



Republic of the Philippines
Professional Regulation Commission
Manila

RESOLUTION NO. 2015 – 885
Series of 2015

**REQUIRING SCHOOLS, COLLEGES AND UNIVERSITIES TO SUBMIT A
CERTIFIED AND NOTARIZED LIST OF GRADUATES IN HARD AND DIGITIZED COPIES**

WHEREAS, Resolution No. 21, Series of 1981, the Commission requires the Dean and Registrar of schools, colleges and universities to submit a list of their graduates who were conferred with academic degrees which is a qualification for admission to licensure examinations;

WHEREAS, Memorandum Circular No. 93-01, Series of 1993, the Commission directs the schools, colleges and universities to confirm or authenticate whether the names of their graduates appearing in the list of examinees for licensure examinations provided by the Commission were conferred by them with the required academic degrees;

WHEREAS, Office Order No. 2002-08 dated January 17, 2002, the Commission the need to strictly implement the directive addressed to schools, colleges and universities to verify whether the names of their graduates appearing in the list of examinees for licensure examinations provided by the Commission were conferred by them with the required academic degrees;

WHEREAS, Resolution No. 2008-475, Series of 2008, the Commission reiterates in requiring registrar of schools, colleges and universities to submit to the Commission a certified and notarized list of graduates of courses or holders of degrees who are possible examinees of licensure examinations within fifteen (15) days from their conferment as such;

WHEREAS, there is an exigency to encourage and implement this policy to warrant that all examinees taking the licensure examinations have been granted with the required academic degrees by their respective academic institutions.

WHEREFORE, the Commission **RESOLVES**, as it is hereby **RESOLVED**:

1. To require the registrar of schools, colleges and universities to submit to the Commission a certified and notarized list of graduates of courses or holders of degrees who are possible examinees of licensure examinations within fifteen (15) days from their conferment as such. Said list must be noted by the President/Chairman of the Board of the academic institution and should indicate whether the necessary transcript of records had been issued to those graduates/degree holders appearing therein;

2. The list, noted by the President/Chairman of the Board of the academic institution, should indicate the following information/column in excel file format:

“Last_Name, First_Name, Middle_Name, Birth_date,
Course, School, Date_grad, SO_NSO, SO_Date”

It must also indicate whether the necessary transcript of records had been issued to the graduates/degree holders and be submitted both in hard and digitized copies to *prc.webmasters@gmail.com*.

3. Applicants for licensure examinations whose names do not appear in the list of graduates of courses or holders of degrees provided by the academic institution from which they represent to have finished their course or obtained their degree shall not be allowed to take the licensure examinations.

Let copies of this Resolution be furnished all concerned academic institutions.

DONE in the City of Manila on this 5th day of March, 2015.


FLORENTINO C. DOBLE
Chairman


ANGELINE T. CHUA CHIACO
Commissioner


YOLANDA D. REYES
Commissioner