



Supreme Court of the Philippines
Mandatory Continuing Legal Education Office
4th Floor, IBP Building, Dona Julia Vargas Avenue
Ortigas Center, Pasig City

GUIDELINES FOR PARTICIPANTS DURING THE CONDUCT OF SYNCHRONOUS MCLE ONLINE ACTIVITY

1. The name (**SURNAME, FIRST NAME, MIDDLE INITIAL**) of the participant as provided in the registration must be visible on the screen throughout the duration of the lecture. (**ex: DELA CRUZ, JUAN D.**)
2. The participant shall ensure reliable internet connection with the facility for back-up connection to ensure continuous viewing of the program.
3. The participant shall be in the **“waiting room”** at least (10) minutes before the start of the activity. Ensure that your names are in the prescribed format; otherwise, the participant will not be admitted.
4. The participant shall observe proper decorum and dress code while attending seminar. Professional decorum dictates that participants in MCLE education activities should **DEVOTE full attention** and extend due respect to the lecturer. Please refrain from doing other activities (e.g. sleeping, working, playing, using other gadgets, travelling, exercising and other activities that may disrupt your full attention from the lecture) while attending the MCLE activity.
5. The participant must ensure that he/she is clearly visible on the screen at all times for proper identification and verification of attendance.
6. The participant is prohibited from turning-off the video while the lecture is on-going; absence of the participant from the screen for fifteen (15) minutes or more may result in deduction of corresponding credit unit/s.
7. The corresponding deduction of credit units based on the table below shall apply:

Duration of Lecture (per hour)	Number of Minutes not on the screen or engaged in other activities	Corresponding deduction of credit unit/s
1	15 - 30	.5
	31 – 60	1
2	61 – 90	1.5
	91 – 120	2
3	121 – 150	2.5
	151 – 180	3
4	181 – 210	3.5

Please be guided accordingly.