

**[DTI ADMINISTRATIVE ORDER NO. 3, S. 1999,
April 07, 1999]**

**RULES AND PROCEDURES GOVERNING THE IMPLEMENTATION
OF THE CONTINUING EDUCATION PROGRAM FOR REALTY
SERVICE PRACTITIONERS AS EMBODIED IN MINISTRY ORDER
NO. 39, SERIES OF 1985, AS AMENDED BY DAO NO. 6, SERIES OF
1994**

WHEREAS, pertinent provisions of Ministry Order No. 39, series of 1985 as amended by DAO No. 6, Series of 1994, provides that:

"Any person who has passed the examination given by the Bureau of Trade Regulation and Consumer Protection but fails to secure a license within two (2) years from the date of passing the examination or who fails to renew his license for three (3) consecutive years shall be required to submit a certification from a single proprietorship, partnership or corporation and duly registered with the Department of Trade and Industry whose principal purpose is real estate education or any real estate association which is affiliated with any member of the Realty Service Council of the Philippines that he has completed a total of twenty (20) hours before his license can be issued or renewed.

Realty service practitioners shall be required every three (3) years to submit a certification from a single proprietorship, partnership or corporation and duly registered with the Department of Trade and Industry whose principal purpose is real estate education or by real estate association which is affiliated with any member of the Realty Service Council of the Philippines that he has completed a total of sixteen (16) hours.

Failure to submit the certification shall mean non-issuance or non-renewal of the license."

WHEREAS, there is a need to promulgate the rules and procedures for the implementation of the Continuing Education Program for real estate brokers, appraisers and consultants for the information, guidance and compliance of all concerned.

NOW, THEREFORE, pursuant to M.O. No. 39, as amended, as well as Executive Order No. 913, the following rules and procedures are hereby promulgated for the guidance of all concerned.

Section 1. Statement of Policy. —The primary purpose of the Continuing Education Program (CEP for brevity) is to maintain the high standards and advancement of the real estate practice and for the realty service practitioners to keep abreast with the

developments affecting their interest and that of the industry.

Section 2. Coverage. — The CEP shall cover the following: real estate brokers, real estate appraisers and real estate consultants.

Section 3. Terms and Definitions:

- a. **AUTHORSHIP** shall refer to the ownership of intellectual property which includes technical or professional books, instructional materials and the like. Credits earned must be claimed within one (1) year from date of publication.
- b. **BUREAU** shall refer to the Bureau of Trade Regulation and Consumer Protection.
- c. **CEP ACCREDITATION CERTIFICATE** shall refer to a certificate issued by the Department through its field office, certifying that the seminar program of the Provider complies with the requirements herein prescribed, and is therefore accredited as a Continuing Education Program.
- d. **CEP ATTENDANCE CERTIFICATE** shall refer to a certificate issued by a Provider certifying the subjects and corresponding hours attended by the participant.
- e. **CONTINUING EDUCATION PROGRAM (CEP)** shall refer to the regime which will enhance the competence, upgrade and up-date knowledge and skills of the realty service practitioner in order to bring about technical and information advancement in the practice. The scope shall be beyond the basic preparation for admission to the licensing examinations. The content shall be related but not limited to the practice.
- f. **CONVENTIONS** shall refer to the gathering of professionals which shall include among others, conferences, symposia or assemblies of roundtable discussions.
- g. **COUNCIL** shall refer to the Realty Service Council of the Philippines (RESCOP).
- h. **DEPARTMENT** shall refer to the Department of Trade and Industry.
- i. **DOCTORAL DEGREE** shall refer to a post graduate degree from a recognized school, college or university.
- j. **EXAMINER** shall refer to a real estate broker, appraiser or consultant who has been appointed to any of the Bureau Examination Committees for Licensing.
- k. **FELLOWSHIP** shall refer to the completion of a post doctoral training program in a specific field or to a recognition for outstanding achievement pre-approved by a duly accredited institution, technical faculty meeting and similar body.
- l. **FIELD OFFICE** shall refer to the regional and/or provincial office of the Department of Trade and Industry.

- m. **MASTERAL DEGREE** shall refer to a graduate degree from a recognized school, college or university.
- n. **POST-GRADUATE/IN-SERVICE TRAINING** shall mean training or specialization at the post-graduate level for a minimum of three (3) days.
- o. **PROVIDER** shall refer to an entity authorized to conduct the Program.
- p. **RESOURCE SPEAKER** shall refer to a professional who acts as a discussion leader or lecturer in a convention or seminar or similar gathering.
- q. **SEMINARS** shall refer to the gathering of professionals which shall include among others, workshops, technical lectures or subject matter meetings, non-degree training course and scientific meetings.

Section 4. Provider/Authorized Entities to Conduct the CEP. — The following may be authorized to conduct the program:

- a. Any single proprietorship, partnership or corporation duly registered with the Department whose principal purpose is real estate education;
- b. Member-association of the Council;
- c. Any real estate association affiliated with any member of the Council;
- d. Schools, colleges and universities recognized and registered with the Department of Education and Culture;
- e. Government instrumentalities, agencies and offices which conduct seminar-workshops as a joint undertaking with any association mentioned under letters b and c of this section.

Section 5. Matrix for CEP and Activities Showing their Corresponding Credit Hours and Supporting Documents Required.

PROGRAMS	CREDIT HOURS (CH)	SUPPORTING DOCUMENTS
1.Seminars/Conventions		
a. Participant	1 CH par every hr. of not to convention/workshops but exceed two (2) hrs	Certificate of Attendance/ Participation Certified Program and Workshop Topics
b. Resource Speaker	3 CH per Topic	Photocopy of Plaque, Certification, Lecture, Notes, if any, Certified Program
2. Academic Preparation (earned during current year)		