



Professional Regulation Commission

CITIZEN'S CHARTER

2019 (1ST Edition)



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), email address (prcpimru@gmail.com), hotline numbers (02) 310-0026/310-1047, and social media pages (facebook.com/professionalregulationcommission and twitter.com/PRCMain)

All these we pledge, because YOU deserve IT.



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Central Office

External Services



1. 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.

Office or Division:	Regional Offices – Application Section	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none">- Filipino citizen;- Has no criminal record or has never been convicted in a final judgment by any court, military tribunal or administrative body;- With appropriate Post Baccalaureate/Baccalaureate/Non-Baccalaureate degree as required by the specific professional regulatory law	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
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		from the applicant
2. birth certificate issued by the Philippine Statistics Authority (PSA) - original and photocopy		
3. marriage certificate issued by PSA (for married female applicant) - original and photocopy, if applicable		
4. two (2) Documentary Stamps Tax (DST)		BIR/any authorized government agency
5. one (1) Passport size picture (1.8” x 1.8”) with complete nametag in white background and in decent attire		from the applicant
6. any valid or government-issued ID		



NOTE:				
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				
2. for non-readable entries in PSA birth/marriage certificate, a clear copy of LCR Form 102 or LCR Form 1A				
3. if exact date of graduation is not indicated on the transcript of records, original and photocopy of college diploma				
4. for Filipino citizen who finished his/her degree/course abroad, certificate of equivalency from the Commission on Higher Education (CHED)				
5. for those 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				
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				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website via (https://online.prc.gov.ph) and create an account.	1. System activates user account.		Based on system response time	Applicant



Step 2: Select an appointment place for application for examination and payment option.	2. System issues reference number.		Based on system response time	Applicant
Step 3: 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
Step 4: 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.		10 minutes	Processing/ Verifier Officer
Step 5: Receive the Notice of Admission (NOA).	5. Print and issue NOA.		5 minutes	Releasing/Printing Officer



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



2. 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"> - Board licensure examination passers; - applications approved by the Board through board resolutions for registration without examination; - Filipino citizen; - of legal age on the date of registration as prescribed by their respective Professional Regulatory Law (PRL); - has no criminal record or has never been convicted in a final judgment by any court, military tribunal or administrative body 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. passport size ID picture		from the applicant
2. any valid or government issued-ID		
3. one (1) short brown envelope		
4. two (2) Documentary Stamps Tax (DST)		BIR / any authorized government agency
Additional Requirements:		
1. for registration without exam - 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
Step 1: Access the PRC website online (https://online.prc.gov.ph) and create an account.	1. System activates user account.		Based on system response time	Applicant
Step 2: Select an appointment place for initial registration and payment option.	2. System issues reference number.			
Step 3: 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
Step 4: 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 as against PERRC and print Registry Sheet.		10 minutes	Verifier/Encoder



<p>Step 5: Sign Registry Sheet and receive the Claim Slip Note: The Professional Identification Card (PIC) and certificate of registration shall be issued only after the oath taking.</p>	<p>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 PRB.</p>		<p>5 minutes</p>	<p>Registration Officer</p>
<p>TOTAL:</p>		<p>for Baccalaureate: Php 1,050.00 for non-Baccalaureate: Php 870.00</p>	<p>20 minutes</p>	
<p>END OF TRANSACTION</p>				



3. RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)

Renewal of expired PIC of Registered Professionals.

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">- Registered professionals whose PIC already expired;- Registered professionals whose PIC will expire in less than a year;- has no criminal record or never been convicted in a final judgment by any court, military tribunal or administrative body			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
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)		
Requirements for Representative:				
1. any valid or government-issued ID		from the applicant		
2. special power of attorney				
3. if the representative is a PRC registered professional - authorization letter and PRC issued PIC		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website via (https://online.prc.gov.ph) and create an account.	1. System activates user account.		Based on system response time	Applicant



Step 2: Select an appointment place for renewal of PIC, and payment option/channel.	2. System issues reference number.		Based on system response time	Applicant
Step 3: 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 Self-directed and/or lifelong-learning fee: Php 500.00	5 minutes	Cashier
Step 4: 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
Step 5: 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
TOTAL:		for Baccalaureate: Php 450.00 for non-Baccalaureate: Php 420.00 Self-directed and/or life long-learning fee: Php 500.00 if applicable	20 minutes	
Note: Failure to renew 20 days after the date of expiration of PIC, penalties/surcharges will be imposed.				
END OF TRANSACTION				



4. ISSUANCE OF DUPLICATE PROFESSIONAL IDENTIFICATION CARD (PIC)

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

Office or Division:	Regional Offices – Registration Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professionals with lost or damaged PICs.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. duly accomplished renewal form (downloadable)		regional offices/offsite service centers		
2. affidavit of loss or presentation of damaged PIC		notary public		
Requirements for Representative:				
1. any valid or government-issued ID				
2. special power of attorney				
3. if the representative is a PRC registered professional: authorization letter and PRC issued PIC		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website via (https://online.prc.gov.ph) and create an account.	1. System activates user account.		Based on system response time	Applicant
Step 2: Select an appointment place for renewal of PIC and payment option/channel.	2. System issues reference number.			
Step 3: Download renewal form with picture and reference number and pay the	3.1. Online payment channel confirms payment. 3.2. If thru PRC Cashier: (non-online)	Duplicate fee: Php 250.00	5 minutes	Cashier



corresponding fees thru selected payment option/channel.	Receive payment and issues official receipt to the client.			
Step 4: 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
Step 5: Receive duplicate PIC at the releasing counter.	5. Print and release duplicate PIC to the professional/representative.		15 minutes	Printing/Releasing Officer
TOTAL:		Php 250.00	23 minutes	
END OF TRANSACTION				



5. 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 PIC		from the applicant		
3. original and photocopy/ies of PIC and/or COR				
4. two (2) Documentary Stamps Tax (DST) per copy		BIR/any authorized government agency		
Requirements for Representative:				
1. any valid or government-issued ID		professional being presented		
2. authorization letter				
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.		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



Step 3: 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.		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.		5 minutes	Verifying/ Authentication Officer
	3.3. Sign authenticated copies.		5 minutes	Authorized officer
Step 4: 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.		5 minutes	Releasing Officer
Step 5: Receive signed authenticated copy/ies on the releasing log sheet.	5. Issue signed authenticated copy/ies.		3 minutes	
TOTAL:		Php 75.00	30 minutes	
END OF TRANSACTION				



6. 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. duly accomplished application form/action sheet		Public Assistance Counter		
2. valid PIC		from the applicant		
3. two (2) Documentary Stamps Tax (DST) per copy		BIR/any authorized government agency		
Requirements for Representative:				
1. any valid or government-issued ID				
2. Authorization Letter		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure action sheet/application form from Public Information Counter/Desk and accomplish according to request.	1. Issue action sheet/application form.		10 minutes	Public Information Officer
Step 2: Pay prescribed fees at the cashier.	2. Issue official receipt.	Php 75.00/copy	5 minutes	Cashier
Step 3: Submit duly accomplished form and all documentary requirements to the	3.1. Receive and evaluate completeness of documents submitted and issue claim slip.		5 minutes	Certification Officer



designated window of the concerned regional office/offsite service center. and receive claim slip.	3.2. Verify and validate from the database and prepare certification for signing by the authorized officer.		20 minutes	Verifying Officer
	3.3. Sign certification.		5 minutes	Authorized Officer
Step 4: Receive signed copy/ies of certification.	4. Issue signed copy/ies of certification.		5 minutes	Releasing Officer
TOTAL:		Php 75.00/copy	50 minutes	
END OF TRANSACTION				



7. 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.

Office or Division:	Regional Offices – Records Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professionals with valid PIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. duly accomplished application form/ action sheet		Public Assistance Counter		
2. valid PIC		from the applicant		
3. original and photocopy/ies of certificate of passing and board rating				
4. two (2) Documentary Stamps Tax (DST) per copy		BIR/any authorized government agency		
Requirements for Representative:				
1. any Valid or Government ID		from the applicant		
2. Authorization Letter		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure action sheet/application form from Public Information Counter/Desk and accomplish according to request.	1. Issue action sheet/application form.		10 minutes	Public Information Officer
Step 2: Pay prescribed fees.	2. Issue official receipt.	Php 75.00/copy	5 minutes	Cashier
Step 3: Submit duly accomplished form and all documentary requirements to the designated window of the concerned	3.1. Receive and evaluate completeness of documents submitted and issue claim slip.		5 minutes	Receiving Officer



regional office/offsite service centers and receive claim slip.	3.2. Verify and validate from the database and prepares Certification for signing by the authorized officer.		20 minutes	Verifier
	3.3. Sign certification.		5 minutes	Authorized Officer
Step 4: Receive signed copy/ies of certification.	4. Issue signed copy/ies of certification		5 minutes	Releasing Officer
TOTAL:		Php 75.00/copy	50 minutes	
END OF TRANSACTION				



8. 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. duly accomplished application form/ action sheet			Public Assistance Counter	
2. valid PIC			from the applicant	
3. two (2) documentary stamps per copy			BIR/any authorized government agency	
Other requirements for Representative:				
1. any valid or government-issued ID			professional being represented	
2. authorization letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure action sheet/ application form from Public Information Counter/Desk and accomplish according to request.	1. Issue action sheet/application form.		10 minutes	Public Information Officer
Step 2: Pay prescribed fees.	2. Issue official receipt.	Authentication fee: Php 75.00/copy	5 minutes	Cashier
Step 3: 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 prepares		20 minutes	Verifier



	authenticated documents for signing by the authorized officer.			
	3.3. Sign certification.		5 minutes	Authorized Officer
Step 4: Receive signed authenticated copy/ies of rating and/or passing.	4. Issue signed copy/ies of certification.		5 minutes	Releasing Officer
TOTAL:		Php 75.00	50 minutes	
END OF TRANSACTION				



9. 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:	anybody as long as they complied with the requirements			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. complaint affidavit with verification		complainant		
2. certification of non-forum shopping				
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.		5 minutes	Docket Officer
Step 2: Proceed to the cashier and pay the docket and legal research fee.	2. Issue an official receipt.	Docket fee: Php 235.00 Legal Research Fee: Php 10.00	5 minutes	Cashier
Step 3: 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.		10 minutes	Docket Officer/ Receiving Clerk
TOTAL:		Php 245.00	20 minutes	
END OF TRANSACTION				



10. 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 Requirements:				
1. COR and 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)				
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 the certificate of registration and professional identification card	1.1. Receive the COR and PIC and verifies the records of the case 1.2. Prepare the Certificate and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/ OIC-Director, Legal Service	None	2 days *includes manual verification process of status of the case	Docket Officer/ Chief of the Hearing and Investigation Division



			**this may shorten if applicant has copy of Decision, Order, Resolution	
TOTAL:		None	2 days	
END OF TRANSACTION				



11. 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. photocopy of updated PIC			Requesting party	
2. two (2) Documentary Stamps Tax (DST)			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)				
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
Step 2: Proceed to the Cashier and pay the Certification fee.	2. Issue an official receipt.	Certification fee: Php 75.00	5 minutes	Cashier



Step 3: Submit the letter requesting for a Certificate of No Pending or with Pending Case to the Docket Officer	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		2 days *Includes manual verification of the status of the case	Docket Officer
TOTAL:		Php 75.00	2 days and 10 minutes	
END OF TRANSACTION				



12. 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

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 meted with a penalty of suspension or revocation			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE/SOURCES	
Basic Requirements:				
1. valid government ID			Professional who has been suspended or whose license/COR has been revoked and reinstated	
2. two (2) Documentary Stamps Tax (DST)			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) 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: Submit letter requesting for the return of his/her surrendered COR and PIC.	1. Receive the letter request and issue an order of payment.		5 minutes	Docket Officer
Step 2: Proceed to the Cashier and pay the Certification fee.	2. Issue an official receipt	Certification: Php 75.00	5 minutes	Cashier



	3. Verify the status from the database and actual case folder.		2 days *includes manual verification of status of the case **this may shorten if applicant has copy of Decision, Order, Resolution	Docket Officer
	4. Prepare the Certificate and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/OIC-Director, Legal Service.		10 minutes	Docket Officer
TOTAL:		None	2 days and 10 minutes	
END OF TRANSACTION				



13. 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.

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		parties		
2. Valid government ID				
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)				
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. 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
Step 2: Proceed to the Cashier and pay the docket and legal research fee.	2. Issue an Official Receipt.	Certification Fee: Php 75.00	5 minutes	Cashier



<p>Step 3: Submit the letter requesting for the issuance of the Certificate to the Docket Officer.</p>	<p>3.1. Receive the letter request and verify the status of the case from the actual case folder and the return card.</p> <p>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.</p>		<p>2 days</p> <p>*includes manual verification of status of the case **this may shorten if applicant has copy of Decision, Order, Resolution</p>	<p>Docket Officer</p> <p>Docket officer and Chief, Hearing and Investigation Division/ Director, Legal Service</p>
TOTAL:		Php 75.00	2 days and 10 minutes	
END OF TRANSACTION				



14. 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.

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 with pending case/s who has already received summons or filed his/her answer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. request letter from the professional		Professional		
2. valid government ID				
Requirements for Representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) 2. letter request 3. letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes. 4. valid government ID 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: 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. Untag the name of the professional in the PRC Database if he/she has: <ul style="list-style-type: none"> received the summons or filed his/her counter-affidavit /answer 	None	2 days *Includes verification of status of the case	Docket Officer/ Chief of the Hearing and Investigation Division



	<ul style="list-style-type: none">• has already served the penalty of suspension or revocation but subsequently reinstated to the practice. <p>1.3. Prepare the Service Request Form (SRF) and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/OIC-Director, Legal Service.</p> <p>1.4. Forward the SRF to the ICT.</p>			
TOTAL:		None	2 days	
END OF TRANSACTION				



15. 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.

