



# Professional Regulation Commission

## CITIZEN'S CHARTER

(updated as of March 2021)



### III. Agency Profile

#### I. Mandate

Administers, implements, and enforces the laws and policies with respect to the regulation and licensing of the various professions and occupations, including the enhancement and maintenance of professional and occupational standards and ethics.

#### II. Vision

The Professional Regulation Commission is the Instrument of the Filipino people in securing for the nation a reliable, trustworthy and progressive system of determining the competence of professionals by credible and valid licensure examinations and standards of professional practice that are globally recognized.

#### III. Mission

To deliberately, scientifically and consistently determine the competence of professionals through the provision of professional standards and judicious issuance of professional license.

#### IV Service Pledge

We commit to:

- **P**rovide quality service to stakeholders and with special concern to differently-abled, pregnant/nursing women, senior citizens, and Overseas Filipino Workers (OFWs) from Mondays to Fridays, 8:00 a.m. to 5:00 p.m;
- **R**egulate the practice of all Professionals through the strict adherence to the rules and regulations embodied in Republic Act No. 8981 (PRC Modernization Act of 2000) and various professional regulatory laws;
- **C**ommit the ideals of integrity, competence, and transparency through an effective customer feedback mechanism and easy access to information through our PRC Central Office website ([www.prc.gov.ph](http://www.prc.gov.ph)), email address ([pimru@prc.gov.ph](mailto:pimru@prc.gov.ph)) and social media pages ([facebook.com/professionalregulationcommission](https://facebook.com/professionalregulationcommission) and [twitter.com/PRCMain](https://twitter.com/PRCMain))

**All these we pledge, because YOU deserve IT.**



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# **Central Office**

## **External Services**



## 1. APPLICATION FOR REGISTRATION WITHOUT EXAMINATION (WALK-IN)

Submission and evaluation of necessary documents to ensure that only qualified applicants for registration without examination with approved resolution are included in the roster of Professionals in accordance with the provisions of Republic Act No. 8981, its implementing rules and regulations, and the pertinent provisions of the professional regulatory laws.

<b>Office or Division:</b>	Regional Offices – Application Section	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Filipino citizen of good moral character;</li> <li>- has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body;</li> <li>- with appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law</li> </ul>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>		
1. original and a photocopy of Official Transcript of Records (ToR) with scanned picture and remarks: “For Board Examination Purposes Only”, bearing the exact date of graduation and Special Order Number or Board of Regents/Trustees Resolution Number when applicable. Submit/present Diploma if the date of graduation is not printed in the OTR		from the applicant
2. Philippine Statistics Authority (PSA) – issued birth certificate - original and photocopy. If BC issued by PSA is not readable, submit BC issued by the LCR		PSA
3. PSA-issued marriage certificate (for married female applicant) original and photocopy		PSA
4. Documentary Stamps Tax (DST) worth Php 30.00		Bureau of Internal Revenue





5. one (1) passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire taken within the last six (6) months	from the applicant
6. any valid government-issued ID or valid NBI Clearance	
<b>Additional Requirements (if applicable):</b>	
1. non-availability of records of either birth certificate or marriage certificate or both: Negative Certification issued by PSA should be accompanied by a certificate of live birth/ marriage from the Local Civil Registrar (LCR) duly authenticated by the PSA statistician	
2. non-readable entries in PSA: birth/marriage certificate a clear copy of Form 102 or LCR Form 1A/3A should be submitted	
3. if exact date of graduation is not indicated on the transcript of records: original and a photocopy of college diploma	
4. Filipino citizen who finished his/her BS degree/course abroad: Certificate of Equivalency from the Commission on Higher Education (CHED)	
5. For those born abroad, with dual citizenships/for recognized Filipino citizens, any of the following shall be submitted: a. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration and Deportation (BID); b. Oath of Allegiance from Philippine Consular Office; c. Photocopy of valid Philippine passport d. Philippine Voter's Certificate or Voter's Identification Card	
<b>NOTE:</b> other additional documentary requirements can be referred from the list of requirements per profession as prescribe by respective professional regulatory laws	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Download application form for registration without examination with list of requirements from PRC official website		None	Based on system response time	
<b>Step 2:</b> Proceed and submit duly accomplished application form and all the requirements to the Application Section of the Licensure and Registration Division of any PRC regional office	2. Process and verify completeness of submitted application and documentary requirements, assesses required fees	None	10 minutes	Regional Offices Receiving Officer
<b>Step 3:</b> Pay the required fees to the PRC Cashier	3. Issue official receipt of payment	Baccalaureate: Php 900.00 non-Baccalaureate: Php 600.00	5 minutes	Cashier
<b>Step 4:</b> Submit all the documents with proof of payment to the Application Section	4.1. Receive complete application documents, and instruct the applicant when and where to verify the status of his/her application thru online/phone/e-mail.	None	4 minutes	Regional Offices Receiving Officer
	4.2. Forward the application documents by batch with electronic copy of draft Board Resolution to the	None	4 days	



	concerned PRB thru the PRB Secretariat for the preparation and final approval of the resolution.			
	<b>PRB:</b>			
	4.3. Conduct the technical evaluation.	None	10 days	PRB Focal Person
	<b>Central Office - PRB Secretariat:</b>			
	4.4 Edit the draft Board Resolution in accordance with the action taken by the PRB Focal Person.	None	1 day	PRB Secretary
	<b>PRB:</b>			
	4.5. Approve the Board Resolution.	None	1 day	PRB
	<b>Central Office - PRB Secretariat:</b>			
	4.6. Forward the Board Resolution to the Commission Secretariat.	None	4 hours	PRB Secretary
	<b>Commission:</b>			
	4.7. Approve the Board Resolution	None	3 days	Commissioner II Commissioner I PRC Chairman
	<b>Central Office – Archives and Records Division (ARD):</b>			
	4.8. Docket and disseminate resolution	None	15 minutes	ARD Docket Officer



<b>Step 5:</b> Verify status of application thru online/phone/e-mail provided by the PRC, if application is approved, gets a copy of Resolution for Registration without examination from the concerned Regional Office.		None		
<b>TOTAL:</b>		for Baccalaureate: <b>Php 900.00</b> for non-Baccalaureate: <b>Php 600.00</b>	<b>19 days, 4 hours and 34 minutes</b>	
END OF TRANSACTION				



## 2. APPLICATION FOR ACCREDITATION AS:

### A. Accounting Teacher

### B. Individual CPA/Firm/Partnership of CPAs in the Practice of Public Accountancy

Processing of application for accreditation as Accounting Teacher or CPAs in the Practice of Public Accountancy.

Office or Division:	Regional Office/Accreditation and Compliance Division	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business	
Who may avail:	Individual CPAs and Firm/Partnership of CPAs in the Practice of Public Accountancy	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Accounting Teacher		
A. Initial application for accreditation		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving		form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. photocopy of certificate of registration – 1 copy		
3. certified copy of diploma / transcript of records of the relevant graduate degree program – 1 copy		
4. photocopy of valid Professional Identification Card (PIC) – 1 copy		
5. duly notarized certificate of employment / appointment as faculty member from the educational institution the CPA applicant is currently teaching, which includes among others a statement that he or she has submitted his/her NBI clearance, diploma, professional tax receipt (PTR) and transcript of records from the accounting school where the CPA has graduated and in its custody – 1 original copy		from the applicant
6. sworn statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with detailed description of such work experience (affix two (2) documentary stamps) – 1 original copy		



7. certificate/s of CPD credit units earned – present the original and submit 1 photocopy for each certificates	
8. payment of accreditation fee (in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission)	from the applicant
9. short brown envelope for the certificate of accreditation – 1 piece	
10. four (4) pcs. Documentary Stamps Tax (DST)	BIR/any authorized government agency
<b>B. Renewal of accreditation</b>	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. photocopy of the expired certificate of accreditation – 1 copy	from the applicant
3. photocopy of valid Professional Identification Card (PIC) – 1 copy	
4. duly notarized certificate of employment / appointment as faculty member from the educational institution the CPA applicant is currently teaching which includes among others a statement that he or she has submitted his/her NBI clearance, diploma, professional tax receipt (PTR) and transcript of records from the accounting school where the CPA has graduated and in its custody – 1 original copy	
5. sworn statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with a detailed description of such work experience (affix two (2) documentary stamps) – 1 original copy	
6. certificate/s of CPD credit units earned – present the original and submit 1 photocopy for each certificates	
7. payment of accreditation fee (in cash, postal money order, manager's check or bank draft payable to the professional regulation commission)	BIR/any authorized government agency
8. short brown envelope for the certificate of accreditation – 1 piece	
9. four (4) pcs. DST	



<b>Individual CPA/Firm/Partnership of CPAs in the Practice of Public Accountancy:</b>	
<b>Sole Practitioner</b>	
<b>A. Initial application for accreditation</b>	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. photocopy of valid professional identification card (PIC) – 1 copy	
3. duly signed code of good governance of the individual CPA – 1 original copy	from the applicant
4. duly signed copy of internal quality review procedures – 1 original copy	
5. picture of the principal office – 1 copy	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05 – 1 original copy	
7. duly signed ethical and technical standards required of the practice of public accountancy – 1 original copy	
8. sworn statement by the CPA; (notarize and affix documentary stamps on the original copy): - 1 original copy <ul style="list-style-type: none"> <li>• has a meaningful participation in their respective internal quality review process;</li> <li>• has undergone adequate and effective training (from organizations duly accredited by the board or by its duly authorized representatives) on all the current accounting and auditing standards, code of ethics, laws and their implementing rules and regulations, circulars, memoranda, their respective codes of good governance and other related documents that are required in the practice of public accountancy to ensure professional, ethical and technical standards;</li> <li>• is of good moral character;</li> <li>• had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and</li> <li>• has at least three (3) years meaningful experience in any of the areas of public practice including taxation as defined in section 4 rule 4 of the IRR of R. A. 9298</li> </ul>	



9. CPA Integrity Pledge – 1 original copy	from the applicant
10. detailed description of work – 1 original copy	
11. certificates of CPD units earned – present the original and submit 1 photocopy for each certificates	
12. payment of accreditation fee. (in cash, postal money order, manager’s check or bank draft payable to the Professional Regulation Commission)	
13. Original copy of authority to practice profession issued by employer, printed in the official letter head of the institution/agency (for government employee only)	
14. short brown envelope for the certificate of accreditation – 1 piece	BIR/any authorized government agency
15. four (4) pcs. DST	
<b>B. Renewal of accreditation</b>	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. photocopy of the expired certificate of accreditation – 1 copy	from the applicant
3. photocopy of valid professional identification Card (PIC) – 1 copy	
4. certificates for CPD credit units earned – present the original and submit 1 photocopy for each certificates	
5. picture of the principal office – 1 copy	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05 – 1 original copy	
7. payment of accreditation fee. (in cash, postal money order, manager’s check or bank draft payable to the Professional Regulation Commission)	BIR/any authorized government agency
8. short brown envelope for the certificate of accreditation – 1 copy	
9. two (2) pcs. DST	
<b>Firm/Partnership</b>	
<b>A.Initial application for accreditation</b>	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. photocopy of valid business permit – 1 copy	from the applicant





3. certificates of CPD credit units earned – present the original and submit 1 photocopy for each certificates	
4. photocopy of valid Professional Identification Card (PIC) of all partners – 1 copy for each PIC	
5. pictures of the principal office – 1 copy	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05 – 1 original copy	
7. duly signed code of good governance of the individual CPA – 1 original copy	
8. duly signed copy of internal quality review procedures – 1 original copy	
9. duly signed ethical and technical standards required of the practice of public accountancy – 1 original copy	
10. sworn statement by the managing partner of the firm/partnership (notarize and affix documentary stamps on the original copy) – 1 original copy	
<ul style="list-style-type: none"> <li>• has a meaningful participation in their respective internal quality review process;</li> <li>• has undergone adequate and effective training (from organizations duly accredited by the board or by its duly authorized representatives) on all the current accounting and auditing standards, code of ethics, laws and their implementing rules and regulations, circulars, memoranda, their respective codes of good governance and other related documents that are required in the practice of public accountancy to ensure professional, ethical and technical standards;</li> <li>• is of good moral character;</li> <li>• had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and</li> <li>• has at least three (3) years of meaningful experience in any of the areas of public practice including taxation as defined in section 4 rule 4 of the IRR of R. A. 9298</li> </ul>	

from the applicant



11. authenticated copy of current articles of partnership (Should correspond with the application form) – 1 copy	from the applicant
12. certified copy of the documents showing the correspondent relationship, membership or business dealings with foreign CPA firm(s) including complete address & postal address, telephone number and facsimile numbers, e-mail address and website, if applicable – 1 copy	
13. if applicable, sworn statement stating that: (affix documentary stamps to the original copy) – 1 original copy <ul style="list-style-type: none"> <li>the copy of the document showing the correspondent relationship membership, or business dealings with the foreign CPA is the faithful reproduction of its original copy;</li> <li>the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines, except the authorized foreign CPAs under Section 34 and 35 of R.A. No. 9298; and</li> <li>the rights and obligation of the parties in specific terms</li> </ul>	
14. payment of accreditation fee (in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission)	
15. short brown envelope for the certificate of accreditation – 1 piece	
16. authenticated copy of the certificate of registration issued by the SEC – 1 copy	SEC
17. four (4) pcs. DST	BIR/any authorized government agency
<b>B. Renewal of accreditation</b>	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. authenticated copy of current articles of partnership issued by the SEC must be submitted in case of addition/withdrawal of partners – 1 copy	SEC
3. photocopy of expired certificate of accreditation – 1 copy	from the applicant



4. photocopy of valid PRC identification card (PIC) of all partners – 1 copy for each PIC	from the applicant
5. Photocopy of valid business permit – 1 copy	
6. certificates of CPD of credit units earned – present the original and submit 1 photocopy for each certificates	
7. pictures of principal office – 1 copy	
8. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05 – 1 original copy	
9. for members, associates or correspondent firms of international CPA, submit the following for any change of correspondent foreign CPA firms, or change of information of the foreign CPA firm/s: - 1 copy <ul style="list-style-type: none"> <li>a. certified copy of documents showing the correspondent relationship, membership, or business dealings with foreign CPA firm(s), if any, including complete address &amp; postal address, telephone number facsimile number, e-mail address and website, and</li> <li>b. duly notarized sworn statement with metered documentary stamps, stating that: <ul style="list-style-type: none"> <li>• the copy of the document showing the correspondent relationship, membership or business dealings with the foreign CPA, is the faithful reproduction of its original copy; and</li> <li>• the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines except the authorized CPAs under Section 34 and 35, Article IV of RA No. 9298, and the rights and obligations of the parties are in specific terms</li> </ul> </li> </ul>	
10. payment of prescribed fee in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission – P2,000.00	



11. short brown envelope for the certificate of accreditation – 1 piece	from the applicant			
12. one (1) set of paper fastener for the application				
13. four (4) pcs. DST	BIR/any authorized government agency			
<b>For government employees:</b>				
1. original copy of authority to practice issued by employer printed in the official letter head of the institution / agency – 1 original copy		from the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Download form from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> . Fill-out Application Form and then proceed to Regulation Division processing window for evaluation and assessment.	<b>Regional Office, Regulation Division:</b> 1. Check the completeness of the documentary submissions.	None	15 minutes	Processing Officer, Regulation Division
<b>Step 2:</b> Proceed to Registration Section for verification of License/s.	2. Verify the registration number and validity of Professional Identification Card (PIC) of registered CPA. If found valid, affix signature on the space provided in the application form.	None	15 minutes	Verifying Officer, Registration Section
<b>Step 3:</b> Proceed to the Office of the Legal Officer for clearance of no derogatory record.	3. Verify if the professional is with or without pending case. Notes the status of PIC.	None	15 minutes	Legal Officer, Legal Division/Office of the Director



<b>Step 4:</b> Proceed to cashier to pay the accreditation fee.	4. Accept payment and issue Official Receipt (OR) and affix signature on the space provided in the application form.	Processing Fee: Accounting Teacher/Sole Practitioner: Php 1,500.00 Sole practitioner: Php 2,000.00	5 minutes	Cashier, Cash Division
<b>Step 5:</b> Submit application form with all the required documents and photocopy of official receipt to the Regulation Division designated window.	5.1. Receive application including the complete documentary submissions and transmit to Central Office, Accreditation and Compliance Division (ACD).	None	2 days	Processing Officer, Regulation Division
	<b>Central Office - ACD:</b> 5.2. Receive all processed applications transmitted by the Regulation Division.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Transmit the applications for approval to the Board's Focal Person.	None	1 day	Processing Officer, Accreditation and Compliance Division
	<b>Board Focal Person:</b> 5.4. Evaluate the application, if found to be in order, and sign on the application form.	None	2 hours	Board Focal Person, PRB Secretariat Division
	5.5. Return the application to the ACD Processing Officer.	None	15 minutes	



				Secretary of the PRB, PRB Secretariat Division
	<b>Central - ACD:</b>			
	5.6. Receive the approved applications for accreditation and update the database of the accredited CPAs.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	5.7. Print the Certificate of Accreditation for signature of the Chairman of PRB of Accountancy.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.8. Chairman of PRB of Accountancy signs the Certificate of Accreditation.	None	15 minutes	PRB Chairman, PRB Secretariat Division
	5.9. Forward the Certificate of Accreditation to the Office of PRC Chairman for signature.	None	1 day	Secretary of the PRB, PRB Secretariat Division
	<b>Commission:</b>			
	5.10. Sign the Certificate of Accreditation.	None	10 minutes	PRC Chairman, Office of the Chairman
	5.11. Return the signed Certificates of Accreditation to the ACD.	None	5 minutes	Staff, Office of the Chairman



	<b>Central – ACD:</b>			
	5.12. Receive the duly signed Certificates of Accreditation from the Commission.	None	20 minutes	Processing Officer, Accreditation and Compliance Division
	5.13. Affix documentary stamps and dry seal to the Certificates.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	5.14. Transmit the Certificates of Accreditation to the Regional Offices, Regulation Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
<b>Step 6:</b> Receive the Certificate of Accreditation.	<b>Regional Office- Regulation Division:</b>  6. Release the Certificate of Accreditation to the applicant.	None	15 minutes	Processing Officer, Regulation Division
<b>TOTAL:</b>		Processing Fee: Accounting Teacher/Sole Practitioner: <b>Php 1,500.00</b> Partnership: <b>Php 2,000.00</b>	<b>6 days and 5 hours</b>	
END OF TRANSACTION				



### 3. APPLICATION FOR ACCREDITATION OF REAL ESTATE TRAINING PROVIDER, PROGRAM AND LECTURER

Processing of application for accreditation as Real Estate training providers, their programs and lecturers.

<b>Office or Division:</b>	Regional Offices/Accreditation and Compliance Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2B – Government to Business / G2C – Government to Citizen	
<b>Who may avail:</b>	Real Estate training provider and professionals applying as lecturer for Real Estate training and CPD programs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic requirements:</b>		
<b>Training Provider</b>		
<b>A. Initial application for accreditation</b>		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices	
2. authenticated copy of certificate of registration, current articles of incorporation, by-laws and general information sheet issued by SEC /authenticated copy of the charter of state colleges and universities – 1 copy	SEC	
3. current mayor's permit – 1 photocopy	LGU	
4. Endorsement from national or head office (if a chapter) – 1 original copy	From the applicant	
5. certificate of recognition issued by CHED (for colleges and universities) – 1 photocopy		





6. certificate of registration as real estate practitioner or the director or officer-in-charge of the training or seminar – 1 photocopy	From the applicant
7. list and photographs of facilities used for the training – 1 original copy	
8. pool of accredited lecturers (at least five) – 1 original copy	
9. syllabi of each activity to be offered -1 original copy	
10. latest financial statements audited by a BOA accredited CPA duly received by SEC – 1 photocopy	
11. short brown envelope – 1 piece	
12. two (2) pcs. Documentary Stamps Tax (DST)	BIR/any authorized government agency
<b>B. Renewal of accreditation</b>	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. authenticated copy of certificate of registration, current articles of incorporation, by-laws and general information sheet issued by SEC /authenticated copy of the charter of state colleges and universities – 1 copy	SEC
3. mayor's permit – 1 photocopy	LGU
4. photocopy of the expired certificate of accreditation – 1 copy	from the applicant
5. endorsement from national or head office (if a chapter)- 1 original copy	
6. photocopy of certificate of registration as real estate practitioner of the director or officer-in-charge of the training or seminar (for newly appointed director of officer-in-charge)-1 copy	
7. syllabi for each activity to be offered -1 original copy	
8. short brown envelope – 1 piece	BIR/any authorized government agency
9. two (2) pcs. DST	



Training program	
1. duly accomplished application form – 1 original; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. copy of the certificate of accreditation as training provider – 1 photocopy	From the applicant
3. content/outline/syllabi (topics of training program and number of hours) – 1 original copy	
4. evaluation tool for the training program – 1 original copy	
5. actual program schedule (should include the following: time, topic/s, name of accredited instructor/s/lecturer/s and number of hours per topic) – 1 original copy	
6. estimated cost and projected income of the program – 1 original copy	
7. short brown envelope – 1 piece	BIR/any authorized government agency
8. two (2) pcs. DST	
Lecturer	
A. Initial application for accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	from the applicant
2. one (1) pc. 2 x 2 photograph (colored, white background) – for file card	
3. resume with latest 2 x 2 photograph (colored, white background) – 1 photocopy	
4. affidavit with a statement of ten (10) years of experience in real estate education or 10 years of experience in the practice of real estate, which in both cases has to be supported by certifications as claimed- 1 original copy	
5. affidavit with a statement of five (5) years of experience in lecturing and teaching real estate topics/subjects and related fields supported by certifications as claimed – 1 original copy	
6. photocopy of current NBI clearance – 1 copy	



7. PRC certificate of registration, if applicable- 1 photocopy		from the applicant		
8. photocopy of professional identification card, if applicable – 1 copy				
9. current professional tax receipt- 1 photocopy				
10. short brown envelope – 1 piece				
11. four (4) pcs. DST		BIR/any authorized government agency		
B. Renewal of accreditation				
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving		from the applicant		
2. photocopy of expired certificates of accreditation as instructor/lecturer -1 copy				
3. affidavit summarizing the accomplishments as instructors/lecturers for the past year supported by certificates of recognition or appreciation as claimed – 1 original copy				
4. photocopy of current NBI clearance – 1 copy				
5. photocopy of valid professional identification card, if applicable – 1 copy				
6. photocopy of current professional tax receipt – 1 copy				
7. short brown envelope – 1 piece				
8. four (4) pcs. DST		BIR/any authorized government agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Training provider:				
Step 1: Download form from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> . Fill-out Application form then proceed to Regulation Division processing window for evaluation and assessment.	1. Receive and check the completeness of the required documents	None	15 minutes	Processing Officer, Regulation Division



<b>Step 2:</b> Proceed to Registration Section for verification of license/s;	1. Verify the Registration No. and check the validity of the Professional Identification Card (PIC)	None	15 minutes	Verifying Officer, Registration Section
<b>Step 3:</b> Proceed to the Office of the Legal Officer for clearance of no derogatory record	2. Verify whether the professional/s listed in the application have no derogatory record.	None	7 minutes	Legal Officer, Legal Division/Office of the Director
<b>Step 4:</b> Proceed to Cash Section for the payment of accreditation fee.	3. Accept payment and issue Official Receipt	Processing Fee: Provider (local): Php 5,000.00	5 minutes	Cashier, Cash Division
<b>Step 5:</b> Submit application form with all the required documents and official receipt to the Regulation Division designated window.	1.1. Receive the copy of the applications with the complete documentary requirements and transmit them to the Accreditation and Compliance Division	None	2 days	Processing Officer, Regulation Division
	<b>Central Office – Accreditation and Compliance Division (ACD):</b>			
	5.2. Receive processed applications together with the required documents from the Regional Offices-Regulation Division.	None	5 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Prepare draft Board Resolution approving the application and forward the same to the PRB Secretariat Division.	None	30 minutes	Processing Officer, Accreditation and Compliance Division



	<b>Central Office - PRB Secretariat:</b>			
	5.4. Convene the PRB for the review of the draft Board Resolution.	None	3 days	Secretary of the PRB, PRB Secretariat Division
	5.5. The PRB review and sign the Board Resolution, if satisfied, and forward it to the PRB Secretary for attestation.	None		PRB of Real Estate, PRB Secretariat Division
	5.6. Attest the Board Resolution and forward it to the ACD.	None		Chief, PRB Secretariat Division
	<b>Central Office – ACD:</b>			
	5.7. Forward the Board Resolution to the Commission for approval.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central Office - Commission Proper:</b>			
	5.8. Sign the Board Resolution, if approved, and return to the ACD.	None	3 days	Commission II, Office of the Commissioner Commission I, Office of the Commissioner PRC Chairman, Office of the Chairman



	<b>Central Office – ACD:</b> 5.9. Receive the signed Board Resolution and forward it to the Archives and Records Division for docketing.	None	20 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central Office - Archives and Records Division (ARD):</b> 5.10. Docket the duly signed Board Resolution and provide copies to all concerned offices via g-mail.	None	5 minutes	Docketing Officer, Archives and Records Division
	<b>Central Office – ACD:</b> 5.11. Print the Certificate of Accreditation and forwards the same to the PRB concerned.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central Office - PRB Concerned:</b> 5.12. Sign the Certificate of Accreditation and forward it to the ACD.	None	3 days	PRB – RES Chairperson, PRB Secretariat Division
	<b>Central Office – ACD:</b> 5.13. Receive the duly signed Certificate of Accreditation and forwards it to the Commission.	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	<b>Commission:</b>			
	5.14. Sign the Certificates of Accreditation.	None	1 day	PRC Chairman, Office of the Chairman
	5.15. Forward the same to the ACD.	None	15 minutes	Staff of the Office of the Chairman
	<b>Central Office – ACD:</b>			
	5.16. Affix dry seal and documentary stamps to the Certificate.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	5.17. Transmit the Certificate of Accreditation to Regional Offices, Regulation Division thru the Archives and Records Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
<b>Step 6:</b> Receives Certificate of Accreditation	<b>Regional Office-Regulations Division</b>  6. Issue the Certificate of Accreditation to the applicant.	None	15 minutes	Processing Officer, Regulation Division
<b>Total (training provider):</b>		<b>Php 5,000.00</b>	<b>14 days, 3 hours and 7 minutes</b>	



<b>For Real Estate program / lecturer:</b>				
<b>Step 1:</b> Download form from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> . Fill-out Application form then proceed to Regulation Division processing window for evaluation and assessment.	1. Receive and check the completeness of the required documents.	None	15 Minutes	Processing Officer, Regulation Division
<b>Step 2:</b> Proceed to Registration Section for verification of license/s.	2. Verify the Registration No. and check the validity of the Professional Identification Card (PIC).	None	15 minutes	Verifying Officer, Registration Section
<b>Step 3:</b> Proceed to Legal Officer for clearance of no derogatory record.	3. Verify whether the professional/s listed in the application have no derogatory record.	None	7 minutes	Legal Officer, Legal Division/Office of the Director
<b>Step 4:</b> Proceed to Cash Section for the payment of accreditation fee.	4. Accept payment and issue Official Receipt	Processing Fee: Program (per offering): Php 3,000.00 Lecturer: Php 1,500.00	5 minutes	Cashier, Cash Division





<b>Step 5:</b> Submit application form with all the required documents and official receipt to the Regulation Division designated window.	5.1. Receive the copy of the applications with the complete documentary requirements and transmit them to the Accreditation and Compliance Division	None	2 days	Processing Officer, Regulation Division
	<b>Central Office – Accreditation and Compliance Division (ACD):</b> 5.2. Receive processed applications together with the required documents from the Regional Offices-Regulation Division.	None	30 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Forward to the PRB-RES all processed applications thru PRB Secretariat Division.	None	1 hour	Processing Officer, Accreditation and Compliance Division
	<b>Central Office - PRB Secretariat Division:</b> 5.4. Convene the Board for evaluation of applications.	None		Secretary of the PRB, PRB Secretariat Division
	5.5. PRB evaluate all applications and if found in order, approve and sign the application form.	None	3 days	PRB-RES, PRB Secretariat Division



	5.6. Forward to the ACD the duly evaluated applications.	None		Secretary of the PRB, PRB Secretariat Division
	<b>Central Office – ACD:</b>			
	5.7. Receive the duly evaluated applications.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.8. Print the Certificate of Accreditation for approved applications and forward the same to PRB – RES thru the PRB Secretariat Division.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central Office – PRB Secretariat Division:</b>			
	5.9. Inform the PRB-RES Chairperson for the signature of the Certificate of Accreditation.	None	3 days	PRB Secretary, PRB Secretariat Division
	5.10. Sign the Certificates of Accreditation and forward the same to ACD.	None		PRB-RES Chairperson, PRB Secretariat Division



	<b>Central Office – ACD:</b> 5.11. Receive the signed Certificates of Accreditation and transmit to the concerned Regional Office, Regulation Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
<b>Step 6:</b> Receive Certificate of Accreditation.	<b>Regional Office-Regulations Division:</b> 6. Issue the Certificate of Accreditation to the applicant.	None	15 minutes	Processing Officer, Regulation Division
<b>Total (program/lecturer):</b>		Processing Fee: Program (per offering): <b>Php 3,000.00</b> Lecturer: <b>Php 1,500.00</b>	<b>10 days, 3 hours and 2 minutes</b>	
END OF TRANSACTION				



#### 4. APPLICATION FOR ACCREDITATION OF SALESPERSON AND MEDICAL REPRESENTATIVE

To process application for accreditation as salesperson and medical representative in accordance with the pertinent provisions of the professional regulatory laws.

