IMPLEMENTING RULES AND REGULATIONS
OF
EXECUTIVE ORDER NO. 910 (s. 2010)

Directing the Institutionalization under the Development Academy of the Philippines of an Accreditation and Equivalency program towards graduate degree for management and development-oriented training and related courses conducted by government agencies and other public and interested private training institution, setting general guidelines, and providing funds therefore.

Pursuant to Section 11 of Executive Order (EO) No. 910 (s. 2010), the Development Academy of the Philippines (DAP) hereby prescribes, adopts, and promulgates the following Implementing Rules and Regulations to carry out the provisions thereof.

ARTICLE I

TITLE, OBJECTIVES, DEFINITION OF TERMS AND COVERAGE

Section 1. Title. These Rules shall be known as the "Implementing Rules and Regulations of EO No. 910 (s. 2010)."

Section 2. Objectives of the Accreditation and Equivalency Program (AccEP) – The Accreditation and Equivalency Program aims to:

1) Support the government’s goal to professionalize public managers in the bureaucracy;

2) Recognize the quality of existing course offerings and award credit for course work towards a graduate degree;

3) Foster coherence and synergy of policies and programs of career and personnel development for government employees; and

4) Promote a more efficient and effective use of scarce government resources for training and human resource development.

Section 3. Definition of Terms. For the purpose of these Implementing Rules and Regulations, the following terms are hereby defined:

A) Accreditation and Equivalency Program (AccEP) – refers to the DAP program of granting academic accreditation towards a graduate degree to selected management and development-oriented training and related courses and equivalency to professional experiences. This is implemented by the DAP Graduate School for Public and Development Management (GSPDM).

B) Accreditation – refers to the process of assigning academic credits to training/courses offered by the DAP and other public or private training
institutions and/or individual trainers. The former are hereby referred to as DAP-managed training/courses while non-DAP managed training/courses will apply to the latter.

C) Agency – refers to any of the various units of the government, including a department, bureau, office, instrumentality, or government-owned or controlled corporations, or a local government or a distinct unit therein, the legislature, the judiciary, and the constitutional bodies.

D) Crediting – is the assignment of GSPDM credits to graduate courses taken and/or intensive training undergone by an applicant or student in other duly recognized graduate schools and/or training institutions.

E) Dean – refers to the Dean of the GSPDM.

F) Department – refers to an Executive department created by law.

G) Development-oriented training – refers to interdisciplinary courses that delve on economic, social, political, environmental, and technological concepts, principles, and practices bearing upon development problems of local, national and international significance.

H) Development Academy of the Philippines (DAP) – refers to the public institution created pursuant to Presidential Decree (PD) No. 205 and is vested with the authority to offer graduate degree programs by virtue of its charter and in accordance with Section 27 of Batas Pambansa (BP) Blg. 232.

I) Equivalency – refers to the process of granting academic credits to professional experience.

J) Government-Owned or Controlled Corporation (GOCC) – refers to any agency organized as a stock or non-stock corporation, vested with functions relating to public needs whether governmental or proprietary in nature, and owned by the Government directly or through its instrumentalities either wholly, or, where applicable as in the case of stock corporations, to the extent of at least fifty-one (51) percent of its capital stock. This includes Government Financial Institutions (GFIs).

K) Graduate degree program – refers to any of the post-baccalaureate degree programs being offered or will be offered by DAP.

L) Individual trainers – are those persons who are renowned in their area of expertise and who offer training on the same.

M) Intensive training – refers to a series of courses for a specialized curriculum, using action-oriented learning strategies, and conducted for at least three (3) months.

N) Local Government Units (LGUs) – refers to political subdivisions established by or in accordance with the Constitution and relevant laws.
O) Office – refers, within the framework of governmental organization, to any major functional unit of a department or bureau, including regional offices.

P) Private training institution – refers to any privately-owned training institution, including that of private universities and colleges, which offers management and development-oriented training and related courses to government personnel.

Q) Public training institution – refers to any office in the government or within a department that offers management and development-oriented and related courses for government personnel. This term shall include state universities and colleges.

Section 4. Coverage of Accreditation.

A) All departments and agencies including government-owned or controlled corporations and public training institutions under the executive department, in local government units and under the legislature, judiciary and constitutional bodies may apply for accreditation of their respective training/courses.

B) Private training institutions and/or individual trainers offering management and development-oriented training and related courses to government personnel may also apply for accreditation.

ARTICLE II

ACCREDITATION OF TRAINING COURSES

Section 5. Standards of Accreditation.

