



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

ADDITIONAL GUIDELINES FOR PROVIDERS IN THE CONDUCT OF SYNCHRONOUS MCLE ONLINE

I. Prior to the scheduled activity

1. The Provider must submit to the MCLE Office the list of the registered participants, including the IDs submitted for registration, at least a day before the scheduled activity;
2. They shall provide the MCLE Office with the link and/or pass code to the synchronous online activity at least a day before the scheduled program.
3. They shall submit the names and “Undertaking” of its delegated monitors at least a day before the scheduled activity. Further, the name/s and undertaking of additional or substitute monitor/s must likewise be submitted to the MCLEO before the start of the scheduled activity.
4. They shall indicate in their Application to Conduct Synchronous MCLE Activity the classification of MCLE Prescribed Subjects¹ applied for.

II. During the activity

1. For ease of identification and monitoring, the Provider shall arrange the registered participants in alphabetical order and number them chronologically, which number shall be their permanent number identification throughout the seminar, additional participants, if any, shall be placed at the end of the original list. Notwithstanding this, the Provider may adopt a different mode of numbering as it may deem fit and efficient, subject to notification and approval by the MCLE Technical Team;

¹ Classification of MCLE Prescribed Subjects

a) Technology and the Law; .b) Law and Economics; c) Environmental Law; d) International Legal Processes; e) Transnational Business Transactions; f) Law Reforms in Specific Areas of law; g) Law as a Means of Social Control; h) Emerging Special Fields of Law; i) Specific Area/s of Law/ Comparative Law in Other Jurisdictions; j) Laws on Social and Other Special Concerns; k) Enhancement of Physical, Mental, and Professional Fitness of Lawyers Including Security Concerns in the Administration of Justice

2. For efficient monitoring and face recognition of the participants, the Provider shall observe the monitor:participant ratio of one monitor for every twenty-five participants (1:25);
3. They shall allow and admit only one (1) gadget login per participant at any given time during the conduct of the activity to avoid confusion in checking the attendance of the participants. In case of multiple logins by a participant, the Provider should immediately disconnect the additional gadget;
4. As a general rule, the Provider shall not allow the use of virtual background by the participants to ensure that the latter are within a learning environment and have their full attention to the seminar. The Provider should immediately call the attention of any participant using virtual background. However, the Provider is given the option to provide a uniform virtual background, subject to notification to and approval by the MCLEO Technical Team.
5. The use of face mask by the participants during the conduct of synchronous MCLE online may be allowed provided that the Provider has verified the identity of the participant upon admission to the platform, however, the face mask must be removed during the picture taking before and after each lecture;

III. Post Activity

1. The Provider shall submit to the MCLE Office within three (3) working days after the end of each activity day, the following:
 - a. Attendance Report (see Annex A);
 - b. List of Participants not visible on the screen for fifteen (15) minutes or more, and those doing other activities in the course of attending the synchronous online activity (see Annex B);
 - c. Video recording per screen of the participants (gallery view);
 - d. Screenshots of the participants (gallery view), one each at the start and end of each lecture, and four screenshots for every one (1) of lecture;
 - e. Evaluation Report (Tabulated results of the evaluation together with the comments and suggestions).
2. For IBP activities, the Chapter sponsoring the activity is personally responsible for the preparation and submission of the required reports to ensure immediate transmission to the MCLEO, and to avoid confusion as to who is responsible to submit the same. The

IBP National, as the sole accredited MCLE Provider for all IBP activities, shall extend full assistance to and oversee the MCLE activities of its Chapters.

Further to the above, all communications and/or requests relative to the conduct of synchronous MCLE online must be put in writing and sent to mcleoffice.sc@gmail.com and/or Viber at 0927-046-0154.

For the information and guidance of all concerned.

The MCLE Office Technical Team