<b>Office or Division:</b>	Regional Offices – Application Section	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Filipino citizen of good moral character;</li> <li>- has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body;</li> <li>- with appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
<b>Salesperson:</b>		
1. original and a photocopy of Official Transcript of Records (TOR), bearing the exact date of graduation and special order number	from the applicant	
2. National Bureau of Investigation (NBI) clearance		
3. original certificate of relevant trainings		
4. PSA-issued birth certificate - original and a photocopy		
5. PSA-issued marriage certificate (for married female applicant) - original and a photocopy		
6. two (2) Documentary Stamp Tax (DST)	Bureau of Internal Revenue	
7. one (1) passport size picture (1.8” x 1.8”) with complete nametag in white background and in decent attire.	from the applicant	
8. any valid or government-issued ID		
9. a photocopy of broker’s PRC License with 3 specimen signatures		

Medical Representative:	
1. original certificate of employment	From the applicant
2. original certificate of relevant trainings	
3. PSA-issued birth certificate - original and a photocopy	
4. PSA-issued marriage certificate (for married female applicant) - original and a photocopy;	
5. two (2) DST	
6. one (1) passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire.	
7. government-issued ID	
Additional Requirements (if applicable)	
1. non-availability of records of either birth certificate or marriage certificate or both: negative certification issued by PSA accompanied by a certificate of live birth/ marriage from the Local Civil Registrar (LCR) duly authenticated by the PSA statistician	From the applicant
2. non-readable entries in NSO/PSA: birth/marriage certificate a clear copy of Form 102 or LCR Form 1A	
3. if exact date of graduation is not indicated on the Transcript of Records: original and a photocopy of college diploma	
4. Filipino citizen who finished his/her BS degree/course abroad: certificate of equivalency from the Commission on Higher Education (CHED)	
5. those with dual citizenships: certificate of recognition as Filipino citizen from the Bureau of Immigration and a photocopy of Philippine passport/certificate of dual citizenship	
6. for recognized Filipino citizens: certificate of re-acquisition/retention of citizenship, oath of allegiance, and a photocopy of Philippine passport.	

**NOTE:** other additional documentary requirements can be referred from the list of requirements per profession as prescribe by respective professional regulatory laws.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Download application form for accreditation with list of requirements from PRC official website.		None	Based on system response time	Applicant
<b>Step 2:</b> Proceed and submit duly accomplished application form and all the requirements to the Application Section of the Licensure and Registration Division of any PRC regional office.	1. Process and verify completeness of submitted application and documentary requirements, assesses required fees.	None	10 minutes	Receiving Officer
<b>Step 3:</b> Pay to PRC Cashier.	3. Issue official receipt of payment.	Accreditation fee: Php 450.00	5 minutes	Cashier
<b>Step 4:</b> Submit all the documents with proof of payment to the application section.	4. Receive complete application documents and instructs the applicant when and where to verify the status of his/her application thru online/phone/e-mail.	None	3 minutes	Receiving Officer

<b>Step 5:</b> Verify status of application thru online/phone/e-mail provided by the PRC, if application is approved, get a copy of resolution for registration without examination.	5.1. Forward the application documents to the concerned PRB thru the PRB Secretariat for the preparation and final approval of the resolution.	None	19 days	Receiving Officer
	5.2. Docket and disseminate resolution.	None	5 minutes	Docketing Officer
<b>TOTAL:</b>		<b>Php 450.00</b>	<b>19 days and 26 minutes</b>	
END OF TRANSACTION				



## 5. APPLICATION FOR ACCREDITATION OF TRAINING PROVIDER AND PROGRAM FOR MEDICAL REPRESENTATIVES

To process applications for accreditation as training providers and training programs for medical representatives.

<b>Office or Division:</b>	Regional Offices/Accreditation and Compliance Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Pharmaceutical companies employing medical representatives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic requirements:</b>		
<b>Training Provider</b>		
<b>A. Initial application for accreditation</b>		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form downloaded from this link: <a href="http://www.prc.gov.ph/Regulation">www.prc.gov.ph/Regulation</a> Division of Regional Offices	
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC - 1 copy	SEC	
3. copy of valid license to operate from FDA, if applicable – 1 photocopy	FDA, if applicable	
4. copy of BIR certificate of registration- 1 photocopy	BIR	
5. company profile – 1 original copy	from the applicant	
6. list of officers and photocopy of their valid professional identification cards, if applicable – 1 copy		





7. training syllabi with the following core subjects: - original copy 6.1.1. Basic Anatomy, Physiology and Pathophysiology 6.1.2. Basic Pharmacology 6.1.3. Pharmaceutical Dosage Forms 6.1.4. Jurisprudence and Business Ethics 6.1.5. Communication Skills	from the applicant
8. criteria for the selection of training facilitators – 1 original copy	
9. list of training facilitators with the following documentary attachments: - 1 photocopy a. curriculum vitae b. valid PRC Identification Card, if applicable	
10. assessment mechanism for training program -1 original copy	
11. short brown envelope – 1 piece	
12. two (2) pcs. of Documentary Stamps Tax (DST)	BIR/any authorized government agency
<b>B. Renewal of accreditation</b>	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC – 1 copy	SEC
3. copy of valid License to Operate from FDA, if applicable – 1 photocopy	FDA, if applicable
4. copy of BIR certificate of registration – 1 photocopy	BIR
5. photocopy of expired certificate of accreditation – 1 copy	from the applicant
6. list of officers and copy of their valid Professional Identification Card, if applicable – 1 copy	
7. short brown envelope – 1 piece	
8. two (2) pcs. DST	BIR/ any authorized government agency
<b>Training Program</b>	
1. duly accomplished application form -1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices



2. description of the program for the following core subjects: - 1 original copy a. Basic Anatomy, Physiology and Pathophysiology b. Basic Pharmacology c. Pharmaceutical Dosage Forms d. Jurisprudence and Business Ethics to include RA 10918 and aligned with Mexico City Principles and Kuala Lumpur Principles e. Communication Skills		from the applicant		
3. assessment mechanism for the trainees – 1 original copy				
4. assessment mechanism for the training program – 1 original copy				
5. resume of speakers (with three (3) years of experience in academe / field in Pharmacy) – 1 photocopy				
6. photocopy of valid Professional Identification Card/s (PICs) of speakers/training facilitators – 1 copy per PIC				
7. list of references of the subjects / topics- 1 original copy				
8. two (2) pcs. DST		BIR/any authorized government agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Download the application form from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> . Fill-out Application form then proceed to Regulation Division processing window for evaluation and assessment.	1. Receive and check the completeness of the required documents.	None	15 Minutes	Processing Officer, Regulation Division



<b>Step 2:</b> Proceed to Registration Section for verification of license/s.	2. Verify the Registration No. and check the validity of the Professional Identification Card (PIC).	None	15 minutes	Verifying Officer, Registration Section
<b>Step 3:</b> Proceed to the Office of the Legal Officer for clearance of no derogatory record.	3. Verify whether the professional/s listed in the application have no derogatory record.	None	30 minutes	Legal Officer, Legal Division/Office of the Director
<b>Step 4:</b> Proceed to Cash Section for the payment of accreditation fee of P5,000.00 for Training Provider and P3,000.00 per program.	4. Accept payment and issue Official Receipt.	Processing Fee: Provider (local): Php 5,000.00  Program (per offering): Php 3,000.00	5 minutes	Cashier, Cash Division
<b>Step 5:</b> Submit application form with all the required documents and official receipt to the Regulation Division designated window.	5.1. Receive the copy of the applications with the complete documentary requirements and transmit to Central Office-ACD.	None	2 days	Processing Officer, Regulation Division
	<b>Central Office – ACD:</b>  5.2. Receive processed application together with the required documents from the Regional Offices-Regulation Division.	None	5 minutes	Processing Officer, Accreditation and Compliance Division



	<p>5.3. Prepare draft Board Resolution approving the application and forward the same to the concerned PRB thru PRB Secretariat.</p> <p><b>Central Office – PRB Secretariat Division:</b></p>	None	30 minutes	Processing Officer, Accreditation and Compliance Division
	<p>5.4. Convene the PRB for review of the draft Board Resolution.</p>	None		Secretary of the PRB, PRB Secretariat Division
	<p>5.5. The PRB review and sign the Board Resolution, if satisfied, and forward it to the PRB Secretary for attestation.</p>	None	3 days	PRB of Pharmacy, PRB Secretariat Division
	<p>5.6. Attest the Board Resolution and forward it to the ACD.</p> <p><b>Central Office – ACD:</b></p>	None		Chief of the PRB Secretariat Division
	<p>5.7. Forward the Board Resolution to the Commission for approval.</p>	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	<b>Central Office – Commission Proper:</b>  5.8. Sign the Board Resolution, if approved, and return to the ACD.	None	3 days	Commission II, Office of the Commissioner  Commission I, Office of the Commissioner  PRC Chairman, Office of the Chairman
	<b>Central Office – ACD:</b>  5.9. Receive the signed Board Resolution and forward it to the Archives and Records Division for docketing.	None	20 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central Office – Archives and Records Division (ARD):</b>  5.10. Docket the duly signed Board Resolution and provide copies to all concerned offices via g-mail.	None	5 minutes	Docket Officer, Archives and Records Division
	<b>Central Office – ACD:</b>  5.11. Print the Certificate of Accreditation and forward it to the concerned PRB.	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	<b>Central Office – PRB Concerned:</b> 5.12. Sign the Certificate of Accreditation and forward it to the ACD.	None	3 days	Chairperson of the PRB of Pharmacy, PRB Secretariat Division
	<b>Central Office – ACD:</b> 5.13. Receive the duly signed Certificate of Accreditation and forward it to the Commission.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Commission:</b> 5.14. Sign the Certificates of Accreditation.	None	1 day	PRC Chairman, Office of the Chairman
	5.15. Forward the same to the ACD	None	15 minutes	Staff, Office of the Chairman
	<b>Central Office – ACD:</b> 5.16. Affix dry seal and documentary stamps to the Certificate.	None	10 minutes	Processing Officer, Accreditation and Compliance Division



	5.17. Transmit the Certificate of Accreditation to the concerned Regional Offices, Regulation Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
<b>Step 6:</b> Receives Certificate of Accreditation	<b>Regional Office-Regulations Division:</b>  6. Issue the Certificate of Accreditation to the applicant.	None	15 minutes	Processing Officer, Regulation Division
<b>TOTAL:</b>		Processing Fee: Provider (local): <b>Php 5,000.00</b>  Program (per offering): <b>Php 3,000.00</b>	<b>14 days, 3 hours and 30 minutes</b>	
END OF TRANSACTION				



## 6. APPLICATION FOR AUTHENTICATION (CERTIFIED TRUE COPY) OF PROFESSIONAL IDENTIFICATION CARD (PIC) AND/OR CERTIFICATE OF REGISTRATION (COR)

To ensure that the registered practicing professional is in good standing or no derogatory records and has valid and authentic credentials issued by the Commission and the concerned PRB.

Office or Division:	Regional Offices – Registration Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professionals with valid license/updated PIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. duly accomplished Application Form/ Action Sheet		public assistance counter		
2. valid Professional Identification Card		from the applicant		
3. original and photocopy/ies of PIC and/or COR				
4. Documentary Stamps Tax (DST) worth Php 30.00		Bureau of Internal Revenue		
Requirements for Representative:				
1. any valid government-issued ID or valid NBI Clearance		professional being presented		
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure action sheet/ application form from Public Information and accomplish according to request.	1. Issue action sheet/application form.	NONE	2 minutes	Public Information Officer
Step 2: Pay prescribed fees to the Cashier.	2. Issue official receipt.	Authentication fee: Php 75.00	5 minutes	Cashier





<b>Step 3:</b> Submit duly accomplished form and all documentary requirements to the designated window of the concerned regional office/offsite service centers and receive claim slip.	3.1. Receive and evaluate completeness of documents submitted and issues claim slip with date of release.	NONE	5 minutes	Authentication Officer
	3.2. Verify and validate from the database the registration and status of license, and stamp "certified true copy" on the photocopy for signature of the authorized officer.	NONE	5 minutes	Verifying/ Authentication Officer
	3.3. Sign authenticated copies.	NONE	5 minutes	Authorized officer
<b>Step 4:</b> On the scheduled date of release, present claim slip at the releasing window and wait for name to be called.	4. Receive claim slip and retrieve authenticated documents.	NONE	5 minutes	Releasing Officer
<b>Step 5:</b> Receive signed authenticated copy/ies on the releasing log sheet.	5. Issue signed authenticated copy/ies.	NONE`	3 minutes	
<b>TOTAL:</b>		<b>Php 75.00</b>	<b>30 minutes</b>	
END OF TRANSACTION				



## 7. APPLICATION FOR CERTIFICATE OF AUTHORITY TO OPERATE CHEMICAL LABORATORIES

Issuance of certificate of authority to operate chemical laboratories.

<b>Office or Division:</b>	Regional Offices and Central Office (Accreditation and Compliance Division)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	owner of chemical laboratory	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving		form download from this link: <a href="http://www.prc.gov.ph/Regulation">www.prc.gov.ph /Regulation</a> Division of Regional Offices
2. authenticated copy of certificate of registration, articles of incorporation/partnership and by-laws issued by the Securities and Exchange Commission (SEC) for corporation or partnership; or authenticated copy of certificate of registration from Department of Trade and Industries (DTI) for sole proprietorship – 1 copy		SEC/DTI
3. pictures of the storage area or room where hazardous, toxic, and flammable chemicals are stored – 1 copy of each picture		from the applicant
4. pictures of the entire laboratory – 1 copy of each picture		
5. photocopy of valid Professional Identification Cards (PICs) of the employed registered and licensed Chemists and Chemical Technicians – 1 copy		
6. payment of accreditation fee and inspection fee (In Cash, Postal Money Order, Manager’s Check or Bank Draft payable to the Professional Regulation Commission)		
7. short brown envelope for the certificate – 1 piece		
8. four (4) pcs. documentary stamps tax		BIR/any authorized government agency



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1<sup>st</sup> Phase – Application</b>				
<b>Step 1:</b> Secure Application Form at the Regulation Division of the nearest PRC Regional Office or download at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> .	<b>Regional Office:</b> 1. Processing Officer (PO) instruct applicant to fill out completely the Application Form (AF).	None	10 minutes	Processing Officer, Regulation Division
<b>Step 2:</b> Proceed to Regulation Division processing window for evaluation and assessment.	2. Check the completeness of the documentary requirements and the entries in the AF.	None	15 minutes	
<b>Step 3:</b> Proceed to Registration Section for verification of Professional Identification Card (PIC) Number.	3. Verify the registration number and validity of Professional Identification Card (PIC) of employed Chemist. If found valid, the Registration Officer affix her/his signature on the space provided in the Application Form.	None	15 minutes	Verifying Officer, Registration Section
<b>Step 4:</b> Proceed to Legal Service – Hearing and Investigation Division (LS-HID) for clearance of no derogatory record.	4. Verify if the professional is with or without pending case.	None	7 minutes	Legal Officer, Legal Division/Office of the Director



<b>Step 5:</b> Proceed to Cash Section for payment.	5.1. Accept payment and issues Official Receipt (OR).  5.2. Affix her/his signature on the space provided in the AF.	Processing fee: Php 4,500.00  Inspection fee: Php 2,000.00	5 minutes	Cashier, Cash Division
<b>Step 6:</b> Submit Application Form with all the required documents and photocopy of the OR to the Regulation Division designated window.	6.1. Receive documentary submission and photocopy of the OR.	None	5 minutes	Processing Officer, Regulation Division
	6.2. Transmits applications the processed applications to Regional Office	None	1 day	Processing Officer, Regulation Division
<b>Total (1<sup>st</sup> phase):</b>			1 day, 1 hour and 7 minutes	
<b>2<sup>nd</sup> Phase – Preparation for inspection</b>				
	<b>Central Office - Accreditation and Compliance Division (ACD):</b>  7.1. Receive applications from the Regional Offices together with the complete documentary submissions.	None	1 day	Processing Officer, Accreditation and Compliance Division



	7.2. Forward the transmittal and applications to the Board Focal Person for evaluation.  <b>Board Focal Person:</b>	None	1 day	Board Focal Person, PRB Secretariat Division
	7.3. Evaluate the application and set schedule for inspection.	None	15 minutes	Board Focal Person Thru the Board Secretary In-Charge, PRB Secretariat Division
	7.4. Forward the application to ACD PO for the preparation of the necessary documents for inspection of applicant's chemical laboratory.  <b>Central Office - ACD:</b>	None	1 day	Processing Officer, Accreditation and Compliance Division
	7.5. Prepare the authority and necessary documents for inspection and notification to the applicant.	None	9 days	Oversight Commissioner, Office of the Commissioner
	7.6. Issuance of travel order	None		
<b>Total (2<sup>nd</sup> phase):</b>			12 days and 15 minutes	



<b>3<sup>rd</sup> Phase – Inspection, findings and issuance of Certificate of Authority to Operate Chemical</b>				
<b>Step 8:</b> Welcomes the inspection team.	<b>PRB of Chemistry:</b>  8.1. Onsite Briefing: Prior to the conduct of the actual inspection, the PRB of Chemistry presents and discuss the work program with the applicant.	None	1 day	PRB of Chemistry
	8.2. Actual Inspection: Validate the submission of the applicant and inspect the premises pursuant to requirements of the law.	None		PRB of Chemistry and PRC Representative
	8.3. Exit Conference: The Inspection Team present to and discuss with the applicant their findings and recommendation.	None		PRB of Chemistry
	8.4. Forward to ACD the report of inspection/findings and approved applications.	None	10 days	Secretary of the PRB, PRB Secretariat Division
<b>Step 9:</b> To receive findings or approval the result of the inspection.	<b>Central Office - ACD</b> 9.1. Receive the report of inspection/findings and approved application.	None	5 minutes	Processing Officer, Accreditation and Compliance Division



	9.2. For approved application, print the Certificate of Authority to Operate Chemical Laboratory.	None	20 minutes	Processing Officer, Accreditation and Compliance Division
	9.3. Forward the certificate to the Chairperson of PRB of Chemistry through PRB Secretariat Division for approval and signature.	None	3 days	Chairperson of PRB of Chemistry, PRB Secretariat Division
	<b>Commission:</b> 9.4. Sign the certificate of Authority to Operate Chemical laboratory; forwards the same to the ACD.	None	1 day	PRC Chairman, Office of the Chairman
	<b>Central Office – ACD:</b> 9.5. Receive the signed certificate of Authority to Operate Chemical Laboratory and forward to the Regulation Division - Regional Office (RO).	None	1 day	Processing Officer, Accreditation and Compliance Division
<b>Step 10:</b> To receive the certificate to operate chemical laboratory or related entity.	<b>Regional Office:</b> 10. Release the certificate of Authority to Operate Chemical Laboratory to applicant.	None	15 minutes	Processing Officer, Regulation Division
<b>Total (3<sup>rd</sup> Phase):</b>			16 days and 40 minutes	



<b>GRAND TOTAL:</b>	<b>Processing Fee and Inspection Fee: Php 6,500.00</b>	<b>29 days, 2 hours and 2 minutes</b>	
<b>END OF TRANSACTION</b>			
Note: The total process takes more than 20 days in compliance with the provisions of Republic Act no. 10657, Section 35 (Chemistry Professional Act) and PRB of Chemistry Resolution No. 02 (s.2017) entitled Rules and Regulations Implementing Section 35 of Republic Act No. 10657 (Chemistry Professional Act) on the Issuance of Certificate of Authority to Operate Chemical Laboratories and Other Related Establishments. Further, considering that there is a need for the technical evaluation of the applicant's laboratory of the PRB of Chemistry and the application entails public health and safety. Furthermore, the PRBs are not regular officers of the Commission.			





## 8. APPLICATION FOR CHANGE OF NAME DUE TO MARRIAGE/CORRECTION OF DATE OF BIRTH/NAME

To change the information of registered and licensed professional in the database upon approval of the application.

<b>Office or Division:</b>	National Capital Region – Legal Division Other Regional Offices – Regulation Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"><li>- for correction of date of birth/correction of name: registered professionals with erroneous entries;</li><li>- for change of status: married female professional opted to use her married name; or married female professionals who will revert back to maiden name</li></ul>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>		
<b>A. Change of Name/Status</b>		
1. petition for change of registered name due to marriage		Public Assistance Counter
2. original certificate of marriage from the Philippine Statistics Authority (PSA)		From the applicant
3. photocopy of Professional Identification Card (PIC)		
<b>Other requirements:</b>		
1. Original PSA copy of certificate of live birth (in case there is a discrepancy)		
2. Certificate of Marriage issued by the Local Civil Registrar (in case the PSA Certificate of Marriage presented is unreadable)		
3. For representatives, valid government-issued ID and special power of attorney executed by the petitioner		
<b>B. Correction of Entries</b>		
<b>I. Name/Date of Birth</b>		
1. petition for correction of entries/data		Public Assistance Counter
2. original certificate of live birth from the Philippine Statistics Authority (PSA)		From the applicant
3. original certificate of marriage (for married female only)		
4. affidavit of discrepancy containing the (a) true and correct name or date of		



birth of the applicant and (b) a request address to the respective Professional Regulatory Board to correct his/her name or date of birth	
5. photocopy of PRC ID	
<b>II. For the Reversion to use Maiden Name on the ground of Judicial Declaration of Nullity of Marriage or Annulment of Marriage</b>	
1. petition for correction of entries/data	Public Assistance Counter
2. Original PSA copy of certificate of live birth	
3. original PSA copies of certificate of marriage with annotations	
4. certified true copy of decree of nullity/annulment decree of marriage	
5. certified true copy of finality of judgment	
6. photocopy of PIC	
<b>III. For the Reversion to the use of Maiden Name on the ground of Death of Spouse</b>	
1. petition for correction of status	Public Assistance Counter
2. original PSA copy of certificate of live birth	
3. original PSA copy of certificate of marriage	
4. original PSA copy of certificate of death	from the applicant
<b>IV. For Remarriage on the ground of nullity or annulment of the previous marriage</b>	
1. petition for correction of status	Public Assistance Counter
2. Original PSA copy of certificate of live birth	
3. original PSA copy of certificate of first marriage with annotations	
4. original PSA copy of certificate of subsequent marriage	from the applicant
5. certified true copy of decision/decreed of nullity/annulment decree of marriage	
6. certified true copy of finality of judgment	
7. photocopy of PIC	
<b>V. For Remarriage on the ground of nullity or annulment of the previous marriage</b>	
1. petition for correction of status	Public Assistance Counter



2. original PSA copy of certificate of live birth		from the applicant		
3. original PSA copy of certificate of first marriage				
4. original PSA copy of certificate of subsequent marriage				
5. original PSA copy of certificate of death				
Other requirements:				
1. for representatives, valid government-issued ID and special power of attorney executed by the petitioner		from the applicant		
2. original certificate of marriage from the Local Civil Registrar, if the entries in the certificate of marriage from PSA are unreadable				
3. original PSA certificate of live birth, if there are erroneous entries in the PSA certificate of marriage				
4. original certificate of live birth from Local Civil Registrar, if the entries in the certificate of marriage from PSA are unreadable				
5. affidavit of discrepancy, if discrepancy exists in the documents submitted				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Correction of entries/data (Name due to revision/remarriage and date of birth)				
Step 1: Secures and fills out the petition form and present original PSA copy of Certificate of Live Birth and Certificate of Marriage (for MARRIED females only) and other required documents at the Legal Division.	1. Advise petitioner to properly fill out the form, and check the original PSA Certificate of Live Birth and other required documents.	None	10 minutes	Receiving Officer



<b>Step 2:</b> Have the duly accomplished petition form subscribed/notarized before an Administering Officer/Notary Public.		None	15 minutes	Applicant
<b>Step 3:</b> Secures two (2) documentary stamps to be attached at the petition form.		None	5 minutes	Applicant
<b>Step 4:</b> Proceeds to the Licensure and Registration Division (Registration Section), Window 8 for the verification of registration details.	4. Verify registered name, date of birth, profession, license number, and date of registration, and assess fees.	None	15 minutes	Verifying Officer
<b>Step 5:</b> Proceeds to Finance and Administrative Division (Records Section), Window B.	5. Verify name in the master list, examinations taken/date/rating, date of birth.	None	15 minutes	Verifying Officer
<b>Step 6:</b> Proceeds to Cash Section and pay the prescribed fees.	6. Issue an Official Receipt	Php 225.00	10 minutes	Cashier
<b>Step 7:</b> Submits the duly accomplished petition form with the attached requirements at the Legal Division/ Regulation Division.	7.1 Review and assess petition formtogether with the attached requirements.	None	5 minutes	Receiving Officer
	7.2 Prepare draft order/resolution.	None	15 minutes	



<b>Step 8:</b> Reviews order prepared by the Regulation Division	8.1 Review and finalize order/resolution.	None	1 day	Chief Attorney
	8.2 Review, approve and sign order/resolution.	None	2 days	Regional Director
<b>Step 9:</b> Transmit/Mail to CO the approved order/resolution with the original copies of required documents	9.1 Docket approved order/resolution.	None	15 days	Docket Officer
	9.2 Amend entries involving petitioner in the database of the Commission.	None	1 day	ICT Clerk
<b>TOTAL:</b>		<b>Php 225.00</b>	<b>19 days, 1 hour and 30 minutes</b>	
<b>For change of registered name and status or status only due to marriage:</b>				
<b>Step 1:</b> Secures and fills out the petition form and present original PSA copy of Certificate of Marriage (also presents Certificate of Live Birth in case of discrepancy) and other required documents at the Legal Division.	1. Advise petitioner to properly fill out the form, and check the original PSA Certificate of Marriage and other required documents.	None	10 minutes	Receiving Officer
<b>Step 2:</b> Have the duly accomplished petition form subscribed/notarized before an Administering Officer/Notary Public.		None		Verifying Officer



<b>Step 3:</b> Secures two (2) documentary stamps to be attached at the petition form.		None	5 minutes	Cashier
<b>Step 4:</b> Proceeds to the Licensure and Registration Division (Registration Section), Window 8 for the verification of registration details.	4. Verify name, date of birth, profession, license number, and date of registration, and assess fees.	None	15 minutes	Verifying Officer
<b>Step 5:</b> Proceeds to Finance and Administrative Division (Records Section), Window B.	5. Verify name in the master list, examinations taken/date/rating, date of birth	None	15 minutes	Verifying Officer
<b>Step 6:</b> Proceeds to Cash Section and pay the prescribed fees	6. Issues an Official Receipt	Php 225.00	10 minutes	Cashier
<b>Step 7:</b> Submits the duly accomplished petition form with the attached requirements at the Legal Division	7.1. Reviews and assesses petition form together with the attached requirements	None	5 minutes	Receiving Officer
	7.2. Prepares draft order/resolution	None	15 minutes	Chief Attorney
	7.3. Reviews and finalizes order/resolution	None	2 days	
	7.4. Reviews, approves and sign order/resolution	None	2 days	Regional Director
	7.5. Amends entries involving petitioner in the database of the Commission	None	15 days	ICT Clerk



<b>TOTAL:</b>	<b>Php 225.00</b>	<b>19 days, 1 hour and 30 minutes</b>	
<b>END OF TRANSACTION</b>			

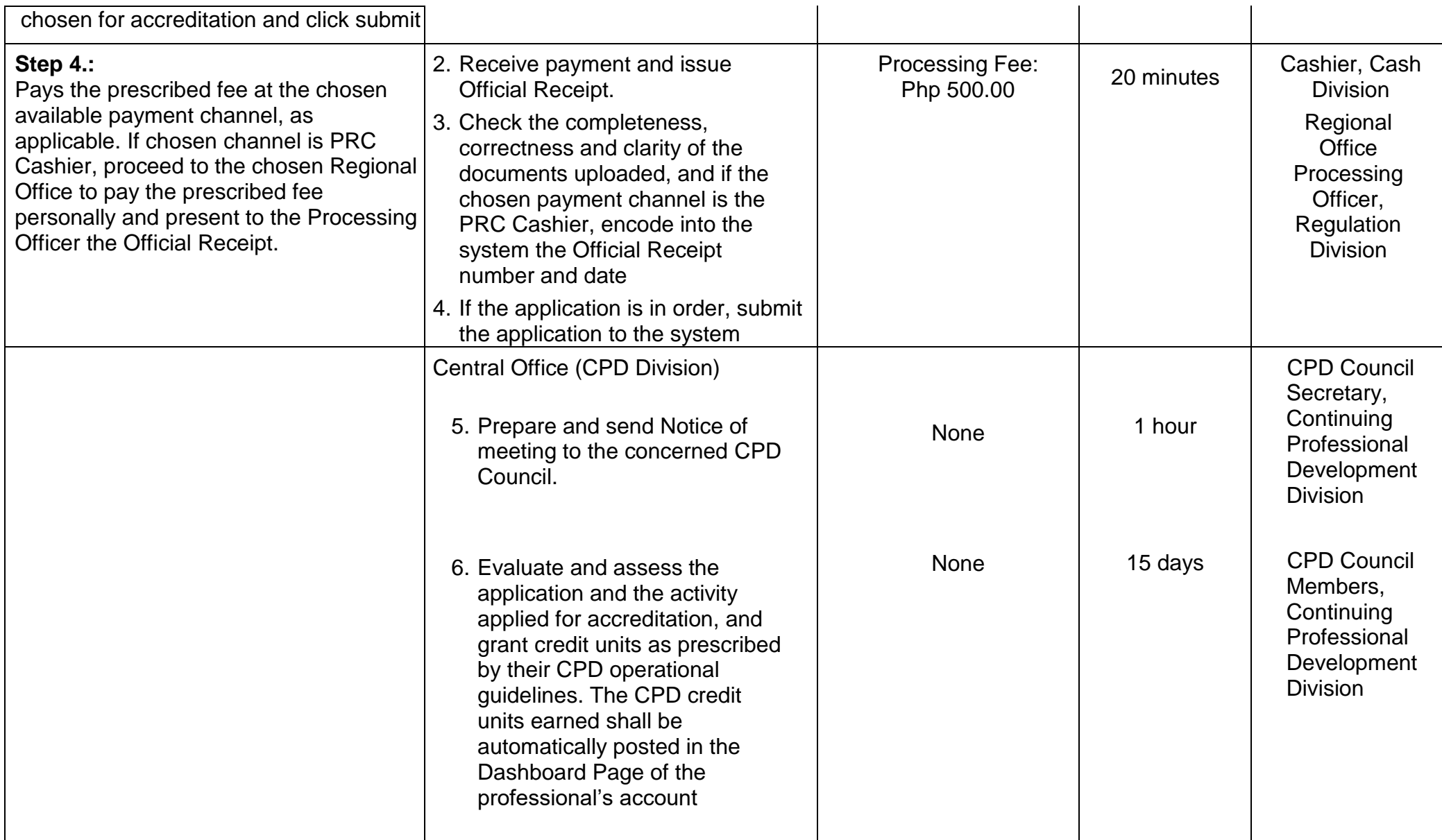


## 9. APPLICATION FOR CREDITING OF SELF-DIRECTED AND LIFELONG LEARNING ACTIVITIES

Awarding of CPD credit units for Self-Directed and Lifelong Learning activities.

