August 18, 2020

The President / CEO
Attention: **Appointed/Designated Pollution Control Officer/s (PCO/s)**

Subject: **Accredited Basic Training Course for PCOs (ON-LINE)**

Dear Sir/Madam:

In this global pandemic, PCAPI Region 4A Chapter is in full support to the world's campaign of a "new normal" with virtual connection and reduced direct contact. Businesses worldwide are affected but still saddled with the challenge and requirement to comply with environmental laws. To help the businesses in our country cope up with their environmental compliance, PCAPI R4A is now transitioning from its traditional pen and paper trainings and seminar to its brand new and upgraded virtual trainings.

The Pollution Control Association of the Philippines, Inc. Region IV-A will conduct an **On-line "Accredited Basic Training Course for Pollution Control Officers"** on **October 6-10, 2020** through **Microsoft Teams (MS Teams)**. This course offering is in line with the 40-hour training requirement for the PCO Accreditation of Designated PCOs, as stipulated in the DENR Administrative Order (DAO) 2014-02 (Revised PCO Accreditation Guidelines) and with the recently released EMB Memorandum Circular No. 2020-29 stating the guidelines for the conduct of Online Training for both PCOs and Managing Heads.

Similar to all face-to-face PCAPI 4A trainings in the past, this Online Basic Training for PCOs is a 5-days immersive training, but will be tailored in the MS Teams platform and delivered in real-time streaming. This will be facilitated by PCAPI 4A's dynamic Training Team composed of its Facilitators, Training Director and Secretariat who will guide the PCO Trainee in their 5-day virtual training experience.

In this regard, we would like to invite your Company to send your designated PCO for accreditation with the EMB. Training fees are listed below, and shall be inclusive of training handbook (to be couriered before the training schedule), access to electronic copy of presentation materials and training certificate.

Php **7,500.00**/pax	PCAPI 4A MEMBER
Php **7,875.00**/pax	PCAPI 4A NON-MEMBER

SLOTS ARE LIMITED, and REGISTRATION IS ON A FIRST-COME, FIRST-SERVED BASIS AFTER PAYMENT & CONFIRMATION.

For pre-registration, visit the **ONLINE REGISTRATION** thru this link: https://www.pcapi-r4.org.ph/onlinetraining

For additional queries, kindly contact: PCAPI Region IV-A Secretariat Office (0917-814-4751 / 0998-534-7850); Tel. No.: 049-5011706) / E-mail Address: onlinetraining@pcapi-r4.org.ph. Thank you very much and we look forward to see you in the virtual Training!

Very truly yours,

Rasmiah M. Malixi
President, PCAPI Region IV-A Chapter

Noted by:

Noemi Paranada
Regional Director, EMB IV-At

AS AN EMB-ACCREDITED TRAINING INSTITUTION, PCAPI 4A TRAINING USES AND DELIVERS COMPLETE EMB-PRESCRIBED SYLLABUS

Course Title: Basic Training Course for Pollution Control Officers (ON-LINE)

SCHEDULE:
October 6-10, 2020

Training Platform (Application):
MS Teams

DURATION: 5 days (8am-5pm)
Training: 40 Hours

PROGRAM OVERVIEW

Capability building for new Pollution Control Officers (PCOs) to understand and implement the provisions of five (5) basic environmental regulations, environmental management and monitoring; environmental permitting, sampling and analysis; documentation and reporting; and the PCO responsibilities. We have carefully selected and tailored appropriate activities to help facilitate speaker-PCO and co-PCO interaction similar to that of face-to-face Training.

LEARNING OBJECTIVES

This training aims to develop the capacity of Pollution Control Officers (PCOs) in performing their functions, duties and responsibilities using accelerated learning techniques based on actual experiences and best practices.

Specifically, at the end of the 40 hours training, the participant shall have:

- Discussed climate change and be able to relate how a PCO can contribute to the mitigation and adaptation measures, within and beyond the frameworks of the Philippine Agenda on Sustainable Development, and the environmental regulations of the country;
- Discussed the salient features and requirements of relevant laws on environment such as PD 1586, RA 9003, 6969, 9275, 8749 and the implementing rules and regulations (IRRs); and be able to identify the violations raised to the Pollution Adjudication Board;
- Identify ALL compliance requirements of environmental laws, specific to their operations and able to prepare basic for the application of required environmental permits;
- Discussed the do's and don'ts of environmental sampling and have analyzed sample data;
- Identified possible causes of environmental incidents and enumerate the process of incident investigation;
- Articulated the requirements in the accreditation of PCOs per DAO 2014-02, and the PCO roles, functions, and value orientation;
- Done an exercise on the preparation of SMR and CMR; and
- Prepared a draft EMP and EMoP

TRAINING DELIVERY APPROACHES:

- Real-time streamed videos and Q&A
- Use of ready reference, PCAPI 4A Training Manual (Hard-copy)
- Self-directed activities
- Sectoralized group exercises
- Interactive on-line games

NOT ALL TRAININGS ARE CREATED EQUAL

WHY TRAIN WITH PCAPI 4A?

