



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

**GUIDELINES IN THE CONDUCT OF IN-PERSON MCLE ACTIVITIES
IN VIEW OF THE COVID-19 PANDEMIC**

Duties of the Provider:

1. Ensure strict compliance with the latest guidelines set by the Supreme Court (SC), Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH) in relation to safety protocols such as wearing of facemask, temperature monitoring, etc., and observe limitations as to the number of participants vis-à-vis the size of the venue of activity, etc.
2. Designate deputized Monitors during in-person MCLE activities who shall be responsible for checking the attendance of the participants under the supervision of and in coordination with the MCLEO representative. The number of deputized monitors shall be at a ratio of one (1) monitor per 75 participants.
3. Submit to the MCLE Office at least three (3) days prior to the 1st day of activity, the names and ID of the deputized Monitors together with their respective Affidavits of Undertaking attesting that they will faithfully and truthfully perform their duties as deputized Monitors.
4. Submit to the MCLEO representative the attendance forms with consecutive numbers for authentication prior to distribution to the participants.
5. Provide the MCLEO representative with an alphabetical list (Family Name, Given Name, Middle Name) of attendees together with their respective Roll of Attorney numbers prior to the start of the activity; and, inform and provide the MCLEO representative with the names of additional participants for the day, if any.
6. Ensure that the Attendance Forms are collected at the end of each activity day and submitted to the MCLEO representative.
7. Submit a consolidated report of all the attendance of the participants in a spreadsheet (see Annex "A") and email the same to the official email address of the MCLE Office.

In case of a discrepancy of credit units earned between the report and the attendance form/s, the attendance form/s shall have the precedence for crediting of units.

8. Refer to the MCLEO representative/s all matters relative to the activity, such as, attendance, monitoring, medical and other emergency concerns, change of lecturer, venue, etc.

Duties of the Deputized Monitor:

1. Execute a Notarized Undertaking to faithfully comply with the duties and responsibilities of a deputized MCLE Monitor.
2. Distribute the authenticated MCLE Attendance and Evaluation Forms to the participants.
3. Indicate in the Attendance Form the time in/out opposite the topic/s attended by the participants.
4. Confirm the presence of the participants in the space provided in the attendance form.
5. Take note of the participants who are loitering/leaving the venue for more than fifteen (15) minutes during the MCLE activity and indicate the duration thereof in the MCLE Attendance form of the participant.
6. Gather the attendance and evaluation forms and surrender the same to the MCLEO Representative/s at the end of the day.

Who May be a Deputized Monitor:


1. Members of the secretariat who shall work full time as delegated monitors.
2. Law student volunteer.
3. A volunteer lawyer who is not a participant in the MCLE activity.

All rules, regulations and guidelines relative to the conduct of MCLE activity including the duties and responsibilities of the Provider, not inconsistent with the foregoing, shall remain valid and in effect.

For your information and guidance.


Atty. JESUSA JEAN D. REYES
Executive Officer

Noted by:


Dean **SEDFREY M. CANDELARIA**
Officer-in-Charge
MCLE Governing Board