<b>Office or Division:</b>	Regional Offices; Continuing Professional Development Division			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Professional			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>		
<b>Basic requirements:</b>				
1. Registration with the Continuing Professional Development Accreditation System (CPDAS)		Continuing Professional Development Accreditation System (CPDAS) under this link: <a href="http://cpdas.prc.gov.ph">http://cpdas.prc.gov.ph</a>		
2. Copy of the consolidated required documents in one file using the PDF format of the activity/ies to be applied for accreditation		from the applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> Register with the CPDAS under this link: <a href="http://cpdas.prc.gov.ph">http://cpdas.prc.gov.ph</a>	1. The system will accept the registration of the applicant-professional	None	5 minutes	Applicant
<b>Step 2:</b> Using the enrolled email address and password in the system, log in into the system	2. System will accept the access credentials	None	5 minutes	
<b>Step 3:</b> Fill in the required fields and upload the consolidated required documents in one file using the PDF format of the activity	3. System will accept the information provided and documents uploaded	None	10 minutes	







	<p>7. Prepare minutes of the meeting and informs applicant through his/her given email address on the result of their application</p> <p>a. For disapproved applications, inform the applicant on the grounds for disapproval</p> <p>b. For deferred applications which requires submission of additional requirements by the applicant, inform the applicant to submit the compliance</p>	None	1 day	CPD Council Secretary, Continuing Professional Development Division
<b>TOTAL:</b>		<b>Processing Fee: Php 500.00</b>	<b>16 days, 1 hour and 40 minutes</b>	
END OF TRANSACTION				



## 10. APPLICATION FOR ISSUANCE OF CERTIFICATION OF GOOD STANDING (COGS)

To ensure that only registered and licensed professional with valid Professional Identification Card (PIC) and Certificate of Registration (COR) shall be issued COGS.

Office or Division:	Regional Offices – Registration Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professionals with valid COR and updated PIC.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. printed copy of the duly accomplished system generated application form/ action sheet (one copy)		<a href="http://online.prc.gov.ph">http://online.prc.gov.ph</a>		
2. valid Professional Identification Card		from the applicant		
3. Documentary Stamps Tax (DST) worth Php 30.00 per copy		Bureau of Internal Revenue		
Requirements for Representative:				
1. Any valid government-issued ID or valid NBI Clearance				
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure online appointment from the PRC website ( <a href="http://online.prc.gov.ph">http://online.prc.gov.ph</a> )	1. Issue order of payment online	None	10 minutes	Public Information Officer



<b>Step 2:</b> Pay prescribed fees at the chosen online payment channel.	2. Validate payment	Certification fee: Php 75.00/copy	5 minutes	Cashier
<b>Step 3:</b> <b>Submit Order of Payment form and all documentary requirements to the designated window of the concerned regional office/offsite service center. and receive claim slip.</b>	3.1. Receive and evaluate completeness of documents submitted and issue claim slip.	None	5 minutes	Certification Officer
	3.2. Verify and validate from the database and prepare certification for signing by the authorized officer.	None	20 minutes	Verifying Officer
			5 minutes	Authorized Officer
	3.3. Sign certification.			
<b>Step 4:</b> Receive signed copy/ies of certification and sign on the releasing log sheet	4. Issue signed copy/ies of certification.	None	5 minutes	Releasing Officer
<b>TOTAL:</b>		<b>Php 75.00/copy</b>	<b>50 minutes</b>	
END OF TRANSACTION				



## 11. APPLICATION FOR LICENSURE EXAMINATION

Submission and evaluation of required documents to ensure that only qualified applicants are admitted to the licensure examination in accordance with the provisions of Republic Act No. 8981 and appropriate professional regulatory laws.

<b>Office or Division:</b>	Regional Offices – Application Section	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Filipino citizen;</li> <li>- Has no criminal record or has never been convicted in a final judgment by any court, military tribunal or administrative body;</li> <li>- With appropriate Post Baccalaureate/Baccalaureate/Non-Baccalaureate degree as required by the specific professional regulatory law</li> </ul>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>		
1. original and photocopy of official transcript of records (TOR) with scanned picture and remarks: "For Board Examination Purposes Only", bearing the exact date of graduation and special order number. Submit/present Diploma if the date of graduation is not printed in the OTR		Applicants school graduated
2. birth certificate issued by the Philippine Statistics Authority (PSA) – to present original copy and submit one photocopy. If BC issued by PSA is not readable, submit BC issued by the LCR		Philippine Statistics Authority
3. marriage certificate issued by PSA (for married female applicant) - original and photocopy, if applicable		Philippine Statistics Authority
4. Documentary Stamps Tax (DST) worth Php 30.00		Bureau of Internal Revenue
5. one (1) Passport size picture (1.8" x 1.8") with complete nametag in white background and in decent attire taken within the last six (6) months		



6. any valid government-issued ID or valid NBI Clearance	from the applicant
<b>NOTE:</b>	
1. for non-availability of records of either birth certificate or marriage certificate or both – Negative Certification issued by PSA and accompanied by a certificate of live birth/marriage from the Local Civil Registrar (LCR) in PSA security paper	Philippine Statistics Authority
2. for non-readable entries in PSA birth/marriage certificate, a clear copy of LCR Form 102 or LCR Form 1A/3A	Philippine Statistics Authority
3. if exact date of graduation is not indicated on the transcript of records, original and a photocopy of college diploma must be presented	Applicants school graduated
4. for Filipino citizen who finished his/her degree/course abroad, certificate of equivalency from the Commission on Higher Education (CHED)	Commission on Higher Education
5. for those born abroad, with dual citizenships/ for recognized Filipino citizens, any of the following shall be submitted: a. certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration and Deportation (BID); b. oath of allegiance from Philippine Consular Office; c. photocopy of valid Philippine passport d. Philippine Voter's certificate or Voter's Identification Card	Bureau of Immigration and Deportation
6. for additional documentary requirements: refer to the list of requirements per profession as prescribed by the concerned Professional Regulatory Board (PRB) posted in the website	<a href="http://www.prc.gov.ph">www.prc.gov.ph</a>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Access the PRC website via ( <a href="https://online.prc.gov.ph">https://online.prc.gov.ph</a> ) and create an account.	1. System activates user account.	None	Based on system response time	Applicant
<b>Step 2:</b> Select an appointment place for application for examination and payment option.	2. System issues reference number.	None	Based on system response time	Applicant
<b>Step 3:</b> Download and print application form with reference number and pay the corresponding fees thru any of the available payment options/channels.	3.1 Online payment channel confirms payment.  3.2. If thru PRC Cashier: (non-online)  Receive payment and issue official receipt to the client.	Post Baccalaureate/ Baccalaureate: Php 900.00  non-Baccalaureate: Php 600.00  Conditional/Removal: Php 450.00	5 minutes	Cashier
<b>Step 4:</b> Proceed and submit all the requirements to the place of appointment on the scheduled date.	4. Process and verify completeness of submitted application and documentary requirements.	None	10 minutes	Processing/ Verifier Officer
<b>Step 5:</b> Receive the Notice of Admission (NOA).	5. Print and issue NOA.	None	5 minutes	Releasing/Printing Officer



<b>TOTAL:</b>	for first-time taker with Baccalaureate degree: <b>Php 900.00</b>  for Baccalaureate degree holder taking conditional/removal exam: <b>Php 450.00</b>  for first-time taker with non-Baccalaureate degree: <b>Php 600.00</b>	<b>20 minutes</b>	
END OF TRANSACTION			



## 12. APPLICATION FOR LICENSURE EXAMINATION THAT NEEDS APPROVAL OF THE BOARD

Submission and evaluation of necessary documents to ensure that only qualified applicants are admitted to the licensure examinations in accordance with the provisions of Republic Act No. 8981, its implementing rules and regulations, and the pertinent provisions of the professional regulatory laws.

Office or Division:	Regional Offices – Application Section	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none"><li>- Filipino citizen of good moral character;</li><li>- has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body;</li><li>- with appropriate Baccalaureate/non-Baccalaureate graduate as required by the specific professional regulatory law</li></ul>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. original and a photocopy of Official Transcript of Records (OTR) with scanned picture and remarks: “For Board Examination Purposes Only”, bearing the exact Date of Graduation and Special Order Number. Submit/present Diploma if the date of graduation is not printed in the OTR		from the applicant
2. Philippine Statistics Authority (PSA) – issued Birth Certificate - original and a photocopy. If BC issued by PSA is not readable, submit BC issued by the LCR		
3. PSA – issued Marriage Certificate (for married female applicant) - original and a photocopy		

4. one (1) passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire taken within the last six (6) months				
5. any valid government-issued ID or valid NBI Clearance				
6. Documentary Stamps Tax (DST) worth Php 30.00			Bureau of Internal Revenue	
<b>Additional Requirements (if applicable):</b>				
1. non-availability of records of either birth certificate or marriage certificate or both: Negative Certification issued by PSA should be accompanied by a Certificate of Live Birth/ Marriage from the Local Civil Registrar (LCR) duly authenticated by the PSA statistician				
2. non-readable entries in PSA: birth/marriage certificate a clear copy of Form 102 or LCR Form 1A/3A should be submitted				
3. if exact date of graduation is not indicated on the transcript of records: original and a photocopy of college diploma				
4. for Filipino citizen who finished his/her BS degree/course abroad: certificate of equivalency from the Commission on Higher Education (CHED)				
5. For those born abroad, with dual citizenships/for recognized Filipino citizens, any of the following shall be submitted: a. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration and Deportation (BID); b. Oath of Allegiance from Philippine Consular Office; c. Photocopy of valid Philippine passport; d. Philippine Voter's Certificate or Voter's Identification Card				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<b>Regional Office – Application Section:</b> <b>Step 1:</b> Access the PRC website online ( <a href="http://online.prc.gov.ph">http://online.prc.gov.ph</a> ) and create an account if first time user or register if with existing account	1. System activates user account.	None	Based on system response time	Applicant
	2. System issues reference number.	None		
<b>Step 2:</b> Select an appointment place for application for examination and payment option.				
<b>Step 3: (Payment)</b> Download application form with reference number and pay the corresponding fees thru selected payment options/channels.	3.1. Online payment channel confirms payment.  3.2. If thru PRC cashier:  Receive payment and issue official receipt to the client.	Baccalaureate: Php 900.00  non- Baccalaureate: Php 600.00	5 minutes	Cashier

<b>Step 4:</b> Proceed and submit all the requirements to the place of appointment on the scheduled date.	5.3. Process and verify completeness of submitted application and documentary requirements, and instruct the applicant when and where to verify the status of application and issuance of NOA.	None	10 minutes	Regional Offices Receiving Officer
	5.4. Transmit the application documents to the concerned PRB thru the PRB Secretariat for the final approval of the application.	None	2 days	
	<b>PRB:</b> 5.5. Conduct the technical evaluation.	None	10 days	PRB Focal Person
	<b>Central Office - PRB Secretariat:</b> 4.4 Transmit scanned Action Sheet to the Regional Office.	None	1 day	PRB Secretary
<b>Step 5:</b> Receive the Notice of Admission (NOA).	6. If application is approved, print and issue NOA; if denied, inform the applicant via SMS, email, or phone call.	None	15 minutes	Regional Offices Releasing Officer
<b>TOTAL:</b>		for Baccalaureate: <b>Php 900.00</b>  for non-Baccalaureate: <b>Php 600.00</b>	<b>13 days and 30 minutes</b>	
END OF TRANSACTION				



### 13. APPLICATION FOR ONLINE OATHTAKING OF NEW PROFESSIONALS

To allow the new passers to be able to register and immediately practice their profession thereafter, and to earn their living during this time of pandemic and health crisis, the Commission allowed digital means and provide the necessary platform in the conduct of special oath taking services as part of its administrative and operational support to the Professional Regulatory Boards (PRBs)

Office or Division:	PRB Secretariat Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail?	The applicant must be: 1. Passer of a licensure examination administered by the PRC and concerned PRB. 2. Applicant of registration without examination duly approved by the concerned PRB and Commission			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements				
1. Notice of Admission (NOA)		Licensure Office		
2. Oath Form		Online Application System		
3. Resolution approving the application without registration		PRC Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Applicant sends request to the Board to take special online oath taking.	1. Upon receipt of the request, the PRB shall endorse this to Oversight Commissioner	At no cost to the inductee	1 day	DSPRB Oversight Commissioner



	for approval.  2. Upon approval, the applicant may now register online.		1 day	ICT
<b>Step 2</b> Go to <a href="https://online.prc.gov.ph">https://online.prc.gov.ph</a>  1. Log in to your account.  2. Select the transaction and enter Profession and Application Number (Application No. as indicated in the Notice of Admission (NOA))  3. Click "PROCEED," and the page will redirect to the appointment module.  4. Select preferred PRC Regional Office and click "NEXT." The system will automatically give you the earliest date set for online oathtaking.  5. After confirmation, click "SUBMIT APPLICATION" to proceed				



6. A confirmation message will pop up with the summary of your transaction.				
7. Click "CLICK TO GO BACK" to redirect to your EXISTING TRANSACTIONS.				
8. You will see your transaction details from your EXISTING TRANSACTIONS. Click "PRINT DOCUMENT" to print your oath form.				
	<b>TOTAL:</b>		<b>2 days</b>	
<b>END OF TRANSACTION</b>				



#### 14. APPLICATION FOR THE ISSUANCE OF THE CERTIFICATE OF COMPLIANCE OF PLANTS/WORKS/PROJECTS PURSUANT TO MECHANICAL ENGINEERING ACT OF 1998

##### APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF COMPLIANCE OF ELECTRICAL PLANTS/ INDUSTRIAL/ COMMERCIAL ESTABLISHMENTS USING ELECTRICAL POWER PURSUANT TO THE NEW ELECTRICAL ENGINEERING LAW

Processing of applications for the Certificate of Compliance with the Mechanical Engineering Act of 1998.

Processing of applications for the Certificate of Compliance with the new Electrical Engineering Law.

<b>Office or Division:</b>	Regional Office/Accreditation and Compliance Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Mechanical plants/works/projects; Electrical plants/industrial/commercial establishments using electrical power	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving		form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. affidavit/s of Professional/Registered Mechanical Engineer/s or Professional /Registered Electrical Engineer/s -1 original copy		
3. photocopy/ies of valid Professional Tax Receipt (PTR) issued by the city/province where the principal office is located – 1 photocopy per PTR		LGU
4. photocopy/ies of the valid Professional Identification Card/s (PIC) of Professional/Registered Mechanical Engineer/s or Professional/Registered Electrical Engineer/s – 1 copy per PIC		from the applicant
5. long folder with fastener – 1 piece		
6. one (1) short brown envelope		





7. two (2) pcs. Documentary Stamps Tax (DST) per affidavit; and two (2) pcs. DST for certificate of compliance.		BIR/any authorized government agency		
Note: Representative/s filing and claiming the certificate of compliance in behalf of the firm/company must present Special Power of Attorney (SPA) and valid identification card of the representative – 1 original copy of SPA and 1 photocopy of ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Mechanical Engineering plants/works/projects				
1 <sup>st</sup> Phase – Evaluation of application				
<b>Step 1:</b> Download form from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> . Fill-out application form and proceed to Regulation Division processing window for evaluation and assessment	<b>Regional Office:</b>  1. Receive and check the completeness of the application form and documentary submissions.	None	15 minutes	Processing Officer, Regulation Division
<b>Step 2:</b> Proceed to Registration Section for verification of PRC License/s	2. Verify the registration number and validity of Professional Identification Card (PIC) of the Mechanical Engineer/Professional Mechanical Engineer (ME/PME). Affix signature on the space provided in the application form.	None	15 minutes	Verifying Officer, Registration Section
<b>Step 3:</b> Proceed to the Legal Officer’s Office for clearance of no derogatory record	3. Verify the Professional if with or without pending case.	None	30 minutes	Legal Officer, Legal Division/Office of the Director
<b>Step 4:</b> Proceed to Cash Section for the payment of prescribed fee	4. Accept payment and issue Official Receipt (OR) and affix signature on the space provided in the application form.	Processing Fee: Php 2,000.00	5 minutes	Cashier, Cash Division



<b>Step 5:</b> Submit two (2) copies of application form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window (one copy of the application form shall be the receiving copy);	5.1. Receive the application with complete documentary submissions and transmit to the Central Office, Accreditation and Compliance Division (ACD).  <b>Central –ACD:</b>	None	2 days	Processing Officer, Regulation Division
	5.2. Receive processed application with complete documentary submissions.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Transmit the application the PRB of Mechanical Engineering for evaluation.  <b>Central - PRB of Mechanical Engineering:</b>	None	1 day	Processing Officer, Accreditation and Compliance Division
	5.4. Return the evaluated application to ACD with direction to prepare the necessary notices for the clarificatory meeting or ocular inspection (including the date of meeting or inspection)	None	3 days	PRB of Mechanical Engineering, PRB Secretariat Division
<b>Total (1<sup>st</sup> Phase):</b>			6 days, 1 hour and 20 minutes	



2nd Phase – Preparation for Technical Meeting and Ocular Inspection				
	<b>Technical Meeting:</b>  <b>Central – ACD:</b>  6.1. Prepare and send notices of meeting to applicants and necessary arrangement for the said meeting  <b>Central – PRB of Mechanical Engineering:</b>  6.2. Conduct technical meeting  6.3. Forward the result of the meeting to ACD.	None          None          None	3 days          1 day	Processing Officer, Accreditation and Compliance Division          PRB of ME, PRB Secretariat Division
<b>Total (Technical Meeting):</b>			4 days	
	<b>Ocular Inspection:</b>  <b>Central – ACD:</b>  7.1. Prepare the authority and other documentary requirements for inspection of applicant's plant/work/project	None	9 days	Processing Officer, Accreditation and Compliance Division



	<p>7.2. Onsite briefing: Prior to the conduct of the actual inspection, the PRB of ME present and discuss the work program with the applicant.</p> <p>7.3. Actual Inspection: Validate the submissions of the applicant and inspect the premises as to compliance with the law.</p> <p>7.4. Exit Conference: The Inspection Team presents their findings and recommendations to the applicant.</p> <p>7.5. Prepare inspection reports and its findings and submit to the ACD the approved applications.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>1 day</p> <p>5 days</p>	<p>PRB of ME with PRC Representative</p> <p>PRB of ME, PRB Secretariat Division</p>
<b>Total (Ocular Inspection):</b>			15 days	
<b>3rd Phase – Result and Issuance of Certificate of Compliance</b>				
	<p><b>Central – ACD:</b></p> <p>8.1. Prepare draft Board Resolution approving the application for Certificate of Compliance and forward to the</p>	<p>None</p>	<p>1 day</p>	<p>Processing Officer, Accreditation and Compliance Division</p>



	PRB of ME thru PRB Secretariat Division.			
	<b>Central – PRB Secretary:</b>	None		Secretary of the PRB, PRB Secretariat Division
	8.2. Convene to the PRB of ME for the review of the draft Board Resolution.			
	8.3. The PRB review and sign the Board Resolution, if satisfied, forward the same to the PRB Secretary for attestation	None	3 days	PRB of ME Chief, PRB Secretariat Division
	8.4. Attest the Board Resolution and forward to the ACD.	None		
	<b>Central – ACD:</b>	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	8.5. Forward the Board Resolution to the Commission Secretary.			
	<b>Central – Commission Proper:</b>	None	3 days	Commissioner II, Office of the Commissioner
	8.6. Sign the Board Resolution, if approved, and return to ACD.			Commissioner I, Office of the Commissioner
				PRC Chairman, Office of the Chairman



	<p><b>Central – ACD:</b></p> <p>8.7. Forward the Board Resolution to Archives and Records Division for docketing.</p>	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<p><b>Central – Archives and Records Division (ARD):</b></p> <p>8.8. Docket the duly signed Board Resolution and disseminates the same to all PRC offices thru email.</p>	None	20 minutes	Docket Officer, Archives and Records Division
	<p><b>Central – ACD:</b></p> <p>8.9. Print the Certificate of Compliance and forward to the concerned PRB.</p>	None	1 day	Processing Officer, Accreditation and Compliance Division
	<p><b>Central – PRB Concerned:</b></p> <p>8.10. Sign the Certificate of Compliance and forward to the ACD.</p>	None	3 days	PRB of ME, PRB Secretariat Division



	<b>Central – ACD:</b> 8.11. Forward the Certificates of Compliance to the Commission for signature of the Chairman	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central - Commission Proper:</b> 8.12. Sign the Certificate of Compliance and return to ACD.	None	1 day	PRC Chairman, Office of the Chairman
	<b>Central – ACD:</b> 8.13. Receive the signed Certificates of Compliance.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	8.14. Transmit the Certificates of Compliance to the Regional Offices.	None	2 days	Processing Officer, Accreditation and Compliance Division
<b>Step 6:</b> Receive the Certificate of Registration.	<b>Regional Office-Regulations Division:</b> 9. Release the Certificate of Compliance to applicant.	None	15 minutes	Processing Officer, Regulation Division
<b>Total (3<sup>rd</sup> Phase):</b>			14 days, 1 hour and 35 minutes	



<b>Grand Total (ME):</b>		<b>Processing Fee:</b>  <b>Php 2,000.00</b>	w/ Technical Meeting only: <b>24 days, 2 hours and 55 minutes</b>  w/ Technical Meeting and Ocular Inspection: <b>39 days, 2 hours and 55 minutes</b>	
Note: This transaction entails 3 phases to implement the provisions of the Mechanical Engineering Act of 1998. Taking into consideration that the evaluation of the application is technical in nature, the PRB of ME has to ensure that compliance with the RA No. 8495 or the Philippines Mechanical Engineering Act of 1998 are complied with prior to the issuance of the Certificate of Compliance. Further, the PRBs are not regular officials of the Commission.				
<b>Electrical Engineering plants/industrial/commercial establishments using electrical power</b>				
<b>Evaluation of Application</b>				
<b>Step 1:</b> Download form from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> . Fill-out Application Form then				Applicant
<b>Step 2:</b> Proceed to Regulation Division processing window for evaluation and assessment.	2. Receive and check the completeness of the filled-up application form and documentary submissions.	None	15 minutes	Processing Officer, Regulation Division





<b>Step 3:</b> Proceed to Registration Section for verification of PRC License/s	3. Verify the registration number and validity of Professional Identification Card (PIC) of the Registered Civil Engineer. Affix signature on the space provided in the application form.	None	15 minutes	Verifying Officer, Registration Section
<b>Step 4:</b> Proceed to Legal Officer's Office for clearance of no derogatory record	4. Verify the Professional if with or without pending case.	None	30 minutes	Legal Officer, Legal Division/Office of the Director
<b>Step 5:</b> Proceed to Cash Section for the payment of prescribed fee	5. Accept payment and issue Official Receipt (OR) and affix signature on the space provided in the application form.	Processing Fee: Php 2,000.00	5 minutes	Cashier, Cash Division
<b>Step 6:</b> Submit two (2) copies of Application Form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window (one copy of the application form shall be the receiving copy)	6. Receive the application and the documentary submissions and transmit to Central Office, Accreditation and Compliance Division (ACD).	NONE	2 days	Processing Officer, Regulation Division
	<b>Central – ACD:</b>  7.1. Receive processed application with complete documentary submissions.	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	7.2. Prepare draft Board Resolution approving the application for Certificate of Compliance and forward to the PRB of EE thru the PRB Secretariat Division.	None	1 day	Processing Officer, Accreditation and Compliance Division
	<b>Central – PRB Secretariat Division:</b>			
	7.3. Convene the PRB of EE for review of the draft Board Resolution and evaluation of the applications.	None		Secretary of the PRB, PRB Secretariat Division
	7.4. PRB of EE review and sign the application form and Board Resolution, if satisfied, forward the same to the PRB Secretary for attestation	None	3 days	PRB OF EE
	7.5. Attest the Board Resolution and forward to the ACD.	None		Chief, PRB Secretariat Division
	<b>Central – ACD:</b>			
	7.1. Receive and forward the Board Resolution to the Commission Secretary	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	<b>Central – Commission Proper:</b>  7.2. Sign the Board Resolution, if approved, and return to ACD.	None	3 days	Commissioner II, Office of the Commissioner  Commissioner I, Office of the Commissioner  PRC Chairman, Office of the Chairman
	<b>Central – ACD:</b>  7.3. Receive and forward the Board Resolution to Archives and Records Division for docketing.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central – ARD:</b>  7.4. Docket the duly signed Board Resolution and disseminate the same to all PRC offices thru email.	None	5 minutes	Docket Officer, Archives and Records Division
	<b>Central – ACD:</b>  7.5. Print the Certificate of Compliance and forward to the PRB of EE.	None	1 day	Processing Officer, Accreditation and Compliance Division



	<b>Central – PRB Concerned:</b> 7.6. Sign the Certificate of Compliance and return to ACD.	None	3 days	PRB of EE, PRB Secretariat Division
	<b>Central – ACD:</b> 7.7. Forward the Certificates of Compliance to the Commission for signature of the Chairman	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	7.8. Chairman signs the Certificate of Compliance and return to ACD.	None	1 day	PRC Chairman, Office of the Chairman
	7.9. Receive the duly signed Certificates of Compliance.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	7.10. Transmit the Certificates of Compliance to the Regional Offices, Regulation Division.	NONE	2 days	Processing Officer, Accreditation and Compliance Division



<b>Step 8:</b> Receive the Certificate of Registration.	<b>Regional Office-Regulations Division:</b>  8. Release the Certificate of Compliance to applicant.	None	15 minutes	Processing Officer, Regulation Division
<b>TOTAL:</b>		<b>Processing Fee: Php 2,000.00</b>	<b>16 days, 2 hours and 40 minutes</b>	
END OF TRANSACTION				



# 15. APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF REGISTRATION OF FIRM, COMPANY, PARTNERSHIP OR ASSOCIATION FOR THE PRACTICE OF:

- CIVIL ENGINEERING
- ARCHITECTURE
- LANDSCAPE ARCHITECTURE
- ENVIRONMENTAL PLANNING

Processing of application for registration of Civil, Architecture, Landscape Architecture and Environmental Planning firms, company, partnership or association.

