the activity compared to the applied one, kindly state/narrate in the report. - Please insert this line if applicable otherwise provide justification for the changes: "As reflected, participants did not affix their signatures as this was conducted online. The activity was implemented as planned and there was no deviation from the application files." <i>[Kindly delete all guidance notes when editing]</i>	
Proceedings <i>Note: Kindly keep this section concise as well i.e., 3-5 sentences per session description - state what topics were discussed, who discussed, questions raised during the session, and what activities were conducted during the session. This part must include the following: issues and concerns with recommendations or records of discussion during the open forum.</i>	
Part III. Acknowledgment <i>[No need to edit this part]</i>	
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.	
I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.	
PRECILIA A. DOCUYANAN Signature Over Printed Name ASSISTANT BUREAU DIRECTOR Position To be filled-in by SWIDB Date	

PROCEDURE FOR THE SUBMISSION OF COMPLETION REPORT
Step 1. Secure Completion Report Form at Regulations Division of any of the PRC Regional Offices, or download at PRC website (www.prc.gov.ph).
Step 2. Fill-out Completion Report Form and comply the required documents. (Please provide one (1) set for receiving copy.)
Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for submission.
CHECKLIST OF REQUIREMENTS
Supporting Documents
[] Hard and electronic copies of registration and/or attendance sheets (preferably in excel format); Registration Sheets must show the name of participants and guests, PRC License Number (if applicable), contact details and signature while the attendance sheet shall include the name of participants, license numbers, expiry date and signature [] Actual program of activities with the list and profile of lecturers/resource persons and information about any deviation from the approved program. [] lecture materials [] Summary of evaluation of resource persons in tabular form [] Summary of evaluation of learning of the participants [] Financial Report [] Relevant photographs [] Souvenir magazine, if available [] Others _____
Note: 1) The Completion Report must be submitted within 30 calendar days after the CPD program offering and must include the Monitor’s Report. 2) The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.