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:	complainant and respondent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. pleadings and other legal documents		party to the case		
2. Proof of mailing/copy furnish of pleading to other party. (Registry Receipt)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: 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	10 minutes	Receiving Clerk
TOTAL:		None	10 minutes	
END OF TRANSACTION				



16. 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. valid government ID				
Additional Requirements:				
1. authorization letter, if only representative is requesting/claiming on behalf of the professional		Representative		
2. valid 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.		5 minutes	Docket Officer
Step 2: Proceed to the Cashier and pay the docket and legal research fee.	2. Issue an Official Receipt.	Certification Fee: Php 75.00	5 minutes	Cashier



<p>Step 3: Submit the letter requesting for the certified true copies of the pleadings and other legal documents to the Docket Officer</p>	<p>3.1. Receive the letter request and verify the copy of the pleadings and legal documents from the actual case folder.</p> <p>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.</p>		<p>2 days</p> <p>*includes manual verification of status of the case</p>	<p>Docket Officer and Chief, Hearing and Investigation Division/ Director, Legal Service</p>
TOTAL:		Php 245.00	2 days and 10 minutes	
END OF TRANSACTION				



17. STATEBOARD VERIFICATION/VALIDATION OF LICENSE/REGISTRATION

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

Office or Division:	Regional Offices – Records Section	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none"> - registered professionals whose license/Professional Identification Card (PIC) is subject to verification by foreign entities/agencies; - foreign government and non-government agencies or private entities who require verification of license/board rating of an applicant/employee 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. duly accomplished application form/ action sheet	Public Assistance Counter	
2. valid PIC	from the applicant	
3. application form from the international regulatory agency		
4. photocopy of TOR (as may be required)		
5. photocopy of passport, if applicable		
6. receipt of courier or postage stamps	courier company	
7. two (2) Documentary Stamps Tax (DST) per copy	BIR/any authorized government agency	
Other requirements for representative:		
1. any valid or government issued ID		
2. authorization letter		



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.		10 minutes	Public Information Officer
Step 2: Pay prescribed fees.	2. Issue official receipt.	Php 200.00/copy	5 minutes	Cashier
Step 3: 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
TOTAL:		Php 200.00	50 minutes	
END OF TRANSACTION				



18. 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:	<div>- higher education institutions;</div> <div>- Technical-Vocational Institutions</div>			
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) 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	



Step 2: 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
Step 3: 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. 3.2. Process and prepare the needed/requested documents: Certification List of Examinees Transmittal letter (cover letter) 3.3. Sign the documents. 3.4. Forward all the documents to FRO.		10 minutes 4 minutes 5 minutes 5 minutes 5 minutes 10 minutes	FRO (Freedom of Information Receiving Officer) RSD Staff/Statistician Authorized signatory RSD Receiving/Releasing Officer
Step 4: 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
TOTAL:		Php 75.00 per page	1 hour and 24 minutes	
<p style="text-align: center;">END OF TRANSACTION</p> <p>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.</p> <p>The 30-minute processing of payment and issuance of official receipt includes waiting time for one client being served.</p>				



19. 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		form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. photocopy of certificate of registration		
3. certified copy of diploma / transcript of records of the relevant graduate degree program		
4. photocopy of valid Professional Identification Card (PIC)		
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		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)		
7. certificate/s of CPD credit units earned		



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	
10.four (4) pcs. Documentary Stamps Tax (DST)	BIR/any authorized government agency
B. Renewal of accreditation	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. photocopy of the expired certificate of accreditation	from the applicant
3. photocopy of valid Professional Identification Card (PIC)	
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	
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)	
6. certificate/s of CPD credit units earned	
7. payment of accreditation fee (in cash, postal money order, manager’s check or bank draft payable to the professional regulation commission)	
8. short brown envelope for the certificate of accreditation	
9. four (4) pcs. DST	
BIR/any authorized government agency	
Individual CPA/Firm/Partnership of CPAs in the Practice of Public Accountancy:	
Sole Practitioner	
A. Initial application for accreditation	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices



2. photocopy of valid professional identification card (PIC)	from the applicant
3. duly signed code of good governance of the individual CPA	
4. duly signed copy of internal quality review procedures	
5. picture of the principal office	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05	
7. duly signed ethical and technical standards required of the practice of public accountancy	
8. sworn statement by the CPA; (notarize and affix documentary stamps on the original copy): <ul style="list-style-type: none"> • has a meaningful participation in their respective internal quality review process; • 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; • is of good moral character; • had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and • 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 	
9. CPA Integrity Pledge	
10. detailed description of work	
11. certificates of CPD units earned	



12. payment of accreditation fee. (in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission)	from the applicant
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	
15. four (4) pcs. DST	BIR/any authorized government agency
B. Renewal of accreditation	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. photocopy of the expired certificate of accreditation	from the applicant
3. photocopy of valid professional identification Card (PIC)	
4. certificates for CPD credit units earned	
5. picture of the principal office	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05	
7. payment of accreditation fee. (in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission)	
8. short brown envelope for the certificate of accreditation	BIR/any authorized government agency
9. two (2) pcs. DST	
Firm/Partnership	
A. Initial application for accreditation	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. photocopy of valid business permit	from the applicant
3. certificates of CPD credit units earned	
4. photocopy of valid Professional Identification Card (PIC) of all partners	
5. pictures of the principal office	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05	



7. duly signed code of good governance of the individual CPA	from the applicant
8. duly signed copy of internal quality review procedures	
9. picture of the principal office	
10. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05	
11. duly signed ethical and technical standards required of the practice of public accountancy	
12. sworn statement by the managing partner of the firm/partnership (notarize and affix documentary stamps on the original copy) <ul style="list-style-type: none"> • has a meaningful participation in their respective internal quality review process; • 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; • is of good moral character; • had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and • 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 	
13. authenticated copy of current articles of partnership (Should correspond with the application form)	
14. 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	



15. if applicable, sworn statement stating that: (affix documentary stamps to the original copy)	from the applicant
<ul style="list-style-type: none"> 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; 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 the rights and obligation of the parties in specific terms 	
16. payment of accreditation fee (in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission)	
17. short brown envelope for the certificate of accreditation	
18. authenticated copy of the certificate of registration issued by the SEC	SEC
19. four (4) pcs. DST	BIR/any authorized government agency
B. Renewal of accreditation	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /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	SEC
3. photocopy of expired certificate of accreditation	from the applicant
4. photocopy of valid PRC identification card (PIC) of all partners	
5. Photocopy of valid business permit	
6. certificates of CPD of credit units earned	
7. pictures of principal office	
8. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05	



<p>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:</p> <p>a. certified copy of documents showing the correspondent relationship, membership, or business dealings with foreign CPA firm(s), if any, including complete address & postal address, telephone number facsimile number, e-mail address and website, and</p> <p>b. duly notarized sworn statement with metered documentary stamps, stating that:</p> <ul style="list-style-type: none"> 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 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 	<p>from the applicant</p>
<p>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</p>	
<p>11. short brown envelope for the certificate of accreditation</p>	
<p>12. one (1) set of paper fastener for the application</p>	
<p>13. four (4) pcs. DST</p>	<p>BIR/any authorized government agency</p>
<p>For government employees:</p>	
<p>1. original copy of authority to practice issued by employer printed in the official letter head of the institution / agency</p>	<p>from the applicant</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Download form from this link: www.prc.gov.ph . Fill-out Application Form and then proceed to Regulation Division processing window for evaluation and assessment.	Regional Office, Regulation Division: 1. Check the completeness of the documentary submissions.		15 minutes	Processing Officer
Step 2: 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.		15 minutes	Verifying Officer
Step 3: 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.		15 minutes	Legal Officer
Step 4: 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.	Accounting Teacher/Sole Practitioner: Php 1,500.00 Sole practitioner: Php 2,000.00	5 minutes	Cashier



Step 5: 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).		2 days	Processing Officer
	Central Office - ACD: 5.2. Receive all processed applications transmitted by the Regulation Division.		15 minutes	Processing Officer
	5.3. Transmit the applications for approval to the Board's Focal Person.		1 day	
	Board Focal Person: 5.4. Evaluate the application, if found to be in order, and sign on the application form.		2 hours	Board Focal Person
	5.5. Return the application to the ACD Processing Officer.			
	Central - ACD: 5.6. Receive the approved applications for accreditation and update the database of the accredited CPAs.		15 minutes	Processing Officer
	5.7. Print the Certificate of Accreditation for signature of the		10 minutes	



	Chairman of PRB of Accountancy.			
	5.8. Chairman of PRB of Accountancy signs the Certificate of Accreditation.		15 minutes	PRB Chairman
	5.9. Forward the Certificate of Accreditation to the Office of PRC Chairman for signature.		15 minutes	Processing Officer
	Commission:			
	5.10. Sign the Certificate of Accreditation.		1 day	PRC Chairman
	5.11. Return the signed Certificates of Accreditation to the ACD.		15 minutes	Commission Chairman's Staff
	Central – ACD:			
	5.12. Receive the duly signed Certificates of Accreditation from the Commission.		20 minutes	
	5.13. Affix documentary stamps and dry seal to the Certificates.		10 minutes	Processing Officer
	5.14. Transmit the Certificates of Accreditation to the Regional Offices, Regulation Division.		2 days	



Step 6: Receive the Certificate of Accreditation.	Regional Office- Regulation Division: 6. Release the Certificate of Accreditation to the applicant.		15 minutes	Processing Officer
TOTAL:		Accounting Teacher/Sole Practitioner: Php 1,500.00 Sole practitioner: Php 2,000.00	6 days and 5 hours	
END OF TRANSACTION				



20. 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">- Filipino citizen of good moral character;- has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body;- with appropriate Baccalaureate/non-Baccalaureate graduate as required by the specific professional regulatory law	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. original and 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		from the applicant
2. Philippine Statistics Authority (PSA) – issued Birth Certificate - original and photocopy		
3. PSA – issued Marriage Certificate (for married female applicant)- Original and photocopy		
4. one (1) passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire		
5. government-issued ID		
6. two (2) Documentary Stamps Tax (DST)		BIR/Any authorized Government Agency



Additional Requirements (if applicable):				
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 should be submitted				
3. if exact date of graduation is not indicated on the transcript of records: original and 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. those with dual citizenships: Certificate of Recognition as Filipino Citizen from the Bureau of Immigration and photocopy of Philippine Passport/Certificate of Dual Citizenship				
6. for recognized Filipino citizens: certificate of re-acquisition/retention of citizenship; oath of allegiance and photocopy of Philippine passport				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office – Application Section: Step 1: Access the PRC website online (https://online.prc.gov.ph) and create an account.	1. System activates user account.		Based on system response time	Applicant
Step 2: Select an appointment slot and venue for application for examination and payment option.	2. System issues reference number.			



<p>Step 3: (Payment) Download application form with reference number and pay the corresponding fees thru selected payment options/channels.</p>	<p>3.1. Online payment channel confirms payment.</p> <p>3.2. If thru PRC cashier: Receive payment and issue official receipt to the client.</p>	<p>Baccalaureate: Php 900.00</p> <p>non- Baccalaureate: Php 600.00</p>	<p>5 minutes</p>	<p>Cashier</p>
<p>Step 4: Proceed and submit all the requirements to the place of appointment on the scheduled date.</p>	<p>4.1. 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.</p>		<p>10 minutes</p>	<p>Regional Offices Receiving Officer</p>
	<p>4.2. Transmit the application documents to the concerned PRB thru the PRB Secretariat for the final approval of the application.</p> <p>PRB:</p>		<p>2 days</p>	
	<p>4.3. Conduct the technical evaluation.</p> <p>Central Office - PRB Secretariat:</p> <p>4.4 Transmit scanned Action Sheet to the Regional Office.</p>		<p>10 days</p>	<p>PRB Focal Person</p>
<p>Step 5: Receive the Notice of Admission (NOA).</p>	<p>5. If application is approved, print and issue NOA; if denied, inform the applicant via SMS, email, or phone call.</p>		<p>1 day</p>	<p>PRB Secretary</p>
			<p>15 minutes</p>	<p>Regional Offices Releasing Officer</p>



TOTAL:	for Baccalaureate: Php 900.00 for non-Baccalaureate: Php 600.00	13 days and 30 minutes	
END OF TRANSACTION			




21. APPLICATION FOR REGISTRATION WITHOUT EXAMINATION (WALK-IN)

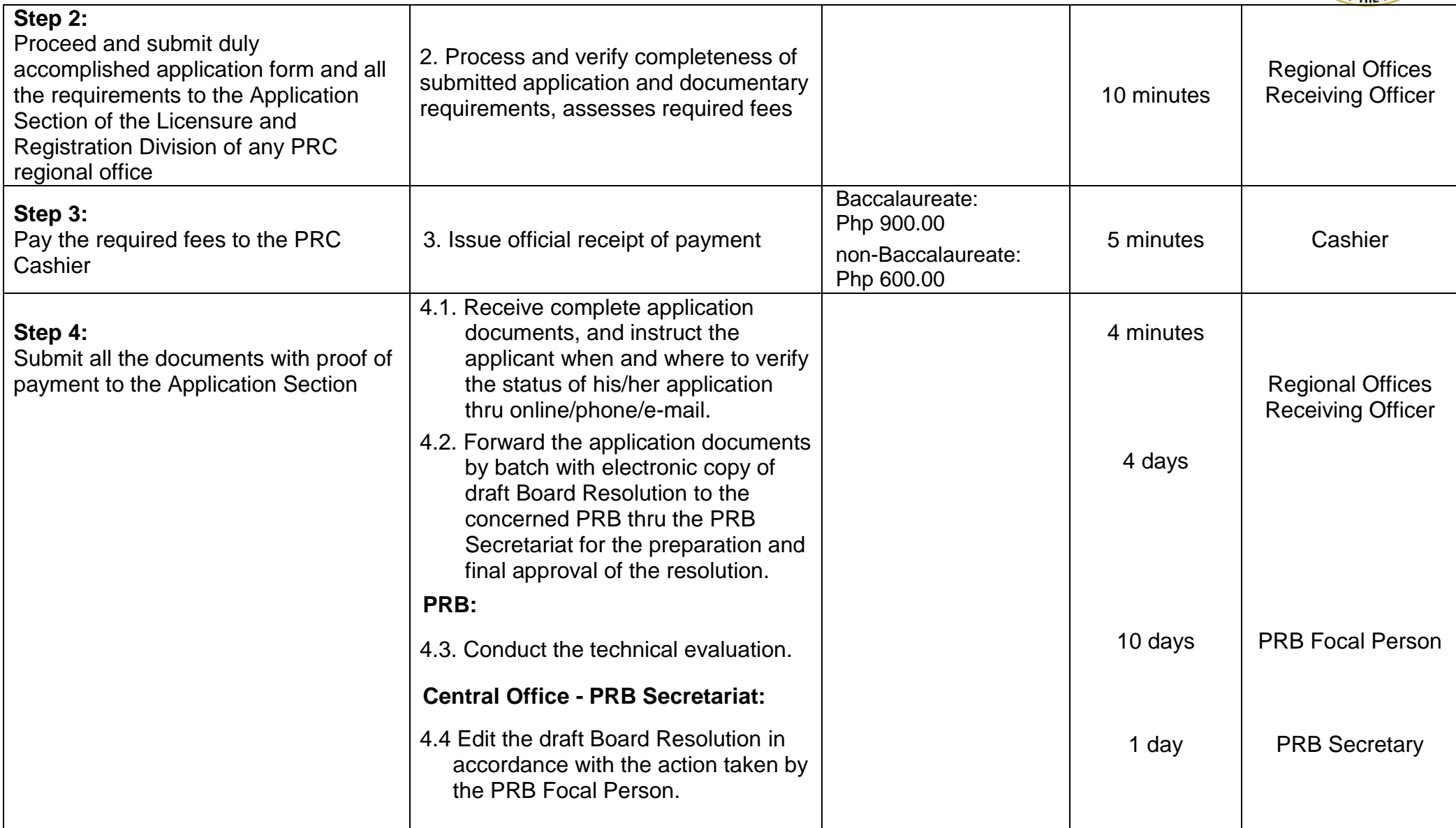
Submission and evaluation of necessary documents to ensure that only qualified applicants for registration without examination with approved resolution are included in the roster of Professionals in accordance with the provisions of Republic Act No. 8981, its implementing rules and regulations, and the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

