



Supreme Court of the Philippines
MANDATORY CONTINUING LEGAL EDUCATION OFFICE
4th Floor, IBP Building
15 Doña Julia Vargas Avenue
Ortigas Center, Pasig City

MCLE Governing Board Resolution No. **01-2019**

(Resolution Prescribing Rules and Regulations in Submitting Applications to Conduct MCLE Activity and Changes Relative thereto)

WHEREAS, Section 8, letter (a) of the MCLE Implementing Regulations provides that:

"An accredited provider shall apply for approval of a special education activity on a form to be provided by the MCLE Committee. It shall contain a detailed description of the provider, the course, the course materials, the lecturers and the activity, and shall be submitted at least forty-five (45) days prior to the presentation of the activity."

WHEREAS, under MCLE Board Resolution No. 04-2006, *"the 45-day requirement for processing applications for approval of MCLE activities is intended to give MCLEO enough time to pass upon the merits of the proposed activity, assess the competence and qualifications of the lecturers x x x"*;

WHEREAS, it has been observed that some Providers submit *pro forma* applications to conduct educational activities so as not to breach the forty-five (45)-day deadline and avoid payment of penalty for late filing, and thereafter submit changes on their activity on a piecemeal basis at times replacing entirely the original program;

WHEREAS, it appears that some Providers submit the application without having confirmed the availability of the lecturers and/or their lecture topics resulting in inaccuracies in the MCLE program submitted to the MCLE Board for approval;

WHEREAS, it has become the practice of some MCLE accredited Providers to submit changes for approved MCLE educational activities such as change of lecturer, topic, schedule, classification of subject area including request to split the subject classification of a single lecture into two (2) subject areas to meet the 36-unit subject requirements as provided in Rule 2, Section 2, Bar Matter No. 850 and other changes, on the date of the activity itself or at times after the activity had already been conducted, thus, giving the MCLE Governing Board no more opportunity to review and approve the changes;

WHEREAS, re-classification and/or splitting of subject areas to complete the required thirty-six (36) credit units per subject area is prejudicial to participants

who attended the specific subject to complete their individual MCLE requirements and who rely on the MCLE Office record of scheduled MCLE activities in scheduling their completion of MCLE requirements only to find out that the same has been substituted upon arrival at the venue;

WHEREAS, the aforesaid practice causes an added administrative difficulty to the MCLE Office which has to keep track of the piecemeal changes in the approved MCLE activity, constantly amend the original program already encoded to update its database system, and contend with and explain to irate participants who complain of lacking units as a result of the change/s;

WHEREAS, the practice defeats the purpose of the 45-day requirement as the MCLE Board is effectively deprived of adequate opportunity to review and evaluate the proposed changes for approval of the MCLE Board;

WHEREFORE, in view of the foregoing, the MCLE Governing Board resolves to adopt the following rules and regulations in the submission of applications to conduct MCLE activities:

1. All accredited MCLE Providers are required to submit a roster of at least three (3) lecturers for each MCLE subject area, together with their respective *curriculum vitae*, topic of lecture/s and summary of lecture/s (not merely outline) emphasizing therein jurisprudence of doctrinal value and/or recent development in the subject area in CD or USB and one (1) hard copy.

The aforesaid data shall be stored by the MCLE Office in its database of MCLE lecturers/lecture summaries.

2. Upon filing of Application to Conduct MCLE Activity, the Provider shall submit the MCLE program together with the application form; all requirements for submission (CV of speakers, topics and lecture summary) shall be evaluated based on the data stored in the MCLE Office database of lecturers as stated above. Updating of CVs and lecture summaries shall be done from time to time as may be required by the Board.
3. The Provider may, if it desires to engage the services of other lecturers not within its roster, add to its existing roster of lecturers at anytime before or upon the filing of application to conduct activity. However, submission of additional lecturer to lecture on a program already approved by the Board shall not be allowed.
4. In case of non-availability of the lecturer submitted by the Provider in its application to conduct education activity, for any reason, the provider

may pick a substitute from among its roster of lecturers in the same subject area. The said substitution does not need prior approval by the MCLE Governing Board as all lecturers, lecture topics and summaries of lecture submitted by the Provider as required above shall be pre-approved by the Board.

5. The Provider need only to inform the MCLE monitor that the original lecturer was replaced and the new lecturer and topic must be accurately reflected in the Attendance Form. However, no change or substitution of subject area and schedule (ex. Legal Ethics-Day 1 -8:00 AM to 10:00 AM) as originally submitted in its application/program and approved by the Board shall be allowed.
6. Deviation from the original program as to subject area and schedule or change of lecturer not included in its roster shall be considered a ground for applying the sanctions provided in Section 9 (c) of the MCLE Implementing Regulations;
7. All MCLE accredited Providers shall be given a period of two (2) months from receipt of a copy of this Resolution to submit their roster of lecturers and gather the necessary materials (CV, topic, lecture summary, etc.) for submission to the MCLE Office. Providers who fail to submit the requirements as aforesaid shall not be allowed to conduct MCLE activities until such time that they have complied with this Resolution.


19 February 2019



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