<b>Office or Division:</b>	Regional Office/Accreditation and Compliance Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen/G2B – Government to Business	
<b>Who may avail:</b>	Firm/Partnership/Association	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Civil Engineering</b>		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices	
2. photocopy/ies of current PTR of sole practitioner, all partners of the Partnership, and all members of the association issued by the City/Province where the principal office is located – 1 copy	LGU	
3. authenticated copy of Certificate of Registration, issued by Securities and Exchange Commission (SEC) (For Partnership and Association) – 1 copy	SEC	
4. authenticated copy of Articles of Partnership and B-Laws issued by Securities and Exchange Commission (SEC); (For Partnership and Association) – 1 copy		
5. photocopy/ies of PRC Certificate of Registration (COR) of sole practitioner, all partners of the partnerships, and all members of the association – 1 copy per COR	from the applicant	



6. photocopy/ies of current Professional Identification Card/s (PIC) of sole practitioner, all partners of the partnership, and all members of the association – 1 copy per PIC	from the applicant
7. long folder with fastener – 1 piece	
8. short brown envelope – 1 piece	
9. four (4) Documentary Stamps Tax (DST)	BIR/any authorized government agency
<b>Architecture</b>	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. photocopy/ies of current PTR of sole practitioner, all partners of the partnership, and all members of the association issued by the local government unit – 1 copy per PTR	LGU
3. original and photocopy of the current business permit of the firm/ company, partnership, corporation or association – 1 copy each	
4. certified true copy of Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI); (For sole practitioner)- 1 copy	DTI
5. authenticated copy of certificate of registration issued by the Securities and Exchange Commission (SEC); (for partnership and association) – 1 copy	SEC
6. authenticated copy of articles of partnership / corporation, by-laws, and General Incorporation Sheet (GIS) issued by the Securities and Exchange Commission. (for partnership / corporation) – 1 copy	
7. original and photocopy of the Tax Identification Number of the firm/company, partnership, corporation or association -1 copy each	BIR
8. photocopy/ies of PRC Certificate of Registration (COR) of sole practitioner, all partners of the partnership, and all members of the association – 1 copy per COR	from the applicant
9. photocopy/ies of current PRC Professional Identification Card/s (PIC) of sole practitioner, all partners of the partnership, and all members of the association – 1 copy per PIC	



10. original copy of board resolution or secretary's certificate (as applicable) appointing representative of architectural firm to file the application	from the applicant
11. copy of firm's current or organizational chart and plantilla / listing of registered and licensed Architects (and their respective positions) and staff	
12. one (1) short brown envelope for the certificate of registration	
13. one (1) set of legal folder and fastener	
14. four (4) pcs. DST	BIR/any authorized government agency
<b>Landscape Architecture</b>	
1. duly accomplished application form- 1 original copy; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC – 1 copy	SEC
3. photocopy/ies of valid Professional Tax Receipt (PTR) issued by the city/province where the principal office is located – 1 copy per PTR	LGU
4. photocopy/ies of the valid Professional Identification Card/s (PIC) of officers and staff members – 1 copy per PIC	from the applicant
5. long folder with fastener – 1 piece	
6. short brown envelope -1 piece	
7. two (2) pcs. DST	BIR/any authorized government agency
<b>Environmental Planning</b>	
1. duly accomplished application form – 1 original; 1 duplicate copy as receiving	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. authenticated copy of the certificate of registration, articles of incorporation/partnership and by-laws issued by Securities and Exchange Commission (SEC) – 1 copy	SEC
3. photocopy/ies of the valid Professional Identification Card/s (PIC) of environmental planner – 1 copy per PIC	from the applicant





4. organizational chart, with the names of the incumbent holders of existing environmental planning positions in the partnership, corporation, association or foundation – 1 original copy		from the applicant		
5. short brown envelope -1 piece				
6. two (2) pcs. DST		BIR/any authorized government agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Download form from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> . Fill-out application form and submit to Regulation Division processing window for evaluation and assessment.	1. Check the completeness of the documentary submissions.	None	15 minutes	Processing Officer, Regulation Division
<b>Step 2:</b> Proceed to Registration Section for verification of License/s.	2. Verify the Registration No. and validity of the Professional Identification Card (PIC).	None	15 minutes	Verifying Officer, Registration Section
<b>Step 3:</b> Proceed to the Legal Officer’s Office to secure clearance of no derogatory record.	3. Verify the Professional if with or without pending case. Notes the status of the PIC.	None	30 minutes	Legal Officer, Legal Division/Office of the Director
<b>Step 4:</b> Proceed to Cash Section to pay the prescribed fee (In Cash, Postal Money Order, Manager’s Check or Bank Draft payable to the Professional Regulation Commission).	4. Accept payment and issues Official Receipt (OR) and affix signature to the space provided in the application form.	Procesing Fee: Initial Registration: Php 5,000.00  Renewal: Php 3,000.00  Reinstatement: Php 5,000.00	5 minutes	Cashier, Cash Division



<b>Step 5:</b> Submit two (2) copies of Application Form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window (one copy of the application form shall be the receiving copy).	5.1. Receive the documentary submissions and transmit to Central Office, Accreditation and Compliance Division (ACD).	None	2 days	Processing Officer, Regulation Division
	<b>Central –ACD:</b> 5.2. Receive processed application with complete documentary submissions.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Prepare draft Board Resolution approving the application for Certificate of Registration.	None	30 minutes	Processing Officer, Accreditation and Compliance Division
	5.4. Forward the Board Resolution including the processed applications to the concerned PRB thru the PRB Secretariat Division.	None	1 day	Processing Officer, Accreditation and Compliance Division



	<b>Central – PRB Secretariat Division:</b>  5.5. Convene the concerned PRB for the review of the draft Resolution and evaluation of the application for registration.  5.6. PRB review and sign the application form and Board Resolution, if satisfied, forward the same to the PRB Secretary for attestation.  5.7. PRB Secretary attests the Board Resolution and forwards to the ACD.  <b>Central – ACD:</b>  5.8. Forward the Board Resolution to the Commission thru the Commission Secretary for approval.	None		Secretary of the PRB, PRB Secretariat Division
		None	3 days	PRB-Civil /Engineering /Architecture/ Env. Planning, PRB Secretariat Division
		None		Chief, Secretariat Division
		None	15 minutes	Processing Officer, Accreditation and Compliance Division



	<p><b>Central – Commission Proper:</b></p> <p>5.9. Sign the Board Resolution, if approved, and return to ACD.</p>	None	3 days	<p>Commission II, Office of the Commissioner</p> <p>Commission I, Office of the Commissioner</p> <p>PRC Chairman, Office of the Chairman</p>
	<p><b>Central – ACD:</b></p> <p>5.10. Forward the Board Resolution to Archives and Records Division for docketing.</p>	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<p><b>Central – Archives and Records Division (ARD):</b></p> <p>5.11. Docket the duly signed Board Resolution and disseminate the same to all PRC offices.</p>	None	5 minutes	Docket Officer, Archives and Records Division
	<p><b>Central – ACD:</b></p> <p>5.12. Print the Certificate of Registration and forward it to the concerned PRB.</p>	None	1 day	Processing Officer, Accreditation and Compliance Division



	<p><b>Central – PRB Concerned:</b></p> <p>5.13. Sign the Certificate of Registration and forward it to the ACD.</p>	None	3 days	PRB-Civil Engineering/ Architecture/ Landscape Architecture/ Environmental Planning, PRB Secretariat Division
	<p><b>Central – ACD:</b></p> <p>5.14. Forward the Certificate of Registration to the Office of the PRC Chairman for signature.</p>	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<p>5.15. Chairman signs the Certificate of Registration and return to ACD.</p>	None	1 day	PRC Chairman, Office of the Chairman
	<p>5.16. Receive the duly signed Certificate of Registration.</p>	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<p>5.17. Transmit the Certificates of Registration to Regional Offices, Regulation Division.</p>	None	2 days	Processing Officer, Accreditation and Compliance Division



<b>Step 6:</b> Receive the Certificate of Registration	<b>Regional Office – Regulations Division:</b>  6. Release the Certificate of Registration to the applicant.	NONE	15 minutes	Processing Officer, Regulation Division
<b>TOTAL:</b>		Processing Fee: Initial Registration: <b>Php 5,000.00</b>  Renewal: <b>Php 3,000.00</b>  Reinstatement: <b>Php 5,000.00</b>	<b>16 days, 3 hours and 5 minutes</b>	
END OF TRANSACTION				



## 16. APPLICATION FOR REGISTRATION AS ASEAN CHARTERED PROFESSIONAL ENGINEERS (ACPE) AND ASEAN ARCHITECTS (AA)

For Filipino registered and licensed Engineers and Architects who intend to register as ACPE/AA pursuant to ASEAN Mutual Recognition Arrangement on Engineering Services/Architectural Services.

<b>Office or Division:</b>	Regional Offices and Central Office (International Affairs Office)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Filipino registered and licensed Engineers and Architects	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>		
1. Three (3) copies of Letter of intent		From the applicant
2. For engineering: Duly accomplished application form (one copy) with attached certificate of employment or any document establishing a practical and diversified experience of not less than 7 years at least 2 years of which shall be in responsible charge of significant engineering works  For architecture: Duly accomplished application form (one copy) with attached certificate of employment or any document establishing a practical and diversified experience of not less 10 years of continuous practice of architecture after graduation, of which at least 5 years shall be after licensure/registration and at least 2 years of which shall be in responsible charge of significant of architectural works		Application form is available at Regulation Division-Regional Office or download from this link <a href="https://www.prc.gov.ph/asean-mra">https://www.prc.gov.ph/asean-mra</a>
3. Three (3) copies of Certificate of CPD Compliance from the CPD Council		PRC – CPD Division



4. Three (3) copies of diploma	college/university where the applicant obtained degree
5. One (1) original or one (1) certified true copy of transcript of records, two (2) duplicates	
6. Three (3) copies of CHED Certificate of Equivalency (when conferred with a degree by foreign institution)	CHED - Office of Programs and Standards Development
7. Three (3) copies of PRC Certificate Of Registration (COR)	from the applicant
8. Three (3) copies of valid PRC Professional Identification Card (PIC)	
9. One (1) original certificate of no pending administrative case issued by the PRC, two (2) duplicates	PRC – Office of the Legal Service
10. One (1) original Certificate of good standing issued by the respective Integrated/Accredited Professional Organization, two (2) duplicates	Integrated/Accredited Professional Organization
11. One (1) Original copy of valid NBI Clearance, two (2) duplicates	National Bureau of Investigation
12. One (1) original signed, notarized Statement of Compliance with the code of ethics, two (2) duplicates	from the applicant
13. Four (4) passport size pictures with name tag	
14. Three (3) copies of official receipt	



**For engineers:**

Three sets of the accomplished application forms, including copies of all supporting documents must be submitted; oficio size (8 ½" x 13") of paper shall be used throughout; photocopies of large documents shall be reduced accordingly. Each set shall be submitted in a loop wires (spiral binder) with each paper pages in a back to back format include in the submission USB flash disk containing the filled-out application form and supporting documents.

Application documents in ANY plastic holders and the like will no longer be accepted.

**For architects:**

Three sets of the accomplished application forms, including copies of all supporting documents must be submitted; A4 size (8.27" x 11.69") of paper shall be used throughout; color copies for original, black and white may be used for copies. Photocopies of large documents shall be reduced accordingly. Each set shall be submitted in 1 ½" 3 – ring presentation binder, (white color for ORIGINAL, black for the 2 copies), Documents shall be in a clear sheet inserts, complete with table of contents/tabs.

from the applicant

**Requirements for representative:**

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government ID
2. Authorization Letter



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Regional Office-Regulation Division</b> <b>Step 1:</b> Secure an application form (IAO-QRD-08) for engineers or application form (IAO-QRD-15) for architects at the Regulation Division-Regional Office or download at <a href="https://www.prc.gov.ph/asean-mra">https://www.prc.gov.ph/asean-mra</a>		None	10 minutes	PACD Officer-of-the-day
<b>Step 2:</b> Submit fully accomplished application form and documentary requirements to the Regulation Division	2. Verify/evaluate the completeness of documentary submissions and instruct to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing Officer, Regulation Division
<b>Step 3:</b> Pay the prescribed fee	3. Acknowledge payment, issue Official Receipt	ACPE/AA: Processing Fee: Php 2,000.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 4:</b> Submit proof of payment to the Regulation Division	4.1. Receive proof of payment	None	5 minutes	Receiving Officer, Regulation Division



	<p>4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).</p> <p><b>Central Office IAO-QRD:</b></p> <p>4.3. Process application and endorse the complete documents to the PRB concerned</p> <p><b>PRB concerned:</b></p> <p>4.4. Evaluate the application to determine full compliance with the requirements and endorse for interview</p> <p><b>Central Office IAO-QRD:</b></p> <p>4.5. Schedule Panel of Experts Interview, prepare Fact Sheet, Notice of Meeting, Invitation Letters and Attendance Sheet for the Panel of Experts Interview and interviewees</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>4 days</p> <p>30 minutes</p> <p>7 days</p> <p>1 month</p>	<p>Records Officer, Finance and Administrative Division</p> <p>Processing Officer, Qualification Recognition Division</p> <p>PRB, PRB Secretariat Division</p> <p>Staff, International Development Division</p>
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<b>Step 5:</b> Attend Panel of Experts' assessment/interview	<b>Panel of Experts composed of representatives from PRB, CHED and Philippine Technological Council (PTC)/United Architects of the Philippines (UAP):</b>			
	5.1. Conduct assessment/interview on the basis of the qualification and practical experiences of the candidate	None	1 hour per candidate	Panel of Experts
	5.2. Indicate actions/remarks based on the assessment/interview	None	30 minutes	Panel of Experts
	<b>Central Office IAO-QRD:</b> 5.3. Prepare letter endorsing the names of candidates who passed the assessment/ interview to the ASEAN Chartered Professional Engineer Coordinating Committee (ACPECC) for engineers or ASEAN Architect Council (AAC) for architecture	None	2 hours	Processing Officer, Qualification Recognition Division
	<b>PRC Chairman:</b> 5.4. . Sign endorsement letter	None	1 day	PRC Chairman, Office of the Chairman



	<b>ACPECC/AAC:</b>			
	5.5. Approve names endorsed by PRC to ACPECC or AAC before their scheduled meeting based on Memorandum of Agreement, Assessment Statement and Implementing Rules and Regulations	None	3 months	ACPECC/ AAC (Documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval)
	5.6. ACPECC releases ACPE Certificates to the Philippine official representatives the following meeting of ACPECC/AAC after endorsing the names in the previous ACPECC/AAC meeting;	None	3 months (for engineering only)	ASEAN Secretariat
	<b>Central Office IAO-QRD:</b>			
	5.7. Prepare ACPECC/AAC Certificates	None	30 minutes	Processing Officer, International Development Division
	<b>PRC Chairman:</b>			
	5.8. Sign ACPECC/AA Certificates	None	1 day	PRC Chairman, Office of the Chairman



<b>Step 6:</b> Pay the registration fee and sign the ACPE/AA registry.	<b>Cashier:</b> 6. Acknowledge payment and issue Official Receipt.	ACPE/AA: Registration Fee: Php 5,000.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 7:</b> Receive Certificate.	<b>ASEAN Monitoring Committee on Engineering Services of the Philippines (AMCESP)/ASEAN Monitoring Committee on Architectural Services of the Philippines (AMCASP):</b> 7. Release ACPE/AA Certificates to the conferees during the scheduled Conferment Ceremony based on the Implementing Rules and Regulations.	None	2 months	AMCESP (composed of PRC Chairman, CHED Chairman and PTC President)/ AMCASP (Composed of PRC Chairman, CHED Chairman and UAP President)  Staff, International Development Division
<b>TOTAL:</b>		ACPE/AA: <b>Php 7,000.00</b>	For Engineering: <b>9 months, 13  days, 5 hours  and 30  minutes</b>	



		For architecture: <b>6 months, 13 days, 5 hours and 30 minutes</b>	
END OF TRANSACTION			
<p>For step 4.6: The interview is scheduled on the 2<sup>nd</sup> Wednesday of every month based on Office Order No. 496, series of 2015 (Adoption of a Regular Schedule of the Panel of Experts Interview to Candidates of ASEAN Chartered Professional Engineers). The Panel of Experts is composed of representatives from PRB, CHED and PTC.</p> <p>For step 5.1: Memorandum of Agreement (MOA) between and among PRC, CHED and PTC, Assessment Statement and Implementing Rules and Regulations (IRR) and MOA between and among PRC, CHED and UAP, Assessment Statement and IRR</p> <p>For step 5.5. &amp; 5.6: ACPECC (ASEAN Chartered Professional Engineer Coordinating Committee): composed of Professional Regulatory Authorities from ASEAN Member States AAC (ASEAN Architect Council): composed of Professional Regulatory Authorities from ASEAN Member States</p> <p>For step 5.6: ACPECC/AAC meetings convene thrice a year based on ASEAN schedule (e.g. February/ June/ October)</p> <p>NOTE: The whole process is governed by ASEAN Mutual Recognition Arrangements on Engineering and Architectural Services. For Engineering Services, Memorandum of Agreement between and among PRC, Commission on Higher Education (CHED) and Philippine Technological Council (PTC) dated 18 December 2019, Assessment Statement and Implementing Rules and Regulations. For Architectural Services, Memorandum of Agreement between and among PRC, Commission on Higher Education and United Architects of the Philippines dated 8 February 2013, Assessment Statement and Implementing Rules and Regulations.</p>			



## 17. APPLICATION OF REGISTRATION OF FOREIGN PROFESSIONALS WITHOUT EXAMINATION BY VIRTUE OF FOREIGN RECIPROCITY OR INTERNATIONAL AGREEMENT (CATEGORY A2)

Application for registration without examination filed by foreign professional who intends to permanently practice the profession in the Philippines, if allowed by the professional regulatory law.

Office or Division:	Regional Offices and Central Office (International Affairs Office)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2C – Government to Citizen (Foreign)		
Who may avail:	Foreigners who want to obtain full registration in the Philippines		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES	
Basic Requirements:			
1. Duly accomplished application form (one copy)		Application form is available at Licensure and Registration Division (Application Section) – Regional Office or download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> .	
2. One (1) original Letter or any document signed by or under the official seal of the appropriate official of the foreign state or country requesting the Professional Regulatory Board (PRB) concerned to allow the foreign applicant to register without examination pursuant to the provisions of the applicable regulatory law coupled with a declaration/statement that the requirements for the registration and licensing of professionals in such foreign state or country are substantially the same as those provided of under the Philippine laws. Names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>		From the applicant	
3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation, if applicable, authenticated by the Philippine Embassy/Consulate or with Apostille Certification		Professional Regulatory Authority (Foreign Counterpart)	





4. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country authenticated by the Philippine Embassy/Consulate or with Apostille Certification	Professional Regulatory Authority (Foreign Counterpart)   From the applicant
5. Other documentary requirements as may be prescribed by the professional regulatory law/issuances for registration without examination	
6. One (1) photocopy of valid passport as proof of citizenship	
7. Two (2) passport size pictures	

**Requirements for representative:**

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Regional Office</b> <b>Licensure and Registration Division</b> <b>(Application Section)</b> <b>Step 1:</b> Secure an application form (IAO-QRD-01) at the Licensure and Registration Division (Application Section) – Regional Office or download at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a>		None	10 minutes	PACD Officer-of-the-day
<b>Step 2:</b> Submit fully accomplished application form and documentary requirements to the Regional Office - Licensure and Registration Division (Application Section)	<b>Regional Office</b> <b>Licensure and Registration Division (Application Section)</b>  2. Verify/evaluate the completeness of documentary submissions. If	None	35 minutes	Assessing Officer, Application Section



	found complete, instruct to pay the prescribed fee at the Cashier's Counter. For incomplete submissions, return the application to the applicant or if application was sent by mail, send the appropriate reply.			
<b>Step 3:</b> Pay the prescribed fee	3.Acknowledge payment and issue Official Receipt	Processing Fee: Php 3,000.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 4:</b> Submit proof of payment to the Regional Office - Licensure and Registration Division (Application Section)	4.1. Receive proof of payment	None	5 minutes	Receiving Officer, Application Section
	4.2. Transmit application and documentary requirements to the International Affairs Office- Qualification Recognition Division (IAO-QRD)	None	2 days	Records Officer, Finance and Administrative Division
	<b>Central Office IAO-QRD</b>			
	4.3. Receive and prepare consolidated application	None	30 minutes	Processing Officer, Qualification Recognition Division
	4.4. Endorse the complete documents to the Legal Service (If Necessary)	None		



	<p><b>Legal Service:</b></p> <p>4.5. Determine if reciprocity is established between the Philippines and applicant's country.</p> <p>Provide legal opinion and recommendation to the PRB.</p> <p><b>PRB:</b></p> <p>4.6. Approve or deny the application.</p> <p><b>Central Office IAO-QRD :</b></p> <p>4.7. If application is approved, prepare Resolution; if not, prepare denial letter.</p> <p><b>PRB:</b></p> <p>4.8. Review and sign Board Resolution or denial letter.</p> <p>4.9. Forward the same to the Chief/OIC, PRB Secretariat Division for attestation.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>6 days</p> <p>3 days</p> <p>2 days</p> <p>3 days</p> <p>5 minutes</p>	<p>Legal Service Concerned PRB</p> <p>PRB, PRB Secretariat Division</p> <p>Processing Officer, Qualification Recognition Division</p> <p>PRB, PRB Secretariat Division</p> <p>Staff, PRB Secretariat Division</p>
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	<b>Central Office - PRB Secretariat Division:</b>			
	4.10. Attest the Board Resolution	None	30 minutes	Chief/OIC, PRB Secretariat Division
	4.11. Forward it to the Commission Secretary for review of the Board Resolution.	None	4 hours	Staff, PRB Secretariat Division
	<b>Commission:</b>			
	4.12. Approve and sign the Board Resolution and return to the IAO-QRD	None	3 days	Commissioner, Office of the Commissioner II  Commissioner, Office of the Commissioner II  PRC Chairman, Office of the Chairman
	<b>Central Office IAO-QRD:</b>			
	4.13. Receive and forward the duly signed Board Resolution to the Archives and Records Division (ARD) for docketing	None	4 hours	Processing Officer, Qualification Recognition Division



	<b>Central Office - ARD</b>			
	4.14. Docket Resolution and provide copies to all concerned offices through email	None	5 minutes	Docketing Officer, Archives and Records Division
<b><u>Regional Office</u></b> <b>Licensure and Registration Division (Application Section)</b>  <b>Step 5:</b> Receive resolution to register without examination or denial letter	5. Release Resolution or denial letter to the client	None	15 minutes	Releasing Officer, Application Section-Licensure and Registration Division
<b>TOTAL:</b>		<b>Php 3,000.00</b>	<b>19 days, 10 hours and 20 minutes</b>	
<b>END OF TRANSACTION</b>				
Note: This entails careful study of documents submitted on whether the registration or licensing system in the foreign state or country are substantially the same as those required and contemplated by the laws of the Philippines; and the laws of such foreign state or country allows citizens of the Philippines to practice the profession on the same basis and grant the same privileges as those enjoyed by the subjects or citizens of such foreign state or country- PRC Memorandum Order No. 3, series of 2016.				



## 18. APPLICATION TO TAKE LICENSURE EXAMINATION BY A FOREIGNER BY VIRTUE OF FOREIGN RECIPROCITY OR INTERNATIONAL AGREEMENT (CATEGORY A1)

Application for registration with examination filed by foreigners who intend to permanently practice a regulated profession in the Philippines.