"The Gold Standard in PCO Training"

- ✔ Accredited Training Institution by EMB since 2014.
- ✔ Recipient, Outstanding Training Institution (EMB 4A)
- ✔ Hall of Fame Awardee, Best PCAPI Chapter by PCAPI National Chapter
- ✔ Organizational Member of International Society of Sustainability Professionals, 2019
- ✔ Most trusted training provider by domestic and multinational companies in the Philippines
- ✔ Membership-based NGO. We exist to serve our co-PCOs and create a community of PCOs driven with excellence and integrity.

PRC ACCREDITED CPD UNITS PROVIDER

EMB 4A OUTSTANDING TRAINING INSTITUTION

PCAPI NATIONAL HALL OF FAME AWARDEE

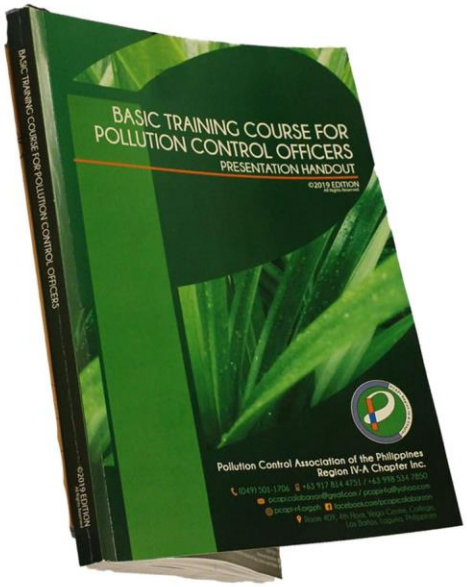
POWERFUL. COMPLETE. EFFECTIVE.

"Effective and informative modules. All in all, a worth it experience and learnings. Facilitators and staffs are approachable."

"The seminar/ training is not boring. The training is both intellectually and morally/ spiritually enriching."

"Speakers and facilitators are approachable, really helping PCOs with concerns and issues. As new PCO, I'm inspired to participate in any environmental activities at any levels."

"The training has a balance between the technical know-how and work-virtue."

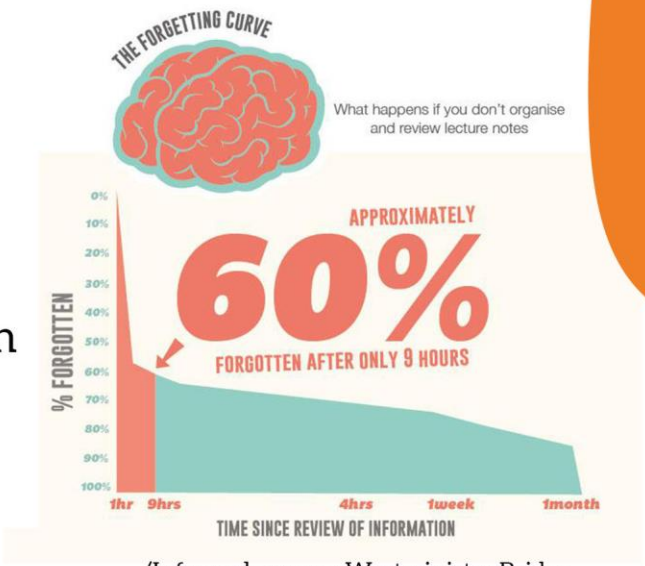


PCAPI 4A TRAINING MANUAL

- 260-page soft-bound book
- Training Outline
- Bulleted highlights of each presentation
- Key environmental laws and IRRs as referenced in the lectures
- Sample permit forms and tables
- Summary table guides

WHY USE A HARDCOPY MANUAL IN AN ONLINE TRAINING?

According to studies, if you don't organize and review your notes within the first 9 hours, 60% of what you have learned will be forgotten. Writing down and reviewing your notes is important because you may not have any ideas how to apply what you have learned at the point when you receive the information.



