



Republic of the Philippines
Professional Regulation Commission
Manila



RESOLUTION NO. 1182
Series of 2019

GUIDELINES IN THE DETERMINATION OF THE PARTIES/ENTITIES WHICH MAY ORGANIZE MASS OATH TAKING CEREMONIES OF THE NEW PROFESSIONALS

WHEREAS, Republic Act (RA) No. 8981 or the PRC Modernization Act of 2000 mandates the Professional Regulation Commission (Commission) to promulgate rules and regulations on policies with respect to the regulation and licensing of the various professions under its jurisdiction. In the exercise of this mandate, the Commission issued Resolution No. 1130 (s 2018) or the "*Revised Guidelines on the Conduct of Oath Taking of New Professionals*" which became effective on 29 December 2018;

WHEREAS, Commission Resolution No. 1130 (s 2018) states that a private party/entity may be selected to undertake the preparation and organization of the mass oath taking ceremonies, *provided*, it has the legal, technical, financial, and administrative capacity to do so;

WHEREAS, the foregoing *private organizers* contemplated under Commission Resolution No. 1130 (s 2018) refer to those parties/entities which are formed and organized for private interest, and which for purposes of the mass oath taking, collect, generate and use oath taking funds for the conduct of the mass oath taking ceremony;

WHEREAS, there are other parties/entities, aside from the private organizers herein defined, which organize mass oath taking ceremonies at no expense on the part of the oath takers (hereinafter referred to as *special organizers*);

WHEREAS, in the interest of transparency and good governance, there is a need to prescribe rules and standards to aid the Professional Regulatory Boards (Boards) in determining the parties/entities which may organize mass oath taking ceremonies.

WHEREFORE, the Commission hereby **RESOLVES** to issue and promulgate the "***Guidelines in the Determination of the Parties/Entities which may Organize Mass Oath Taking Ceremonies of the New Professionals***".

I. GOVERNING PRINCIPLES

- (i) All eligible and qualified parties/entities shall be afforded equitable opportunity to become organizers for the mass oath taking, subject to the conditions herein set forth.
- (ii) The determination of which party/entity shall be the organizer for the mass oath taking shall be based on the judicious evaluation of its qualifications and performance.
- (iii) The process of determining the organizers for the mass oath taking shall be without prejudice to the applicability of other relevant laws and regulations.

II. CLASSES OF ORGANIZERS

A. *Private Organizers*

- (i) The Accredited Professional Organization/Accredited Integrated Professional Organization (APO/AIPO) may organize the mass oath taking ceremonies as a private organizer. In case of its inability to assume such role, the APO/AIPO may indorse another organizer for the Board's concurrence.
- (ii) The Philippine Association of Professional Regulatory Board Members, Inc. (PAPRB); Federation of Outstanding Professionals (FOP); or the Philippine Federation of Professional Associations (PFPA) may indorse an organizer for the Board's concurrence.

B. *Special Organizers*

- (i) Public institutions, state universities/colleges, and other agencies or instrumentalities of the government, including local government units.
- (ii) Other private parties/entities.

III. QUALIFICATIONS OF THE ORGANIZER

- (i) *Capacity*. The party/entity must have the legal capacity to comply with all its duties and responsibilities under Commission Resolution No. 1130 (s 2018), as may be applicable. It must likewise have the physical capacity in terms of financial, manpower and other resources to carry out its role as organizer.
- (ii) *Track Record*. The party/entity must have relevant experience or track record in organizing large-scale gatherings or similar events.
- (iii) *Propriety*. The party must be free from any legal infirmity or impediment, including conflict of interest, that would otherwise jeopardize the performance of its duties and functions as such.

The Board concerned, subject to the approval of the Oversight Chairman/Chairperson or Commissioner, may impose other qualifications of the organizers for the mass oath taking, as it may deem necessary and appropriate.

IV. DOCUMENT/INSTRUMENT OF AUTHORITY, CONTRACT OR MEMORANDUM OF AGREEMENT (MOA)

The organizer's duties and responsibilities shall be embodied in the document/instrument, contract or Memorandum of Agreement (MOA) to be executed by the party/ies concerned.