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">- Filipino citizen of good moral character;- has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body;- with appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
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	from the applicant	
2. Philippine Statistics Authority (PSA) – issued birth certificate - original and photocopy	PSA	
3. PSA-issued marriage certificate (for married female applicant) original and photocopy	PSA	
4. two (2) Documentary Stamps Tax (DST)	BIR/any authorized government agency	
5. one (1) passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire	from the applicant	
6. 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 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 should be submitted				
3. if exact date of graduation is not indicated on the transcript of records: original and 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 photocopy of Philippine Passport/Certificate of Dual Citizenship				
6. for recognized Filipino citizens: Certificate of Re-acquisition/Retention of Citizenship; Oath of Allegiance and 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
Step 1: Download application form for registration without examination with list of requirements from PRC official website			Based on system response time	





	PRB: 4.5. Approve the Board Resolution.		1 day	PRB
	Central Office - PRB Secretariat: 4.6. Forward the Board Resolution to the Commission Secretariat.		4 hours	PRB Secretary
	Commission: 4.7. Approve the Board Resolution		3 days	Commissioner II Commissioner I PRC Chairman
	Central Office – Archives and Records Division (ARD): 4.8. Docket and disseminate resolution		15 minutes	ARD Docket Officer
Step 5: 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.				
TOTAL:		for Baccalaureate: Php 900.00 for non-Baccalaureate: Php 600.00	19 days, 4 hours and 34 minutes	
END OF TRANSACTION				



22. APPLICATION FOR CHANGE OF STATUS/CORRECTION OF DATE OF BIRTH/NAME

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

Office or Division:	Regional Offices – Legal Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none">- for correction of date of birth/correction of name: registered professionals with erroneous entries;- for change of status: married female professional opted to use her married name; or married female professionals who will revert back to maiden name	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
A. Correction of entries:		
1. petition for correction of entries/data		Public Assistance Counter
2. affidavit of discrepancy		From the applicant
3. photocopy of Professional Identification Card (PIC)		
4. original PSA copies of certificate of birth and/or certificate of marriage		
B. Change of status:		
I. Due to Marriage		
1. petition for change of status of registered name due to marriage		Public Assistance Counter
2. original certificate of marriage from Philippine Statistics Authority (PSA)		From the applicant
3. photocopy of PIC		
II. Due to Reversion/Remarriage		
1. petition for correction of status		Public Assistance Counter
2. original copies of certificate of live birth		from the applicant
3. original copies of certificate of marriage with annotations in case of decree of nullity/annulment decree or certificate of death of spouse		
4. certified true copy of decree of nullity/annulment decree of marriage and certificate of finality of judgement, if applicable		



5. copy of subsequent marriage issued by PSA, if applicable		from the applicant		
6. photocopy of PIC				
Other requirements:				
1. original certificate of marriage from the Local Civil Registrar, if the entries in the certificate of marriage from PSA are unreadable		from the applicant		
2. original PSA certificate of live birth, if there are erroneous entries in the PSA certificate of marriage				
3. original certificate of live birth from Local Civil Registrar, if the entries in the certificate of marriage from PSA are unreadable				
4. affidavit of discrepancy, if discrepancy exists in the documents submitted				
5. for representatives, valid government-issued ID and special power of attorney executed by the petitioner				
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.		10 minutes	Receiving Officer
Step 2: Have the duly accomplished petition form subscribed/notarized before an Administering Officer/Notary Public.			15 minutes	Applicant



Step 3: Secures two (2) documentary stamps to be attached at the petition form.			5 minutes	Applicant
Step 4: 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.		15 minutes	Verifying Officer
Step 5: Proceeds to Finance and Administrative Division (Records Section), Window B.	5. Verify name in the master list, examinations taken/date/rating, date of birth.		15 minutes	Verifying Officer
Step 6: Proceeds to Cash Section and pay the prescribed fees.	6. Issue an Official Receipt	Php 225.00	10 minutes	Cashier
Step 7: Submits the duly accomplished petition form with the attached requirements at the Legal Division.	7.1. Review and assess petition form together with the attached requirements.		5 minutes	Receiving Officer
	7.2. Prepare draft order/resolution.		15 minutes	Chief Attorney
	7.3. Review and finalize order/resolution.		1 day	Regional Director
	7.4. Review, approve and sign order/resolution.		2 days	
	7.5. Docket approved order/resolution.		15 days	Docket Officer



	7.6. Amend entries involving petitioner in the database of the Commission.		1 day	ICT Clerk
TOTAL:		Php 225.00	19 days, 1 hour and 30 minutes	
For change of registered name and status or status only due to marriage:				
Step 1: 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.		10 minutes	Receiving Officer
Step 2: Have the duly accomplished petition form subscribed/notarized before an Administering Officer/Notary Public.				Verifying Officer
Step 3: Secures two (2) documentary stamps to be attached at the petition form.			5 minutes	Cashier
Step 4: 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.		15 minutes	Verifying Officer



Step 5: Proceeds to Finance and Administrative Division (Records Section), Window B.	5. Verify name in the master list, examinations taken/date/rating, date of birth		15 minutes	Verifying Officer
Step 6: Proceeds to Cash Section and pay the prescribed fees	6. Issues an Official Receipt	Php 225.00	10 minutes	Cashier
Step 7: 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		5 minutes	Receiving Officer
	7.2. Prepares draft order/resolution		15 minutes	
	7.3. Reviews and finalizes order/resolution		2 days	Chief Attorney
	7.4. Reviews, approves and sign order/resolution		2 days	Regional Director
	7.5. Amends entries involving petitioner in the database of the Commission		15 days	ICT Clerk
TOTAL:		Php 225.00	19 days, 1 hour and 30 minutes	
END OF TRANSACTION				



23. 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.

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"> - Filipino citizen of good moral character; - has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body; - with appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
Salesperson:		
1. original and photocopy of Official Transcript of Records (TOR), bearing the exact date of graduation and special order number	from the applicant	
2. NBI clearance		
3. original certificate of relevant trainings		
4. PSA-issued birth certificate - original and photocopy		
5. PSA-issued marriage certificate (for married female applicant) - original and photocopy		
6. two (2) Documentary Stamp Tax (DST)	BIR/any authorized government agency	
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. photocopy of broker's PRC License with 3 specimen signatures		



Medical Representative:	
<ol style="list-style-type: none"> 1. original certificate of employment 2. original certificate of relevant trainings 3. PSA-issued birth certificate - original and photocopy 4. PSA-issued marriage certificate (for married female applicant) - original and 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 	From the applicant
Additional Requirements (if applicable)	
<ol style="list-style-type: none"> 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 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 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 photocopy of Philippine passport/certificate of dual citizenship 6. for recognized Filipino citizens: certificate of re-acquisition/retention of citizenship, oath of allegiance, and photocopy of Philippine passport. 	From the applicant



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
Step 1: Download application form for accreditation with list of requirements from PRC official website.			Based on system response time	Applicant
Step 2: 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.		10 minutes	Receiving Officer
Step 3: Pay to PRC Cashier.	3. Issue official receipt of payment.	Accreditation fee: Php 450.00	5 minutes	Cashier
Step 4: 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.		3 minutes	Receiving Officer
Step 5: 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.		19 days	Receiving Officer



	5.2. Docket and disseminate resolution.		5 minutes	Docketing Officer
TOTAL:		Php 450.00	19 days and 26 minutes	
END OF TRANSACTION				



24. 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. action sheet		Public Assistance Counter		
2. two (2) Documentary Stamps Tax (DST) per copy		BIR/any authorized government agency		
3. affidavit of loss/damaged COR;		notary public		
4. valid Professional Identification Card (PIC)		From the applicant		
Other requirements for Representative:				
1. valid government-issued ID;		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
Step 1: Secure action sheet from Public Information and accomplish according to request.	1. Issue action sheet/application form.		2 minutes	Public Information Officer
Step 2: Pay the prescribed fees.	2. Receive payment and issues official receipt.	Processing fee: Php 300.00	5 minutes	Cashier



Step 3: Submit duly accomplished action sheet, official receipt and other documentary requirements to the receiving window/counter.	3. Evaluate action sheet and other documentary requirements and issue claim slip.		2 minutes	Receiving Officer
Step 4: Submit the claim slip at the releasing counter on the scheduled date of release; and signs in the releasing log sheet.	4. Issue the requested document and instruct the professional to sign in the releasing log sheet. 4.1. for electronic signature: 4.2. for manual signature:		5 days 19 days	Releasing Officer
TOTAL:		Php 300.00	for electronic signature: 5 days and 9 minutes for manual signature: 19 days and 9 minutes	
END OF TRANSACTION				



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

Issuance of accreditation as CPD provider.

Office or Division:	Continuing Professional Development Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	natural person / juridical person / government agencies applying as CPD providers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
Local CPD Provider		
For Initial		
A. Individual / Sole Proprietor		
1. duly accomplished application form	application form download from this link : www.prc.gov.ph/Regulation Division of Regional Offices	
2. résumé which includes relevant educational background, current employment, profession, principal area of professional work & no. of years in the practice of the regulated profession	from the applicant	
3. valid Professional Identification Card		
4. company profile must include mission, vision, core values and if any, a list of previous training activities conducted		
5. list and photographs of training equipment and facilities		
6. instructional design (one)		
7. annual plan of proposed CPD activities		
8. DTI certificate of registration (authenticated copy)	DTI	
9. NBI Clearance (original)	NBI	
10. BIR certificate of registration (authenticated copy)	BIR	



11. affidavit of Undertaking (CPDD-06)	form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
B. Firm / Partnership / Corporation	
1. duly accomplished application form	application form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
2. company profile must include mission, vision, core values and if any, a list of previous training activities conducted	from the applicant
3. list of officers with valid Professional ID Card (if registered and licensed professional)	
4. list and photographs of training equipment and facilities	
5. instructional design (one)	
6. annual plan of proposed CPD Activities	
7. appointment paper from the managing partner authorizing the partner to manage CPD activities; or board resolution/secretary's certificate of a corporation authorizing an officer to manage CPD activities	
8. SEC certificate of registration and articles of incorporation or partnership and their respective by-laws (authenticated copy)	SEC
9. BIR certificate of registration (authenticated copy)	BIR
10. affidavit of undertaking (CPDD-06)	form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
C. Government Institution/Agency	
1. duly accomplished application form	application form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
2. copy of charter or republic act establishing the agency	from the applicant
3. instructional design (one)	
4. annual plan of proposed CPD activities	
5. office order or its equivalent from the head of agency appointing its officer to manage the CPD activities	



For Renewal:	
1. list of CPD activities for the last 3 years	from the applicant
2. list and photographs of training equipment and facilities	
3. annual plan of proposed CPD activities	
4. general information sheet for corporation or partnership	
5. amended articles of incorporation or partnership and their respective by-laws if there are changes	
6. appointment paper from the managing partner authorizing the partner to manage CPD activities; or board resolution/secretary's certificate of a corporation authorizing an officer to manage CPD activities; or office order or its equivalent from the head of agency appointing its officer to manage the CPD activities, if there are changes	
7. affidavit of undertaking (CPDD-06)	form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
Foreign CPD Provider	
For Initial:	
1. duly accomplished application form	application form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
1. company profile (must include mission, vision, core values and if any, a list of previous training activities conducted)	from the applicant
2. list of officers with current professional id card (if applicable)	
3. list and photographs of training equipment and facilities	
4. instructional design (one)	
5. annual plan of proposed CPD Activities;	
6. appointment paper from the managing partner authorizing the partner to manage CPD activities; or board resolution/secretary's certificate of a corporation authorizing an officer to manage CPD activities; or its equivalent	
7. proof of registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/ Consulate	



in the said country/state and accompanied by an official English translation thereof	
8. affidavit of undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant	form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
For renewal:	
1. duly accomplished application form	application form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
2. list of CPD activities for the last 3 years	from the applicant
3. list and photographs of training equipment and facilities	
4. annual plan of proposed CPD activities	
5. general information sheet for corporation or partnership or its equivalent	
6. amended articles of incorporation or partnership and their respective by-laws or its equivalent, if there are changes	
7. appointment paper from the managing partner authorizing the partner to manage CPD activities; or board resolution/secretary's certificate of a corporation authorizing an officer to manage CPD activities; or its equivalent; if there are changes	
8. affidavit of undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant	form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
Additional requirements:	
1. two (2) sets of metered documentary stamps tax	BIR/any authorized government agencies
2. short brown envelope for the certificate of accreditation	from the applicant
3. soft copy of the application including supporting attachments in PDF format saved in CD/flash drive	
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
Step 1: Secure application form from Regulation Division, Regional Offices or download from this link: www.prc.gov.ph	1. Issue application form and instruct the applicant to attach the complete requirements stated at the back of the form		5 minutes	Information Officer/Receiving Officer
Step 2: Fill out the application form and prepare two (2) sets of requirements stated at the back of the Application Form.	2. Instruct the applicant to accomplish the form and prepare two (2) sets of applications with complete requirements		5 minutes	Information Officer/Receiving Officer
Step 3: Submit accomplished application Form and supporting documents at the Counter for preliminary assessment	3. Evaluate application for accreditation		15 minutes	
Step 4: Pay the prescribed fee at the Cashier.	4. Receive payment and issue Official Receipt to the applicant	Provider (local): Php 5,000.00 Provider (foreign): Php 8,000.00	5 minutes	Cashier
Step 5: Submit paid application at the Receiving Counter.	5.1. Receive the paid application and issue receiving copy of the application to the applicant		5 minutes	Receiving Officer
	Central Office (CPD Division) 5.2. Encode received application in the database, and distribute application to the concern CPD Council secretary.		15 minutes	Receiving Officer



	5.3. Prepare and send Notice of meeting to the concerned CPD Council.		1 hour	CPD Council Secretary
	5.4. Evaluate and assess the qualifications and requirements of the applicant provider as prescribed by their CPD Operational Guidelines.		10 days	CPD Council Members
	5.5. Prepare minutes of the meeting, updates the database of CPD Providers, request for posting to PRC Webmaster the approved application, 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 in the regional office where the application was filed		4 days	CPD Council Secretary



	5.6. Print the draft certificate of accreditation for the approved provider, and forward to the CPD Unit Head for checking.		30 minutes	CPD Council Secretary
	5.7. Check and verify entries on the Certificate of Accreditation against the approved application.		10 minutes	Unit Head
	5.8. The CPD Council Secretary print the final copy of the certificate, and forward the same to the concerned Council Chairperson for signature.		15 minutes	CPD Council Secretary
	5.9. Sign the final copy of the certificates and return to CPD Council Secretary.		15 minutes	CPD Council Chairperson
	5.10. Affix the documentary stamp and dry seal to the signed certificate of accreditation.		10 minutes	CPD Council Secretary
	5.11. Transmit the signed certificate to the Regional Office where the applicant applied for accreditation.		10 minutes	Releasing officer
	5.12. Issue certificate of accreditation to the concerned applicant.		15 minutes	Processor in the Regulation Division of the Regional Office



TOTAL:	Provider (local): Php 5,000.00 Provider (foreign): Php 8,000.00	14 days, 3 hours & 35 minutes	
END OF TRANSACTION			



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

Accreditation of CPD program and granting of credit units.