Office or Division:	Regional Offices and Central Office (International Affairs Office)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2C – Government to Citizen (Foreign)		
Who may avail:	Foreigners who want to obtain full registration in the Philippines		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES	
Basic Requirements:			
1. Duly accomplished application form (Authority to Practice the Profession) (one copy)		Application form is available at Licensure and Registration Division (Application Section) – Regional Office or download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a>	
2. One (1) copy of Letter request to the Professional Regulatory Board (PRB) concerned to allow the foreign applicant to take the licensure examination and that by express provision of the law of the foreign state or country or international agreement to which the applicant’s state or country is a signatory, the citizens of the Philippines are allowed to take the licensure examination and/or to register as a professional in such foreign state or country; Names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>		from the applicant	
3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation, if applicable, authenticated by the Philippine Embassy/Consulate or with Apostille Certification		Professional Regulatory Authority (Foreign Counterpart)	
4. One (1) copy of Original or certified true copy of the transcript of records issued by the institution of higher learning where the foreigner graduated.		College/university where the applicant obtained degree and CHED – Office of Programs and Standards Development	



The course taken and the degree obtained shall be certified by the Commission on Higher Education to be equivalent to the pertinent course accredited/recognized in the Philippines.	
5. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country authenticated by the Philippine Embassy/Consulate or with Apostille Certification, if required by the professional regulatory law	Professional Regulatory Authority (Foreign Counterpart)
6. Other documentary requirements as may be prescribed by the professional regulatory law/issuances for taking the licensure examination	from the applicant
7. One (1) photocopy of valid passport as proof of citizenship	
8. Two (2) passport size pictures	

**Requirements for representative:**

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government-issued ID
2. Authorization letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Regional Office Licensure and Registration Division (Application Section)</b>  <b>Step 1:</b> Secure an application form (IAO-QRD-01) at the Licensure and Registration Division (Application Section) – Regional Office or download at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> .		None	10 minutes	PACD Officer-of-the-day



<p><b>Step 2:</b> Submit fully accomplished application form and documentary requirements to the Licensure and Registration Division (Application Section) – Regional Office</p>	<p>2. Verify/evaluate the completeness of documentary requirements. If found complete, instruct to pay the prescribed fee at the Cashier's Counter. For incomplete requirements, return outright the incomplete requirements. For application received through mail, draft the necessary completion requirements needing submission from applicant</p>	<p>None</p>	<p>35 minutes</p>	<p>Assessing officer, Application Section</p>
<p><b>Step 3:</b> Pay the prescribed fee</p>	<p>3. Acknowledge payment and issue Official Receipt.</p>	<p>Processing Fee: Php 3,000.00</p>	<p>5 minutes</p>	<p>Cashier, Finance and Administrative Division</p>
<p><b>Step 4:</b> Submit proof of payment to the Licensure and Registration Division (Application Section) – Regional Office</p>	<p>4.1. Receive proof of payment</p>	<p>None</p>	<p>5 minutes</p>	<p>Receiving Officer, Application Section</p>
	<p>4.2. Transmit application and documentary requirements to the International Affairs Office- Qualification Recognition Division (IAO-QRD)</p>	<p>None</p>	<p>2 days</p>	<p>Records Officer, Finance and Administrative Division</p>





	<b>Central Office IAO-QRD :</b>			
	4.3. Receive and prepare consolidated application	None	30 minutes	Processing Officer, Qualification Recognition Division
	4.4. Endorse the complete documents to the Legal Service <i>(If Necessary)</i>	None		
	<b>Legal Service:</b>			
	4.5. Determine if reciprocity is established between the Philippines and applicant's country.	None	6 days	Legal Service Concerned PRB
	Provide legal opinion and recommendation to the PRB.	None		
	<b>PRB</b>			
	4.6. Approve or deny the application.	None	3 days	PRB, PRB Secretariat Division
	<b>Central Office IAO-QRD :</b>			
	4.7. If application is approved, prepare Resolution; if not, prepare denial letter.	None	2 days	Processing Officer, Qualification Recognition Division



	<p><b>PRB:</b></p> <p>4.8. Review and sign Board Resolution or denial letter.</p> <p>4.9. Forward the same to the Chief/OIC, PRB Secretariat Division for attestation.</p> <p><b>Central Office PRB Secretariat Division:</b></p> <p>4.10. Attest the Board Resolution</p> <p>4.11. Forward to the Commission Secretary for review of the Board Resolution</p> <p><b>Commission:</b></p> <p>4.12. Approve and sign the Board Resolution and return to IAO-QRD</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>3 days</p> <p>5 minutes</p> <p>30 minutes</p> <p>4 hours</p> <p>3 days</p>	<p>PRB, PRB Secretariat Division</p> <p>Staff, PRB Secretariat Division</p> <p>Chief/OIC, PRB Secretariat Division</p> <p>Staff, PRB Secretariat Division</p> <p>Commissioner, Office of the Commissioner II</p> <p>Commissioner, Office of the Commissioner II</p> <p>PRC Chairman, Office of the Chairman</p>
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	<b>Central Office IAO-QRD</b> 4.13. Receive and forward the duly signed Board Resolution to the Archives and Records Division (ARD) for docketing	None	4 hours	Processing Officer, Qualification Recognition Division
	<b>Central Office ARD:</b> 4.14. Docket Resolution and provide copies to all concerned offices through email	None	5 minutes	Docketing officer, Archives and Records Division
<b>Regional Office Licensure and Registration Division - Application Section:</b> <b>Step 5:</b> Receive Resolution allowing the foreigner to register with examination or denial letter	5. Release Resolution or denial letter to the client	None	15 minutes	Releasing Officer, Application Section-Licensure and Registration Division
<b>TOTAL:</b>		<b>Php 3,000.00</b>	<b>19 days, 10 hours and 20 minutes</b>	
END OF TRANSACTION				



## 19. APPLICATION TO TAKE ORAL EXAMINATION AS PROFESSIONAL ELECTRICAL ENGINEER (PEE) VIA ONLINE PLATFORM

Section 4 (e) of Republic Act No. 7920 or the “New Electrical Engineering Law” authorizes the Board to register successful applicants for professional electrical engineers and issue the corresponding Certificates of Registration and professional licenses

<b>Office or Division:</b>	PRB Secretariat Division	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail?</b>	<p>The applicant must be:</p> <ul style="list-style-type: none"> <li>- A citizen of the Philippines;</li> <li>- Of good reputation with high moral values;</li> <li>- Not been finally convicted by the court of an offense involving moral turpitude;</li> <li>- A holder of the degree of Bachelor of Science in Electric Engineering (BSEE) from a university, school, college, academy or institute duly constituted, recognized and accredited by the Philippine government; and</li> <li>- A registered electrical engineer with valid certificate of registration and professional license and with four (4) years or more of active practice reckoned from the date of his registration as a registered electrical engineer.</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements</b>		
<b>A. Preliminary Screening</b>		
1. one (1) copy of Technical Engineering Report (TER) Cover	from the applicant	
2. one (1) copy of Letter of Intent		



3. one (1) copy of Resume with passport size picture, white background	
4. one (1) copy of Introduction/Autobiography	
5. Qualification Requirements <ul style="list-style-type: none"> <li>• One (1) copy of valid Professional Identification Card (PIC)</li> <li>• One (1) Copy of valid IIEE ID</li> <li>• One (1) Copy of Certificates/Awards/Other Significant Achievements</li> </ul>	
6. Proposed Title with Description and project Profile with Single Line Diagram. <ul style="list-style-type: none"> <li>• Proposed Title</li> <li>• Project Profile</li> <li>• Project Description</li> <li>• Project Photos, Perspectives, or the process of the factory</li> <li>• Single Line Diagram</li> </ul>	
7. Certificate of Mentoring	
8. Introduction to Oneself <u>thru PowerPoint Presentation</u> (must not exceed 15 slides) Contents: <ul style="list-style-type: none"> <li>• Summary of Autobiography in essay form</li> <li>• Perspective and Photos relevant to the proposed TER.</li> </ul>	
<b>B. Final Oral Examination</b>	
1. Five (5) copies of TER (hardbound books and USB)	



2. one (1) copy of Application Form

from the applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> <b>Preliminary Screening</b> Submit PDF of complete documentary requirements (Items 1-7) to prb_electricalengg@prc.gov.ph	1. Receives the complete documents from the applicant. 2. Board Secretary endorses to Board for evaluation. 3. Board shall accomplish the Action Sheet and reflect thereon their decision on the applications 4. Issuance of Notice of Preliminary Screening 5. Send Screening link to the Board and the applicants 6. Issuance of Letter of Approval (LOA) to the applicant.		5 mins 30 mins 3 days 30 mins 30 mins 30 mins	DSPRB
<b>Step 2:</b> <b>FINAL ORAL INTERVIEW</b> Applicant shall duly accomplish the application form and send this with the TER (5 copies of hardbound	1. ARD to endorse the Application form and TER to the PRB. 2. PRB schedules the	Php 900	3 days 1 day	ARD D-SPRB



<p>books with its USBs) to the Board through the Archives and Records Division (ARD) via courier of choice of the applicant.</p> <p>Applicants based abroad, they shall be required to submit their TER to the Board in PDF through prb_electricalengg@prc.gov.ph</p>	<p>applicants for online oral examination or notify them should the application be denied.</p> <p>3. PRB notifies Licensure Office of approved schedule for preparation of Resolution.</p> <p>4. The Commission approves the Resolution.</p>		<p>1 day</p> <p>1 day</p>	<p>LO</p> <p>Commission Proper</p>
	<b>TOTAL:</b>		<b>6 days and 2 hours</b>	
END OF TRANSACTION				



## 20. AUTHENTICATION OF CERTIFICATION OF PASSING AND BOARD RATING

To ensure that only registered and licensed professional with valid Professional Identification Card (PIC) shall be issued authenticated copy of certification of passing and board rating.

Office or Division:	Regional Offices – Records Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professionals with valid/updated PIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. printed copy of the duly accomplished system generated application form/ action sheet (one copy)		<a href="http://online.prc.gov.ph">http://online.prc.gov.ph</a>		
2. valid Professional Identification Card		from the applicant		
3. original and photocopy of Certification of Passing and Board/Report of Rating		from the applicant		
4. Documentary Stamps Tax (DST) worth Php 30.00		Bureau of Internal Revenue		
Other requirements for Representative:				
1. any valid government-issued ID or valid NBI Clearance				
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website online ( <a href="http://online.prc.gov.ph">http://online.prc.gov.ph</a> ) and create an account if first time user or register if with existing account	System activates user account	None	Based on system response time	Applicant





<b>Step 2:</b> Select an appointment place for authentication and payment option	System issues reference number	None	Based on system response time	Payment Channel
<b>Step 3:</b> Download Order of Payment form with reference number and pay the corresponding fees thru any payment channels	Online payment channel confirms payment	Authentication fee: Php 75.00/copy		
<b>Step 4:</b> Submit order of payment and other documentary requirements to the designated window of the concerned regional office on the scheduled date.	3.1. Receive and evaluate completeness of documents submitted and issues claim slip.	None	5 minutes	Receiving Officer
	3.2. Verify and validate from the database and prepares authenticated documents for signing by the authorized officer.	None	20 minutes	Verifier
	3.3. Sign certification.	None	5 minutes	Authorized Officer
<b>Step 4:</b> Receive signed authenticated copy/ies of rating and/or passing.	4. Issue signed copy/ies of certification.	NONE	5 minutes	Releasing Officer
<b>TOTAL:</b>		<b>Php 75.00</b>	<b>35 minutes</b>	
END OF TRANSACTION				



## 21. EXEMPTION FROM THE REQUIREMENT OF ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO A FOREIGN PROFESSIONAL

Application for exemption from Special Temporary Permits to foreigners whose activities are not considered practice of profession.

Office or Division:	Regional Offices and Central Office (International Affairs Office)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2C – Government to Citizen (Foreign)		
Who may avail:	Foreigners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES	
Basic requirements:			
1. Letter request addressed to PRC/ Professional Regulatory Board requesting for an exemption from authority to practice by citing clear factual and/or legal basis for an exemption (one original copy); Names of PRC can be accessed in this link: <a href="https://www.prc.gov.ph/prc-officials-0">https://www.prc.gov.ph/prc-officials-0</a> while names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>		from the applicant	
2. One (1) photocopy of valid passport as proof of citizenship			
3. One (1) copy of the Contract of Employment or Services, or Memorandum of Agreement between the employer and the foreign professional, indicating the terms of reference, nature of engagement, scope, duration and other project or contract details			



**Requirements for representative:**

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Regional Office Regulation Division:</b>  <b>Step 1:</b> Inquire the requirements at the Regulation Division or download at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a>		None	10 minutes	PACD Officer-of-the-day
<b>Step 2:</b> Submit fully accomplished application form and documentary requirements to the Regulation Division.	<b>Regional Office Regulation Division:</b>  2. Verify/evaluate the completeness of documentary requirements and instructs to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing Officer, Regulation Division
<b>Step 3:</b> Pay the prescribed fee.	3. Acknowledge payment and issue Official Receipt.	Processing Fee: Php 3,000.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 4:</b>	4.1. Receive proof of payment.	None	5 minutes	Receiving Officer, Regulation Division



Submit proof of payment to the Regulation Division.	4.2. Transmit documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	2 days	Records Officer, Finance and Administrative Division
	<b>Central Office IAO-QRD:</b>			
	4.3. Receive and prepare consolidated application.	None		Processing Officer, Qualification Recognition Division
	4.4. Endorse the complete documents to the Legal Service. <i>(If Necessary)</i>	None	20 minutes	
	<b>Legal Service:</b>			
	4.5. Determine if the legal basis for exemption is valid.	None	6 days	Legal Service
	<b>Central IAO-QRD:</b>			
	4.6. Endorse the recommendation of the Legal Service to the PRB Focal Person.	None	30 minutes	Processing Officer, Qualification Recognition Division
	<b>PRB Focal Person:</b>			
	4.7. Approve or deny the application.	None	5 days	PRB Focal Person, PRB Secretariat Division



	<b>Central Office IAO-QRD:</b> 4.8. If the application is approved, prepare the letter of exemption; if not, prepare a letter requiring the applicant to secure a STP.	None	1 day	7 Processing Officer, Qualification Recognition Division
	<b>PRB:</b> 4.9. Review, approve and sign letter of exemption from the issuance STP Certificate.	None	3 days	PRB Chairman, PRB Secretariat Division
	<b>Central Office IAO-QRD:</b> 4.10. Transmit letter of exemption from the issuance STP Certificate to the Regulation Division – PRC Regional Offices.	None	2 days	Records Officer, Archives and Records Division
<b>Step 5:</b> Receive clearance letter	<b>Regional Office-Regulation Division</b> 5. Release letter of exemption from issuance of STP Certificate to the applicant.	None	15 minutes	Releasing Officer, Regulation Division
<b>TOTAL:</b>		<b>Php 3,000.00</b>	<b>19 days, 2 hours</b>	
END OF TRANSACTION				
Note: This entails careful study of the legal basis of exemption.				



## 22. FILING OF COMPLAINT AGAINST A PROFESSIONAL

Covers the procedure and requirements in the filing of an administrative complaint against a professional.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any person as long as he/she complies with the requirements			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Two (2) copies of complaint affidavit plus additional copy for each respondent		Complainant		
2. Two (2) copies of verification and certification of non-forum shopping plus additional copy for each respondent				
Additional Requirements:				
1. certificate of Indigency (for pauper litigants)		Barangay hall/office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure an order of payment from the Hearing and Investigation Division.	1. Issue an order of payment.	None	5 minutes	Docket Officer (Hearing and Investigation Division)
Step 2: Proceed to the cashier of cash division and pay the docket and legal research fee.	2. Issue an official receipt.	Docket fee: Php 235.00  Legal Research Fee: Php 10.00	7 minutes	Cashier (Cash Division)



<b>Step 3:</b> Submit the Complaint Affidavit with attached Official Receipt of the Docket and Legal Research Fee.	3. Receive the complaint affidavit as well as the attachments.	None	10 minutes	Docket Officer/ Receiving Clerk
<b>TOTAL:</b>		<b>Php 245.00</b>	<b>17 minutes</b>	
END OF TRANSACTION				



## 23. INITIAL REGISTRATION OF SUCCESSFUL EXAMINEES

Inclusion of names of those who passed the licensure examination to the registry of professionals, or whose names are included in the Approved Resolution to register without examination in the case of some professions.

Office or Division:	Regional Offices – Registration Section		
Classification:	Simple Transaction		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	<ul style="list-style-type: none"><li>- Board licensure examination passers;</li><li>- applications approved by the Board through board resolutions for registration without examination;</li><li>- Filipino citizen;</li><li>- of legal age on the date of registration as prescribed by their respective Professional Regulatory Law (PRL);</li><li>- has no criminal record or has never been convicted in a final judgment by any court, military tribunal or administrative body</li></ul>		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES	
Basic Requirements:			
1. one (1) passport size ID picture		from the applicant	
2. any valid government-issued ID or valid NBI Clearance			
3. one (1) short brown envelope			
4. Documentary Stamps Tax (DST) worth Php 30.00		Bureau of Internal Revenue	
Additional Requirements:			
1. for registration without exam – a photocopy of approved resolution		from the applicant	
2. for Real Estate Broker/Consultant - surety bond			
3. for Real Estate Appraiser - surety bond (for those employed in private firm)/Notarized Certificate of Employment (for government employee)			
4. PEE/REE/RME/ARCHITECT - official receipt of payment membership fee			
5. Professional Agricultural Engineer (PAE) – bio-data of PAE		Accredited Professional Organization (APO)	





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Access the PRC website online ( <a href="https://online.prc.gov.ph">https://online.prc.gov.ph</a> ) and create an account.	1. System activates user account.	None	Based on system response time	Applicant
<b>Step 2:</b> Select an appointment place for initial registration and payment option.	2. System issues reference number.	None		
<b>Step 3:</b> Download oath form with reference number and pay the corresponding fees thru any of the available payment options/channels.	3.1. Online payment channel confirms payment.  3.2. If thru PRC Cashier: (non-online) Receive payment and issue official receipt to the client.	Baccalaureate: Php 1,050.00 Non-Baccalaureate: Php 870.00	5 minutes	Cashier
<b>Step 4:</b> Proceed and submit all the requirements to the appointment place on the scheduled date	4. Process and verify completeness of submitted oath form and documentary requirements against PERRC and print Registry Sheet.	None	10 minutes	Verifier/Encoder
<b>Step 5:</b> Sign Registry Sheet and receive the Claim Slip  Note: The professional shall take his/her oath before initial registration. The Professional Identification Card (PIC) shall	5. Instruct the applicant to attend the scheduled mass oath taking ceremony or batch oath taking as scheduled by the Professional Regulatory Board or by the regional office upon proper coordination with the concerned	None	5 minutes	Registration Officer



be issued upon registration while the Certificate of Registration shall be issued on the scheduled date	PRB.			
<b>TOTAL:</b>		for Baccalaureate: <b>Php 1,050.00</b> for non-Baccalaureate: <b>Php 870.00</b>	<b>20 minutes</b>	
END OF TRANSACTION				



## 24. ISSUANCE OF CERTIFICATE OF ACCREDITATION TO INTEGRATED PROFESSIONAL ORGANIZATIONS (AIPOs)

Processing of petition for Accreditation of Integrated Professional Organizations (AIPO).

<b>Office or Division:</b>	Accreditation and Compliance Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Integrated Professional Organizations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Initial AIPO Accreditation:</b>		
1. a duly notarized petition for accreditation as AIPO- 1 original copy	<div>form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices</div> <div>AIPO</div>	
2. secretary's certificate or board resolution granting authority to a person to represent the professional organization- 1 authenticated copy		
3. complete list of incumbent officers of the professional organization, including its chapters (if any) with photocopies of their PICs-1 original copy		
4. latest audited financial statements submitted to sec duly signed by a CPA authorized to practice public accountancy, and its chapter organizations if applicable – 1 photocopy		
5. complete list of members in good standing with the association in alphabetical order and numbered, their respective CoR numbers, date of registration, and indication of valid or expired pics- 1 copy (it's membership in a particular discipline shall be comprised of at least fifty percent plus one (50% + 1) of the registered professionals possessing current and valid pics		
6. payment of accreditation fee		



7. latest certificate of registration issued by SEC-1 authenticated copy	SEC
8. professional organization's current Articles of Incorporation/Constitution and By-Laws. (It's Articles of Incorporation include as one of its purposes: to integrate the professionals of one discipline into one (1) national organization as mandated by their PRL)- 1 authenticated copy	
9. latest certificate of registration issued by BIR- 1 authenticated copy	BIR
<b>Renewal of AIPO Accreditation:</b>	
1. duly notarized petition for renewal of accreditation-1 original copy	AIPO
2. secretary's Certificate or Board Resolution granting authority to a person to represent the professional organization- 1 original copy	
3. professional organization's recent amended Articles of Incorporation/Constitution and By-Laws, if any- 1 authenticated copy	
4. Complete list of members in good standing with the association in alphabetical order and numbered, their respective CoR numbers, date of registration, and indication of valid or expired PICs-1 original copy	
5. It has submitted its annual reportorial requirements during the validity of its accreditation	
6. Payment of accreditation fee	
7. Complete list of incumbent officers of the professional organizations, including its chapter officers (if any) with photocopies of their PICs-1 original copy	SEC
8. Yearly Audited Financial Statements; a. Yearly Audited Financial Statements- 1 photocopy b. General Information Sheet- 1 authenticated copy	AIPO SEC



c. Report of significant achievements as corporate body- 1 original copy		AIPO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCSECESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Present the petition with the required documentary requirements.	<b>Central Office – Accreditation and Compliance Division (ACD):</b> 1.Check the completeness of the documentary submissions.	None	45 minutes	Processing Officer, Accreditation and Compliance Division
<b>Step 2:</b> Proceed to Cash Section and pay the prescribed fee.	<b>Cash Section:</b> 2.Issue official receipt.	AIPO: Php 3,000.00	5 minutes	Cashier, Cash Division
<b>Step 3:</b> Return to ACD and submit the petition with the complete documentary requirements.	<b>Central Office – ACD:</b> 3.Receive the application with the complete documentary submissions and issue receiving copy to the petitioner.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	3.1. Prepare draft Board Resolution. 3.2. Forward the draft Board Resolution and the complete documentary submissions to the PRB Secretariat Division. <b>Central – PRB Secretariat Division:</b> 3.3. Endorse the complete documentary submissions to the concerned PRB.	None None None	1 hour 1 day 10 days	Processing Officer, Accreditation and Compliance Division  Thru PRB Secretariat, PRB Secretariat Division



	<p><b>PRB:</b></p> <p>3.4. Evaluate the documents and sign endorsement and returns the same to the ACD.</p>	None		PRB Concerned, PRB Secretariat Division
	<p><b>Central – ACD:</b></p> <p>3.5. Receive and forward the signed Resolution to the Commission Secretary.</p>	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	<p><b>Commission:</b></p> <p>3.6. Sign the Resolution, if the Petition of the AIPO is in order, and return to ACD.</p>	None	3 days	Commission II Commission I PRC Chairman
	<p><b>Central – ACD:</b></p> <p>3.7. If approved, ACD forward it to the Archives and Records Division (ARD) for docketing.</p>	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	<p><b>Central - ARD:</b></p> <p>3.8. Docket the signed Board Resolution and return to ACD.</p>	None	5 minutes	Docket Officer, Archives and Records Division



<b>Step 4:</b> AIPO secures a copy of the Resolution for publication.	<b>Central - ACD:</b> 4. Provide a copy of the approved Resolution to the AIPO for publication.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
<b>Step 5:</b> AIPO publishes the Resolution and provides a copy of the newspaper to ACD.	<b>Central - ACD:</b> 1.1. Receive a copy of the newspaper where the resolution was published and provide a copy to ARD.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central - ARD:</b> 5.2. Indicate in the docketed Resolution the date of publication, name of the newspaper and its effectivity date.	None	5 minutes	Docket Officer, Archives and Records Division
	<b>PREPARATION OF CERTIFICATES:</b> <b>Central - ACD:</b> 5.3. ACD print the certificate of accreditation.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	<b>CONCERNED PRB:</b> 5.5. Sign the AIPO Certificate of Accreditation and return to ACD.	None	3 days	



	<b>Central – ACD:</b> 5.6. Receive and forward the certificate to the Commission Chairman for signature.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<b>COMMISSION:</b> 5.7. Sign the Certificate of Accreditation and return to ACD.	None	1 day	PRC Chairman, Office of the Chairman
	<b>Central – ACD:</b> 5.8. Inform the AIPO of the availability of the Certificate	None	10 minutes	Processing Officer, Accreditation and Compliance Division
<b>Step 6:</b> APO receive the Certificate of Accreditation	6. Release the Certificate of Accreditation to the AIPO.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
<b>Total:</b>		<b>Php 3,000.00</b>	<b>19 days, 3 hours and 35 minutes</b>	
END OF TRANSACTION				





## 25. ISSUANCE OF CERTIFICATE OF ACCREDITATION TO PROFESSIONAL ORGANIZATIONS (APOs)

Processing of petition for Accreditation of Professional Organization.

<b>Office or Division:</b>	Accreditation and Compliance Division
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Professional Organizations
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE/SOURCES	
<b>Initial APO Accreditation:</b>	
1. a duly notarized petition for accreditation- 1 original copy	form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. secretary's Certificate or Board Resolution granting authority to a person to represent the professional organization- 1 authenticated copy	
3. complete list of incumbent officers of the professional organization, including its chapters (if any) with photocopies of their PICs-1 original copy	
4. latest audited financial statements submitted to SEC duly signed by a CPA authorized to practice public accountancy, and its chapter organizations, if applicable- 1 photocopy	
5. complete list of members in good standing with the association in alphabetical order and numbered, their respective COR numbers, date of registration, and indication of valid or expired PICs- 1 original copy	
6. payment of accreditation fee of Three Thousand Pesos (P3,000)	
7. latest certificate of registration issued by SEC- 1 authenticated copy	APO
8. authenticated copy of the professional organization's current Articles of Incorporation/Constitution and By-Laws-1 authenticated copy	
9. latest certificate of registration issued by BIR-1 authenticated copy	SEC
	BIR



Renewal APO Accreditation:				
1. a duly notarized petition for renewal of accreditation-1 original copy		form can be downloaded at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices		
2. secretary’s Certificate or Board Solution granting authority to a person to represent the professional organization- 1 authenticated copy		APO		
3. complete list of incumbent officers of the professional organizations, including its chapter officers (if any) with photocopies of their PICs-1 original copy				
4. complete list of members in good standing with APO association in alphabetical order and numbered, their respective CoR numbers, date of registration, and indication of valid or expired PICs – 1 original copy				
5. professional organization’s recent amended Articles of Incorporation/Constitution and By-Laws, if any- 1 authenticated copy		SEC		
6. it has submitted its annual reportorial requirements during the validity of its accreditation including: a. Yearly Audited Financial Statements – 1 photocopy b. General Information Sheet- 1 authenticated copy c. Report of significant achievements as corporate body -1 original copy		APO SEC APO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Submit Petition with the required documents.	<b>Central Office – Accreditation and Compliance Division (ACD):</b>  1. Check the completeness of the documentary submissions.	None	45 minutes	Processing Officer, Accreditation and Compliance Division
<b>Step 2:</b> Proceed to the Cash Section to pay the prescribed fee.	2. Issue official receipt	APO: Php 3,000.00	5 minutes	Cashier, Cash Division



<b>Step 3:</b> Return to ACD and submit the application with the complete documentary requirements.	<b>Central Office – ACD:</b>  3.1. Receive the application with the complete documentary submissions and issue receiving copy to the applicant.  3.2. Prepare the Board’s Endorsement and forward the same and the complete documentary submissions to the PRB Secretariat Division.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central – PRB Secretariat Division:</b>  3.3. Endorse the complete documentary submissions to the concerned PRB.	None		Thru the PRB Secretariat, PRB Secretariat Division
	<b>PRB:</b>  3.4. Evaluate the documents and sign endorsement and returns the same to the ACD.	None	10 days	PRB, PRB Secretariat Division
	<b>Central - ACD:</b>  3.5. Draft Commission Resolution based on the endorsement of the concerned PRB and forward the same to the Commission Secretary.	None	30 minutes	Processing Officer, Accreditation and Compliance Division



	<b>Central - Commission:</b>  3.6. Sign the Resolution, if the Petition of the APO is in order, and return to ACD.	None	3 days	Commission II Commission I PRC Chairman
	<b>Central - ACD:</b>  3.7. Receive and forward to the Archives and Records (ARD) Division for docketing.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central - ARD:</b>  3.8. Docket the signed Commission Resolution and return to ACD.	None	5 minutes	Docket Officer, Archives and Records Division
<b>Step 4:</b> APO secure a copy of the Resolution for publication.	<b>Central - ACD:</b>  4. ACD provide a copy of the approved Resolution to APO for publication.	None	30 minutes	Processing Officer, Accreditation and Compliance Division



<b>Step 5:</b> APO publish the Resolution and provide a copy of the newspaper to ACD.	5.1. ACD receive from APO a copy of the newspaper where the resolution is published and provide a copy to ARD.	None	30 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central - ARD:</b> 5.2. Indicate in the docketed Resolution the date of publication, name of the newspaper and its effectivity date.	None	5 minutes	Docket Officer, Archives and Records Division
	<b>Central - ACD:</b> 5.3. ACD print Certificate of Accreditation.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	5.4. Forward the Certificate of Accreditation to the Commission for signature.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<b>Central – Commission:</b> 5.5. Sign the certificate of accreditation and forward the same to ACD	None	3 days	Commission II Commission I PRC Chairman
	<b>Central - ACD:</b> 5.6. Inform thru phone call the APO of the availability of the Certificate.	None	10 minutes	Processing Officer, Accreditation and Compliance Division



<b>Step 6:</b> APO receive the Certificate of Accreditation.	6. Release the Certificate of Accreditation	None	15 minutes	Processing Officer, Accreditation and Compliance Division
<b>TOTAL:</b>		<b>Php 3,000.00</b>	<b>18 days, 3 hours and 45 minutes</b>	
END OF TRANSACTION				



## 26. ISSUANCE OF CERTIFICATE OF FINALITY OF JUDGEMENT

Certificate of Finality of Judgment is issued to attest/certify that the judgement in an administrative case has become final and executory.

<b>Office or Division:</b>	Office of the Legal Service – Hearing and Investigation Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Parties to the case			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Letter request			Parties	
2. Original and one (1) valid government ID				
<b>Requirements for Representative:</b>				
If the foregoing requirements are to be submitted by a representative, the following shall be presented:				
1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission.				
2. Letter of consent from the party requesting, if the request is being made by a third party for employment or other legal purposes.				
3. Original and one (1) Valid Government ID				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> Secure an Order of Payment from the Hearing and Investigation Division.	1. Issue an Order of Payment.	None	5 minutes	Docket Officer (Hearing and Investigation Division)
<b>Step 2:</b> Proceed to the Cashier of Cash Division and pay the certification fee	2. Issue an Official Receipt.	Certification Fee: Php 75.00	5 minutes	Cashier (Cash Division)



<b>Step 3:</b> Submit the letter requesting for the issuance of the Certificate to the Docket Officer of the Hearing and Investigation Division.	3.1. Receive the letter request and verify the status of the case from the actual case folder and the return card.	None	1 day, 23 hours, and 50 minutes  *includes manual verification of status of the case	Docket Officer (Hearing and Investigation Division)
	3.2. Prepare the Certificate and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/ OIC-Director, Legal Service.	None	**this may shorten if the applicant has a copy of decision, order or resolution.  *** <b>Period</b> subject to availability of proof of receipt of parties.	Docket officer and Chief, Hearing and Investigation Division/ Director, Legal Service
TOTAL:		Php 75.00	2 days	
END OF TRANSACTION				





## 27. ISSUANCE OF CERTIFICATE OF INELIGIBILITY TO TAKE THE LICENSURE EXAMINATION BY A NON-FILIPINO CITIZEN

Application for the issuance of Certificate of Ineligibility of non-Filipino citizen to take the licensure examination and intends to take the examination and/or work abroad.