- (i) If the APO/AIPO will be the private organizer, the Board shall issue a document/instrument authorizing the APO/AIPO as the organizer (*Form A*).
- (ii) If the party/entity indorsed by the APO/AIPO, PAPRB, FOP, or PFPA will be the private organizer, the APO/AIPO, PAPRB, FOP, or PFPA, as the case may be, shall enter into a contract or MOA with the private organizer (*Form B*). The Board, if amenable to the indorsement, shall manifest its concurrence thereto through a letter signed by the Board Chairman/Chairperson (*Form C*).
- (iii) In the case of the special organizers, the Board shall issue a document/instrument authorizing the former as the organizer (*Form D*).

The foregoing documents/instruments of authority, contract or MOA and letter of concurrence shall be submitted, together with the request for the conduct of the mass oath taking, not later than one (1) month prior to the date of the mass oath taking. If the Board has no objection, it shall issue a Memorandum (*Form E*) indorsing the approval of the oath taking request to the Commission.

This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in any newspaper of general circulation.

Let a copy hereof be furnished the U.P. Law Center.

Done this 22nd day of July, 2019 in the City of Manila.



TEOFILO S. PILANDO, JR.
Chairman



YOLANDA D. REYES
Commissioner



JOSE Y. CUETO, JR.
Commissioner

DATE OF PUBLICATION IN THE
OFFICIAL ^{THE MANILA TIMES} (GAZETTE): JULY 25, 2019
DATE OF EFFECTIVITY: AUG. 10, 2019



Republic of the Philippines
Professional Regulation Commission
Manila



Form A

Professional Regulatory Board of/for _____

Date

Name of Private Organizer (APO/AIPO)

Address

Sir/Ma'am:

Pursuant to *Commission Resolution No. ____ (s 2019)* or the "*Guidelines in the Determination of the Parties/Entities which may Organize Mass Oath Taking Ceremonies of the New Professionals*", authority is hereby given to (APO/AIPO) to organize the mass oath taking ceremonies of the new (professionals) on (date of mass oath taking) at (venue of mass oath taking).

The (APO/AIPO) is therefore enjoined to comply with the duties and responsibilities incumbent upon the organizers for the mass oath taking under *Commission Resolution No. 1130 (s 2018)* or the *Revised Guidelines on the Conduct of Oath Taking of New Professionals*, viz:

1. Coordinate with the Board on the administrative preparations for the mass oath taking, which include the arrangements on the oath taking date, venue and program of activities, among others;
2. Prepare and submit to the Board the draft Oath Taking Program and Statement of Budgetary Estimate of Fees and Expenses not later than one (1) month prior to the date of the mass oath taking;
3. Collect oath taking fees, and issue the corresponding official receipts therefor;
4. Enter into contracts for the lease of venue, procurement of materials/supplies and services in connection with the conduct of the mass oath taking;
5. Facilitate the smooth and orderly conduct of the mass oath taking;
6. Prepare and submit to the Board the Statement of Oath Taking Receipts and Expenses within seven (7) working days after the mass oath taking; and
7. Perform such other duties as may be required by the Board.

For your guidance.

Very truly yours,

Board Chairman/Chairperson

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

The _____, hereinafter referred to as the First Party¹, with principal office address at _____, represented by its _____,

- and -

The _____, hereinafter referred to as the Second Party², with principal office address at _____, represented by its _____,

WITNESSETH:

WHEREAS, the Professional Regulation Commission (Commission) issued Resolution No. 1130 (s 2018) on the Revised Guidelines on the Conduct of Oath Taking of New Professionals which became effective on 29 December 2018;

WHEREAS, Commission Resolution No. 1130 (s 2018) provides that the Professional Regulatory Boards (Boards) shall have the general supervision over the conduct and management of the oath taking, and by virtue of which, may select private organizers for the mass oath taking ceremonies in accordance with the established standards or criteria;

WHEREAS, Commission Resolution No. ____ (s 2019) was subsequently issued which provides for the guidelines in the determination of parties/entities which may organize mass oath taking ceremonies, aside from the private organizers referred to under Commission Resolution No. 1130 (s 2018);