(Infograph source: Westminister Bridge Student Accomodation)

MODE OF PAYMENT

Deposit through Bank:

Account Name	: **PCAPI - REGION 4A CHAPTER, INC.**
Account No	: **0911-0147-42**
Name of Bank	: Bank of the Philippine Islands (BPI)
Branch	: Los Baños, Laguna
Non-VAT TIN No.	: 008-4429-752-000

CONTACT US

GRACE ENGLE
0917-8144751
0998-5347850
049 501-1706
onlinetraining@pcapi-r4.org.ph

To receive a confirmation of your registration slot,
Please email deposit slip or proof of payment on or before
September 28, 2020

Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
DENR Compound, Visayas Avenue, Diliman, Quezon City 1116
Telephone Nos.: (632)927-15-17, 928-37-25; Fax No.: (632) 920-22-58
Website: http://www.emb.gov.ph / Email: mail@emb.gov.ph

EMB MEMORANDUM CIRCULAR
No. 2020 - 29

SUBJECT : GUIDELINES ON THE CONDUCT OF ONLINE TRAINING FOR POLLUTION CONTROL OFFICERS (PCOs) AND MANAGING HEADS

In line with the implementation of certain levels of community quarantine in selected regions and provinces of the Philippines and in view of the measures adopted to combat COVID-19 and prohibition of mass gatherings and pursuant to Section 13 (Training for PCOs and Requirements for Training Organizations/Institutions) of DENR Administrative Order (DAO) No. 2014-02 or the Revised Guidelines for Pollution Control Officer (PCO) Accreditation, the following provisional guidelines are herein adopted.

SECTION 1. BASIC POLICY

DAO No.2014-02 requires:

a. Accreditation of PCOs of establishments that discharge solid, liquid, or gaseous wastes to the environment or whose activities, products, or services are actual and/or potential sources of land, water, or air pollution; and
b. Only EMB-recognized training organizations/institutions shall provide trainings for PCO and Managing Heads.

SECTION 2. COVERAGE

This guideline covers all trainings related to accreditation of PCOs, which include:

a. 40-hour Basic PCO Training
b. 8-hour Environmental Management Training for Managing Heads

SECTION 3. CONDUCT OF ONLINE PCO TRAININGS

All EMB-recognized Training Organizations/Institutions with valid Certificate of Recognition may conduct trainings for PCO Accreditation through an online platform provided the following requirements are fulfilled:

a. Training must involve real-time interaction between participants, trainers, resource speakers, and/or facilitators during lectures and workshop activities;
b. Participants' attendance must be logged and recorded, and the same be documented;
c. Number of participants per training must not exceed one hundred (100) to ensure efficient and effective learning is upheld;
d. The online platform must have a chatroom feature to accommodate all questions to the speaker;
e. Proof of the training conducted must be available such as, but not limited to, screen captures with time stamp;

f. Personnel from EMB Central Office and/or Regional Office must be allowed to observe and monitor the training anytime during the virtual session. The training organization must provide web invite to EMB personnel at least two weeks before the conduct of each online PCO and Managing Head training; and

f. Personnel from EMB Central Office and/or Regional Office must be allowed to observe and monitor the training anytime during the virtual session. The training organization must provide web invite to EMB personnel at least two weeks before the conduct of each online PCO and Managing Head training; and

g. Pre and post examinations must be administered during the online trainings.

g. Pre and post examinations must be administered during the online trainings.

In addition to the above requirements, the conduct of 40-hour PCO Training and 8-hour Managing Head Training shall be done in any combination of training hours as long as the total is forty (40) hours and eight (8) hours respectively, as indicated in the application of the training organization.

In addition to the above requirements, the conduct of 40-hour PCO Training and 8-hour Managing Head Training shall be done in any combination of training hours as long as the total is forty (40) hours and eight (8) hours respectively, as indicated in the application of the training organization.

The previously approved EMB-prescribed modules (with resource persons indicated) submitted by the EMB-recognized Training Organization/Institution shall prevail.

The previously approved EMB-prescribed modules (with resource persons indicated) submitted by the EMB-recognized Training Organization/Institution shall prevail.

The EMB-Recognized Training Organization/Institution shall inform the EMB as to what type of training it will conduct through email at recordsco@emb.gov.ph.

The EMB-Recognized Training Organization/Institution shall inform the EMB as to what type of training it will conduct through email at recordsco@emb.gov.ph.

SECTION 4. PROHIBITIONS

The training organizations are prohibited to use computer-based training using downloadable materials and videos of lectures.

SECTION 4. PROHIBITIONS

The training organizations are prohibited to use computer-based training using downloadable materials and videos of lectures.

SECTION 5. 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.

SECTION 5. 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 15th day of July 2020.

Issued this 15th day of July 2020.

Digitally signed by EMB - CO
Date: 2020.07.15 09:55:45
+08'00'

ENGR. WILLIAM P. CUÑADO
OIC-Director

Digitally signed by EMB - CO
Date: 2020.07.15 09:55:45
+08'00'

ENGR. WILLIAM P. CUÑADO
OIC-Director