<b>Office or Division:</b>	Regional Offices and Central Office (International Affairs Office)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen (Foreign)	
<b>Who may avail:</b>	Foreigners who obtained degrees in professional courses	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>		
1. Duly accomplished application form (one copy)		Application form is available at Regulation Division – Regional Office or download from this link <a href="https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens">https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens</a> .
2. One (1) copy of valid passport as proof of citizenship		From the applicant
3. One (1) Original or Certified True Copy of Transcript of Records indicating the degree obtained		College/university where the applicant obtained degree
4. Documentary Stamps Tax (DST) worth Php 30.00		Bureau of International Review
<b>Requirements for representative:</b> If the foregoing requirements are to be submitted by a representative, the following shall be presented: <ol style="list-style-type: none"> <li>1. One (1) Valid government ID</li> <li>2. Authorization Letter</li> </ol>		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Regional Office-Regulation Division</b> <b>Step 1:</b> Secure an application form (IAO-QRD-02) at the Regulation Division or download at <a href="https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens">https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens</a>		None	10 minutes	PACD Officer-of-the-day
<b>Step 2:</b> Submit fully accomplished application form and documentary requirements to the Regulation Division.	2. Verify/evaluate the completeness of documentary requirements and instruct to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing Officer, Regulation Division
<b>Step 3:</b> Pay the prescribed fee	3. Acknowledge payment and issue Official Receipt	Certification fee: Php 75.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 4:</b> Submit proof of payment to the Regulation Division	4.1. Receive proof of payment	None	5 minutes	Receiving Officer, Regulation Division
	4.2. Transmit application and documentary submission to the International Affairs Office- Qualification Recognition Division (IAO-QRD)	None	4 days	Records Officer, Finance and Administrative Division



	<b>Central Office IAO-QRD:</b>  4.3. Prepare Certificate of Ineligibility of non-Filipino citizen to take the licensure examination  4.4. Endorse certificate to the PRB concerned with complete document  <b>PRB:</b> 4.5. Sign Certificate  <b>Central Office IAO-QRD:</b> 4.6. Transmit certificate of ineligibility of non-Filipino citizen to take the licensure examination to the Regulation Division.	None	30 minutes	Processing Officer, Qualification Recognition Division
		None		
		None	7 days	PRB Chairman, PRB Secretariat Division
		None	4 days	Records Officer, Archives and Records Division
<b>Step 5:</b> Receive Certificate	<b>Regional Office-Regulation Division</b>  5. Release Certificate to the client	None	5 minutes	Releasing Officer, Regulation Division
<b>TOTAL:</b>		<b>Php 75.00</b>	<b>15 days, 1 hour and 30 minutes</b>	
END OF TRANSACTION				



## 28. ISSUANCE OF CERTIFICATES OF NO-OBJECTION, NO-JURISDICTION, AND NON-CONCURRENCE ON REQUEST FOR SEC REGISTRATION

The PRC looks into the Articles of Incorporation and/or By-Laws of professional organizations/associations for the purpose of determining whether or not the provisions thereof are in conformity with Batas Pambansa Blg. 68, the regulatory laws of the professions and other pertinent laws, rules and regulations.

Office or Division:	PRB Secretariat Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail?	<ul style="list-style-type: none"><li>- Professional Organizations;</li><li>- Associations;</li><li>- other covered, s. organizations/association (Memo Order No. 18, s 2017 and MOA between SEC and PRC</li></ul>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. one (1) copy of Request (also referred to as the First Endorsement)		SEC Company Registration and Monitoring Division
2. one (1) copy License verification certificate		Professional Registry Division (PRD)
3. one (1) copy of By-laws or their amendments		from the applicant
4. one (1) copy of Articles of Incorporation		



Specific Requirements: (Other documents that PRB may reasonably require)				
1. one (1) copy of list of the Board of Trustees (BOT)		from the applicant		
2. one (1) copy of proof of training and board certification of each BOT, if applicable				
3. one (1) copy of the valid Professional Identification Cards (PICs) of each BOT				
4. one (1) copy of the list of activities to be undertaken to achieve organizational purposes				
5. one (1) copy of Certificate of No-Pending Case of each BOT		Office of the Legal Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Submit required documents to the D-SPRB	5.1. Receives the request and complete documents from the applicant.	Certification fee: Php 75.00	5 minutes	D-SPRB
	5.2. D-SPRB shall check whether BOT or Directors have valid and updated PICs and their professions.  Optional: If cannot be verified, or PIC has expired, D-SPRB shall contact the organization.		15 minutes	
			Client to respond within 3 days upon receipt	
	5.3. The Board Secretary concerned shall endorse the same to the Chief/OIC for initial review.		30 minutes	



	<p>1.4. Endorse the request and all supporting documents to the PRB Focal Person for evaluation.</p> <p>1.5. PRB evaluates and may request for clarification on the submitted documents.</p> <p>1.6. If all documents are in order, PRB instructs the D-SPRB to prepare Certificate of No-Objection, No-Jurisdiction, Non-Concurrence based on their evaluation.</p> <p>1.7. Certificate of Certificate of No-Objection, No-Jurisdiction, Non-Concurrence transmitted to PRB Chairperson and PRC Chairperson for signature.</p> <p>1.8. Send to SEC, copy furnished the D-SPRB</p>		<p>5 days</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	D-SPRB
<b>TOTAL:</b>		<b>Php 75.00</b>	<b>15 days</b>	
END OF TRANSACTION				



## 29. ISSUANCE OF CERTIFICATE OF NO PENDING CASE OR WITH PENDING CASE

A Certificate of No Pending Case or with Pending Case is issued to attest/certify whether or not there is an administrative case filed against a professional.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professional with valid Professional Identification Card (PIC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic requirements:				
1. One (1) photocopy of updated Professional Identification Card		Requesting party		
2. Documentary Stamps Tax (DST) worth Php 30.00		BIR/any authorized government agency		
Requirements for Representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: 1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission. 2. letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes 3. Valid Government ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure an order of payment from the Hearing and Investigation Division.	1. Issue an order of payment.		5 minutes	Docket Officer (Hearing and Investigation Division)



<b>Step 2:</b> Proceed to the Cashier and pay the Certification fee.	2. Issue an official receipt.	Certification fee: Php 75.00	5 minutes	Cashier (Cash Division)
<b>Step 3:</b> Submit the letter requesting for a Certificate of No Pending or with Pending Case to the Docket Officer of the Hearing and Investigation Division	3.1. Receive the letter request and verify the name of the professional in the database  3.2. Prepare the Certificate and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/OIC-Director, Legal Service		1 day and 11 hours and 50 minutes  *Includes manual verification of the status of the case	Docket Officer (Hearing and Investigation Division)
<b>TOTAL:</b>		<b>Php 75.00</b>	<b>1.5 day</b>	
END OF TRANSACTION				





### 30. ISSUANCE OF CERTIFICATE OF SERVICE OF PENALTY

A Certificate of Service of Penalty is issued to a professional who has completed the service of the penalty of suspension of license

<b>Office or Division:</b>	Office of the Legal Service – Hearing and Investigation Division
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Professional meted with a penalty of suspension

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>	
1. One (1) valid government ID	Professional who has been suspended or whose license/COR has been revoked and reinstated
2. Certificate of Surrender (Certificate of Registration and Professional Identification Card)	Issued by the Hearing and Investigation Division upon surrender of Certificate of Registration and Professional Identification Card

#### Requirements for Representative:

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission.
2. Letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes.
3. Valid government ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Submit letter requesting for the return of his/her surrendered COR and PIC.	1.1. Receive the certificate of surrender and verifies if the respondent served the penalty.  1.2. Prepare the Certificate & endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/Director, Legal Service.	None	1.5 days	Docket Officer (Hearing and Investigation Division)
<b>TOTAL:</b>		<b>None</b>	<b>1.5 days</b>	
END OF TRANSACTION				



### 31. ISSUANCE OF CERTIFICATE OF PERFORMANCE OF SCHOOLS

Performance of schools refers to the percentage of passing of examinees from a particular school which participated in the licensure examinations conducted and administered by the Professional Regulation Commission. It consists of number of examinees and number of passers for first timers and repeaters and institutional passing percentage vis-à-vis national passing percentage. List of examinees may also be included upon request.

Office or Division:	Research and Statistics Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	<ul style="list-style-type: none"><li>- higher education institutions;</li><li>- Technical-Vocational Institutions</li></ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. FOI request form		FOI request form is at No. 11 (Annex D) of the Transparency Seal PRC official website (www.prc.gov.ph.)		
2. Research and Statistics Division (RSD) Form No. 8 (request form for performance of school in various licensure examination)				
3. action sheet/billing statement		Research and Statistics Division		
4. proof of payment (Official Receipt)		Regional Offices – Cashier		
5. Documentary Stamps Tax (DST) worth Php 30.00 for the certification		BIR/any authorized government agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Accomplish and submit request form to the RSD Receiving Officer (FOI Request Form and RSD Form No. 8).  Provide/secure documentary stamps from the PRC Customer Service.	1.1. Issue request form to the applicant (FOI request form and RSD Form No. 8).		2 minutes	RSD Receiving/Releasing Officer
	1.2. Evaluate/assess request If found in order, attach/issue action sheet/billing statement. Schedule the release of documents.		8 minutes	



<b>Step 2:</b> Present action sheet/billing statement and pay the prescribed fee at the cashier.	2. Receive payment and issue official receipt. Fill up the billing portion of the action sheet.	Certification: Php 75.00 per page	30 minutes	Cashier
<b>Step 3:</b> Submit documents (FOI Request Form, RSD Form No. 8, action sheet, official receipt) to the Freedom of Information Receiving/Releasing Officer (FRO) at the Archives and Records Division (ARD).	3.1. Receive the request forms, issue claim slip, and forward the documents to RSD.		10 minutes	FRO (Freedom of Information Receiving Officer)
	3.2. Process and prepare the needed/requested documents: Certification List of Examinees Transmittal letter (cover letter)		4 minutes 5 minutes 5 minutes	RSD Staff/Statistician
	3.3. Sign the documents.		5 minutes	Authorized signatory
	3.4. Forward all the documents to FRO.		10 minutes	RSD Receiving/Releasing Officer
<b>Step 4:</b> Present claim slip on the scheduled date of release.	4. Release the requested documents (ARD will send thru mails on those requests filed/pay and arrange to claim/pick-up in the Regional Offices).		5 minutes	FRO
<b>TOTAL:</b>		<b>Php 75.00 per page</b>	<b>1 hour and 24 minutes</b>	

**END OF TRANSACTION**

Note: The 27-minute processing time (assessing of fee/processing/signing of requested documents) is for one schedule (1 certificate, 1 list of examinees and transmittal) being requested at one time. The time is extended when there are two or more examination schedule being requested.

The 30-minute processing of payment and issuance of official receipt includes waiting time for one client being served.



## 32. ISSUANCE OF CERTIFICATE OF SURRENDERED CERTIFICATE OF REGISTRATION (COR) AND PROFESSIONAL IDENTIFICATION CARD (PIC)

A Certificate of Surrendered COR and PIC is issued to a professional who has surrendered his/her COR and PIC by reason of a final judgment of suspension or revocation of license.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Professional who has been meted with a penalty of suspension or revocation of license			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirement:				
1. Original copy of Certificate of Registration (COR) and Professional Identification Card (PIC)		respondent professional		
Additional Requirements:				
1. Affidavit of loss of COR and PIC		Respondent professional/notary public		
Requirements for Representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: 1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission. 2. Valid Government ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Proceed to the Hearing and Investigation Division and surrender	1.1. Receive the COR and PIC and verifies the records of the case	None	1.5 days	Docket Officer/ Chief of the Hearing and



the certificate of registration and professional identification card	1.2. Prepare the Certificate and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/ Director, Legal Service		*includes manual verification process of status of the case **this may shorten if applicant has copy of Decision, Order, Resolution	Investigation Division
<b>TOTAL:</b>		<b>None</b>	<b>1.5 days</b>	
END OF TRANSACTION				



### 33. ISSUANCE OF CERTIFICATION OF PASSING AND BOARD RATING

To ensure that only registered and licensed professionals with valid Professional Identification Card (PIC) shall be issued certification of passing and board rating.

<b>Office or Division:</b>	Regional Offices – Records Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered professionals with valid PIC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>		
<b>Basic Requirements:</b>				
1. duly accomplished Order of Payment Form (one copy)		http://online.prc.gov.ph		
2. valid Professional Identification Card		from the applicant		
4. Documentary Stamps Tax (DST) worth Php 30.00 per copy		BIR/any authorized government agency		
<b>Requirements for Representative:</b>				
1. any valid government-issued ID or valid NBI Clearance		from the applicant		
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		professional being represented		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> Access the PRC website online ( <a href="http://online.prc.gov.ph">http://online.prc.gov.ph</a> ) and create an account	System activates user account		Based on system response	Applicant
<b>Step 2:</b> Select an appointment place for certification and payment option	System issue reference number		Based on system	



			response	
<b>Step 3</b> Download Order of Payment form with reference number and pay the corresponding fees thru any payment channels	Online payment channel confirms payment	Certification fee: Php 75.00/copy	Based on system response	
<b>Step 4:</b> Submit Order of Payment and other requirements to the designated window of the concerned regional office/offsite service centers and receive claim slip.	3.1. Receive and evaluate completeness of documents submitted and issue claim slip.  3.2. Verify and validate from the database and prepares Certification for signing by the authorized officer.  3.3. Sign certification.		5 minutes  15 minutes  5 minutes	Receiving Officer  Verifier  Authorized Officer
<b>Step 4:</b> Receive signed certification copy/ies of rating and/or passing	4. Issue signed copy/ies of certification		5 minutes	Releasing Officer
<b>TOTAL:</b>		<b>Php 75.00/copy</b>	<b>30 minutes</b>	
END OF TRANSACTION				



## 34. ISSUANCE OF CERTIFIED TRUE COPY OF PLEADINGS AND OTHER LEGAL DOCUMENTS

Certified true copies of pleadings and legal documents are issued upon the request of a party.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Parties to the case			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Letter request		Requesting party		
2. Original and one (1) photocopy of valid government ID				
Additional Requirements:				
1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission.		Representative		
2. original and one (1) photocopy of valid government ID of the representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure an Order of Payment from the Hearing and Investigation Division.	1. Issue an Order of Payment.	None	5 minutes	Docket Officer (Hearing and Investigation Division)
Step 2: Proceed to the Cashier of the Cash Division and pay the certification fee	2. Issue an Official Receipt.	Certification Fee: Php 75.00/document	5 minutes	Cashier (Cash Division)





<b>Step 3:</b> Submit the letter requesting for the certified true copies of the pleadings and other legal documents to the Docket Officer	3.1. Receive the letter request and verify the copy of the pleadings and legal documents from the actual case folder.  3.2. Prepare the copy of the documents to be certified and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/ Director, Legal Service.		1 day, 23 hours, and 50 mins  *includes manual verification of copies requested in the case folder	Docket Officer and Chief, Hearing and Investigation Division/ Director, Legal Service
TOTAL:		<b>Php 245.00</b>	<b>2 days</b>	
END OF TRANSACTION				



### 35. ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO A FOREIGN PROFESSIONAL (CATEGORIES C, D AND E)

Application for issuance of Special Temporary Permits to foreign professionals who intend to practice a regulated profession in the Philippines for limited period of time and for specific venue.

<b>Office or Division:</b>	Regional Offices and Central Office (International Affairs Office)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen (Foreign)	
<b>Who may avail:</b>	Foreign professional who will practice a regulated profession in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic requirements:</b>		
<b>Category E (Humanitarian Mission):</b>		
1. Duly accomplished application form (Authority to Practice by a Foreigner) (one copy)	Application form is available at Regulation Division – Regional Office or download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a>	
2. One (1) original copy of Letter request to Professional Regulatory Board (PRB) Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venue of the undertaking; Names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>	from the applicant	
3. One (1) photocopy of valid passport as proof of citizenship		
4. One (1) Copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country which include Certificate of Training/Competency in the discipline of area of specialization for which the foreigner is to be engaged in the Philippines authenticated by the Philippine Embassy/Consulate or with Apostille Certification	Professional Regulatory Authority (Foreign Counterpart)	



5. One (1) Copy of updated PRC Professional Identification Card of Filipino professional as understudy/counterpart	from the applicant			
6. Other specific requirements as prescribed by the Professional Regulatory Board which can be accessed in this link <a href="https://www.prc.gov.ph/stp-board-focal-person-resolutions">https://www.prc.gov.ph/stp-board-focal-person-resolutions</a>				
7. Two (2) passport size pictures with name tag				
<b>Categories C (Government) and D (Private):</b>				
In addition to abovementioned documents, the applicant must submit a copy of the Contract of Employment or Services or Memorandum of Agreement indicating the terms of reference, nature of engagement, scope, duration of the project.	from the applicant			
For group applications, submission of documentary requirements should be segregated and submitted per profession (e.g. medicine, nurses, dentists etc.)				
<b>Requirements for representative:</b> If the foregoing requirements are to be submitted by a representative, the following shall be presented: 1. One (1) Valid government ID 2. Authorization Letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Regional Office Regulation Division:</b>  <b>Step 1:</b> Secure an application form (IAO-QRD-01) at the Regulation Division or download at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a>		None	10 minutes	PACD Officer-of-the-day



<b>Step 2:</b> Submit fully accomplished application form and documentary requirements to the Regulation Division	2. Verify/evaluate the completeness of documentary requirements and instructs to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing officer, Regulation Division
<b>Step 3:</b> Pay the prescribed fee	3. Acknowledge payment and issue Official Receipt.	Category C: Government Category D: Private Processing Fee: Php 3,000.00  Category E: Humanitarian mission Permit Fee: Php 1,250.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 4:</b> Submit proof of payment to the Regulation Division	4.1. Receive proof of payment  4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD)  <b>Central Office IAO-QRD</b> 4.3. Receive and prepare consolidated application	None   None   None	5 minutes  2 days  30 minutes	Receiving Officer, Regulation Division  Records Officer, Finance and Administrative Division  Processing Officer, Qualification



	4.4. Endorse the complete documents to the PRB concerned	None		Recognition Division
	<b>PRB Focal Person:</b>			
	4.5. Determine if the activity of foreign professional is a practice of profession or not.	None	5 days	PRB Focal Person, PRB Secretariat Division
	<b>Central Office IAO-QRD:</b>			
	4.6. If the application is approved, prepare STP certificate; if not, prepare denial letter.	None	1 day	Processing Officer, Qualification Recognition Division
	4.6.1. If the PRB determines the need for a technical conference or primary verification of credentials of foreign professional. IAO schedules the technical conference or conducts primary verification.	None	4 days	Staff, International Development Division and Qualification Recognition Division  PRB, PRB Secretariat Division



	<b>PRB:</b> 4.7. Sign STP Certificate or denial letter.	None	3 day	PRB Chairman, PRB Secretariat Division
	<b>PRC Chairman:</b> 4.8. Sign STP Certificate.	None	1 day	PRC Chairman, Office of the Chairman
	<b>Central Office IAO-QRD :</b> 4.9. Docket and scan STP Certificate, request Information and Communication Technology Service to print STP ID (For Categories C and D only).	None	1 day	Processing Officer, Qualification Recognition Division
	<b>Central Office ICTS:</b> 4.10. Print STP ID.	None	5 minutes	Processing Officer, Information and Communication Technology
	4.11. Forward STP ID to IAO-QRD.	None	4 hours	



	<b>Central Office IAO-QRD:</b> 4.12. Transmit STP Certificate (and STP ID for Categories C and D only) or denial letter to the Regulation Division – PRC Regional Offices.	None	2 days	Processing Officer, Qualification Recognition Division
<b>Step 5:</b> Pay the prescribed fee (Categories C and D).	<b>Regional Office-Finance and Administrative Division</b> 5. Acknowledge payment and issue Official Receipt.	Category C: Government Category D: Private Permit fee Php8,0000.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 6:</b> Receive STP Certificate or denial letter upon submission of proof of payment.	<b>Regional Office-Regulation Division</b> 6. Release STP Certificate (and STP ID for Categories C and D only) or denial letter to the client upon receipt of proof payment.	None	5 minutes	Releasing Officer, Regulation Division



<b>TOTAL:</b>	Categories C and D: <b>Php 11,000.00</b>  Category E: <b>Php 1,250.00</b>	Categories C and D: <b>19 days, 5 hours and 40 minutes</b>  Category E: <b>15 days, 5 hours and 40 minutes</b>	
<b>END OF TRANSACTION</b>			
Note: The conduct of the technical conference is to establish the scope of activities is within the definition of the practice of the profession consistent with the provisions of the concerned Professional Regulatory Law.			





### 36. ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO A FOREIGN PROFESSIONAL BY VIRTUE OF RECIPROCITY OR INTERNATIONAL AGREEMENT (CATEGORY B)

Application for issuance of Special Temporary Permits to foreign professionals who intend to practice a regulated profession in the Philippines for limited period of time and for specific venue subject to reciprocity or international agreement on the practice of profession between the Philippines and foreigner's country.

<b>Office or Division:</b>	Regional Offices and Central Office (International Affairs Office)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen (Foreign)	
<b>Who may avail:</b>	Foreign professional who will practice a regulated profession in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic requirements:</b>		
1. Duly accomplished application form (Authority to Practice by a Foreigner) (one copy)	Application form is available at Regulation Division – Regional Office or download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a>	
2. One (1) Letter request to Professional Regulatory Board (PRB) Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venue of the undertaking. Names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>	from the applicant	
3. One (1) official copy of the foreign law or international agreement to which the Philippines and the foreign state or country are both signatories establishing the existence of reciprocity for the practice of the profession	Professional Regulatory Authority (Foreign Counterpart)	
4. One (1) copy of the Contract of Employment or Services or Memorandum of Agreement indicating the terms of reference, nature of engagement, scope, duration of the project.	from the applicant	
5. One (1) photocopy of valid passport as proof of citizenship		



6. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country which include Certificate of Training/Competency in the discipline of area of specialization for which the foreigner is to be engaged in the Philippines authenticated by the Philippine Embassy/Consulate or with Apostille Certification	Professional Regulatory Authority (Foreign Counterpart)
7. One (1) copy of updated PRC Professional Identification Card of Filipino professional as understudy/counterpart	from the applicant
8. Other specific requirements as prescribed by the Professional Regulatory Board which can be accessed in this link <a href="https://www.prc.gov.ph/stp-board-focal-person-resolutions">https://www.prc.gov.ph/stp-board-focal-person-resolutions</a> )	
9. Two (2) passport size pictures with name tag	
For group applications, submission of documentary requirements should be segregated and submitted per profession (e.g. medicine, nurses, dentists etc.)	

**Requirements for representative:**

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Regional Office Regulation Division:</b>  <b>Step 1:</b> Secure an application form (IAO-QRD-01) at the Regulation Division or download at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a>		None	10 minutes	PACD Officer-of-the-day



<b>Step 2:</b> Submit fully accomplished application form and documentary requirements to the Regulation Division	<b>Regional Office Regulation Division:</b>  2. Verify/evaluate the completeness of documentary requirements and instructs to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing officer, Regulation Division
<b>Step 3:</b> Pay the prescribed fee	3. Acknowledge payment and issue Official Receipt.	Processing Fee: Php 3,000.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 4:</b> Submit proof of payment to the Regulation Division	4.1. Receive proof of payment	None	5 minutes	Receiving Officer, Regulation Division
	4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD)	None	2 days	Records Officer, Finance and Administrative Division
	<b>Central Office IAO-QRD:</b>			
	4.3. Receive and prepare consolidated application	None	30 minutes	Processing Officer, Qualification Recognition Division
	4.4. Endorse the complete documents to the Legal Service <i>(If Necessary)</i>	None		



	<b>Legal Service:</b>				
	4.5. Determine if reciprocity is established between the Philippines and applicant's country.	None		6 days	Legal Service
	Provide legal opinion and recommendation to the PRB.	None			
	<b>PRB:</b>				
	4.6. Approve or deny the application.	None	3	days	PRB, PRB Secretariat Division
	<b>Central Office IAO-QRD:</b>				
	4.7. If application is approved, prepare Resolution and Special Temporary Permit (STP) Certificate; if not, prepare denial letter.	None	4	hours	Processing Officer, Qualification Recognition Division
	<b>PRB:</b>				
	4.8. Review, approve and sign resolution and STP Certificate or denial letter	None		3 days	PRB/Chairman, PRB Secretariat Division
	4.9. Forward the same to the OIC/Chief of the PRB	None	5	minutes	Staff, PRB Secretariat Division



	Secretariat Division for attestation			
	<b>Central Office PRB Secretariat Division:</b>			Chief/OIC, PRB Secretariat Division
	4.10. Attest the Board Resolution	None	30 minutes	
	4.11. Forward to the Commission Secretary for review of the Board Resolution.	None	4 hours	Staff, PRB Secretariat Division
	<b>Commission:</b>			
	4.12. Approve and sign Resolution; STP Certificate will be signed by the PRC Chairman only and return to IAO-QRD.	None	3 days	Commissioner, Office of the Commissioner II Commissioner. Office of the Commissioner I
	<b>Central Office IAO-QRD:</b>			PRC Chairman, Office of the Chairman
	4.13. Receive the duly signed Resolution and STP certificate	None	5 minutes	Processing Officer, Qualification Recognition Division
	4.14. Forward to the Archives and Records Division (ARD) for docketing.	None	4 hours	



	<b>Central Office ARD:</b>			
	4.15. Docket Resolution and provide copies to all concerned offices through email	None	5 minutes	Docketing Officer, Archives and Records Division
	<b>Central Office IAO-QRD :</b>			
	4.16. Docket and scan STP Certificate, request Information and Communication Technology Service (ICTS) to print STP ID	None	5 minutes	Processing Officer, Qualification Recognition Division
	<b>Central Office ICTS:</b>			
	4.17. Print STP ID	None	4 hours	Processing Officer, Information and Communication Technology Service
	4.18. Forward STP ID to IAO-QRD	None	4 hours	
	<b>IAO-QRD:</b>			
	4.19 Transmit STP Certificate and STP ID or denial letter to the Regulation Division – PRC Regional Offices	None	2 days	Records Officer, Archives and Records Division



<b>Step 5:</b> Pay the prescribed fee	<b>Regional Office-Finance and Administrative Division:</b> 5. Acknowledge payment and issue Official Receipt	Permit fee P8,0000.00	5 minutes	Cashier, Finance and Administrative Division
<b>Step 6:</b> Receive STP Certificate or denial letter upon submission of proof of payment	<b>Regional Office-Regulation Division</b> 6. Release STP Certificate (and STP ID) or denial letter to the client upon receipt of proof payment	None	15 minutes	Releasing Officer, Regulation Division
<b>TOTAL:</b>		<b>Php 11,000.00</b>	<b>19 days, 22 hours and 35 minutes</b>	
<b>END OF TRANSACTION</b>				
Note: This entails careful study of the documents submitted on whether the registration or licensing system in the foreign state or country are substantially the same as those required and contemplated by the laws of the Philippines; and the laws of such foreign state or country allows citizens of the Philippines to practice the profession on the same basis and grant the same privileges as those enjoyed by the subjects or citizens of such foreign state or country- PRC Memorandum Order No. 3, series of 2016.				




### 37. ISSUANCE OF DUPLICATE PROFESSIONAL IDENTIFICATION CARD (PIC)

Issuance of duplicate or replacement of lost or damaged unexpired PIC to registered professionals.

<b>Office or Division:</b>	Regional Offices – Registration Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered professionals with lost or damaged PICs.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>		
<b>Basic Requirements:</b>				
1. duly accomplished Application for PIC form (downloadable)		regional offices/offsite service centers		
2. affidavit of loss or presentation of damaged PIC		notary public		
<b>Requirements for Representative:</b>				
1. any valid government-issued ID or valid NBI Clearance				
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		professional being represented		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> Access the PRC website via (https://online.prc.gov.ph) and create an account if first time user or register if with existing account	2. System activates user account.		Based on system response time	Applicant
<b>Step 2:</b> Select an appointment place for duplicate PIC and payment option/channel.	2. System issues reference number.			