WHEREAS, Part IV (ii) of Commission Resolution No. ____ (s 2019) requires the Accredited Professional Organization/Accredited Integrated Professional Organization (APO/AIPO), Philippine Association of Professional Regulatory Board Members, Inc. (PAPRB), Federation of Outstanding Professionals (FOP); or Philippine Federation of Professional Associations (PFPA), as the case may be, to enter into a contract or Memorandum of Agreement (MOA) with the private organizer they have respectively indorsed. The contract or MOA shall outline the organizer's duties and responsibilities relative to the conduct of the mass oath taking;

WHEREAS, the mass oath taking of the new (professionals) will be held on (date of mass oath taking) at (venue of mass oath taking);

¹ Accredited Professional Organization/Accredited Integrated Professional Organization (APO/AIPO), Philippine Association of Professional Regulatory Board Members, Inc. (PAPRB), Federation of Outstanding Professionals (FOP), or the Philippine Federation of Professional Associations (PFPA)

² party/entity indorsed by the APO/AIPO, PAPRB, FOP, or PFPA as the organizer

WHEREAS, the First Party indorsed the Second Party as the organizer for the above-described mass oath taking ceremonies for the concurrence of the Board of/for _____ (Board);

WHEREAS, the Board, after consideration of the qualifications of the indorsed party/entity, concurred with the indorsement of the Second Party as the organizer for mass oath taking of the new (professionals) on the date and venue indicated.

BY VIRTUE OF THE FOREGOING PREMISES, the Parties heretofore agree to enter into this MOA, subject to the following stipulations:

1. It is understood that this indorsement shall apply only to the mass oath taking ceremonies of the new (professionals) that will be held on (date of mass oath taking) at (venue of mass oath taking).
2. As private organizer, the Second Party is enjoined to comply with its duties and responsibilities, viz:
 - 2.1 Coordinate with the Board on the administrative preparations for the mass oath taking, which include the arrangements on the oath taking date, venue and program of activities, among others;
 - 2.2 Prepare and submit to the Board, through the First Party, the draft Oath Taking Program and Statement of Budgetary Estimate of Fees and Expenses not later than one (1) month prior to the date of the mass oath taking;
 - 2.3 Collect oath taking fees, and issue the corresponding official receipts therefor;
 - 2.4 Enter into contracts for the lease of venue, procurement of materials/supplies and services in connection with the conduct of the mass oath taking;
 - 2.5 Facilitate the smooth and orderly conduct of the mass oath taking;
 - 2.6 Prepare and submit to the Board, through the First Party, the Statement of Oath Taking Receipts and Expenses within seven (7) working days after the mass oath taking; and
 - 2.7 Perform such other duties as may be required by the Board.
3. The rate of oath taking fees shall be determined by the Second Party, taking into consideration the actual, necessary and reasonable expenses to be incurred in the conduct of the mass oath taking. The oath taking fee to be collected shall be subject to the approval of the Board.
4. The Second Party shall discharge its duties and responsibilities under the direction of the Board. Except to the extent that the First Party warrants the legal capacity and qualifications of the Second Party to become the organizer, the former shall not be accountable whatsoever for the actions of the latter in relation to its undertaking under item no. 2 of this MOA. The Second Party shall, in the performance of its duties and responsibilities as organizer, be directly accountable to the Board.
5. The Second Party warrants and represents to the First Party that it has the legal capacity to fulfil its duties and responsibilities as an organizer, and that it has the requisite license/s, authority/ies and permit/s for the performance of any and all its obligations hereunder.

6. The Second Party, in coordination with the Board, shall endeavor to maintain the solemnity and formality in the conduct of the mass oath taking.

This MOA shall take effect upon signing hereof, and shall continue to be in force and effect unless otherwise suspended or revoked upon written notice by either Party.

IN WITNESS WHEREOF, the Parties have signed this MOA this _____ day of _____ in the City of _____, Philippines.

SIGNED

FIRST PARTY

SECOND PARTY

WITNESSES:

ACKNOWLEDGMENT

Republic of the Philippines)
City of _____)

Before me, notary public in

_____ this _____ day of _____, 2019, personally appeared the following with their respective government issued identification cards/documents as indicated below.

