



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD FOR CUSTOMS BROKERS

**REVISED PROGRAM OF THE CUSTOMS BROKERS LICENSURE EXAMINATION
TO BE HELD ON NOVEMBER 3 AND 4, 2022 IN THE CITIES OF
MANILA, CEBU, AND DAVAO**

DATE AND TIME	SUBJECTS	WEIGHT
<u>THURSDAY, NOVEMBER 3, 2022</u>		
7:00 A.M. – 7:45 A.M	GENERAL INSTRUCTIONS AND FILLING-OUT OF FORMS	
8:00 A.M. – 11:00 A.M.	CUSTOMS LAWS, RULES, REGULATIONS, ETHICS AND CUSTOMS BROKER PRACTICES	25%
1:00 P.M. - 4:00 P.M.	CUSTOMS DOCUMENTATIONS, CLEARANCE AND PROCEDURES	25%
<u>FRIDAY, NOVEMBER 4, 2022</u>		
8:00 A.M. - 11:00 A.M.	TARIFF LAWS, RULES, REGULATIONS AND INTERNATIONAL TRADE	25%
1:00 P.M. – 1:40 P.M.	TARIFF CLASSIFICATION	25%
1:40 P.M. – 4:00 P.M	PRACTICAL COMPUTATIONS	
	TOTAL	100%

GENERAL INSTRUCTIONS:

1. Check or verify your school/building assignment at the PRC official website (www.prc.gov.ph) or through the Notices/Announcements to be posted at the PRC premises two (2) to three (3) working days before the date of the examination.
2. Report to the school/building assignment before 5:30 A.M. on the first day of examination to verify your room and seat number. Be punctual. Late examinees will not be admitted.
3. Examinees are required to wear the following attire every examination day:
 - Male Examinees - Tucked-in white polo shirt with collar (without any seal, logo or mark), decent pants or slacks
 - Female Examinees - Tucked-in white blouse or shirts with collar (without any seal, logo or mark), decent pants, slacks or skirt, pony-tailed long hair

4. Bring the following on examination day:

- a. Notice of Admission
- b. Official Receipt
- c. Two (2) or more pencils (No. 2)
- d. One (1) piece Long Brown Envelope
- e. One (1) piece Long Transparent (non-colored) Plastic Envelope (for keeping your valuables and other allowed items)
- f. Health Forms
- g. Negative RT-PCR Test Results, if applicable, or Certificate of Quarantine or Certificate or copy of the complete Vaccination Card for fully vaccinated examinees to the proctor on the examination day.

5. The following items are **STRICLY PROHIBITED** inside the examination premises/rooms:

- a. Books, notes, review materials, and other printed materials containing coded data/information/formula
- b. **CALCULATORS which are programmable or with embedded functions especially CASIO FX991ES and CASIO FX-991ES plus**
- c. **APPLE, SAMSUNG AND OTHER SMART WATCHES, CELLULAR PHONES, EAR PLUGS, BLUETOOTH, TRANSMITTERS, PORTABLE COMPUTERS, AND OTHER ELECTRONIC GADGETS/DEVICES WHICH MAY BE USED FOR COMMUNICATION PURPOSES**
- d. Bags of any kind (place your documents inside the transparent/plastic envelope)
- e. Other examination aides not stated in this program

NOTE: ONLY ONE (1) BASIC CALCULATOR SHALL BE ALLOWED INSIDE THE EXAMINATION ROOM. CALCULATORS SHALL BE INSPECTED. PRC WILL NOT BE HELD LIABLE TO ANY ITEMS THAT WILL BE LOST.

6. Per Joint Administrative Order No. 01 (s 2021)¹, the following Health Standards for Examinees and PRC Examination personnel shall be observed.

6.1. All examinees and examination personnel shall enforce the following precautionary measures among themselves:

- 6.1.1. Observe physical distancing of at least two (2) meters between examinees. Examinees shall be restricted to their assigned seat;
- 6.1.2. Wear face mask (at least 3-ply surgical mask, preferably N95 mask) and face shield² at all times;
- 6.1.3. Bring 70% ethyl alcohol for hand disinfection;
- 6.1.4. Wear latex gloves for exam personnel handling the test questionnaires;
- 6.1.5. Avoid close contacts like “beso-beso”, hugging, handshake, and directly touching other persons;
- 6.1.6. Avoid touching one’s eyes, nose, and mouth;
- 6.1.7. When sneezing and/or coughing, facial tissues must be used to wipe the nose and mouth areas. Dispose of used facial tissues properly; and
- 6.1.8. Avoid spitting in public, on floors, and along corridors.

6.2. Examinee shall submit the duly accomplished Informed Consent (Annex “A”) and Health Declaration (Annex “B”) forms with the Notice of Admission (NOA) and the negative RT-PCR test result/Quarantine Certificate or copy of the Complete Vaccination Card to the proctor on the examination day.

¹ PRC, DOH, and PNP JAO, entitled “Revised Standard Guidelines on the Strict Observance of Health Protocols in the Conduct of Licensure Examinations during Public Health Emergency and/or Pandemic”

² Because the exam room is an enclosed area for eight (8) hours, it is highly advisable for the examinees to wear their face shields at all times.