<b>Step 3:</b> Download Application for PIC form with picture and reference number and pay the corresponding fees thru selected payment option/channel.	3.1. Online payment channel confirms payment.  3.2. If thru PRC Cashier: (non-online)  Receive payment and issues official receipt to the client.	Duplicate fee: Php 250.00	5 minutes	
<b>Step 4:</b> Submit signed renewal form with undertaking, if applicable, and other requirements to the selected appointment place on the scheduled date.	4. Process and verify completeness of submitted renewal form and validity of documentary requirements from the database.		3 minutes	Receiving Officer
<b>Step 5:</b> Receive duplicate PIC and sign on the releasing log sheet	5. Print and release duplicate PIC to the professional/representative.		15 minutes	Printing/Releasing Officer
<b>TOTAL:</b>		<b>Php 250.00</b>	<b>23 minutes</b>	
END OF TRANSACTION				



### 38. RECEIVING OF SUBSEQUENT PLEADINGS (OTHER THAN COMPLAINT) AND OTHER LEGAL DOCUMENTS

Covers the procedure in the filing and submission of pleadings and other legal documents.

<b>Office or Division:</b>	Office of the Legal Service – Hearing and Investigation Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Complainant and respondent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>		
<b>Basic Requirements:</b>				
1. Two (2) copies of pleadings and other legal documents		Party to the case		
2. Proof of mailing (e.g. Registry Receipt) or proof of service (copy furnish of pleading to other party)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> Submit the pleadings and other legal documents to the Receiving Section of the Hearing and Investigation Division.	1. Receive and log/encode the pleading and legal documents.	None	7 minutes	Receiving Clerk (Hearing and Investigation Division)
<b>TOTAL:</b>		<b>None</b>	<b>7 minutes</b>	
END OF TRANSACTION				



### 39. RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)

Renewal of expired PIC of Registered Professionals.

<b>Office or Division:</b>	Regional Offices – Registration Section	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Registered professionals whose PIC already expired;</li> <li>- Registered professionals whose PIC will expire in less than a year;</li> <li>- has no criminal record or never been convicted in a final judgment by any court, military tribunal or administrative body</li> </ul>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>		
1. duly accomplished renewal form with undertaking/certificate of attendance to accredited CPD seminars		regional offices/offsite service centers
2. other documents as may be prescribed by the Professional Regulatory Law of the concerned profession i.e. Certificate of Good Standing, Surety Bond for Real Estate		Accredited Professional Organization (APO)
<b>Requirements for Representative:</b>		
1. any valid government-issued ID or valid NBI Clearance		from the applicant
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		professional being represented



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Access the PRC website via ( <a href="https://online.prc.gov.ph">https://online.prc.gov.ph</a> ) and create an account.	1. System activates user account.		Based on system response time	Applicant
<b>Step 2:</b> Select an appointment place for renewal of PIC, and payment option/channel.	2. System issues reference number.		Based on system response time	Applicant
<b>Step 3:</b> Download renewal form with picture and reference number, and pay the corresponding fees thru selected payment option/channel.	3.1. Online payment channel confirms payment.  3.2. If thru PRC Cashier: (non-online)  Receive payment and issues official receipt to the client.	Baccalaureate: Php 450.00 non-Baccalaureate: Php 420.00	5 minutes	Cashier
<b>Step 4:</b> On the appointment date, proceed to the appointment place and submit signed renewal form with undertaking, if applicable, and other requirements.	4. Process and verify completeness of submitted renewal form and validity of documentary requirement from the database.		10 minutes	Receiving Officer



<b>Step 5:</b> Receive renewed PIC at the releasing counter and sign on the releasing log sheet.	5. Print and release renewed PIC to the professional.		5 minutes	Printing/Releasing Officer
<b>TOTAL:</b>		for Baccalaureate: <b>Php 450.00</b> for non-Baccalaureate: <b>Php 420.00</b>	<b>20 minutes</b>	
Note: Failure to renew 20 days after the date of expiration of PIC, penalties/surcharges will be imposed.				
END OF TRANSACTION				



#### 40. REPLACEMENT OF LOST/DAMAGED CERTIFICATE OF REGISTRATION (COR)

To issue duplicate or replacement of lost or damaged COR to registered and licensed professionals.

Office or Division:	Professional Registry Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail?	Registered and Licensed Professionals with Lost or Damaged COR			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Duly accomplished Action Sheet		Public Assistance Counter		
2. Documentary Stamps Tax (DST) worth Php 30.00		BIR/any authorized government agency		
3. Original copy of Affidavit of Loss/Damaged COR		notary public		
4. Valid Professional Identification Card (PIC)		From the applicant		
5. Passport size ID picture with white background and complete name tag		From the applicant		
6. Copy of damaged COR		From the applicant		
7. Copy of Resolution of correction of name		From the applicant		
Other requirements for Representative:				
1. any valid government-issued ID or valid NBI Clearance		From the applicant		
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, special power of attorney		notary public		
		From the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<b>Step 1:</b> Secure Action Sheet from Public Information Counter/Desk and accomplish according to request	1. Issue action sheet/application form		2 minutes	Public Information Officer
<b>Step 2:</b> Submit the duly accomplished Action Sheet to the designated window for the verification of fees	2. Evaluate the prescribed fees		2 minutes	Public Information Officer
<b>Step 3:</b> Pay the prescribed fees at PRC cashier	3. Receive payment and issues official receipt	Processing fee: Php 300.00	5 minutes	Cashier
<b>Step 4:</b> Submit duly accomplished Action Sheet, Official Receipt and <del>other</del> all the documentary requirements to the designated window and receive the claim slip	3. Evaluate action sheet and all documentary requirements and issue claim slip.  3.1 Certificate of Registration with electronic signature of Professional Regulatory Board;  3.2 Certificate of Registration with manual signature of Professional Regulatory Board		2 minutes  4 days  18 days	Receiving Officer



<b>Step 5:</b> On the scheduled date of release, Present the claim slip at the releasing window and wait for name to be called	Receive the claim slip		1 minute	Releasing Officer
<b>Step 6:</b> Received the duplicate copy of Certification and sign on the releasing log sheet	4. Issue the requested document and instruct the professional to sign in the releasing log sheet			Releasing Officer
<b>TOTAL:</b>		<b>Php 300.00</b>	for electronic signature: <b>4 days and 12  minutes</b>  for manual signature: <b>18 days and  12 minutes</b>	
END OF TRANSACTION				





## 41. REQUEST FOR UNTAGGING FROM THE DATABASE

Covers the procedure in the removal of the name of a professional from the Control List of the PRC.

<b>Office or Division:</b>	Office of the Legal Service – Hearing and Investigation Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Professional with pending case/s who has already received summons or filed his/her answer, profession who served their suspension and reinstated professional			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>		
<b>Basic Requirements:</b>				
1. Letter-request letter from the professional		Professional		
2. One (1) valid government ID				
<b>Requirements for Representative:</b> If the foregoing requirements are to be submitted by a representative, the following shall be presented: <ol style="list-style-type: none"> <li>1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission</li> <li>2. Letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes.</li> <li>3. Valid government ID</li> </ol>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Step 1:</b> The client proceeds to the Hearing and Investigation Division to request for untagging of legal status in the database.	1.1. Verify the status of the case in the database.  1.2. Forward the request to the Hearing Officer for Approval	None	1.5 day  *Includes verification of status of the case	Docket Officer/ Chief of the Hearing and Investigation Division



	<p>1.3. Untag the name of the professional in the PRC Database if he/she has:</p> <ul style="list-style-type: none"><li>• received the summons or filed his/her counter-affidavit /answer</li><li>• has already served the penalty of suspension or revocation but subsequently reinstated to the practice.</li></ul> <p>1.4. Prepare the Service Request Form (SRF) and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/Director, Legal Service.</p> <p>1.5 Forward the SRF to the Information and Communication Technology Service.</p>			
<b>TOTAL:</b>		<b>None</b>	<b>1.5 day</b>	
END OF TRANSACTION				



## 42.PROCESSING OF APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

Accreditation of CPD program and granting of credit units.

<b>Office or Division:</b>	Regional Offices; Continuing Professional Development Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	CPD providers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic requirements:</b>		
1. Username and password to access CPDAS. Save in one file the following documents in PDF format:		From this link: <a href="http://cpdas.prc.gov.ph">http://cpdas.prc.gov.ph</a>
2. Instructional Design as prescribed by the relevant Board		from the applicant
3. Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period		
4. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives		
5. Resume of resource persons relevant to CPD program applied for		
6. Photocopy of valid Professional IdentificationCard (PIC) of resource persons if registered professional. Otherwise, submit photocopy of government-issued or company Identification Card		
7. Valid Special Temporary Permit (STP) if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions		
8. Breakdown of expenses for the conduct of the CPD program		
9. For Online Learning – declaration of minimum technical requirements (e.g. Operating System, Processor, Memory, browser, Internet Connection, etc.)		
<b>Additional Requirements:</b>		
1. Two (2) Documentary Stamps Tax (DST) worth Php 30.00		BIR/any authorized government agency
2. One (1) Short brown envelope for the certificate of accreditation		from the applicant



**Note:**

1. Application for program accreditation shall be filed at least 15 working days before the scheduled offering of the program/training
2. Representative/s claiming the certificate of accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative – 1 copy of the required documents
3. In the case of national organizations with chapters/councils, endorsement from the national board
4. If additional requirement/s is/are needed, a period of 10 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Log in to the CPDAS using the given username and password	1. The system admit the applicant	None	5 minutes	Applicant
<b>Step 2:</b> Fill in the required fields and upload the required documents in the prescribed format, and submit to the system	2. System receive the information provided and documents uploaded	None	10 minutes	
<b>Step 3:</b> Pay the prescribed fee at the chosen available payment channel, as applicable. If the chosen channel is PRC Cashier, proceed to the chosen Regional Office to pay the prescribed fee personally within 24 hours and present to the Processing Officer the Official Receipt	3. Receive payment and issue Official Receipt  4. Check the completeness, correctness and clarity of the documents uploaded, and if the chosen payment channel is the PRC Cashier, encode into the system the Official Receipt number and date  5. If the application is in order, submit the application to the system	Processing Fee: Program (per offering): Php 1,000.00	20 minutes	Cashier, Cash Division  Regional Office, Processing Officer, Regulation Division



	Central Office (CPD Division)			
	6. Prepare and send notice of meeting to the concerned CPD Council	None	1 hour	Continuing Professional Development Division
	7. Evaluate and assess the contents of the program applied for accreditation, and grant credit units as prescribed by their CPD Operational Guidelines	None	10 days	CPD Council Members, Continuing Professional Development Division
	8. Prepares minutes of the meeting and informs applicant through his/her given email address on the result of their application, if:	None	4 days	CPD Council Secretary, Continuing Professional Development Division
	a. For disapproved applications - informs the applicant on the grounds for disapproval			
	b. For deferred applications which requires submission of additional requirements by the applicant – informs the applicant to submit the compliance			
	9. Print the certificate of accreditation	None	30 minutes	CPD Council



	for the approved program			Secretary, Continuing Professional Development Division
	10. Transmit the signed certificate to the Regional office where the application for accreditation was filed	None	10 minutes	Releasing officer, Continuing Professional Development Division
	11. Issues certificate of accreditation to the concerned applicant	None	15 minutes	Processor in the Regulation Division of the Regional Office
<b>TOTAL:</b>		<b>Processing Fee: Php 1,000.00/offering</b>	<b>14 days, 2 hours and 30 minutes</b>	
END OF TRANSACTION				



### 43. PROCESSING OF APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROVIDER

Issuance of accreditation as CPD provider.

<b>Office or Division:</b>	Regional Offices; Continuing Professional Development Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	natural person / juridical person / government agencies applying as CPD providers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
<b>Local CPD Provider</b>		
<b>For Registration</b>		
<b>A. Individual / Sole Proprietor</b>		
1. Registration with Continuing Professional Development Accreditation System (CPDAS)		Register with the CPDAS in this link <a href="http://cpdas.prc.gov.ph">http://cpdas.prc.gov.ph</a>
2. Copy of the valid Professional ID Card of the proprietor which shall be of the same profession that he/she is applying for, in JPEG, JPG, PNG or PDF format		from the applicant
3. Copy of résumé which include, among others, relevant educational background, current employment, profession, principal area of professional work and number of years in the practice of the regulated profession, in JPEG, JPG, PNG or PDF format		
4. copy of profile which include mission, vision, core values and if any, a list of previous training programs and activities conducted, in JPEG, JPG, PNG or PDF format		
5. copy of the list with details and photographs with caption of training		



equipment and facilities, in JPEG, JPG, PNG or PDF format	
6. Copy of three-year Annual Plan of proposed CPD Programs, in JPEG, JPG, PNG or PDF format	
7. Copy of instructional design for the first program, in JPEG, JPG, PNG or PDF format	
8. Authenticated copy of DTI certificate of registration, in JPEG, JPG, PNG or PDF format	DTI
9. Original copy of NBI Clearance, in JPEG, JPG, PNG or PDF format	NBI
10. Authenticated copy of BIR certificate of registration and tax clearance, in JPEG, JPG, PNG or PDF format	BIR
11. Copy of affidavit of Undertaking (CPDD-06), in JPEG, JPG, PNG or PDF format	download from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a>
12. Copy of Mayor's or Business Permit, in JPEG, JPG, PNG or PDF format	LGU
13. Copy of Notarized JVA or MOU or MOA, if applicable	From the Applicant
<b>B. Firm / Partnership / Corporation</b>	
1. Registration with the Continuing Professional Development Accreditation System (CPDAS)	Register with the CPDAS in this link: <a href="http://cpdas.prc.gov.ph">http://cpdas.prc.gov.ph</a>
2. Copy of company profile with mission, vision, core values and if any, a list of previous training activities conducted, in JPEG, JPG, PNG or PDF	from the applicant
3. Copy of the list of officers with valid Professional ID Card (if registered and licensed professional), in JPEG, JPG, PNG or PDF format	
4. Copy of the list with details and photographs with caption of the training equipment and facilities, in JPEG, JPG, PNG or PDF format	
5. Copy of the three-year Annual Plan of proposed CPD programs, in JPEG, JPG, PNG or PDF format	
6. Copy of the Instructional Design for the first program, in JPEG, JPG, PNG or PDF format	





7. Copy of the <b>appointment paper</b> from the managing partner authorizing the partner to manage CPD programs; or <b>board resolution/secretary's certificate</b> of a corporation authorizing an officer to manage CPD programs, in JPEG, JPG, PNG or PDF format	
8. Authenticated copy of SEC certificate of registration and articles of incorporation or partnership and their respective by-laws, in JPEG, JPG, PNG or PDF format	SEC
9. Authenticated copy of BIR certificate of registration and Tax Clearance, in JPEG, JPG, PNG or PDF format	BIR
10. Copy of the Mayor's or Business Permit, in JPEG, JPG, PNG or PDF format	
11. Copy of the affidavit of undertaking (CPDD-06), in JPEG, JPG, PNG or PDF format	download from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a>
12. Copy of the Notarized JVA or MOU or MOA, if applicable	From the applicant
<b>C. Government Institution/Agency</b>	
1. Registration with the Continuing Professional Development Accreditation System (CPDAS)	Register with the CPDAS in this link: <a href="http://cpdas.prc.gov.ph">http://cpdas.prc.gov.ph</a>
2. Copy of charter or republic act establishing the agency, in JPEG, JPG, PNG or PDF format	from the applicant
3. Copy of the three-year Annual Plan of the proposed CPD programs, in JPEG, JPG, PNG or PDF format	
4. Copy of the Instructional Design in JPEG, JPG, PNG or PDF format	
5. Copy of the <b>office order or its equivalent</b> from the head of agency appointing its officer to manage the CPD programs and activities, in JPEG, JPG, PNG or PDF format	
<b>For Renewal: On the CPDAS account of the Provider</b>	
1. List of CPD activities for the last 3 years, in JPEG, JPG, PNG or PDF format	



2. Updated list with details and photographs with captions of training equipment and facilities, in JPEG, JPG, PNG or PDF format	
3. Audited financial report in JPEG, JPG, PNG or PDF format	
4. three year annual plan of proposed CPD activities with the corresponding instructional design, in JPEG, JPG, PNG or PDF format	
5. Updated general information sheet for corporation or partnership, in JPEG, JPG, PNG or PDF format	
6. Amended articles of incorporation or partnership and their respective by-laws if there are changes, in JPEG, JPG, PNG or PDF format	
7. <b>Appointment paper</b> from the managing partner authorizing the partner to manage CPD activities; or <b>board resolution/secretary's certificate</b> of a corporation authorizing an officer to manage CPD activities; or <b>office order or its equivalent</b> from the head of agency appointing its officer to manage the CPD activities, if there are changes, in JPEG, JPG, PNG or PDF format	
8. affidavit of undertaking (CPDD-06) in JPEG, JPG, PNG or PDF format	from the applicant
<b>Foreign CPD Provider</b>	
<b>For Registration:</b>	
1. Registration with the Continuing Professional Development Accreditation System (CPDAS)	form download from this link: <a href="http://www.prc.gov.ph/Regulation">www.prc.gov.ph /Regulation</a> Division of Regional Offices
2. Copy of company profile with mission, vision, core values and if any, a list of previous training activities conducted), in JPEG, JPG, PNG or PDF format	
3. Copy of proof of registration of its creation in the country/state of the applicant which must be duly authenticated in the Philippine Embassy/Consulate in the said country/state and accompanied by an official english translation thereof/Apostile, in JPEG, JPG, PNG or PDF format	from the applicant



4. Copy of the list of officers with valid current Professional ID Card, if licensed professional, in JPEG, JPG, PNG or PDF format	
5. Copy of the list with details and photographs with captions of the training equipment and facilities, in JPEG, JPG, PNG or PDF format	
6. Copy of the Annual Plan of CPD programs and activities with corresponding instructional design, in JPEG, JPG, PNG or PDF format	
7. Copy of <b>appointment paper</b> or its equivalent from the managing partner authorizing the subject partner to manage CPD activities; or <b>board resolution/secretary's certificate</b> of a corporation to represent the company and to manage CPD programs, in JPEG, JPG, PNG or PDF format	from the applicant
8. Copy of the Affidavit of Undertaking (CPDD-06) subscribed and sworn before the Philippine Embassy/Consulate in the country/state of the applicant, in JPEG, JPG, PNG or PDF format	
9. Philippine representative	
<b>For renewal: (on the CPDAS account of the Provider)</b>	
1. List of CPD activities for the last 3 years	application form download from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
2. Updated list and photographs with captions of training equipment and facilities	from the applicant
3. Three year annual plan of proposed CPD activities with the corresponding instructional design	
4. Updated general information sheet for corporation or partnership or its equivalent	
5. Amended articles of incorporation or partnership and their respective by-laws or its equivalent, if there are changes	
6. <b>Appointment paper</b> from the managing partner authorizing the partner to manage CPD activities; or <b>board resolution/secretary's certificate</b> of a corporation authorizing an officer to manage CPD activities; or its	



equivalent; if there are changes	
7. Affidavit of undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant – 1 original copy	form download from this link: <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> /Regulation Division of Regional Offices
8. Philippine representative	from the applicant

**Additional requirements:**

1. Two (2) Documentary Stamps Tax (DST) worth Php 30.00	BIR/any authorized government agencies
2. One (1) short brown envelope for the certificate of accreditation	from the applicant

**Note:** Such other requirements as may be required by the CPD council of the concerned profession specified in their Operational Guidelines.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Register with the CPDAS in this link: <a href="http://www.cpdas.prc.gov.ph">www.cpdas.prc.gov.ph</a>	1. The system will accept the registration of the applicant	None	5 minutes	Applicant
<b>Step 2:</b> Fill in the required fields and upload the documentary requirements in the required format and submit to the system	2. System will accept the information provided and documents uploaded	None	10 minutes	Applicant



<p><b>Step 3:</b> Pay the prescribed fee at the chosen payment channel, as applicable. If the chosen channel is PRC Cashier, proceed to the chosen Regional Office to pay the prescribed fee personally within 24 hours and present to the Processing Officer the Official Receipt</p>	<p>3. Receive payment and issue Official Receipt</p> <p>4. Check the completeness, correctness and clarity of the documents uploaded, and if the chosen payment channel is the PRC Cashier, encode into the system the Official Receipt Number and amount</p> <p>If the application is in order, submit the application to the system</p>		<p>20 minutes</p>	<p>Cashier, Cash Division</p> <p>Regional Office, Processing Officer, Regulation Division</p>
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	<b>Central Office (CPD Division)</b>			
	5. Prepare and send Notice of meeting to the concerned CPD Council.	None	1 hour	CPD Council Secretary, Continuing Professional Development Division
	6. Evaluate and assess the qualifications and requirements of the applicant provider as prescribed by their CPD Operational Guidelines.	None	10 days	CPD Council Members, Continuing Professional Development Division
	7. Prepare minutes of the meeting, updates and inform applicant through his/her given email address on the result of their application.  a. For disapproved applications, inform the applicant on the grounds for disapproval b. For deferred applications which requires submission of additional requirements by the applicant, inform the applicant to submit the compliance	None	4 days	CPD Council Secretary, Continuing Professional Development Division



	c. For approved applications, print the certificate of accreditation. The provider will be given a system generated Username and Password to access the CPDAS	None	30 minutes	CPD Council Secretary, Continuing Professional Development Division
	8. Transmit the signed certificate to the Regional Office where the applicant applied for accreditation.	None	10 minutes	Releasing officer, Continuing Professional Development Division
	9. Issue certificate of accreditation to the concerned applicant.	None	15 minutes	Processor in the Regulation Division of the Regional Office
<b>TOTAL:</b>		Processing Fee: Provider (local): <b>Php 5,000.00</b>  Provider (foreign): <b>Php 8,000.00</b>	<b>14 days, 2 hours &amp; 50 minutes</b>	
END OF TRANSACTION				



#### 44. STATEBOARD VERIFICATION/VALIDATION OF LICENSE/REGISTRATION

To fill up the stateboard verification form after verification/validation of professional's license as requested.

<b>Office or Division:</b>	Regional Offices – Records Section	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- registered professionals whose license/Professional Identification Card (PIC) is subject to verification by foreign entities/agencies;</li> <li>- foreign government and non-government agencies or private entities who require verification of license/board rating of an applicant/employee</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. duly accomplished application form/ action sheet (one copy)	Public Assistance Counter	
2. valid Professional Identification Card	from the applicant	
3. application form from the international regulatory agency		
4. one (1) photocopy of TOR (as may be required)		
5. one (1) photocopy of valid Philippine passport, if applicable		
6. receipt of courier or postage stamps	courier company	
7. Documentary Stamps Tax (DST) worth Php 30.00	Bureau of Internal Revenue	
<b>Other requirements for representative:</b>		
1. any valid government-issued ID or valid NBI Clearance		
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Secure action sheet/application form from Public Information and accomplish according to request.	1. Issue action sheet/application form.		10 minutes	Public Information Officer
<b>Step 2:</b> Pay prescribed fees.	2. Issue official receipt.	Stateboard Verification fee: Php 200.00/copy	5 minutes	Cashier
<b>Step 3:</b> Submit duly accomplished form and all documentary requirements to the designated window of the concerned regional office and receive claim slip.	3.1. Receive and evaluate completeness of documents submitted and issues claim slip.		5 minutes	Receiving Officer
	3.2. Verify and validate from the database and prepare authenticated documents for signing by the authorized officer.		20 minutes	Verifier
	3.3. Sign certification.		5 minutes	Authorized Officer
	3.4. Submit to the desired institution (15 minutes) *Fill-out the form *Send documents thru Courier		5 minutes	Releasing Officer
<b>TOTAL:</b>		<b>Php 200.00</b>	<b>50 minutes</b>	
END OF TRANSACTION				



# **Central Office**

## **Internal Services**



## 1. PAYMENT OF CASH ADVANCE (CA) FOR THE CONDUCT OF EXAMINATION AND ITS LIQUIDATION

Covers payment for allowances of examination personnel, use of school venues and facilities and incidental expenses relative to the conduct of examination.

Office or Division:	Licensure Office/Regional Offices, Budget and Management Division, Accounting Division and Cash Division	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Licensure and Registration Division	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Supporting documents (SDs):		
For Cash Advance:		
1. approved special order (for the conduct of exam only)		Licensure Office Regional Office (ROs)
2. approved estimates		
For Liquidation:		
1. duly signed and approved Liquidation Reports		Licensure Office Regional Office (ROs)
2. report of cash disbursements		
3. signed payroll		
4. official receipts of the payment made		
5. Reimbursement Expense Receipt (RER)		
6. OR in case of refund of excess cash advance		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<b>LICENSURE AND REGISTRATION DIVISION:</b> 1. Prepare obligation request and status (ORS) and disbursement voucher (DV) with complete SDs for the grant of CA 2. Review and approve ORS and DV		30 minutes  5 minutes	Professional Regulations Officer  Regional Director/OIC
	<b>BUDGET AND MGT. DIVISION:</b> 3. Evaluate ORS (including SDs) and assign ORS number and its approval  3.1. Determine if the claim is valid, and if the amount is correct and with supporting documents  3.2. Determines if the cash advance (CA) is within the budget threshold of the delivery unit (DU); if insufficient, advise DU to modify items in their PPMP  4. Certify the availability of funds in box b of the obligation request and status (ORS)		20 minutes          5 minutes	Budget Evaluator          Chief/OIC Budget Officer



	<b>ACCOUNTING DIVISION:</b>  5. Evaluate DVs (including SDs) and assignment of DV number and its approval  5.1. Check the completeness and propriety of the SDs and the correctness of computation  5.2. Determine the presence of unliquidated cash advance  6. Determine the availability of NCA and sign box b of DV		20 minutes	Accounting staff
			5 minutes	Chief/OIC Accountant
	<b>PMFS/ASCOM/ COM1/COM2:</b>  7. Review and sign box c of DV for approval of payment.		5 minutes	Authorized Signatory
	<b>CASH DIVISION:</b>  8. Log and prepare LDDAP-IC and DVs.		2 minutes	Disbursing Staff
	9. Encode payment thru LBP-EMDS.		3 minutes	Disbursing Staff
	10. Print the LDDAP-IC to be approved by the authorized signatories.		3 minutes	Disbursing Officer



Submit Liquidation Report with complete SDs as soon as the cash advance has been served.	11. Receives and evaluates Liquidation Report with complete SDs.		10 minutes	Concerned employee
TOTAL:		None	1 hour and 48 minutes	
END OF TRANSACTION				



## 2. PAYMENT FOR CASH ADVANCE (CA) FOR THE TRAVELLING EXPENSE AND ITS LIQUIDATION

Covers expenses for local travel, which consist of cost for hotel accommodation or lodging, including the prescribed taxes and service charges, meal and incidental expenses, including cost for local and inland transportation and reasonable miscellaneous.

<b>Office or Division:</b>	concerned employee, Budget and Management Division, Accounting Division and Cash Division	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Supporting documents (SDs):</b>		
<b>For Cash Advance:</b>		
1. travel order	concerned employee	
2. approved itinerary of travel		
3. flight itinerary issued by the airline/ticketing office/travel agency		
<b>&gt;&gt; Additional for foreign travel &lt;&lt;</b>		
1. letter of invitation of host/sponsoring country or organization	concerned employee	
2. copy of UNDP rate for claim of DSA		
3. document showing dollar exchange rate (US\$ to Peso)		
4. authority from the Office of THE President if entitled to representation expenses		
5. invitation addressed to the agency inviting participants (training)		
6. acceptance of the nominee as participants (training)		
7. program agenda and Logistics Information (training)		



<b>For Liquidation:</b>	
<b>A. For Local Travel</b>	
1. Paper/Electronic plane, boat or bus tickets, boarding pass, terminal fee	concerned employee
2. Certificate of Appearance/Attendance (in accordance w/ EO No. 77	
3. Copy of previously approved Itinerary of Travel	
4. Revised or supplemental Office Order or any proof supporting the change of schedule	concerned employee
5. Revised Itinerary of Travel, if the previous approved itinerary was not followed	
6. Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)	
7. Liquidation Report	
8. Reimbursement Expense Receipt (RER)	
9. OR in case of refund of excess cash advance	
10. Certificate of Travel Completed (CTC)	
11. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed include the hotel room/lodging rate.	