Office or Division:	Continuing Professional Development Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	CPD providers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
1. specific course objectives stating competencies to be gained from program		application form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
2. evaluation tool specific to course objectives set		from the applicant
3. resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)		
4. current prof. ID of speaker if registered professional; if foreigner, current special temporary permit (if applicable)		
5. breakdown of expenses for the conduct of the program		
Additional Requirements:		
1. two (2) sets of metered documentary stamps tax		BIR/any authorized government agency
2. short brown envelope for the certificate of accreditation		from the applicant
3. soft copy of the application including supporting attachments in PDF format saved in CD/flash drive		
Note:		
1. application for accreditation shall be filed 15 days before the offering of the program/training		
2. representative/s filing application/s for accreditation and 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		
3. if additional requirement/s is/are needed, a period of 7 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
Step 1: Secure Application Form from Regulations Division, Regional Offices / download from this link: www.prc.gov.ph .	1. Issue application form and instruct the applicant to attach the complete requirements stated at the back of the form.		5 minutes	Information Officer/Receiving Officer
Step 2: Fill out the application form and prepare two (2) sets of requirements stated at the back of the application form.	2. Instruct the applicant to accomplish the form and prepare two (2) sets of applications with complete requirements.		5 minutes	
Step 3: Proceed to Regulation Division of any of the PRC Regional Offices for evaluation and assessment.	3. Evaluate application for accreditation.		15 minutes	
Step 4: Pay the prescribed fee at the Cashier.	4. Issue official receipt.	Program (per offering): Php 1,000.00	5 minutes	Cashier
Step 5: Submit Application Form with attached supporting documents and photocopy of official receipt to Regulation Division of any of the PRC Regional Offices.	5.1. Receive the paid application and issue receiving copy of the application to the applicant.		5 minutes	Receiving Officer
	Central Office (CPD Division) 5.2. Encode received application in the database, and distribute application to the concern CPD Council secretary.		15 minutes	Receiving Officer
	5.3. Prepare and send notice of meeting to the concerned CPD Council.		1 hour	CPD Council Secretary



	<p>5.4. Evaluate and assesse the contents of the program applied for accreditation, and grant credit units as prescribed by their CPD operational guidelines</p>		10 days	CPD Council Members
	<p>5.5. Prepares minutes of the meeting, updates the database of CPD Providers, requests for posting to PRC Webmaster the approved application, and informs applicant through his/her given email address on the result of their application.</p> <p>a. For disapproved applications, informs the applicant on the grounds for disapproval</p> <p>b. For deferred applications which requires submission of additional requirements by the applicant, informs the applicant to submit the compliance in the regional office where the application was filed</p>		4 days	CPD Council Secretary
	<p>5.6. Print the draft certificate of accreditation for the approved provider, and forwards to the CPD Unit Head for checking</p>		30 minutes	CPD Council Secretary



	5.7. Checks and verifies entries on the Certificate of Accreditation against the approved application		10 minutes	Unit Head
	5.8. Print the final copy of the certificate, and forward the same to the concerned Council Chairperson for signature		15 minutes	CPD Council Secretary
	5.9. Sign the final copy of the certificates and return to CPD Council Secretary.		15 minutes	CPD Council Chairperson
	5.10. Affix the documentary stamp and dry seal onto the signed certificate of accreditation		10 minutes	CPD Council Secretary
	5.11. Transmit the signed certificate to the Regional Office where the application for accreditation was filed		10 minutes	Releasing officer
	5.12. Issues certificate of accreditation to the concerned applicant		15 minutes	Processor in the Regulation Division of the Regional Office
TOTAL:		Php 1,000.00/offering	14 days, 3 hours and 35 minutes	
END OF TRANSACTION				



27. APPLICATION FOR CREDITING OF SELF-DIRECTED AND LIFELONG LEARNING

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

Office or Division:	Continuing Professional Development Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	professional	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
1. duly accomplished application	form download from this link: www.prc.gov.ph	
2. original and photocopy of certificate of attendance	from the applicant	
3. program of activities		
4. diploma / TOR /certificate of completion, etc.		
5. certificate of patent		
6. copy of published material/book		
7. certificate of entitlement /appointment as professorial chair		
8. others that may be required by the CPD council		
Additional requirements:		
1. two (2) sets of metered documentary stamps	BIR/any authorized government agency	
2. short brown envelope for the certificate of accreditation	from the applicant	
3. soft copy of the application including supporting attachments in PDF format saved in CD		
Note:		
1. application for CPD credit units for a master's degree or its equivalent and a doctor's degree or its equivalent shall be filed upon completion of the said degrees		
2. representative/s filing application/s for accreditation and 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		



3. if additional requirement/s is/are needed, a period of 7 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
Step 1: Secure application form from Regulations Division, Regional offices or satellite services / download from this link: www.prc.gov.ph).	1. Issue application form and instruct the applicant to attach the complete requirements stated at the back of the form.		5 minutes	Information Officer/Receiving Officer
Step 2: Fill out the Application Form and prepare two (2) sets of requirements stated at the back of the application form.	2. Instruct the applicant to accomplish the form and prepare two (2) sets of applications with complete requirements.		5 minutes	
Step 3: Submits accomplished Application Form and supporting documents at the Counter for preliminary assessment.	3. Evaluate application for accreditation.		15 minutes	
Step 4.: Pays the prescribed fee at the Cashier.	4. Receive payment and issue Official Receipt to the applicant.	Php 500.00	5 minutes	Cashier
Step 5: Submit paid application at the Receiving Counter.	5.1. Receive the paid application and issue receiving copy of the application to the applicant.		5 minutes	Receiving Officer
	Central Office (CPD Division) 5.2. Encode received application in the database, and distribute application to the concern CPD Council Secretary.		15 minutes	Receiving Officer



	<p>5.3. Prepare and send Notice of meeting to the concerned CPD Council.</p>		1 hour	CPD Council Secretary
	<p>5.4. Evaluate and assess the application and the activity applied for accreditation, and grant credit units as prescribed by their CPD operational guidelines</p>		15 days	CPD Council Members
	<p>5.5. Prepare minutes of the meeting, update the database of CPD Providers, request for posting to PRC Webmaster the approved application, and inform 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 in the regional office where the application was filed</p>		4 days	CPD Council Secretary



	5.6. Print the draft certificate of accreditation for the approved provider, and forward to the CPD Unit Head for checking.		30 minutes	CPD Council Secretary
	5.7. Check and verify entries on the Certificate of Accreditation against the approved application.		10 minutes	Unit Head
	5.8. Print the final copy of the certificate, and forwards the same to the concerned Council Chairperson for signature.		15 minutes	CPD Council Secretary
	5.9. Sign the final copy of the certificates and return to CPD Council Secretary.		15 minutes	CPD Council Chairperson
	5.10. Affix the documentary stamp and dry seal to the signed certificate of accreditation.		10 minutes	CPD Council Secretary
	5.11. Transmit the signed certificate to the regional office where the applicant applied for accreditation.		10 minutes	Releasing officer
	5.12. Issue certificate of credit units earned to the concerned applicant.		15 minutes	Processor in the Regulation Division of the Regional Office
TOTAL:		Php 500.00	19 days, 3 hours and 35 minutes	
END OF TRANSACTION				



28. APPLICATION FOR CERTIFICATE OF AUTHORITY TO OPERATE CHEMICAL LABORATORIES

Issuance of certificate of authority to operate chemical laboratories.

Office or Division:	Regional Offices and Central Office (Accreditation and Compliance Division)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	owner of chemical laboratory	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. duly accomplished application form		form download from this link: www.prc.gov.ph /Regulation 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		SEC/DTI
3. pictures of the storage area or room where hazardous, toxic, and flammable chemicals are stored		from the applicant
4. pictures of the entire laboratory		
5. valid Professional Identification Cards (PICs) of the employed registered and licensed Chemists and Chemical Technicians		
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		
8. four (4) pcs. documentary stamps tax		BIR/any authorized government agency



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1st Phase – Application				
Step 1: Secure Application Form at the Regulation Division of the nearest PRC Regional Office or download at www.prc.gov.ph .	Regional Office: 1. Processing Officer (PO) instruct applicant to fill out completely the Application Form (AF).		10 minutes	Processing Officer
Step 2: Proceed to Regulation Division processing window for evaluation and assessment.	2. Check the completeness of the documentary requirements and the entries in the AF.		15 minutes	
Step 3: 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.		15 minutes	Verifying Officer
Step 4: 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.		7 minutes	LS-HID Docket Officer
Step 5: 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



Step 6: 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.		5 minutes	Processing Officer
	6.2. Transmits applications the processed applications to Regional Office		1 day	Processing Officer
Total (1st phase):			1 day, 1 hour and 7 minutes	
2nd Phase – Preparation for inspection				
	Central Office - Accreditation and Compliance Division (ACD): 7.1. Receive applications from the Regional Offices together with the complete documentary submissions. 7.2. Forward the transmittal and applications to the Board Focal Person for evaluation.		1 day	Processing Officer
	Board Focal Person: 7.3. Evaluate the application and set schedule for inspection.		1 day	Board Focal Person
	7.4. Forward the application to ACD PO for the preparation of the necessary documents for		15 minutes	Board Focal Person
			1 day	Board Focal Person



	<p>inspection of applicant's chemical laboratory.</p> <p>Central Office - ACD:</p> <p>7.5. Prepare the authority and necessary documents for inspection and notification to the applicant.</p> <p>7.6. Issuance of travel order</p>		9 days	<p>Thru the Board Secretary In-Charge</p> <p>Processing Officer</p> <p>Oversight Commissioner</p>
Total (2nd phase):			12 days and 15 minutes	
3rd Phase – Inspection, findings and issuance of Certificate of Authority to Operate Chemical				
<p>Step 8: Welcomes the inspection team.</p>	<p>PRB of Chemistry:</p> <p>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.</p> <p>8.2. Actual Inspection: Validate the submission of the applicant and inspect the premises pursuant to requirements of the law.</p> <p>8.3. Exit Conference: The Inspection Team present to and discuss</p>		1 day	<p>PRB of Chemistry</p> <p>PRB of Chemistry and PRC Representative</p> <p>PRB of Chemistry</p>



	<p>with the applicant their findings and recommendation.</p> <p>8.4. Forward to ACD the report of inspection/findings and approved applications.</p>		10 days	PRB Secretariat Division
<p>Step 9: To receive findings or approval the result of the inspection.</p>	<p>Central Office - ACD:</p> <p>9.1. Receive the report of inspection/findings and approved application.</p> <p>9.2. For approved application, print the Certificate of Authority to Operate Chemical Laboratory.</p> <p>9.3. Forward the certificate to the Chairperson of PRB of Chemistry through PRB Secretariat Division for approval and signature.</p> <p>Commission:</p> <p>9.4. Sign the certificate of Authority to Operate Chemical laboratory; forwards the same to the ACD.</p>		<p>5 minutes</p> <p>20 minutes</p> <p>3 days</p> <p>1 day</p>	<p>Processing Officer</p> <p>Chairperson of PRB of Chemistry</p> <p>PRC Chairman</p>



	Central Office – ACD: 9.5. Receive the signed certificate of Authority to Operate Chemical Laboratory and forward to the Regulation Division - Regional Office (RO).		1 day	Processing Officer
Step 10: To receive the certificate to operate chemical laboratory or related entity.	Regional Office: 10. Release the certificate of Authority to Operate Chemical Laboratory to applicant.		15 minutes	Regional Office Processing Officer
Total (3rd Phase):			16 days and 40 minutes	
GRAND TOTAL:		Php 6,500.00	29 days, 2 hours and 2 minutes	
END OF TRANSACTION				
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.				



29. 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.

