



SUPREME COURT OF THE PHILIPPINES
MANDATORY CONTINUING LEGAL EDUCATION OFFICE
4th Floor, IBP Building
15 Doña Julia Vargas Avenue
Ortigas Center, Pasig City

**APPLICATION FOR APPROVAL
OF MCLE ACTIVITY/PROGRAM**

1. Name of Accredited Provider: _____
2. Address of Accredited Provider: _____
e-mail address: _____
3. Telephone: _____ Telefax: _____
4. Name of Representative: _____
5. Title of Representative: _____

6. Subjects of MCLE Activity/Program	Lecturer	#Minutes	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Form of Presentation: _____ Lecture Type with Speaker & Participants in the Room; _____ Seminars; _____ Conventions; _____ Conferences; _____ In-house Education Programs; _____ Dialogues _____ Round Table Discussions; _____ Symposia; _____ Workshops

8. Name, Business Address, Professional/Educational Background/and Practical or Teaching Experience of Speakers: (Attach Curriculum Vitae of each of the Speakers)

9. Registration Fee Charged each Attendee: P _____; Expected No. of Attendees: _____

10. Description of Physical Facilities: Location: _____
_____ Classroom seating: _____ Theatre seating: _____ Writing Surface Available;
_____ others, describe _____

11. Description of Materials Distributed:
_____ Book; _____ Monograph; _____ Pamphlet; _____ Outline; _____ Brochure

12. Application will not be reviewed unless the following are attached:
a) Copy of Program Agenda/Announcement brochures with program details;
b) Curriculum Vitae of each of the Speakers; and
c) A non-refundable application fee of P100.00 per participant/attendee subject to verification and reconciliation with the official attendance record submitted by the provider. A repeat or replay of the program shall be similarly subject to payment of this fee. Government educational institutions or offices and IBP Chapters accredited as MCLE provider, shall pay a nominal fee of P500.00 per application for approval of an MCLE activity/program.

13. Reportorial Requirements of accredited activity/program:
a) Comply with MCLE Rules and Regulations including any amendments thereto;
b) Allow the MCLE Committee or its designated representative to monitor, without prior notice, an approved activity. No. MCLE Committee member or their representative conducting the audit shall receive MCLE credit for that activity;
c) Conduct all MCLE activities substantially as advertised and represented to the Committee;
d) File a report within 30 days after the activity/program with a summary of the program, its evaluation, together with the accomplished MCLE attendance cards of the attendees.

Printed Name and Signature of Accredited Provider/Representative _____ Date _____

(Six (6) copies of this application and the attachments thereto should be submitted to the MCLE Committee 45 days before the scheduled activity/program)