Informed Consent and Health Declaration Forms can be downloaded from the PRC official website (www.prc.gov.ph);

- 6.3. Examinees and examination personnel shall bring their own meals (pre-packed meal/snack and drink) to be eaten during breaks, on their assigned seats. Face masks and face shields will only be removed when taking meals or drinks.
- 6.4. Windows will be opened to improve ventilation during breaks.
- 6.5. Examinees shall bring their own pens, pencils, and erasers. Borrowing from a seatmate is strictly not allowed.
- 6.6. Talking and loitering are prohibited in the hallways or in the examination room.
- 6.7. Physical distancing shall be strictly observed in the queuing of the examinees entering the testing venues;
- 6.8. All examinees and examination personnel shall undergo temperature scanning:
 - 6.8.1 Only examinees with a temperature of less than or equal to 37.5 degrees Celsius shall be allowed to enter the testing venue;
 - 6.8.2. Examinee with a temperature of more than 37.5 degrees Celsius (37.5°C) shall be referred to the Building Supervisor, who shall refer the concerned examinee to onsite medical doctor/personnel for assessment. The examinee will not be allowed to take the rest of the examination.
- 6.9. Examinees shall proceed immediately to their designated examination rooms after the thermal scanning/screening.
- 6.10. During the examination proper, the following shall be strictly observed:
 - 6.10.1. Watchers/Proctors and examinees shall practice social distancing measures at all times within the examination rooms, particularly when examinees submit their answer sheets and test booklets/questionnaires; only one examinee at a time shall be accommodated;
 - 6.10.2. Any examinee who needs to use the restroom shall be accompanied by a room watcher/proctor, always maintaining social distancing measures. Only one examinee at a time shall be allowed to go to the restroom. Proper hand hygiene shall be observed particularly every after use of the restrooms; and
 - 6.10.3. Protective facemasks and handkerchiefs/tissue shall be inspected by room watchers/proctors before the start of every subject and, if necessary, during the conduct of examination to ensure that they are not used to conceal codigos. In compliance with social distancing measures, the inspection shall be done one at a time, while the rest of the examinees are seated. Examinees must show all the angles of their facemasks and handkerchiefs to the room watcher/proctor for inspection, from a distance of at least one (1) meter from the examinee.
7. All examinees shall be required to download and fill-out a Post Examination Health Surveillance Form and submit the same fourteen (14) days after the examination through the designated Regional Offices' email address. The said form can be downloaded from the PRC official website <http://www.prc.gov.ph>
8. In addition to the above, the examinees are required to submit results of their RT-PCR or Saliva tests from any of the Department of Health (DOH) accredited facilities 3-5 days before the examination date/s, if falling under the groups stated in DOH Memorandum 2020-258A³. Only those examinees with negative results shall be allowed to take the examination.

³ Updated Interim Guidelines on Expanded Testing for COVID-19

If the examinee does not fall in the groups mentioned in DOH Memorandum 2588-A (s 2020), he/she shall be allowed to take the examination in the absence of RT-PCR test, provided, that he/she must undergo a fourteen (14)-day quarantine period wherein he/she is asymptomatic for at least fourteen (14) days prior to the scheduled examination date/s. Provided further, that he/she has no close contact or exposure to the aforementioned cases. A Certificate of Quarantine or its equivalent signed by any of the following shall be submitted instead:

1. Duly licensed Physician (government or private physician);
2. Municipal Health Officer, Provincial Health Officer or City Health Officer;
3. Barangay Officer visiting the examinee's residence or examination personnel attesting that he/she has been in quarantine for fourteen (14) days.

Examinees coming from other countries are required to quarantine for fourteen (14) days in any government accredited facility and/or provide a negative RT-PCR/ Saliva test result whichever is shorter.

9. Please see this link: <https://www.prc.gov.ph/sites/default/files/JAO%202021-01%20PRC%20DOH%20PNP.pdf> for detailed information on JAO 01 (s 2021).
10. **“NO OPEN BOOKS IN ALL SUBJECTS”** except in **Tariff Classification ONLY**.
The use of the ASEAN HARMONIZED TARIFF NOMENCLATURE (AHTN) 2017 Printed 2018 ONWARDS is allowed. The AHTN books shall be free from any marking and shall be subjected to a thorough inspection. **PHOTOCOPIES ARE NOT ALLOWED.**
11. After answering the Tariff Classification, examinees shall surrender the AHTN Book before proceeding to the Practical Computations.
12. Read carefully and follow the instructions on your Notice of Admission and Examinees Kit.

NOTE: PERSONAL BELONGINGS BROUGHT BY AN EXAMINEE SHALL BE FOR HIS/HER OWN ACCOUNT. THE PRC WILL NOT BE ANSWERABLE FOR ANY SUCH ITEM OR PERSONAL BELONGING THAT MIGHT BE LOST DURING THE EXAM WITHOUT FAULT OR NEGLIGENCE ON ITS PART.

THIS SUPERSEDES THE PROGRAM OF THE NOVEMBER 2022 CUSTOMS BROKERS LICENSURE EXAMINATION DATED SEPTEMBER 20, 2022.

*Manila, Philippines
October 13, 2022*


APPROVED:


SAMUEL C. BAUTISTA
Chairman


NENETTE T. DAGONDON
Member


ALBERT V. CRUZ
Member

CERTIFIED CORRECT:


ATTY. LOVELIKA T. BAUTISTA
Chief, PRB Secretariat Division

PRBCB/D-SPRB
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