Office or Division:	Regional Offices/Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Pharmaceutical companies employing medical representatives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
Training Provider		
A. Initial application for accreditation		
1. duly accomplished application form	form downloaded from this link: www.prc.gov.ph /Regulation Division of Regional Offices	
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC	SEC	
3. copy of valid license to operate from FDA, if applicable	FDA, if applicable	
4. copy of BIR certificate of registration	BIR	
5. company profile	from the applicant	
6. list of officers and their valid professional identification cards, if applicable		
7. training syllabi with the following core subjects: <ul style="list-style-type: none"> a. Basic Anatomy, Physiology and Pathophysiology b. Basic Pharmacology c. Pharmaceutical Dosage Forms d. Jurisprudence and Business Ethics e. Communication Skills 		



8. criteria for the selection of training facilitators**	from the applicant
9. list of training facilitators with the following documentary attachments: a. curriculum vitae b. valid PRC Identification Card, if applicable	
10. assessment mechanism for training program	
11. short brown envelope	
12. two (2) pcs. of Documentary Stamps Tax (DST)	BIR/any authorized government agency
B. Renewal of accreditation	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC	SEC
3. copy of valid License to Operate from FDA, if applicable	FDA, if applicable
4. copy of BIR certificate of registration	BIR
5. photocopy of expired certificate of accreditation	from the applicant
6. list of officers and their valid Professional Identification Card, if applicable	
7. short brown envelope	
8. two (2) pcs. DST	BIR/ any authorized government agency
Training Program	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. description of the program for the following core subjects: 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	
4. assessment mechanism for the training program	



5. resume of speakers (with three (3) years of experience in academe / field in Pharmacy)		from the applicant		
6. valid Professional Identification Card(s) of speakers/training facilitators				
7. list of references of the subjects / topics				
8. two (2) 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 the application form from this link: www.prc.gov.ph . 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.		15 Minutes	Processing Officer
Step 2: Proceed to Registration Section for verification of license/s.	2. Verify the Registration No. and check the validity of the Professional Identification Card (PIC).		15 minutes	Verifying Officer
Step 3: 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.		30 minutes	Legal Officer
Step 4: 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.	Provider (local): Php 5,000.00 Program (per offering): Php 3,000.00	5 minutes	Cashier



Step 5: 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.		2 days	Processing Officer
	Central Office – ACD: 5.2. Receive processed application together with the required documents from the Regional Offices-Regulation Division.		5 minutes	
	5.3. Prepare draft Board Resolution approving the application and forward the same to the concerned PRB thru PRB Secretariat.		30 minutes	Processing Officer
	Central Office – PRB Secretariat Division: 5.4. Convene the PRB for review of the draft Board Resolution.			
	5.5. The PRB review and sign the Board Resolution, if satisfied, and forward it to the PRB Secretary for attestation.		3 days	SPRB



	<p>5.6. Attest the Board Resolution and forward it to the ACD.</p> <p>Central Office – ACD:</p> <p>5.7. Forward the Board Resolution to the Commission for approval.</p> <p>Central Office – Commission Proper:</p> <p>5.8. Sign the Board Resolution, if approved, and return to the ACD.</p> <p>Central Office – ACD:</p> <p>5.9. Receive the signed Board Resolution and forward it to the Archives and Records Division for docketing.</p> <p>Central Office – Archives and Records Division (ARD):</p> <p>5.10. Docket the duly signed Board Resolution and provide copies to all concerned offices via g-mail.</p>		<p>15 minutes</p> <p>3 days</p> <p>20 minutes</p> <p>5 minutes</p>	<p>Processing Officer</p> <p>Commission II Commission I PRC Chairman</p> <p>Processing Officer</p> <p>ARD-Docket Officer</p>
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	Central Office – ACD: 5.11. Print the Certificate of Accreditation and forward it to the concerned PRB.		15 minutes	Processing Officer
	Central Office – PRB Concerned: 5.12. Sign the Certificate of Accreditation and forward it to the ACD.		3 days	Concerned PRB Chairperson
	Central Office – ACD: 5.13. Receive the duly signed Certificate of Accreditation and forward it to the Commission.		15 minutes	Processing Officer
	Commission: 5.14. Sign the Certificates of Accreditation.		1 day	PRC Chairman
	5.15. Forward the same to the ACD		15 minutes	Staff of the Office of the Chairman
	Central Office – ACD: 5.16. Affix dry seal and documentary stamps to the Certificate.		10 minutes	Processing Officer
	5.17. Transmit the Certificate of Accreditation to the concerned Regional Offices, Regulation Division.		2 days	



Step 6: Receives Certificate of Accreditation	Regional Office-Regulations Division: 6. Issue the Certificate of Accreditation to the applicant.		15 minutes	Processing Officer
TOTAL:		Provider (local): Php 5,000.00 Program (per offering): Php 3,000.00	14 days, 3 hours and 30 minutes	
END OF TRANSACTION				



30. 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.

Office or Division:	Regional Offices/Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business / G2C – Government to Citizen	
Who may avail:	Real Estate training provider and professionals applying as lecturer for Real Estate training and CPD programs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
Training Provider		
A. Initial application for accreditation		
1. duly accomplished application form	form can be downloaded from this link: www.prc.gov.ph /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	SEC	
3. current mayor's permit	LGU	
4. Endorsement from national or head office (if a chapter)	From the applicant	
5. certificate of recognition issued by CHED (for colleges and universities)		
6. certificate of registration as real estate practitioner of the director or officer-in-charge of the training or seminar		
7. list and photographs of facilities used for the training		
8. pool of accredited lecturers (at least five)		
9. syllabi of each activity to be offered		
10. latest financial statements audited by a BOA accredited CPA duly received by SEC		
11. short brown envelope		



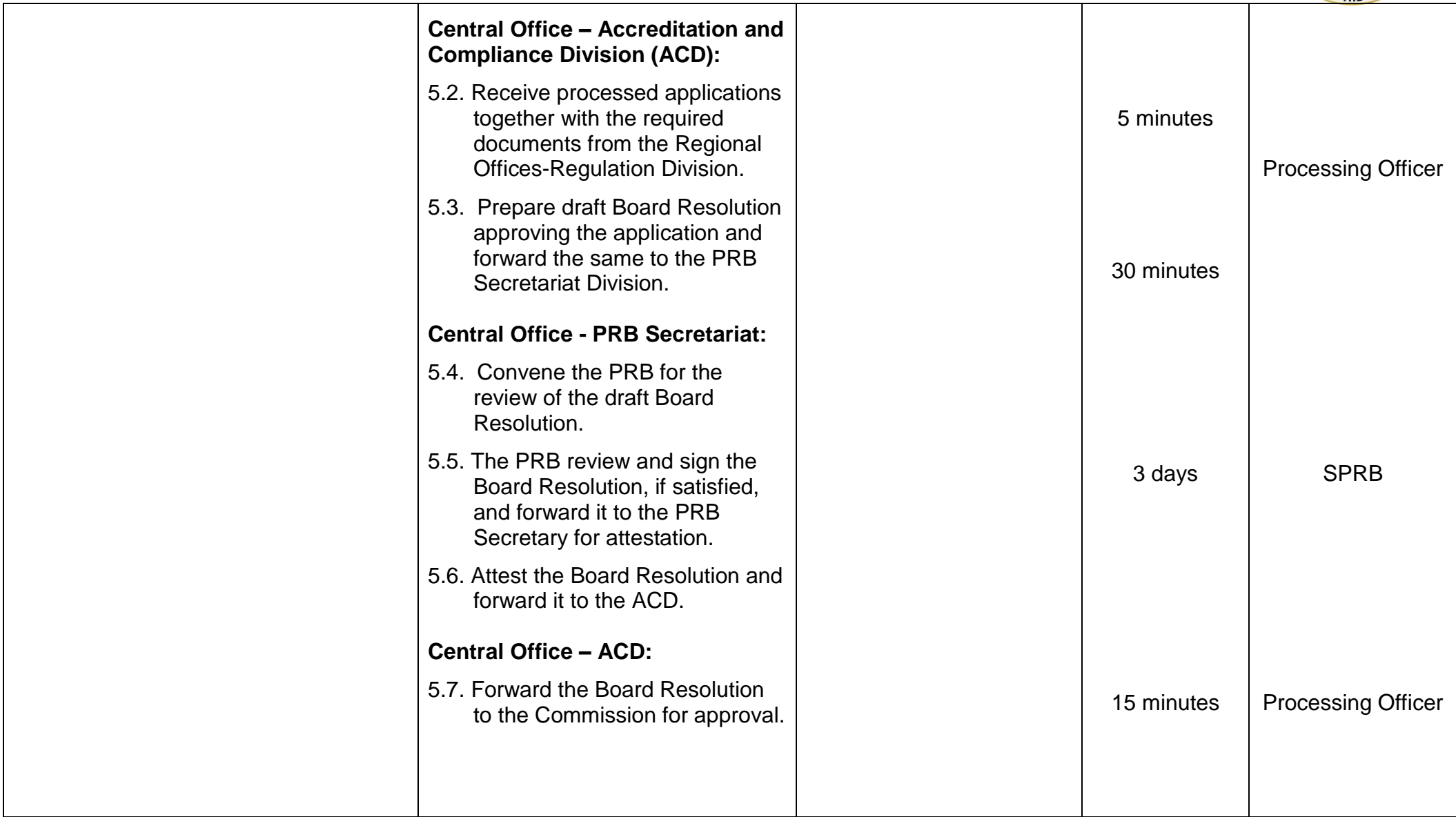
12. two (2) pcs. Documentary Stamps Tax (DST)	BIR/any authorized government agency
B. Renewal of accreditation	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. authenticated copy of certificate of registration, current articles of incorporation, by-laws and general information sheet issued by SEC /authenticated copy of the charter of state colleges and universities	SEC
3. mayor's permit	LGU
4. photocopy of the expired certificate of accreditation	from the applicant
5. endorsement from national or head office (if a chapter)	
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)	
7. syllabi for each activity to be offered	
8. short brown envelope and	
9. two (2) pcs. DST	BIR/any authorized government agency
Training program	
1. duly accomplished application form (original signed)	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. copy of the certificate of accreditation as training provider	From the applicant
3. content/outline/syllabi (topics of training program and number of hours)	
4. evaluation tool for the training program	
5. actual program schedule (should include the following: time, topic/s, name of accredited instructor/s/lecturer/s and number of hours per topic)	
6. estimated cost and projected income of the program	
7. short brown envelope	BIR/any authorized government agency
8. two (2) pcs. DST	



Lecturer		
A. Initial application for accreditation		
1. one (1) pc. 2 x 2 photograph (colored, white background) – for file card	from the applicant	
2. resume with latest 2 x 2 photograph (colored, white background)		
3. 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		
4. 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		
5. photocopy of current NBI clearance		
6. PRC certificate of registration, if applicable		
7. photocopy of professional identification card, if applicable		
8. current professional tax receipt		
9. short brown envelope		
10. four (4) pcs. DST	BIR/any authorized government agency	
B. Renewal of accreditation		
1. photocopy of expired certificates of accreditation as instructor/lecturer	from the applicant	
2. affidavit summarizing the accomplishments as instructors/lecturers for the past year supported by certificates of recognition or appreciation as claimed		
3. photocopy of current NBI clearance		
4. photocopy of valid professional identification card, if applicable		
5. photocopy of current professional tax receipt		
6. short brown envelope		



7. 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: www.prc.gov.ph . 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		15 minutes	Processing Officer
Step 2: Proceed to Registration Section for verification of license/s;	2. Verify the Registration No. and check the validity of the Professional Identification Card (PIC)		15 minutes	Verifying Officer
Step 3: 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.		7 minutes	Legal Officer
Step 4: Proceed to Cash Section for the payment of accreditation fee.	4. Accept payment and issue Official Receipt	Provider (local): Php 5,000.00	5 minutes	Cashier
Step 5: 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		2 days	Processing Officer





	<p>Central Office - Commission Proper:</p> <p>5.8. Sign the Board Resolution, if approved, and return to the ACD.</p>		3 days	Commission II Commission I PRC Chairman
	<p>Central Office – ACD:</p> <p>5.9. Receive the signed Board Resolution and forward it to the Archives and Records Division for docketing.</p>		20 minutes	Processing Officer
	<p>Central Office - Archives and Records Division (ARD):</p> <p>5.10. Docket the duly signed Board Resolution and provide copies to all concerned offices via g-mail.</p>		5 minutes	ARD-Docketing Officer
	<p>Central Office – ACD:</p> <p>5.11. Print the Certificate of Accreditation and forwards the same to the PRB concerned.</p>		15 minutes	Processing Officer
	<p>Central Office - PRB Concerned:</p> <p>5.12. Sign the Certificate of Accreditation and forward it to the ACD.</p>		3 days	PRB – RES Chairperson



	Central Office – ACD: 5.13. Receive the duly signed Certificate of Accreditation and forwards it to the Commission. Commission: 5.14. Sign the Certificates of Accreditation. 5.15. Forward the same to the ACD. Central Office – ACD: 5.16. Affix dry seal and documentary stamps to the Certificate. 5.17. Transmit the Certificate of Accreditation to Regional Offices, Regulation Division thru the Archives and Records Division.		15 minutes	Processing Officer
			1 day	PRC Chairman
			15 minutes	Staff of the Office of the Chairman
			10 minutes	Processing Officer
			2 days	
Step 6: Receives Certificate of Accreditation	Regional Office-Regulations Division 6. Issue the Certificate of Accreditation to the applicant.		15 minutes	Processing Officer



Total (training provider):		Php 5,000.00	14 days, 3 hours and 7 minutes	
For Real Estate program / lecturer:				
Step 1: Download form from this link: www.prc.gov.ph . 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.		15 Minutes	Processing Officer
Step 2: Proceed to Registration Section for verification of license/s.	2. Verify the Registration No. and check the validity of the Professional Identification Card (PIC).		15 minutes	Verifying Officer
Step 3: Proceed to Legal Officer for clearance of no derogatory record.	3. Verify whether the professional/s listed in the application have no derogatory record.		7 minutes	Legal Officer
Step 4: Proceed to Cash Section for the payment of accreditation fee.	4. Accept payment and issue Official Receipt	Program (per offering): Php 3,000.00 Lecturer: Php 1,500.00	5 minutes	Cashier
Step 5: Submit application form with all the required documents and official receipt to the Regulation Division designated window.	5.2. Receive the copy of the applications with the complete documentary requirements and transmit them to the Accreditation and Compliance Division		2 days	Processing Officer



	<p>Central Office – Accreditation and Compliance Division (ACD):</p> <p>5.3. Receive processed applications together with the required documents from the Regional Offices-Regulation Division.</p> <p>5.4. Forward to the PRB-RES all processed applications thru PRB Secretariat Division.</p> <p>Central Office - PRB Secretariat Division:</p> <p>5.5. Convene the Board for evaluation of applications.</p> <p>5.6. PRB evaluate all applications and if found in order, approve and sign the application form.</p> <p>5.7. Forward to the ACD the duly evaluated applications.</p> <p>Central Office – ACD:</p> <p>5.8. Receive the duly evaluated applications.</p> <p>5.9. Print the Certificate of Accreditation for approved applications and forward the same to PRB – RES thru the PRB Secretariat Division.</p>		30 minutes	Processing Officer
			1 hour	
			3 days	PRB-RES
			15 minutes	Processing Officer
			10 minutes	



	Central Office – PRB Secretariat Division: 5.10. Inform the PRB-RES Chairperson for the signature of the Certificate of Accreditation. 5.11. Sign the Certificates of Accreditation and forward the same to ACD. Central Office – ACD: 5.12. Receive the signed Certificates of Accreditation and transmit to the concerned Regional Office, Regulation Division.		3 days	PRB-RES Chairperson
			2 days	Processing Officer
Step 6: Receive Certificate of Accreditation.	Regional Office-Regulations Division: 6. Issue the Certificate of Accreditation to the applicant.		15 minutes	Processing Officer
Total (program/lecturer):		Program (per offering): Php 3,000.00 Lecturer: Php 1,500.00	10 days, 3 hours and 2 minutes	
END OF TRANSACTION				