	Government Issued ID/Card	Issued on/at
_____	_____	_____
_____	_____	_____



Republic of the Philippines
Professional Regulation Commission
Manila



Form C

Professional Regulatory Board of/for _____

Date

Name of Indorser (APO/AIPO, PAPRB, FOP, or PFPA)

Address

Sir/Ma'am:

Pursuant to *Commission Resolution No. ____ (s 2019)* or the "*Guidelines in the Determination of the Parties/Entities which may Organize Mass Oath Taking Ceremonies of the New Professionals*", the Board hereby manifests its concurrence to the indorsement of (name of private organizer) as the organizer of the mass oath taking ceremonies of the new (professionals) on (date of mass oath taking) at (venue of mass oath taking).

The (name of private organizer) is therefore enjoined to comply with the duties and responsibilities incumbent upon the organizers for the mass oath taking under *Commission Resolution No. 1130 (s 2018)* or the *Revised Guidelines on the Conduct of Oath Taking of New Professionals*, viz:

1. Coordinate with the Board on the administrative preparations for the mass oath taking, which include the arrangements on the oath taking date, venue and program of activities, among others;
2. Prepare and submit to the Board, through the Indorser, the draft Oath Taking Program and Statement of Budgetary Estimate of Fees and Expenses not later than one (1) month prior to the date of the mass oath taking;
3. Collect oath taking fees, and issue the corresponding official receipts therefor;
4. Enter into contracts for the lease of venue, procurement of materials/supplies and services in connection with the conduct of the mass oath taking;
5. Facilitate the smooth and orderly conduct of the mass oath taking;
6. Prepare and submit to the Board, through the Indorser, the Statement of Oath Taking Receipts and Expenses within seven (7) working days after the mass oath taking; and
7. Perform such other duties as may be required by the Board.

For your guidance.

Very truly yours,

Board Chairman/Chairperson



Republic of the Philippines
Professional Regulation Commission
Manila



Form D

Professional Regulatory Board of/for _____

Date

Name of Special Organizer
Address

Sir/Ma'am:

Pursuant to *Commission Resolution No. ____ (s 2019)* or the "*Guidelines in the Determination of the Parties/Entities which may Organize Mass Oath Taking Ceremonies of the New Professionals*", authority is hereby given to (name of special organizer) to organize the mass oath taking ceremonies of the new (professionals) on (date of mass oath taking) at (venue of mass oath taking).

The (name of special organizer) is therefore enjoined to comply with the duties and responsibilities incumbent upon the organizers for the mass oath taking activity under *Commission Resolution No. 1130 (s 2018)* or the *Revised Guidelines on the Conduct of Oath Taking of New Professionals*, viz:

1. Coordinate with the Board on the administrative preparations for the mass oath taking, which include the arrangements on the oath taking date, venue and program of activities, among others;
2. Prepare and submit to the Board the request for the conduct of the mass oath taking and the draft Oath Taking Program not later than one (1) month prior to the date of the mass oath taking;
3. Facilitate the smooth and orderly conduct of the mass oath taking; and
4. Perform such other duties as may be required by the Board.

For your guidance.

Very truly yours,

Board Chairman/Chairperson



Republic of the Philippines
Professional Regulation Commission
Manila



Form E

MEMORANDUM

FOR : _____
Oversight Chairman/Chairperson or Commissioner

FROM : _____
Chairman/Chairperson, Professional Regulatory Board of/for

SUBJECT : **INDORSING THE APPROVAL OF THE MASS OATH TAKING
REQUEST**

DATE : _____

Pursuant to *Commission Resolution Nos. 1130 (s 2018)*¹ and ____ (s 2019)², the PRB of/for _____ is respectfully indorsing the approval of the request to conduct the mass oath taking of the new (*professionals*) on (*date and place of mass oath taking*). _____ shall be the inducting officer in this oath taking activity.

For the (*Chairman's/Chairperson's or Commissioner's*) consideration and approval, please.

Enclosed are the relevant materials/documents for your reference.

Thank you.

¹ "Revised Guidelines on the Conduct of Oath Taking of New Professionals"

² "Guidelines in the Determination of the Parties/Entities which may Organize Mass Oath Taking Ceremonies of the New Professionals"