B. For Foreign Travel				
1. Paper/Electronic plane, boarding pass, boat or bus ticket, terminal fee		concerned employee		
2. Certificate of Appearance/Attendance for training/seminar participation				
3. For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 77): <ul style="list-style-type: none"><li>• Approval of the President</li><li>• Certification from the Head of Agency that it is absolutely necessary</li><li>• Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)</li></ul>				
4. Revised IT, if applicable				
5. Narrative report on trip undertaken/Report on Participation				
6. OR in case of refund of excess cash advance				
7. CTC				
8. LR				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<div>1. Prepare obligation request and status (ORS) and disbursement voucher (DV) with complete SDs for the grant of CA.</div> <div>2. Approve obligation request and status (ORS) and disbursement voucher (DV).</div>		5 minutes	Concerned Employee



	<b>BUDGET AND MGT. DIVISION:</b>			
	3. Evaluate the ORS (including SDs) and assignment of ORS number and its approval.		15 minutes	Head of Office/ Authorized Approving Officer
	4. Determine if the claim is included in the project procurement management plan (PPMP) and within the budget threshold of the delivery unit (DU); if not included or insufficient, advise DU to modify items in their PPMP.		15 minutes	Budget Evaluator
	5. Certify availability of funds in box b of the obligation request and status (ORS).		5 minutes	Chief Budget Officer
	<b>ACCOUNTING DIVISION:</b>			
	6. Evaluate DVs (including SDs) and assignment of DV number and its approval.		15 minutes	Accounting staff
	6.1. Check the completeness and propriety of the SDs and verify if the disbursing officer has no unliquidated CA and is properly bonded.			
	7. Determine the availability of NCA and signs box b of DV		5 minutes	Chief/OIC Accountant



	<b>PMFS/ASCOM:</b> 8. Review and sign box c of DV for approval of payment		5 minutes	Authorized Signatory
	<b>CASH DIVISION:</b> 9. Receive approved/signed ORs, disbursement voucher (DV) and other SDs from authorized signatories 10. Stamp, encode, and record in the incoming logbook and segregate according to mode of payment 11. Encode payment thru LBP-EMDS 12. Print the LDDAP-IC to be approved by the authorized signatories		2 minutes  2 minutes  3 minutes  5 minutes	Disbursing Officer
	<b>PMFS/ASCOM:</b> 13. Approve LDDAP-IC		5 minutes	Authorized Signatory
	<b>CASH DIVISION:</b> 14. Upon return, print the "Inquire Issued Check" details to prove that it was approved by the authorizer (wait for 24 hours to determine that it has been credited)		1 day	Disbursing Officer



	15. Inform concerned employee that the amount has been credited to their amount		2 minutes	
Concerned employee to submit Liquidation Report with complete SDs within 30 days after the return of the official/employee concerned to his official station for local travel and within 60 days after the return of the official/employee concerned to the Philippines in the case of foreign travel.	16. Receives and evaluates Liquidation Report with complete SDs		15 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>1 day, 1 hour and 24 minutes</b>	
END OF TRANSACTION				

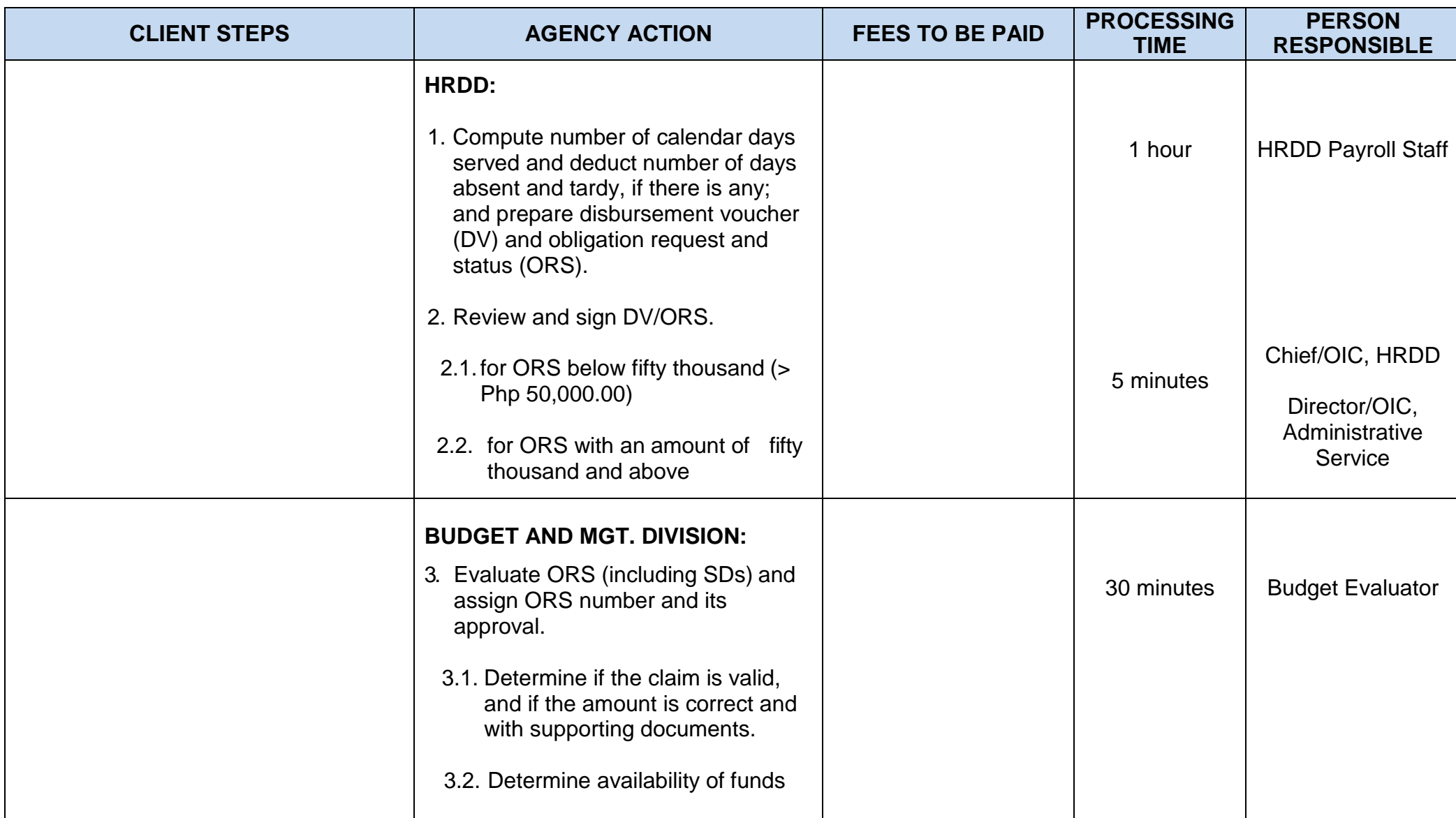


### 3. PAYMENT OF INDIVIDUAL CLAIMS – FIRST SALARY & PERA

Personal Economic Relief Allowance (PERA) is part of the standard allowances and benefits in the amount of two thousand pesos (Php 2,000.00) per month given to all employees across agencies to supplement pay due to the rising cost of living.<sup>1</sup>

<b>Office or Division:</b>	Human Resource Development Division (HRDD), Budget and Management Division, Accounting Division, and Cash Division	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- for first salary: newly appointed personnel;</li> <li>- for PERA: civilian government personnel occupying regular, contractual or casual positions; appointive or elective; rendering services on full time or part time basis; and whose positions are covered by Republic Act (R.A.) No. 6758, "Compensation and Position Classification Act of 1989", as amended</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Supporting documents (SDs):</b>		
1. certified true copy of appointment paper		HRRD Recruitment, Selection and Placement Section
2. certified true copy of oath of office		
3. certificate of assumption		
4. statement of assets, liabilities and net worth (SALN)		employee
5. duly approved daily time record (DTR)		HRDD Attendance Monitoring Section
<b>Additional requirement, if transferred from another government agency to PRC:</b>		
1. clearance and/or authority to transfer from previous employer		employee

<sup>1</sup>Items (4)(f) and (4)(f)(i) of the Senate and House of Representatives Joint Resolution No. 4, approved by her Excellency, President Gloria Macapagal-Arroyo on June 17, 2009





	4. Certify the availability of funds in box B of the obligation request and status (ORS).		5 minutes	Chief/OIC Budget Officer
	<b>ACCOUNTING DIVISION:</b>  5. Evaluate DV (including SDs) and assign DV number.  a. Check the completeness and propriety of the SDs and the correctness of computation.  b. Determine the availability of NCA and sign box b of DV.		15 minutes          5 minutes	Accounting staff          Chief/OIC Accountant
	<b>PMFS:</b>  6. Review and sign box C of DV for approval of payment.		5 minutes	Director of PMFS
	<b>CASH DIVISION:</b>  7. Log and prepare LDDAP-IC DVs.  8. Encode via EMDS all the information needed (payment will be		3 minutes   2 minutes	Disbursing Staff



	automatically credited to the LBP account of the payee).		5 minutes	Disbursing Officer
	9. Print two copies of returned "Inquire Issued and Check Details" as proof that the payment has been successfully credited to the account of the payee.			
<b>TOTAL:</b>		<b>None</b>	<b>2 hours and 17 minutes</b>	
END OF TRANSACTION				





#### 4. PAYMENT OF REIMBURSEMENT OF TRAVELLING EXPENSES

Submission of necessary documents for processing of reimbursement of expenses used for both local and foreign travels

<b>Office or Division:</b>	concerned employee , Budget and Management Division, Accounting Division and Cash Division	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Concerned employee	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Supporting Documents (SDs):</b>		
<b>A. For local travel:</b>		
1. Travel Order		concerned employee
2. Approved Itinerary of Travel		
3. Flight itinerary issued by the airline/ticketing office/travel agency		
4. Paper/Electronic plane, boat or bus tickets, boarding pass, terminal fee		
5. Certificate of Appearance/Attendance (in accordance w/ EO No. 77		
6. Copy of previously approved Itinerary of Travel		
7. Revised or supplemental Office Order or any proof supporting the change of schedule		
8. Revised Itinerary of Travel, if the previous approved itinerary was not followed		
9. Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)		
10. Liquidation Report		

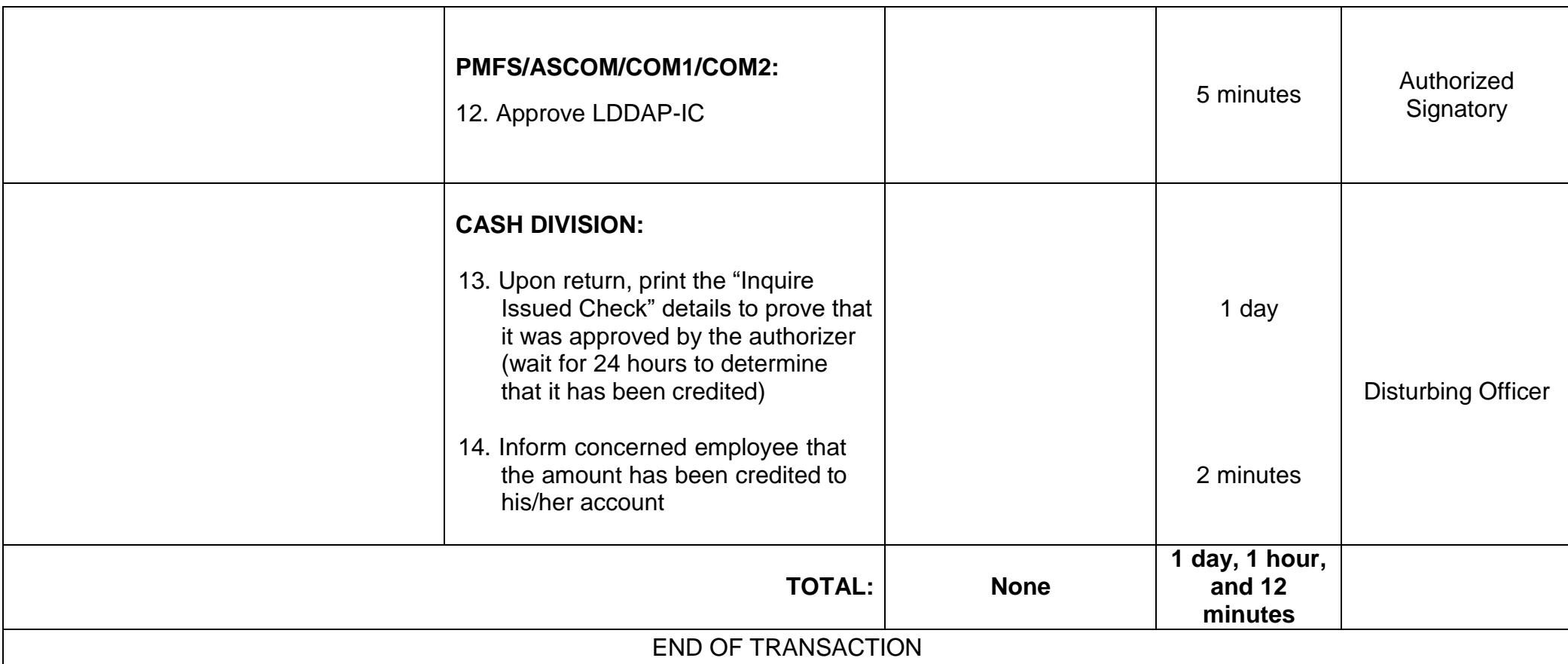


11. acceptance of the nominee as participants (training)	concerned employee
12. program agenda and logistics information (training)	
13. Certificate of Travel Completed (CTC)	
14. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed include the hotel room/lodging rate.	
<b>B. For foreign travel:</b>	
1. Travel Order	concerned employee
2. Approved Itinerary of Travel	
3. Flight itinerary issued by the airline/ticketing office/travel agency	
4. Paper/Electronic plane, boarding pass, boat or bus ticket, terminal fee	
5. Certificate of Appearance/Attendance for training/seminar participation	
6. For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 77) <ul style="list-style-type: none"><li>• Approval of the President</li><li>• Certification from the Head of Agency that it is absolutely necessary</li><li>• Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)</li></ul>	
7. Revised IT, if applicable	
8. Narrative report on trip undertaken/Report on Participation	
9. OR in case of refund of excess cash advance	
10. CTC	
11. LR	

[illegible]



	<b>ACCOUNTING DIVISION:</b>  5. Evaluation of the DVs (including SDs) and assignment of DV number and its approval.  5.1. Check the completeness and propriety of the SDs.  6. Determine the availability of NCA and signs box b of DV.		45 minutes	Accounting staff
			5 minutes	Chief/OIC Accountant
	<b>PMFS/ASCOM:</b>  7. Review and sign box c of DV for approval of payment		5 minutes	Authorized Signatory
	<b>CASH DIVISION:</b>  8. Receive approved/signed ORs, disbursement voucher (DV) and other SDs from authorized signatories  9. Stamp, encode, and record in the incoming logbook and segregate according to mode of payment  10. Encode payment thru LBP-EMDS  11. Print the LDDAP-IC to be approved by the authorized signatories		2 minutes	Disbursing Officer
			3 minutes	
			2 minutes	
			5 minutes	





## 5. PROCESSING OF CERTIFICATE OF CLEARANCE

A certification that signifies an employee is clear of all accountabilities in money & property and has no pendency of criminal or administrative cases.

<b>Office or Division:</b>	Human Resources Development Division		
<b>Classification:</b>	Complex Transaction		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	employees who are retiring, resigning, transferring to another government agency, applying for leave of absence for 30 days and above, and traveling abroad		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>	
<b>Documents<sup>2</sup> to be submitted by the employee:</b>			
<b>A. Resignation/Early Retirement/Transfer</b>			
1. letter of intent		concerned employee	
2. duly notarized SALN (date of resignation)			
3. individual performance commitment review (IPCR) for the last two (2) rating periods			
4. employee ID			
5. exit interview (with form)		HRDD	
6. certificate of clearance stub (for permanent employee only)			
7. daily time record (DTR) signed by the immediate supervisor			
<b>B. Mandatory retirement</b>			
1. duly notarized SALN		concerned employee	
2. IPCR for the last two (2) rating periods			
3. employee ID			

<sup>2</sup> Memorandum Order No. Series of 2019



4. certificate of clearance stub	HRDD
5. IPCR for the last two (2) rating periods	
6. DTR (signed by the immediate supervisor and employee)	
<b>C. Leave (30 days and up) – maternity leave / sick leave</b>	
1. application for leave (2 copies)	concerned employee
2. medical certificate (for sick leave)	concerned employee’s physician
3. certificate of clearance stub	HRDD
4. DTR (signed by the immediate supervisor and employee)	
<b>D. Leave (30 days and up) – study leave</b>	
1. application for leave	concerned employee
2. letter of intent	
3. IPCR for the last two (2) rating periods	
4. Proof of enrolment	concerned employee’s admitting school
5. certificate of clearance stub	HRDD
6. DTR (signed by the immediate supervisor and employee)	
<b>E. Special Leave Benefits</b>	
1. medical certificate in CSC form	concerned employee
2. clinical summary reflecting the gynecological disorder which shall be addressed by the said surgery; the hispathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employee’s estimated period of recuperation for the same	
3. duly accomplished DTR	
4. medical certificate in CSC form	
5. duly accomplished DTR	HRDD



F. Travel Abroad				
1. letter of intent		concerned employee		
2. application for leave				
3. certification of actual duties and functions of the employee as well as his/her endorsee				
4. duly accomplished DTR		HRDD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Step 1:</b> Submit letter of intent together with the required documents/certification (Cash, Legal Service and PSD)	1. Receive and check completeness of submitted documents.		10 minutes	Recruitment, Selection and Placement Section (RSPS) Staff
	2. Prepare certificate of clearance.		5 minutes	Recruitment, Selection and Placement Section (RSPS) Staff
	3. Sign certificate of clearance		5 days	Procurement Supply, Accounting, COOP, Legal Service, PMFS, Immediate Supervisor, Office Head and HRDD
	4. Affix initials on the certificate of clearance		2 days	Commissioners 1 and 2





	5. Approve and sign certificate of clearance		1 day	Chairperson, PRC
	6. Provide a copy of approved certificate of clearance to the concerned employee		2 minutes	Recruitment, Selection and Placement Section (RSPS) Staff
	7. Keep a copy for his/her 201 File		2 minutes	Personnel Database and Records Section Staff
<b>TOTAL:</b>		<b>None</b>	<b>8 days and 19 minutes</b>	
END OF TRANSACTION				



FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback?	Citizens may submit their feedback (a commendation or suggestion) regarding their experience with certain PRC services, protocols and/or personnel by filling out the feedback form, which may be secured at the feedback box of the concerned Office.
How feedback is processed?	<p>Feedback forms are forwarded to the Administrative Service/Office of the Regional Director for filing and processing. These forms are endorsed to concerned offices for action/consideration.</p> <p>Offices shall prepare a response letter addressing the citizen feedback.</p> <p>Citizens may follow up the agency action on their feedback with the Administrative Service/Office of the Regional Director.</p>
How to file complaints?	<p>In accordance to provisions of the Anti-Red Tape Act, citizens may file a complaint against services, protocols and/or personnel of government agencies thru the following channels:</p> <p><b>Anti-Red Tape Act (ARTA):</b> <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> (email) 1-ARTA (2782) (call)</p> <p><b>Presidential Complaint Center (PCC):</b> 8888 (SMS and call)</p> <p><b>Contact Center ng Bayan (CCB):</b> 0908-881-6565 (SMS)</p>



How complaints are processed?	Complaints are received by the Office of the Chairman and forwarded to the Human Resource Development Division. HRDD forwards the complaint to the concerned office. The receiving office shall respond to the complaint – within 24 hours, if the complaint is received from the Contact Center ng Bayan (CCB), and 1-3 working days if received from the Presidential Complaint Center – furnishing the citizen with a copy of the response.
Contact Information of ARTA, PCC, CCB	<p>Anti-Red Tape Act (ARTA): <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> (email) 1-ARTA (2782) (call)</p> <p>Presidential Complaints Center (PCC): 8888 (SMS and call)</p> <p>Contact Center ng Bayan (CCB): 0908-881-6565 (SMS)</p>



LIST OF OFFICES			
CENTRAL/ REGIONAL OFFICE	ADDRESS	CONTACT INFORMATION	SERVICES OFFERED (CENTRAL/REGIONAL OFFICE)
Central Office	P. Paredes St. cor. N. Reyes St. Sampaloc, Manila	<p><b>Office of the Chairman:</b></p> <p><b>Chairman</b> <a href="mailto:chairman.tsp@prc.gov.ph">chairman.tsp@prc.gov.ph</a></p> <p><b>Office of the Commissioner I</b> Tel: 8735-1488 <a href="mailto:commissioner.ydr@prc.gov.ph">commissioner.ydr@prc.gov.ph</a></p> <p><b>Office of the Commissioner II</b> Tel: 5310-0049 Telefax: 8735-1536 * 5310-0049 <a href="mailto:commissioner.jyc@prc.gov.ph">commissioner.jyc@prc.gov.ph</a></p> <p><b>Office of the Assistant Commissioner</b> Tel: 8735-4674 <a href="mailto:assistant.commissioner@prc.gov.ph">assistant.commissioner@prc.gov.ph</a></p> <p><b>PRB Secretariat Division</b> Tel: 8552-0010 Telefax: 5310-1018 <a href="mailto:prb.secretariat@prc.gov.ph">prb.secretariat@prc.gov.ph</a></p> <p><b>Internal Audit Services Division</b> Tel: 5310-1014 <a href="mailto:internal.audit@prc.gov.ph">internal.audit@prc.gov.ph</a></p>	<p><b>EXTERNAL SERVICES:</b></p> <ol style="list-style-type: none"> <li>1. Application for Licensure Examination</li> <li>2. Initial Registration of Successful Examinees</li> <li>3. Renewal of Professional Identification Card (PIC)</li> <li>4. Issuance of Duplicate Professional Identification Card (PIC)</li> <li>5. Application for Authentication (Certified True Copy) of Professional Identification Card (PIC) and/or Certificate of Registration (COR)</li> <li>6. Application for Issuance of Certification of Good Standing (COGS)</li> <li>7. Issuance of Certification of Passing and Board Rating</li> <li>8. Authentication of Certification of Passing and Board Rating</li> <li>9. Filing of Complaint Against a Professional</li> <li>10. Issuance of Certificate of Surrendered Certificate of Registration (COR) and Professional Identification Card (PIC)</li> <li>11. Issuance of Certificate of No Pending Case or With Pending Case</li> <li>12. Issuance of Certificate of Service Penalty</li> </ol>



		<p><b>Commission Secretary</b> Tel: 8736-2242 <a href="mailto:comsec@prc.gov.ph">comsec@prc.gov.ph</a></p> <p><b>PRB Screening Unit</b> <a href="mailto:prb.screening@prc.gov.ph">prb.screening@prc.gov.ph</a></p> <p><b>Public Information and Media Relations Unit</b> Tel: 8584-7155 <a href="mailto:pimru@prc.gov.ph">pimru@prc.gov.ph</a></p> <p><b><u>Planning, Management and Financial Service</u></b></p> <p><b>Planning, Management and Financial Service (Office of the Director)</b> Tel: 5310-4045 Telefax: 8736-2243 <a href="mailto:pmfs@prc.gov.ph">pmfs@prc.gov.ph</a></p> <p><b>Monitoring and Evaluation Division</b> Telefax: 8733-1047 <a href="mailto:monitoring@prc.gov.ph">monitoring@prc.gov.ph</a></p> <p><b>Planning Division</b> Telefax: 8733-1047 <a href="mailto:planning@prc.gov.ph">planning@prc.gov.ph</a></p> <p><b>Accounting Division</b> Tel: 5310-1025 <a href="mailto:accounting@prc.gov.ph">accounting@prc.gov.ph</a></p>	<p>13. Issuance of Certificate of Finality of Judgement</p> <p>14. Request for Untagging from the Database</p> <p>15. Receiving of Subsequent Pleadings (Other than Complaint) and Other Legal documents</p> <p>16. Issuance of Certified True Copy of Pleadings and Other Legal Documents</p> <p>17. Stateboard Verification / Validation of License/ Registration</p> <p>18. Issuance of Certificate of Performance of Schools</p> <p>19. Application for Accreditation as: A. Accounting Teacher B. Individual CPA/Firm/Partnership of CPAs in the Practice of Public Accountancy</p> <p>20. Application for Licensure Examination that needs approval of the Board</p> <p>21. Application of Registration with Examination (Walk-in)</p> <p>22. Application for Change of Status/Correction of Date of Birth/Name</p> <p>23. Application for Accreditation of Salesperson and Medical Representative</p> <p>24. Replacement of Lost/Damaged Certificate of Registration (COR)</p> <p>25. Processing of Application for Accreditation of Continuing Professional Development (CPD) Provider</p>
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		<b>Accreditation and Compliance Division</b> Telefax: 5310-2023 <a href="mailto:acd@prc.gov.ph">acd@prc.gov.ph</a> <b>Professional Registry Division</b> Tel: 8736-2248 <a href="mailto:prd@prc.gov.ph">prd@prc.gov.ph</a>	
NCR	P. Paredes St. cor. N. Reyes St. Sampaloc, Manila	<a href="mailto:ncr@prc.gov.ph">ncr@prc.gov.ph</a>	
Baguio (CAR)	Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Bgy. Rizal Monument, 2600 Baguio City	Tel: (074) 661-9105 <a href="mailto:car@prc.gov.ph">car@prc.gov.ph</a>	
Rosales (Region I)	Government Center, Pangasinan-Nueva Viscaya Road Carmay East, 2441 Rosales, Pangasinan	Tel: (075) 649-3798 <a href="mailto:ro1@prc.gov.ph">ro1@prc.gov.ph</a>	



Tuguegarao (Region II)	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	Tele/fax: (078) 304-0701 Tele/fax: (078) 304-3703 <a href="mailto:ro2@prc.gov.ph">ro2@prc.gov.ph</a>	
San Fernando (Region III)	2nd and 3rd Floor (former) BIR Annex Building Provincial Capitol Compound, Bgry. Santo Niño San Fernando City Pampanga	<a href="mailto:ro3@prc.gov.ph">ro3@prc.gov.ph</a>	
Lucena (Region IV- A)	2nd floor Grand Central Terminal Ilayang Dupay, Lucena City	Tel: (042) 373-7316 Fax: (042) 373-7305 <a href="mailto:ro4a@prc.gov.ph">ro4a@prc.gov.ph</a>	
Legaspi (Region V)	Regional Government Center Site Rawis, Legaspi City 4500	Tel: (052) 481-3079 Fax: (052) 481-3323 <a href="mailto:ro5@prc.gov.ph">ro5@prc.gov.ph</a>	



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Cebu (Region VII)	HVG Arcade, Subangdaku Mandaue City, Cebu	Tel: (32) 2535330 <a href="mailto:ro7@prc.gov.ph">ro7@prc.gov.ph</a>	
Tacloban (Region VIII)	2nd Floor, Uytingkoc Bldg. Senator Enage St., Tacloban City	Tel: (053) 323-9729 Tel: (053) 832-2519 Tel: (053) 832-2520 <a href="mailto:ro8@prc.gov.ph">ro8@prc.gov.ph</a>	
Pagadian (Region IX)	149 F. S. Pajares Street Pagadian City	Tele/fax: (062) 925-0080 <a href="mailto:ro9@prc.gov.ph">ro9@prc.gov.ph</a>	



Cagayan de Oro (Region X)	Skypark, Limketkai Center Cagayan de Oro City, Misamis Oriental	Tel: 0995-277-8672 / 0909-197-8244 <a href="mailto:ro10@prc.gov.ph">ro10@prc.gov.ph</a>	
Davao (Region XI)	Calamansi St., corner 1st Street Juna Subdivision 8000 Matina, Davao City	Tel: (082) 234-0006 to 07 <a href="mailto:ro11@prc.gov.ph">ro11@prc.gov.ph</a>	
General Santos (Region XII)	Robinsons Place Gensan Jose Catolico Sr. Ave General Santos City, 9500 South Cotabato	<a href="mailto:ro12@prc.gov.ph">ro12@prc.gov.ph</a>	
Butuan (Region XIII)	Robinsons Place Butuan City Butuan City, Agusan Del Norte	Tel: 09302291575 Tel: (085) 815 0915 <a href="mailto:ro13@prc.gov.ph">ro13@prc.gov.ph</a>	