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

- A. CIVIL ENGINEERING
- B. ARCHITECTURE
- C. LANDSCAPE ARCHITECTURE
- D. ENVIRONMENTAL PLANNING

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

Office or Division:	Regional Office/Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen/G2B – Government to Business	
Who may avail:	Firm/Partnership/Association	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Civil Engineering		
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /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;	LGU	
3. authenticated copy of Certificate of Registration, issued by Securities and Exchange Commission (SEC); (For Partnership and Association)	SEC	
4. authenticated copy of Articles of Partnership and B-Laws issued by Securities and Exchange Commission (SEC); (For Partnership and Association)		
5. photocopy/ies of PRC Certificate of Registration of sole practitioner, all partners of the partnerships, and all members of the association;	from the applicant	



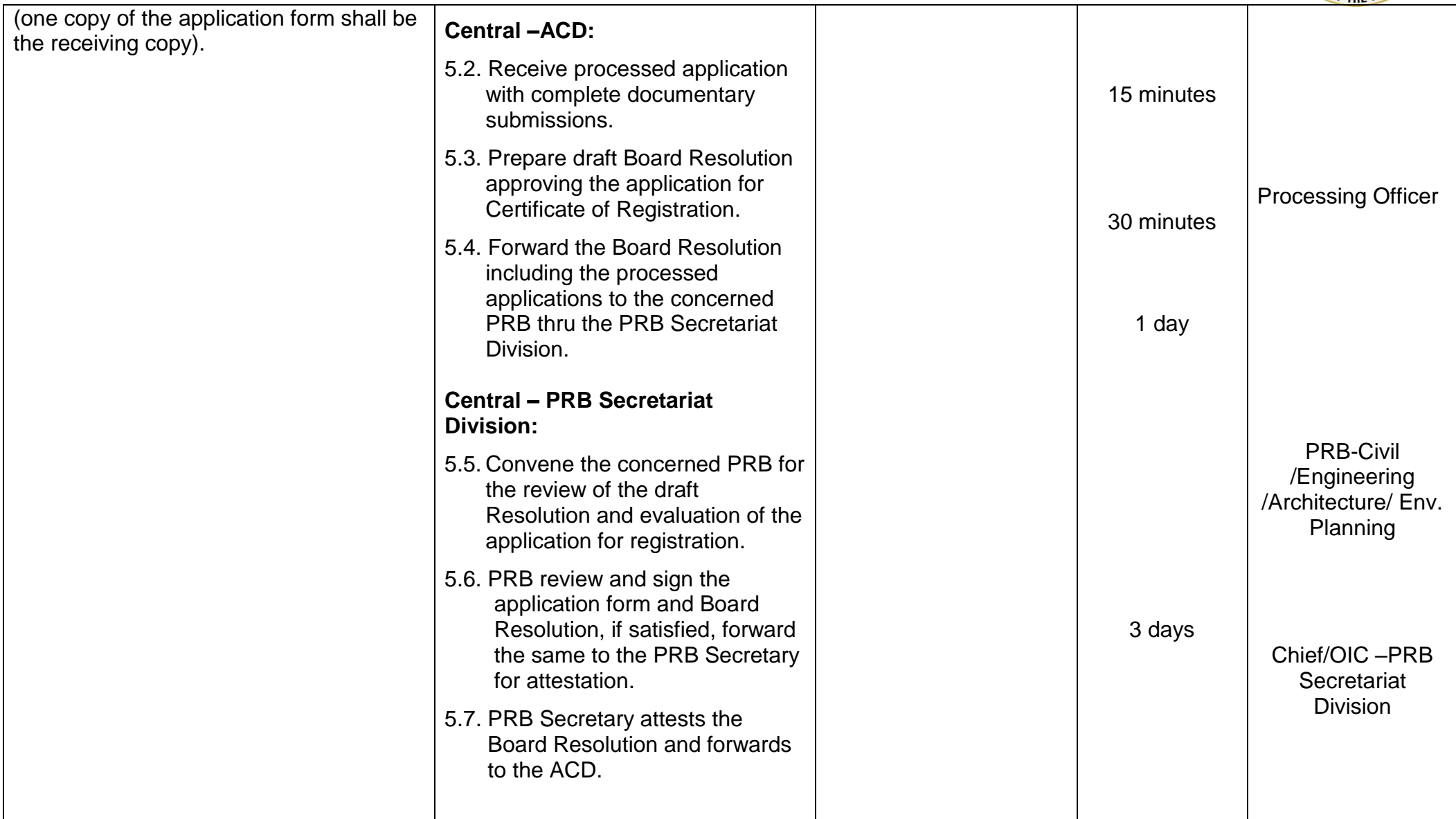
6. photocopy/ies of current Professional Identification Card(s) of sole practitioner, all partners of the partnership, and all members of the association;	from the applicant
7. long folder with fastener;	
8. short brown envelope;	
9. four (4) Documentary Stamps Tax (DST)	BIR/any authorized government agency
Architecture	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /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	LGU
3. original and photocopy of the current business permit of the firm/ company, partnership, corporation or association	
4. certified true copy of Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI); (For sole practitioner)	DTI
5. authenticated copy of certificate of registration issued by the Securities and Exchange Commission (SEC); (for partnership and association)	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)	
7. original and photocopy of the Tax Identification Number of the firm/company, partnership, corporation or association	BIR
8. photocopy/ies of PRC certificate of registration of sole practitioner, all partners of the partnership, and all members of the association	from the applicant
9. photocopy/ies of current PRC Professional Identification Card(s) of sole practitioner, all partners of the partnership, and all members of the association	
10. original copy of board resolution or secretary's certificate (as applicable) appointing representative of architectural firm to file the application	



11. copy of firm's current or organizational chart and plantilla / listing of registered and licensed Architects (and their respective positions) and staff	from the applicant
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
Landscape Architecture	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC	SEC
3. photocopy/ies of valid Professional Tax Receipt (PTR) issued by the city/province where the principal office is located	LGU
4. photocopy/ies of the valid Professional Identification Card(s) of officers and staff members	from the applicant
5. long folder with fastener	
6. short brown envelope	
7. two (2) pcs. DST	BIR/any authorized government agency
Environmental Planning	
1. duly accomplished application form	form can be downloaded at www.prc.gov.ph /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)	SEC
3. photocopy/ies of the valid Professional Identification Card/s of environmental planner	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	
5. short brown envelope	



6. two (2) pcs. DST		BIR/any authorized government agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Download form from this link: www.prc.gov.ph . Fill-out application form and submit to Regulation Division processing window for evaluation and assessment.	1. Check the completeness of the documentary submissions.		15 minutes	Processing Officer
Step 2: Proceed to Registration Section for verification of License/s.	2. Verify the Registration No. and validity of the Professional Identification Card (PIC).		15 minutes	Verifying Officer
Step 3: 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.		30 minutes	Legal Officer
Step 4: 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.	Initial Registration: Php 5,000.00 Renewal: Php 3,000.00 Reinstatement: Php 5,000.00	5 minutes	Cashier
Step 5: Submit two (2) copies of Application Form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window	5.1. Receive the documentary submissions and transmit to Central Office, Accreditation and Compliance Division (ACD).		2 days	Processing Officer





	<p>Central – ACD:</p> <p>5.8. Forward the Board Resolution to the Commission thru the Commission Secretary for approval.</p>		15 minutes	Processing Officer
	<p>Central – Commission Proper:</p> <p>5.9. Sign the Board Resolution, if approved, and return to ACD.</p>		3 days	Commission II Commission I PRC Chairman
	<p>Central – ACD:</p> <p>5.10. Forward the Board Resolution to Archives and Records Division for docketing.</p>		15 minutes	Processing Officer
	<p>Central – Archives and Records Division (ARD):</p> <p>5.11. Docket the duly signed Board Resolution and disseminate the same to all PRC offices.</p>		5 minutes	ARD-Docket Officer
	<p>Central – ACD:</p> <p>5.12. Print the Certificate of Registration and forward it to the concerned PRB.</p>		1 day	Processing Officer



	Central – PRB Concerned: 5.13. Sign the Certificate of Registration and forward it to the ACD.		3 days	PRB-Civil Engineering/ Architecture/ Landscape Architecture/ Environmental Planning
	Central – ACD: 5.14. Forward the Certificate of Registration to the Office of the PRC Chairman for signature.		15 minutes	Processing Officer
	5.15. Chairman signs the Certificate of Registration and return to ACD.		1 day	PRC Chairman
	5.16. Receive the duly signed Certificate of Registration.		15 minutes	
	5.17. Transmit the Certificates of Registration to Regional Offices, Regulation Division.		2 days	Processing Officer
Step 6: Receive the Certificate of Registration	Regional Office – Regulations Division: 6. Release the Certificate of Registration to the applicant.		15 minutes	Processing Officer



TOTAL:	Initial Registration: Php 5,000.00 Renewal: Php 3,000.00 Reinstatement: Php 5,000.00	16 days, 3 hours and 5 minutes	
END OF TRANSACTION			



32. 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.

Office or Division:	Regional Office/Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Mechanical plants/works/projects; Electrical plants/industrial/commercial establishments using electrical power	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. duly accomplished application form		form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. affidavit/s of Professional/Registered Mechanical Engineer/s or Professional /Registered Electrical Engineer/s		
3. photocopy/ies of valid Professional Tax Receipt (PTR) issued by the city/province where the principal office is located		LGU
4. photocopy/ies of the valid Professional Identification Card(s) of Professional/Registered Mechanical Engineer/s or Professional/Registered Electrical Engineer/s		from the applicant
5. long folder with fastener		
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 and valid identification card of the representative.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Mechanical Engineering plants/works/projects				
1 st Phase – Evaluation of application				
Step 1: Download form from this link: www.prc.gov.ph . Fill-out application form and proceed to Regulation Division processing window for evaluation and assessment	Regional Office: 1. Receive and check the completeness of the application form and documentary submissions.		15 minutes	Processing Officer
Step 2: 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.		15 minutes	Verifying Officer
Step 3: Proceed to the Legal Officer's Office for clearance of no derogatory record	3. Verify the Professional if with or without pending case.		30 minutes	Legal Officer
Step 4: 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.	Php 2,000.00	5 minutes	Cashier

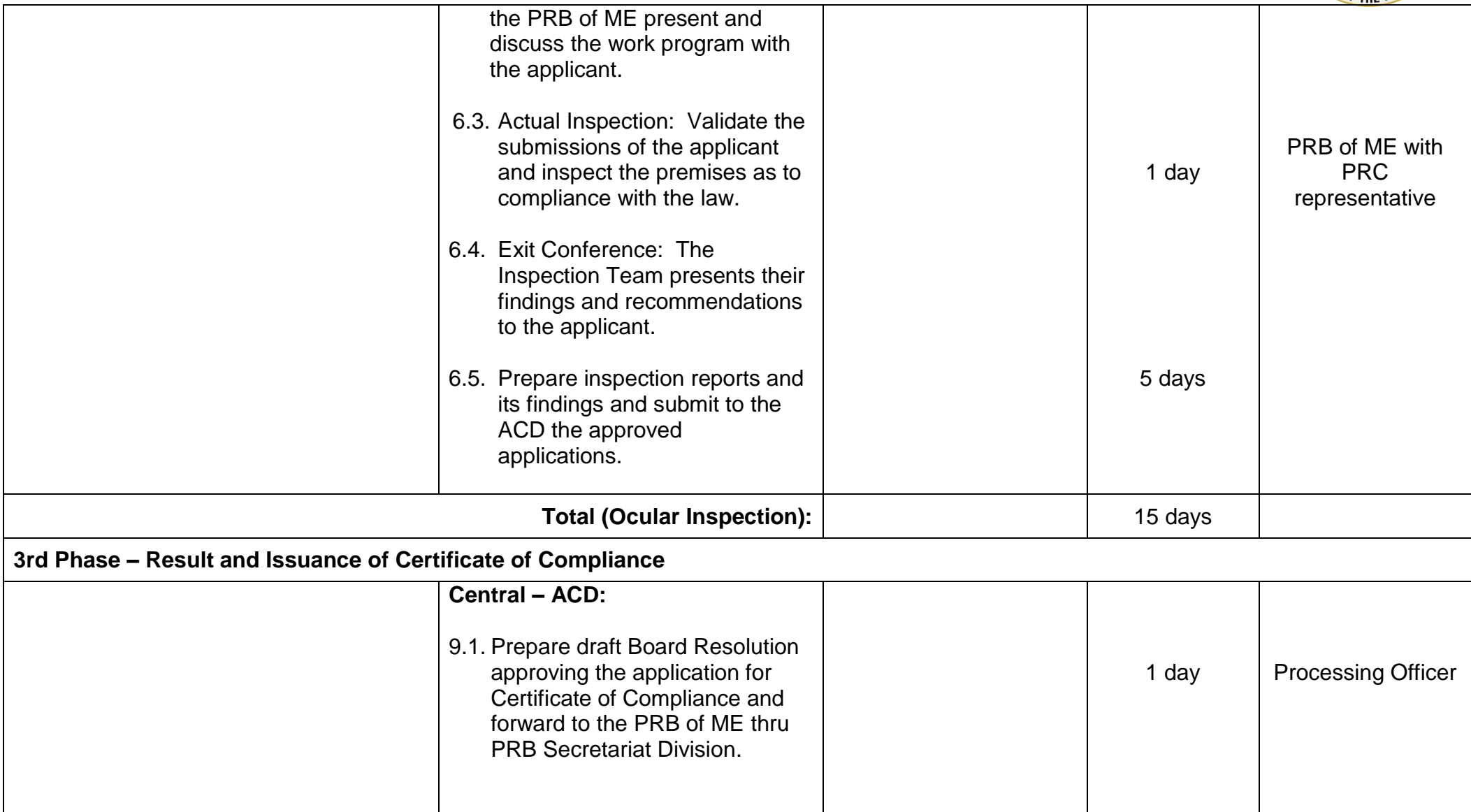


Step 5: Submit two (2) copies of application form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window (one copy of the application form shall be the receiving copy);	5.1. Receive the application with complete documentary submissions and transmit to the Central Office, Accreditation and Compliance Division (ACD). Central –ACD:		2 days	Processing Officer
	5.2. Receive processed application with complete documentary submissions.		15 minutes	Processing Officer
	5.3. Transmit the application the PRB of Mechanical Engineering for evaluation. Central - PRB of Mechanical Engineering:		1 day	
	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)		3 days	PRB of Mechanical Engineering
Total (1st Phase):			6 days, 1 hour and 20 minutes	



2nd Phase – Preparation for Technical Meeting and Ocular Inspection

	Technical Meeting: Central – ACD: 6.1. Prepare and send notices of meeting to applicants and necessary arrangement for the said meeting Central – PRB of Mechanical Engineering: 6.2. Conduct technical meeting 6.3. Forward the result of the meeting to ACD.		3 days	Processing Officer
			1 day	PRB of ME
	Total (Technical Meeting):		4 days	
	Ocular Inspection: Central – ACD: 6.1. Prepare the authority and other documentary requirements for inspection of applicant's plant/work/project 6.2. Onsite briefing: Prior to the conduct of the actual inspection,		9 days	Processing Officer