A) The Dean shall establish the standards for accreditation of DAP and non-DAP managed training/courses and submit such for the approval of GSPDM Academic Council. Such standards shall be in line with the purpose and intent of EO 910 (s. 2010).

B) The following are basic requirements for institutions and individual trainers who will apply for accreditation of specific courses:

1) Track record of excellence and integrity in training and in the specific course expertise area for at least three years;

2) A system of training management as described in a Manual of Operations; and

3) For private institutions, registration with the Department of Trade and Industry (DTI) or with the Securities and Exchange Commission (SEC).
Section 6. Modes of Accreditation. Accreditation is by course and in the following modes:

A) Accreditation of DAP-managed training/courses.

B) Accreditation of non-DAP managed training/courses.

Section 7. Who May Apply for Accreditation. The following may apply for accreditation:

A) The heads of agencies or authorized officers of executive departments, and its agencies, bureaus, and offices; legislature; judiciary; constitutional bodies; local government units; government-owned or controlled corporations including GFIs, who offers management and development-oriented and related courses for its personnel.

B) Heads of private training institutions and individual trainers offering management and development-oriented training and related courses to government personnel.

Section 8. Process of Accreditation. The following process shall be observed in the accreditation of DAP-managed and non-DAP managed training/courses:

A) Accreditation of DAP-managed training/courses

1) The Managing Director (MD) of the center offering the training/course shall apply for course accreditation with the Dean of GSPDM at least one month prior to the conduct of the said course.

2) The application shall be signed by the MD concerned. The following documents shall be attached to the application:
   a) Profile and qualifications of faculty;
   b) Design, content and materials, including pre- and post-assessment instruments, to be used in the training/course; and
   c) Schedule of conduct of the training/course.

3) The Dean of GSPDM shall evaluate the application. For this purpose, the Dean may, when necessary, create an evaluation committee to review the application. The findings of the evaluation committee, together with the Dean's recommendation, shall be referred to the Academic Council for review.

4) The Dean shall inform the MD within fifteen (15) working days from the date of submission of complete documents concerning his/her decision on the application for accreditation. Should the application be approved, a
certification indicating the equivalent number of credits and its subject equivalent in the GSPDM shall be issued to the MD. This should be reflected in the Certificate of Completion for the course. Should the application be disapproved, the Dean shall clearly state the reasons and the recommendations to be considered when re-applying for accreditation.

B) Accreditation of non-DAP managed training/courses

1) The persons specified under Section 7 of this IRR shall fill-up an application form for accreditation at least two months prior to the conduct of the course indicating the following:

a) Profile of agency, department, office/public or private training institution/individual;

b) Training/course to be conducted;

c) Faculty and their qualifications;

d) Design and course materials including pre-and post assessment instruments;

e) Course/s of the DAP graduate degree program under which the training program or course is being applied for credit; and

f) Documents on standards cited in Sec. 5, if applicable.

2) The applicant shall pay the corresponding accreditation fee stated in Section 27 hereof at the DAP cashiering section.

3) The applicant shall submit the accomplished form together with the documents specified in Sec. 5 including proof of payment to the Office of the Dean of GSPDM.

4) The Dean shall evaluate the application. For this purpose, the Dean may, when necessary, create an evaluation committee to review the application and may personally, or through the committee, interview the applicant. The findings of the evaluation committee, together with the Dean's recommendation, shall be referred to the Academic Council for review.

5) The Dean shall inform the applicant within thirty (30) working days from the date of submission of complete documents concerning his/her decision on the application for accreditation. Should the application be approved, a certification for this purpose indicating the equivalent number of credits and its subject equivalent in the GSPDM shall be issued to the applicant. The certification should be reflected in the Certificate of Completion for the course. Should the application be disapproved, the Dean shall clearly state the reasons and the possible remedies or modifications should the applicant consider to reapply for accreditation.
Section 9. Credits

A) DAP and non-DAP managed training/courses shall be given the following credits based on duration of training:

1) One (1) unit for 24 hour of training;
2) Two (2) units for 40 hours of training; and
3) Three (3) units for 56 hours of training or longer.

B) A maximum of 18 units of major courses of the GSPDM programs may be credited for DAP-managed training/courses.

C) A maximum of 15 units of major courses of the GSPDM programs may be credited for non-DAP managed training/courses.

Section 10. Renewal of Accreditation.

A) Renewal of course accreditation is every three (3) years.

B) Previous accreditation conferred on DAP-managed training/courses remain in force three (3) years upon the effectivity of EO 910 (s.2010).

ARTICLE III

GRANT OF EQUIVALENCY TO PRIOR PROFESSIONAL EXPERIENCES

Section 11. Grant of Equivalency for Professional Experiences. Graduate credit may be granted based on the professional experience, performance and position the individual applicant student is currently holding or has held in government.

