



Republic of the Philippines
Professional Regulation Commission
Manila

PROFESSIONAL REGULATORY BOARD OF REAL ESTATE SERVICE

PROGRAM OF THE REAL ESTATE CONSULTANTS LICENSURE
EXAMINATION ON DECEMBER 7, 2022 (WRITTEN) AND JANUARY 2023 (REVALIDA)
IN MANILA AND CEBU

DATE/TIME	SUBJECTS	WEIGHT
<u>DECEMBER 7, 2022 (WEDNESDAY)</u>		
7:00 a.m. – 7:45 a.m.	General Instructions and Filling-out of Forms	
8:00 a.m. – 12:00 nn	Fundamentals of Real Estate Consulting	30%
1:00 p.m. – 5:00 p.m.	Professional Consultancy Practice	30%
JANUARY 2023 (To be announced)		
9:00 a.m. – 5: 00 p.m.	Project Feasibility Study (PFS)	20%
	Defense/Revalida of the PFS	<u>20%</u>
Total Weight		100%

Coverage of Examination for the Written Examination:

Fundamentals of Real Estate Consulting

1. Fundamentals of Consulting
2. Standards and Ethics
 - 2.1 USPRCP (Uniform Standard of Professional Realty Consultant Practice)
 - 2.2 National Code of Ethics and Responsibilities
3. Real Estate Finance and Economics
4. Land Management System and Real Property Laws
 - 4.1. P.D 957, B.P. 220, Family Code, Civil Code, Commercial Laws, National Internal Revenue Code, RESA 9646/IRR
 - 4.2. Condominium Law, Real Estate Investment Trust (REIT), Time Sharing, Cooperatives

Professional Consultancy Practice

1. Consulting Tools and Techniques which include Project Feasibility Study and Investment Measurement Tools
2. Real Estate Consulting and Investment Analysis
3. Consulting for specific engagement, which includes Consulting Residential, Commercial, Industrial, Recreation and Resort and Hotel Properties, and Consulting for Government and Corporate and Financial Institutions
4. Consulting for Distressed Properties
5. Leasing and Buying Analysis of Properties
6. Business Communication/Technical Writing
7. Environmental Impact Assessment (EIA) Study
8. Current Events
9. Cases Studies

GENERAL INSTRUCTIONS:

1. Check or verify your school/building assignments at the PRC official website (www.prc.gov.ph) or thru the Notices/Announcements to be posted at the PRC premises two (2) to three (3) working days before the date of examination. Bring your NOTICE OF ADMISSION when you verify your school/building assignment. Visit your school/building assignment prior to the day of the examination.

¹ Post Enhanced/Local Community Quarantine Interim Guidelines

2. Report to the school/building assignment before 6:30 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:** White polo or shirt with collar (without any seal, logo or mark)
Decent slacks or pants
 - Female:** White blouse or shirt with collar (without any seal, logo or mark)
Decent skirt or pants
4. Bring the following on examination day:
 - a. Notice of Admission
 - b. Official Receipt
 - c. Two or more pencils (No. 2)
 - d. Ball pen with **BLACK INK ONLY**
 - e. One (1) piece Long Brown Envelope
 - f. One (1) piece Long Transparent (non-colored) Plastic Envelope (for keeping your valuables and other allowed items)
 - g. Health Forms (Pursuant to Joint Administrative Order No. 01 (s 2021)
 - h. Negative RT-PCR Test Results, if applicable, or Certificate of Quarantine or Certificate copy of Vaccination Card for fully vaccinated examinees to the proctor on the examination day.
5. The following are **PROHIBITED** inside the examination premises/rooms.
 - a. **PROGRAMMABLE CALCULATORS**
 - b. **CELLULAR PHONES, SMART SWATCH, EAR PLUGS, TRANSMITTERS, PORTABLES COMPUTERS, BLUETOOTH AND OTHER ELECTRONIC GADGETS/DEVICES WHICH MAY BE USED FOR COMMUNICATION PURPOSES.**
 - c. Bags of any kinds (ladies bag and shoulder bags, attaché case, backpacks, etc.)
 - d. Other examination aides not stated in this program.
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 Results, if applicable, or Certificate of Quarantine or Certificate or copy of the Complete Vaccination Card for fully vaccinated examinees submitted to the proctor on the examination day.

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.

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.

- 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. 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.

³ Updated Interim Guidelines on Expanded Testing for COVID-19

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. Read carefully and follow the instruction on your Notice of Admission and Examinees Guide Kit

SPECIAL INSTRUCTIONS: FOR REVALIDA

1. Project Feasibility Study (PFS) Format should be in five (5) hardbound/softbound copies in standard A4 size bond paper (Substance 70), using Arial font size 12, line spacing of 1.5 lines with the following margins: Left-1.5 inches, Top, Bottom and Right-1 inch. Saved in (5) USB flash drives
2. PFS should have the following contents: (a) Market Aspect; (b) Financial Aspect; (c) Social Aspect/Community Impact; (d) Environmental Aspect and (e) Recommendation(s) and Conclusion(s). PFS should have connection with Real Estate Development project.
3. Each examinee is required to have **a maximum of fifteen (15) minutes of power point presentation of the PFS Executive Summary.**
4. Examinees must be **in proper Business Attire** and should **bring his/her own Laptop.**

Manila, Philippines
October 20, 2022

APPROVED:

parking
HON. OFELIA C. BINAG
Chairperson, PRB of Real Estate Service

CERTIFIED CORRECT:

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