	Central – PRB Secretary: 9.2. Convene to the PRB of ME for the review of the draft Board Resolution. 9.3. The PRB review and sign the Board Resolution, if satisfied, forward the same to the PRB Secretary for attestation 9.4. Attest the Board Resolution and forward to the ACD. Central – ACD: 9.5. Forward the Board Resolution to the Commission Secretary. Central – Commission Proper: 9.6. Sign the Board Resolution, if approved, and return to ACD. Central – ACD: 9.7. Forward the Board Resolution to Archives and Records Division for docketing.		3 days	PRB of ME Chief/OIC, PRB Secretariat Division
			15 minutes	Processing Officer
			3 days	PRC Chairman Commissioner II Commissioner I
			15 minutes	Processing Officer



	<p>Central – Archives and Records Division (ARD):</p> <p>9.8. Docket the duly signed Board Resolution and disseminates the same to all PRC offices thru email.</p>		20 minutes	ARD – Docket Officer
	<p>Central – ACD:</p> <p>9.9. Print the Certificate of Compliance and forward to the concerned PRB.</p>		1 day	Processing Officer
	<p>Central – PRB Concerned:</p> <p>9.10. Sign the Certificate of Compliance and forward to the ACD.</p>		3 days	PRB of ME
	<p>Central – ACD:</p> <p>9.11. Forward the Certificates of Compliance to the Commission for signature of the Chairman</p>		15 minutes	Processing Officer
	<p>Central - Commission Proper:</p> <p>9.12. Sign the Certificate of Compliance and return to ACD.</p>		1 day	PRC Chairman



	Central – ACD: 9.13.Receive the signed Certificates of Compliance. 9.14.Transmit the Certificates of Compliance to the Regional Offices.		15 minutes 2 days	Processing Officer
Step 10: Receive the Certificate of Registration.	Regional Office-Regulations Division: 10. Release the Certificate of Compliance to applicant.		15 minutes	Processing Officer
Total (3rd Phase):			14 days, 1 hour and 35 minutes	
Grand Total (ME):		Php 2,000.00	w/ Technical Meeting only: 24 days, 2 hours and 55 minutes w/ Technical Meeting and Ocular Inspection: 39 days, 2 hours and 55 minutes	
Note: This transaction entails 3 phases to implement the provisions of the Mechanical Engineering Act of 1998.				
Electrical Engineering plants/industrial/commercial establishments using electrical power				
Evaluation of Application				
Step 1: Download form from this link: www.prc.gov.ph . Fill-out Application Form then				Applicant



Step 2: 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.		15 minutes	Processing Officer
Step 3: 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.		15 minutes	Verifying Officer
Step 4: Proceed to Legal Officer's Office for clearance of no derogatory record	4. Verify the Professional if with or without pending case.		30 minutes	Legal Officer
Step 5: 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.	Php 2,000.00	5 minutes	Cashier
Step 6: 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).		2 days	Processing Officer



	<p>Central – ACD:</p> <p>7.1. Receive processed application with complete documentary submissions.</p> <p>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.</p> <p>Central – PRB Secretariat Division:</p> <p>7.3. Convene the PRB of EE for review of the draft Board Resolution and evaluation of the applications.</p> <p>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</p> <p>7.5. Attest the Board Resolution and forward to the ACD.</p>		<p>15 minutes</p> <p>1 day</p> <p>3 days</p>	<p>Processing Officer</p> <p>PRB of EE</p> <p>Chief/OIC, PRB Secretariat Division</p>
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	<p>Central – ACD:</p> <p>7.6. Receive and forward the Board Resolution to the Commission Secretary</p>		15 minutes	Processing Officer
	<p>Central – Commission Proper:</p> <p>7.7. Sign the Board Resolution, if approved, and return to ACD.</p>		3 days	PRC Chairman Commissioner II Commissioner I
	<p>Central – ACD:</p> <p>7.8. Receive and forward the Board Resolution to Archives and Records Division for docketing.</p>		15 minutes	Processing Officer
	<p>Central – ARD:</p> <p>7.9. Docket the duly signed Board Resolution and disseminate the same to all PRC offices thru email.</p>		5 minutes	ARD – Docket Officer
	<p>Central – ACD:</p> <p>7.10. Print the Certificate of Compliance and forward to the PRB of EE.</p>		1 day	Processing Officer



	Central – PRB Concerned: 7.11. Sign the Certificate of Compliance and return to ACD.		3 days	PRB of EE
	Central – ACD: 7.12. Forward the Certificates of Compliance to the Commission for signature of the Chairman		15 minutes	Processing Officer
	7.13. Chairman signs the Certificate of Compliance and return to ACD.		1 day	PRC Chairman
	7.14. Receive the duly signed Certificates of Compliance.		15 minutes	Processing Officer
	7.15. Transmit the Certificates of Compliance to the Regional Offices, Regulation Division.		2 days	
Step 8: Receive the Certificate of Registration.	Regional Office-Regulations Division: 8. Release the Certificate of Compliance to applicant.		15 minutes	Processing Officer
TOTAL:		Php 2,000.00	16 days, 2 hours and 40 minutes	
END OF TRANSACTION				



33. 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.

Office or Division:	Regional Offices and Central Office (International Affairs Office)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Filipino registered and licensed Engineers and Architects	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. Letter of intent	From the applicant	
2. For engineering: Duly accomplished application form 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 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 https://www.prc.gov.ph/asean-mra	
3. Certificate of CPD Compliance from the CPD Council	PRC – CPD Division	
4. Copy of diploma	college/university where the applicant obtained degree	
5. Original or certified true copy of transcript of records		



6. CHED Certificate of Equivalency (when conferred with a degree by foreign institution)	CHED - Office of Programs and Standards Development
7. Copy of PRC Certificate Of Registration (COR)	from the applicant
8. Copy of valid PRC Professional Identification Card (PIC)	
9. Original certificate of no pending administrative case issued by the PRC	PRC – Legal Service
10. Certificate of good standing issued by the respective Integrated/Accredited Professional Organization	Integrated/Accredited Professional Organization
11. Original copy of valid NBI Clearance	NBI
12. Four (4) original signed, notarized Statement of Compliance with the code of ethics	from the applicant
13. Four (4) passport size pictures with name tag	
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. 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.	



Requirements for representative:

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

1. Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Licensure and Registration Division (Application Section) Step 1: Secure an application form (IAO-QRD-01) at the Licensure and Registration Division (Application Section) – Regional Office or download at https://www.prc.gov.ph/special-temporary-permits .			10 minutes	PACD Officer-of-the-day
Step 2: Submit fully accomplished application form and documentary requirements to the Regional Office - Licensure and Registration Division (Application Section)	2. Verify or evaluate the completeness of documentary submissions and instruct to pay the prescribed fee at the Cashier's Counter.		35 minutes	Assessing officer
Step 3: Pay the prescribed fee	3. Acknowledge payment, issue Official Receipt	ACPE/AA: Processing Fee: Php 2,000.00	5 minutes	Cashier



Step 4: Submit proof of payment to the Regulation Division	4.1. Receive proof of payment		5 minutes	Receiving officer
	Regulation Division: 4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).		4 days	Records Officer
	Central Office IAO-QRD: 4.3. Process application and endorse the complete documents to the PRB concerned		30 minutes	QRD staff
	PRB concerned: 4.4. Evaluate the application to determine full compliance with the requirements and endorse for interview		7 days	PRB
	Central Office IAO-QRD: 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.		1 month	QRD staff



<p>Step 5: Attend Panel of Experts' assessment/interview</p>	<p>Panel of Experts composed of representatives from PRB, CHED and Philippine Technological Council/United Architects of the Philippines:</p> <p>5.1. Conduct assessment/interview on the basis of the qualification and practical experiences of the candidate</p> <p>5.2. Indicate actions/remarks based on the assessment/interview</p> <p>Central Office IAO-QRD:</p> <p>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</p> <p>PRC Chairman:</p> <p>5.4. Sign endorsement letter</p> <p>ACPECC/AAC:</p> <p>5.5. Approve names endorsed by PRC to ACPECC or AAC before their scheduled meeting based</p>		<p>1 hour per candidate</p> <p>30 minutes</p> <p>2 hours</p> <p>1 day</p> <p>3 months</p>	<p>Panel of Experts</p> <p>QRD staff</p> <p>PRC Chairman</p> <p>ACPECC/ AAC</p>
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	<p>on Memorandum of Agreement, Assessment Statement and Implementing Rules and Regulations</p> <p>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;</p> <p>Central Office IAO-QRD:</p> <p>5.7. Prepare AAC Certificates</p> <p>PRC Chairman:</p> <p>5.8. Sign ACPECC/AA Certificates</p>		<p>3 months (for engineering only)</p> <p>30 minutes</p> <p>1 day</p>	<p>(documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval)</p> <p>ASEAN Secretariat</p> <p>QRD staff</p> <p>PRC Chairman</p>
<p>Step 6: Receive Certificate.</p>	<p>ASEAN Monitoring Committee on Engineering Services of the Philippines (AMCESP)/ASEAN Monitoring Committee on Architectural Services of the Philippines (AMCASP):</p> <p>6. Release ACPECC/AA Certificates to the conferees during the scheduled Conferment Ceremony</p>		<p>2 months</p>	<p>AMCESP/AMCASP</p>



	based on the Implementing Rules and Regulations.			
Step 7: Pay the registration fee and sign the ACPE/AA registry.	Cashier: 7.1. Acknowledge payment and issue Official Receipt. Central Office IAO: 7.2. Assist in the registration of conferees as ACPE/AA.	ACPE/AA: Registration Fee: Php 5,000.00	5 minutes	Cashier QRD staff
TOTAL:		ACPE/AA: Php 7,000.00	For Engineering: 9 months, 13 days, 5 hours and 30 minutes For architecture: 6 months, 13 days, 5 hours and 30 minutes	
END OF TRANSACTION				
For step 4.6: The interview is scheduled on the 2 nd 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.				



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

For step 5.5. & 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

For step 5.6: ACPECC/AAC meetings convene thrice a year based on ASEAN schedule (e.g. February/ June/ October)

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.



34. 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)		application form is available at Licensure and Registration Division (Application Section) – Regional Office or download from this link https://www.prc.gov.ph/special-temporary-permits
2. Letter request to the Professional Regulatory Board 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		from the applicant
3. 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		
4. Original or certified true copy of the transcript of records issued by the institution of higher learning where the foreigner graduated. 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.	from the applicant
5. 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	
6. Other documentary requirements as may be prescribed by the professional regulatory law/issuances for taking the licensure examination	
7. 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. Valid government-issued ID
2. Authorization letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Licensure and Registration Division (Application Section) Step 1: Secure an application form (IAO-QRD-01) at the Licensure and Registration Division (Application Section) – Regional Office or download at https://www.prc.gov.ph/special-temporary-permits .		Processing Fee: Php 3,000.00	10 minutes	PACD Officer-of-the-day



<p>Step 2: 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, drafts the necessary completion requirements needing submission from applicant</p>		<p>35 minutes</p>	<p>Assessing officer</p>
<p>Step 3: Pay the prescribed fee</p>	<p>3. Acknowledge payment and issue Official Receipt.</p>		<p>5 minutes</p>	<p>Cashier</p>
<p>Step 4: Submit proof of payment to the Licensure and Registration Division (Application Section) – Regional Office</p>	<p>4.1. Receive proof of payment 4.2. Transmit application and documentary requirements to the International Affairs Office-Qualification Recognition Division (IAO-QRD).</p> <p>Central Office IAO-QRD :</p> <p>4.3. Receive and prepare consolidated application 4.4. Review the consolidated application</p>		<p>5 minutes 2 days 15 minutes 5 minutes</p>	<p>Receiving Officer Records officer QRD staff Chief/OIC, QRD</p>



	4.5. Approve and sign the processed application.		5 minutes	Director, IAO
	4.6. Endorse the complete documents to the PRB concerned.		5 minutes	QRD staff
	Legal Service:			
	4.7. Determine if reciprocity is established between the Philippines and applicant's country.			
	Provide legal opinion and recommendation to the PRB.		7 days	Legal Service
	PRB			
	4.8. Approve or deny the application.		3 days	PRB
	Central Office IAO-QRD :			
	4.9. If application is approved, prepare Resolution; if not, prepare denial letter.		1 day	QRD staff
	PRB:			
	4.10. Review and sign Board Resolution or denial letter.		3 days	PRB
	4.11. Forward the same to the PRB Secretary for attestation.		5 minutes	PRB Secretary



	<p>Central Office PRB Secretariat Division:</p> <p>4.12. Attest the Board Resolution</p> <p>4.13. Forward to the Commission Secretary for review of the Board Resolution (from PICC to Central Office - Morayta)</p> <p>Commission:</p> <p>4.14. Approve and sign the Board Resolution and return to IAO-QRD</p> <p>Central Office IAO-QRD</p> <p>4.15. Receive and forward the duly signed Board Resolution to the Archives and Records Division (ARD) for docketing</p> <p>Central Office ARD:</p> <p>4.16. Docket Resolution and provide copies to all concerned offices through email</p>		<p>30 minutes</p> <p>4 hours</p> <p>3 days</p> <p>4 hours</p> <p>5 minutes</p>	<p>Chief/OIC, PRB Secretary</p> <p>PRB Secretary</p> <p>Commissioner II Commissioner I PRC Chairman</p> <p>QRD staff</p> <p>Docketing Officer</p>
<p>Regional Office Licensure and Registration Division - Application Section:</p> <p>Step 5: Receive Resolution allowing the foreigner to register with examination or denial letter</p>	<p>5. Release Resolution or denial letter to the client</p>		<p>15 minutes</p>	<p>Releasing Officer</p>



TOTAL:	Php 3,000.00	19 days, 6 hours and 20 minutes	
END OF TRANSACTION			



35. 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		Application form is available at Licensure and Registration Division (Application Section) – Regional Office or download from this link https://www.prc.gov.ph/special-temporary-permits .	
2. 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 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.		From the applicant	
3. 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			



4. 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	From the applicant
5. Other documentary requirements as may be prescribed by the professional regulatory law/issuances for registration without examination	
6. 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. Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Licensure and Registration Division (Application Section) Step 1: Secure an application form (IAO-QRD-01) at the Licensure and Registration Division (Application Section) – Regional Office or download at https://www.prc.gov.ph/special-temporary-permits			10 minutes	PACD Officer-of-the-day
Step 2: Submit fully accomplished application form and documentary requirements to the Regional Office - Licensure and Registration Division (Application Section)	Regional Office Licensure and Registration Division (Application Section) 1. Verify/evaluate the completeness of documentary submissions. If		35 minutes	Assessing officer



