



EMB MEMORANDUM CIRCULAR

No. 2020 - 32

SUBJECT : CLARIFICATION OF ANNEX 5 (REQUIREMENTS FOR TRAINING ORGANIZATION/INSTITUTION RECOGNITION AND ITS RENEWAL) UNDER DAO 2014-02

In view of the requirements provided in Annex 5 of DAO 2014-02 for the recognition of PCO training organizations/institutions and the renewal of the same, this clarification on the application requirements for the recognition and renewal process is hereby issued.

Section I. Recognition of Training Organization / Institution

In the application for recognition, the training organization/institution must meet the following minimum requirements:

- Have a valid business registration, license, permit to operate, or any other proof to show existence as a juridical entity recognized under appropriate issuances/laws, such as:
 - a. DTI Certificate of Business Name Registration;
 - b. SEC Registration;
 - c. Valid Business/Mayor's Permit;
 - d. Certificate of Registration from BIR (whenever applicable)

Any of the proofs must indicate that one of the objectives/activities of the organization is the conduct of environmental, PCO and other related environmental management trainings.

- Have at least two (2) trainers on environmental management with the following qualifications:
 - a. Graduate of any engineering or science course;
 - b. With ten (10) years experience in environmental management; and
 - c. With five (5) years experience in conducting environmental trainings.

To verify expertise of trainers on RA 9275, RA 8749, RA 6969, PD 1586, RA 9003 and its Implementing Rules and Regulations, and other pertinent reports such as Self-Monitoring Report (SMR) and Compliance Monitoring Report (CMR),



among others, proof of attendance to trainings on the aforementioned environmental laws must be provided.

- Have basic training equipment, monitoring instruments, facilities, and materials
 - a. Proof of in-house availability of equipment and instruments on environmental monitoring, sampling, and laboratory analysis (example: water sampler, water quality checker, stack emission testing equipment, etc.), facilities and materials, and with Certificate as DENR-Recognized Environmental Laboratory and EMB Accredited Stack Tester; or
 - b. Contract/MOA with DENR-Recognized Environmental Laboratory and/or EMB Accredited Stack Tester (for environmental sampling/monitoring/laboratory analysis)
- Have modules/syllabus that are prescribed by EMB

The EMB-prescribed modules to be submitted by the applicant must incorporate the topic, time slot, name and position/designation of the resource speakers. Separate modules must be submitted for the 8-hour environmental training for Managing Heads and 40-hour basic PCO training for Categories A and B.

- Have Calendar of Trainings or services

Section 2. Renewal of Recognition of Training Organization/ Institution

In the renewal of recognition, the training organization/institution must submit the following minimum requirements:

- Updated training organization / institution profile which include:
 - a. Officers/Board of Directors
 - b. Other relevant environmental trainings conducted (excluding PCO trainings)
- Updated resume of trainers and consultants;
- Annual Accomplishment Report containing:
 - a. Summary of PCO Trainings conducted
 - b. Summary of training evaluation results
 - 1) Curriculum / module of the training
 - 2) Application to job workplace
 - 3) Trainers/facilitators
 - 4) Training specific questions
- Reports on monitoring and evaluation of training/services rendered
 - a. Results of Pre- and post- examinations
 - b. Attendance sheets
 - c. List of resource speakers



- Calendar of trainings or services

Section 3. Separability Clause

In case any of the provisions of this Circular is declared invalid, void, or unconstitutional, the remaining provisions not affected thereby shall remain in full force and effect.

Section 4. Effectivity

This Memorandum Circular shall take effect immediately upon publication in any newspaper of general circulation and upon acknowledgement of receipt of a copy hereof by the Office of the National Administrative Registrar (ONAR), UP Law Center.

Issued this 29th day of July 2020.


ENGR. WILLIAM P. CUÑADO
OIC - Director