Section 12. Who may apply for equivalency. Incumbents or past senior government officials occupying or have occupied appointive or elective positions of at least SG 27, Director III or its equivalent may apply for equivalency, provided that they have been conferred a bachelors degree in any field of study, have held the appointive position for at least a year or in the case of an elective position for at least a term, and intend to pursue a graduate degree in GSPDM.

Section 13. Procedure for Equivalency. The qualified officials specified under Section 12 of this IRR who intend to pursue a graduate degree at the DAP GSPDM and seek equivalency credits shall undertake the following:

A) The applicant student shall submit a portfolio for assessment to include the following:

1) Applicant's personal information;
2) Certified true copy of Transcript of Records of applicant's bachelors degree and/or other formal courses taken;

3) Position he/she is currently holding or has held, duration, certified true copy of Certificate/s of Completion for training attended, if any, while holding the position;

4) Accomplishment/s in the position with corresponding testimonials; and

5) Graduate degree he/she intends to pursue.

The applicant may seek guidance from GSPDM in building the portfolio.

B) The applicant student shall pay the corresponding equivalency fee stated in Section 27 of this IRR at the DAP cashiering section.

C) The applicant student shall submit the completed portfolio to the Office of the Dean of GSPDM.

D) The Dean shall evaluate the portfolio for equivalency of the applicant student. Special attention will be given to the integrity of the applicant. The Dean may require those occupying or have occupied SG 27, Director III or IV positions to undergo an equivalency test or a targeted interview. The Dean's recommendation shall be referred to the Academic Council for review.

E) The Dean shall inform the applicant student within thirty (30) working days from the date of submission of complete documents and/or administration of the equivalency test or targeted interview concerning his/her decision on the application for equivalency. Should the application be approved, a certification to this effect together with the corresponding number of credits shall be issued to the applicant. Should the application be disapproved, the Dean shall clearly state the reasons for disapproval and authorize the refund of the equivalency fees.

Section 14. Equivalency Credits. An applicant who has served as Department Secretary or Undersecretary or its equivalent rank is given credit for the major subjects in any of the GSPDM programs.

ARTICLE IV

CREDITING

Section 15. Individual Application for Credit.

A) For applicant students of GSPDM:

1) Applicants to GSPDM may apply for credit in DAP graduate program for previous subjects taken in other graduate schools, DAP and non-DAP
managed accredited training/courses or intensive training they have undertaken within the past two years.

2) The applicant shall fill-up the GSPDM application form for crediting.

3) The applicant shall pay the corresponding crediting fee stated in Section 27 hereof at the DAP cashiering section.

4) The applicant shall submit the accomplished form together with the following documents to the Office of the Dean of GSPDM:
   a) For courses taken in other graduate schools: Certified True Copy of Transcript of Records of graduate credits earned;
   b) For DAP and non-DAP managed accredited training/courses: Proof of Completion of the course;
   d) For intensive training undertaken within the past two years: Documents listed in Sec.8 B (1) a-f and proof of completion; and
   e) Proof of payment of specified fees.

5) The Dean shall evaluate the application. Crediting of courses taken in other graduate schools and/or intensive training shall be subject to the discretion of the Dean.

6) The Dean shall inform the applicant within fifteen (15) working days from the date of submission of complete documents concerning his/her decision on the application for crediting. Should the application be approved, a certification indicating the equivalent number of credits and its subject equivalent in the GSPDM shall be issued to the applicant.

7) Should the application be disapproved, the Dean shall clearly state the reasons and the possible remedies or modifications should the applicant consider to reapply for crediting. The Dean shall likewise authorize the refund of the crediting fees.

B) For incumbent students of the GSPDM

1) Application for the Dean's approval should be filed prior to a student's enrollment in course/s in other graduate schools for which s/he wishes to seek credit in GSPDM.

2) Approval of such is at the discretion of the Dean.

Section 16. Maximum Units for Crediting. Credit shall be limited to three (3) units for major subjects in any of the GSPDM programs.
ARTICLE V

CONFERMENT OF MASTERS DEGREE

Section 17. Conferment of Masters Degree. Any student who has gained credits for DAP-accredited training/courses and/or equivalency, and has successfully completed all the requirements set for the DAP graduate degree program, shall be conferred a masters degree by the GSPDM.

ARTICLE VI

MAINTENANCE OF DATA BASE

Section 18. Roster of Accredited Courses and their Respective Training Institutions and/or Individual Trainers. The Dean of GSPDM shall maintain a roster of the following:

A) DAP-managed training/courses and their equivalent credits;

B) Non-DAP managed training/courses that have been accredited by the DAP, together with their equivalent credits;

C) Individuals who were granted equivalency for professional experience and/or credit for courses taken in other graduate schools and/or intensive training; and

D) Graduates of DAP and non-DAP managed training/courses and the credits granted.

Section 19. Submission of List of Participants Who Have Completed DAP Accredited Training/Courses. The DAP MD concerned as well as heads of public and private training institutions and/or individual trainers whose training/courses were accredited by the DAP shall submit a list of graduates to the Dean within a month after the conduct of said training/course.

ARTICLE VII

REVOCATION OF ACCREDITATION, EQUIVALENCY and CREDITS

Section 20. Maintain continuing eligibility for accreditation. It shall be the responsibility of public and private training institutions and/or individual trainers to comply consistently with the standards of accreditation.

Section 21. Review of Accreditation. The DAP may at any time review the conduct and quality of accredited courses to determine compliance with the standards of accreditation.
Section 22. Grounds for Revocation of Course Accreditation, Equivalency and Credit.

A) The Dean may revoke course accreditation due to significant deviation from the training/course modules submitted during application for accreditation resulting in sub-standard content and/or delivery; and acts of fraud or misrepresentation in connection with application for accreditation and/or conduct of accredited training/courses.

B) The Dean may revoke the equivalency granted or credits assigned to individuals due to fraud or misrepresentation.

Section 23. Procedure for Revocation.

A) The Dean of the GSPDM shall give written notice to the institution or individual concerned of findings showing any of the grounds for revocation.

B) The process for revocation may be initiated by the DAP on its own or upon a complaint by any party.

C) The institution or individual shall have fifteen (15) working days from receipt of the written notice to show cause why the accreditation, equivalency or credit should not be revoked.

D) The Dean shall evaluate submissions and shall refer his/her recommendation/s to the Academic Council. Decision should be made and communicated within thirty (30) working days from submission of the institution or individual's written explanation, stating clearly the reason/s for the revocation.

E) In the event of a decision for revocation, the institution or individual shall have ten (10) working days to move for a reconsideration of the Dean's decision.

F) The institution or individual may file only one (1) motion for reconsideration.

Section 24. Effect of Revocation on Credits.

A) Credits previously awarded for accredited training/courses shall not be affected by the subsequent revocation of course accreditation.

B) Credits given to individuals for equivalency, courses taken in other graduate schools and/or intensive training are considered void and have no effect.

Section 25. Re-accreditation. An institution or individual trainer whose course accreditation has been revoked may re-apply for re-accreditation of the course following the same procedure for accreditation.
ARTICLE VIII

APPEALS

Section 26. Appeals.

A) All appeals related to Articles II, III, IV and VII of these rules should be addressed to the Management Committee of the DAP for collegial deliberation.

B) The decision of the Management Committee is final and should be completed and transmitted to parties concerned within fifteen (15) working days upon submission of full documentation of the appeal.

ARTICLE IX

ACCREDITATION AND EQUIVALENCY FEES

Section 27. Fees. The applicant shall pay the following fees:

A) For accreditation of non-DAP managed training and courses: a non-refundable application fee of Php 5000.00 per course. All out-of-pocket expenses incurred for assessment of application for accreditation is to be borne by applicant.

B) For equivalency of prior professional experience, crediting of previous subjects taken in other recognized graduate schools and/or intensive training: a fee equivalent to the tuition per unit at the DAP Graduate School of Public Development and Management.

C) For crediting of non-DAP managed accredited courses: crediting fee is 50% of tuition fee per unit of GSPDM.

D) For crediting of DAP managed accredited courses: crediting fee is 30% of tuition fee per unit of GSPDM.

E) All fees paid for equivalency and crediting will be deducted from the full tuition of GSPDM courses.

ARTICLE X

FUNDING

Section 28. Funding. The government shall make available a trust fund for institutionalization of the AccEP at the DAP. The details of the funding will be arrived at through consultations between the Department of Budget and Management (DBM) and DAP based on a business plan to be prepared by the GSPDM.
Section 29. Charging of Accreditation Costs. Expenses incurred in the accreditation of non-DAP managed courses may be charged against the staff development fund of the agency.

ARTICLE XI
SEPARABILITY AND EFFECTIVITY

Section 30. Separability Clause. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 31. Effectivity. These Implementing Rules and Regulations shall take effect upon their publication in any newspaper of general circulation.

This IRR was approved and cleared for publication by Executive Secretary Paquito N. Ochoa, Jr., of the Office of the President of the Philippines on August 9, 2011.

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