	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.			
Step 3: Pay the prescribed fee	2. Acknowledge payment and issue Official Receipt	Processing Fee: Php 3,000.00	5 minutes	Cashier
Step 4: Submit proof of payment to the Regional Office - Licensure and Registration Division (Application Section)	4.1. Receive proof of payment		5 minutes	Receiving Officer
	4.2. Transmit application and documentary requirements to the International Affairs Office-Qualification Recognition Division (IAO-QRD)		2 days	Records Officer
	Central Office IAO-QRD:			
	4.3. Receive and prepare consolidated application		15 minutes	QRD staff
	4.4. Review the consolidated application		5 minutes	Chief/OIC, QRD
	4.5. Approve and sign the processed application.		5 minutes	Director, IAO
	4.6. Endorse the complete documents to the PRB concerned.		5 minutes	QRD staff



	<p>Legal Service:</p> <p>4.7. Determine if reciprocity is established between the Philippines and applicant's country.</p> <p>Provide legal opinion and recommendation to the PRB.</p> <p>PRB:</p> <p>4.8. Approve or deny the application.</p> <p>Central Office - PRB Secretariat Division:</p> <p>4.9. Attest the Board Resolution</p> <p>4.10. Forward it to the Commission Secretary for review of the Board Resolution.</p> <p>Commission:</p> <p>4.11. Approve and sign the Board Resolution and return to the IAO-QRD</p>		<p>7 days</p> <p>7 days</p> <p>30 minutes</p> <p>4 hours</p> <p>3 days</p>	<p>Legal Service</p> <p>PRB/Chairman</p> <p>Chief/OIC, PRB Secretary</p> <p>PRB Secretary</p> <p>Commissioner II Commissioner I PRC Chairman</p>
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	Central Office IAO-QRD: 4.12. Receive and forward the duly signed Board Resolution to the Archives and Records Division (ARD) for docketing		4 hours	QRD staff
	Central Office - ARD 4.13. Docket Resolution and provide copies to all concerned offices through email		5 minutes	Docketing officer
Regional Office Licensure and Registration Division (Application Section) Step 5: Receive resolution to register without examination or denial letter	5. Release Resolution or denial letter to the client		15 minutes	Releasing Officer
TOTAL:		Php 3,000.00	20 days, 2 hours and 15 minutes	
END OF TRANSACTION				
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.				



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.

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:	Foreign professional who will practice a regulated profession in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
1. Duly accomplished application form (Authority to Practice by a Foreigner)		Application form is available at Regulation Division – Regional Office or download from this link https://www.prc.gov.ph/special-temporary-permits and https://www.prc.gov.ph/stp-board-focal-person-resolutions
2. Letter request to PRB Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venue of the undertaking		from the applicant
3. An 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		
4. 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.		
5. Photocopy of valid passport as proof of citizenship		



6. 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	from the applicant
7. Copy of updated PRC Professional Identification Card of Filipino professional as understudy/counterpart	
8. Other specific requirements as prescribed by the Professional Regulatory Board	
9. Two (2) passport size pictures with name tag	

Requirements for representative:

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

1. Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Regulation Division: Step 1: Secure an application form (IAO-QRD-01) at the Regulation Division or download at https://www.prc.gov.ph/special-temporary-permits			10 minutes	PACD Officer-of-the-day
Step 2: Submit fully accomplished application form and documentary requirements to the Regulation Division	Regional Office Regulation Division: 2. Verify/evaluate the completeness of documentary requirements		35 minutes	Assessing officer



	and instructs to pay the prescribed fee at the Cashier's Counter.			
Step 3: Pay the prescribed fee	3. Acknowledge payment and issue Official Receipt.	Processing Fee: Php 3,000.00	5 minutes	Cashier
Step 4: Submit proof of payment to the Regulation Division	4.1. Receive proof of payment		5 minutes	Receiving Officer
	Regulation Division:			
	4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD)		2 days	Records Officer
	Central Office IAO-QRD:			
	4.3. Receive and prepare consolidated application		15 minutes	QRD staff
	4.4. Review the consolidated application		5 minutes	Chief/OIC, QRD
	4.5. Approve and sign the processed application.		5 minutes	Director, IAO
	4.6. Endorse the complete documents to the PRB concerned.		5 minutes	QRD staff



	<p>Legal Service:</p> <p>4.7. Determine if reciprocity is established between the Philippines and applicant's country.</p> <p>Provide legal opinion and recommendation to the PRB.</p>		7 days	Legal Service
	<p>PRB:</p> <p>4.8. Approve or deny the application.</p>		7 days	PRB
	<p>Central Office IAO-QRD :</p> <p>4.9. If application is approved, prepare Resolution and Special Temporary Permit (STP) Certificate; if not, prepare denial letter.</p>		1 day	QRD staff
	<p>PRB:</p> <p>4.10. Review, approve and sign resolution and STP Certificate or denial letter</p>		3 days	PRB/Chairman
	<p>4.11. Forward the same to the PRB Secretary for attestation</p>		5 minutes	PRB Secretary



	Central Office PRB Secretariat Division:		30 minutes	Chief/OIC, PRB Secretariat Division
	4.12. Attest the Board Resolution			
	4.13. Forward to the Commission Secretary for review of the Board Resolution.		4 hours	PRB Secretary
	Commission:			
	4.14. Approve and sign Resolution; STP Certificate will be signed by the PRC Chairman only and return to IAO-QRD.		3 days	Commissioner II Commissioner I PRC Chairman
	Central Office IAO-QRD:			
	4.15. Receive the duly signed Resolution and STP certificate		5 minutes	QRD staff
	4.16. Forward to the Archives and Records Division (ARD) for docketing.		4 hours	
	Central Office ARD:			
	4.17. Docket Resolution and provide copies to all concerned offices through email		5 minutes	Docketing Officer



	Central Office IAO-QRD : 4.18. Docket and scan STP Certificate, request Information and Communication Technology Service (ICTS) to print STP ID Central Office ICTS: 4.14 Print STP ID 4.15 Forward STP ID to IAO-QRD IAO-QRD: 4.16 Transmit STP Certificate and STP ID or denial letter to the Regulation Division – PRC Regional Offices		5 minutes	QRD staff
			1 day 4 hours	ICT staff
			2 days	Records officer
Step 5: Pay the prescribed fee	Regional Office - Regulation Division: 5. Acknowledge payment and issue Official Receipt	Permit fee P8,0000.00	5 minutes	Cashier
Step 6: Receive STP Certificate or denial letter upon submission of proof of payment	6. Release STP Certificate (and STP ID or denial letter to the client upon receipt of proof payment		15 minutes	Releasing Officer



TOTAL:	Php 11,000.00	27 days, 6 hours and 15 minutes	
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END OF TRANSACTION

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 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.

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:	Foreign professional who will practice a regulated profession in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
Category E (Humanitarian Mission):		
1. Duly accomplished application form (Authority to Practice by a Foreigner)	Application form is available at Regulation Division – Regional Office or download from this link https://www.prc.gov.ph/special-temporary-permits and https://www.prc.gov.ph/stp-board-focal-person-resolutions	
2. Letter request to PRB Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venue of the undertaking	from the applicant	
3. Photocopy of valid passport as proof of citizenship		
4. 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		
5. Copy of updated PRC Professional Identification Card of Filipino professional as understudy/counterpart		



6. Other specific requirements as prescribed by the Professional Regulatory Board	from the applicant
7. Two (2) passport size pictures with name tag	

Categories C (Government) and D (Private):

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
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Requirements for representative:

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

1. Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Regulation Division: Step 1: Secure an application form (IAO-QRD-01) at the Regulation Division or download at https://www.prc.gov.ph/special-temporary-permits			10 minutes	PACD Officer-of-the-day
Step 2: Submit fully accomplished application form and documentary requirements to the Regulation Division	2. Verify/evaluate the completeness of documentary requirements and instructs to		35 minutes	Assessing officer



	pay the prescribed fee at the Cashier's Counter.			
Step 3: 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
Step 4: Submit proof of payment to the Regulation Division	4.1. Receive proof of payment		5 minutes	Receiving Officer
	Regional Office Regulation Division:			
	4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD)		2 days	Records Officer
	Central Office IAO-QRD:			
	4.3. Receive and prepare consolidated application		15 minutes	QRD staff
	4.4. Review the consolidated application		5 minutes	Chief/OIC, QRD
			5 minutes	Director, IAO



	4.5. Approve and sign the processed application.		5 minutes	QRD staff
	4.6. Endorse the complete documents to the PRB concerned.			
	PRB Focal Person:			
	4.7. Determine if the activity of foreign professional is a practice of profession or not.		7 days	PRB Focal Person
	Central IAO-QRD:			
	4.8. If the application is approved, prepare STP certificate; if not, prepare denial letter.		1 day	QRD staff
	4.8.1. If the PRB determines the need for a technical conference or primary verification of credentials of foreign professional. IAO-QRD schedules the technical conference or conducts primary verification.		14 days (For Categories C and D)	QRD staff



	<p>PRB:</p> <p>4.9. Sign STP Certificate or denial letter.</p>		1 day	PRB Chairman
	<p>PRC Chairman:</p> <p>4.10. Sign STP Certificate.</p>		1 day	PRC Chairman
	<p>Central Office IAO-QRD :</p> <p>4.11. Docket and scan STP Certificate, request Information and Communication Technology Service to print STP ID (For Categories C and D only).</p>		1 day	QRD staff
	<p>Central Office ICTS:</p> <p>4.12. Print STP ID.</p> <p>4.13. Forward STP ID to IAO-QRD.</p>		5 minutes 4 hours	ICT staff
	<p>Central Office IAO-QRD:</p> <p>4.14. Transmit STP Certificate (and STP ID for Categories C and D only) or denial letter to the Regulation Division – PRC Regional Offices.</p>		2 days	QRD staff



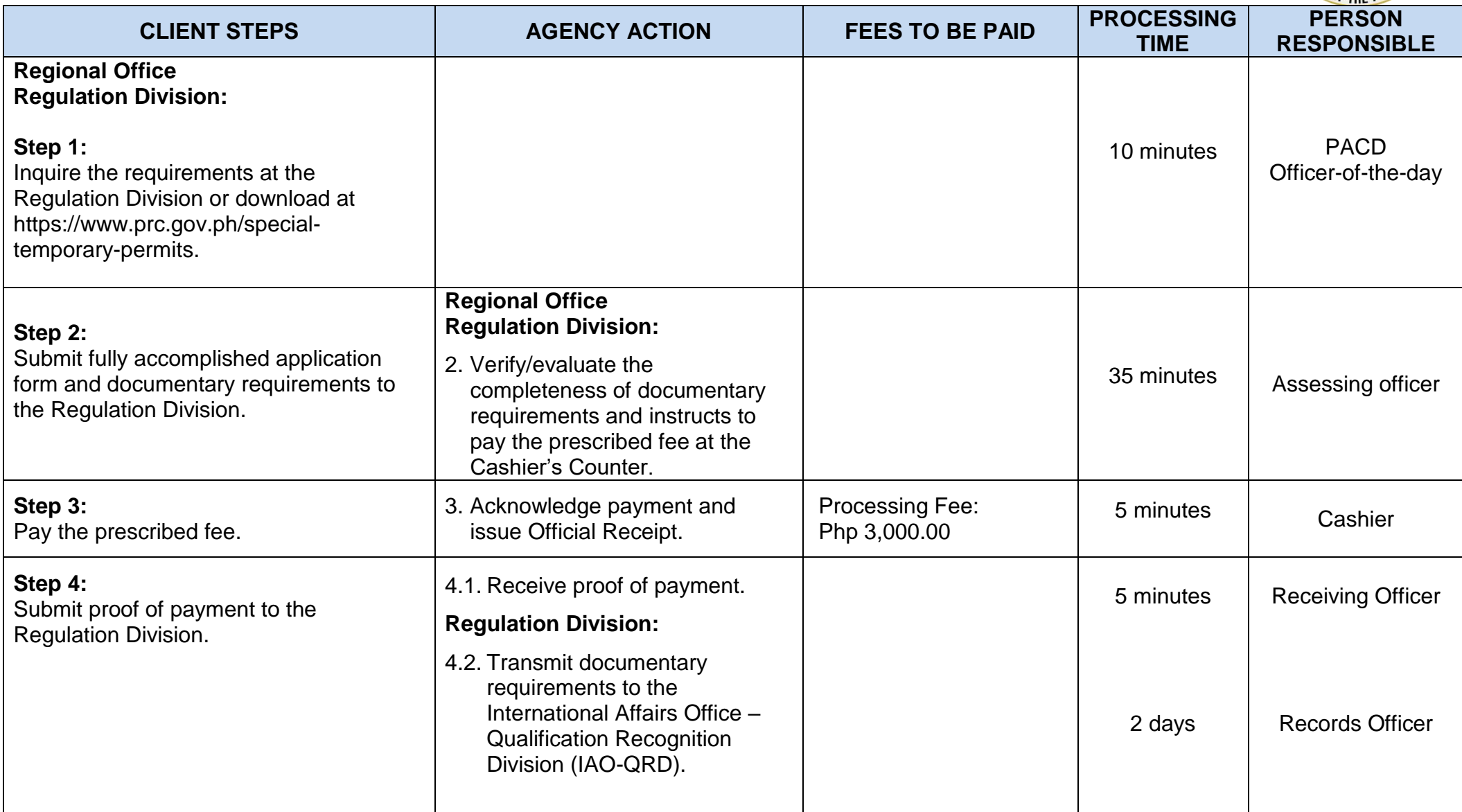
Step 5: Pay the prescribed fee (Categories C and D).	Regional Office Regulation Division: 5. Acknowledge payment and issue Official Receipt.	Category C: Government Category D: Private Permit fee Php8,0000.00 Categories C and D: Php 11,000.00 Category E: Php 1,250.00	5 minutes	Cashier
Step 6: Receive STP Certificate or denial letter upon submission of proof of payment.	6. Release STP Certificate (and STP ID for Categories C and D only) or denial letter to the client upon receipt of proof payment.		5 minutes	Releasing Officer
TOTAL:		Categories C and D: Php 11,000.00 Category E: Php 1,250.00	Categories C and D: 29 days, 5 hours and 40 minutes Category E: 15 days, 5 hours and 40 minutes	
END OF TRANSACTION				
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.				



38. 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/PRB requesting for an exemption from authority to practice by citing clear factual and/or legal basis for an exemption		from the applicant
2. Photocopy of valid passport as proof of citizenship		
3. A 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: <ol style="list-style-type: none"> 1. Valid government ID 2. Authorization Letter 		





	<p>Central Office IAO-QRD:</p> <p>4.3. Receive and prepare consolidated application.</p> <p>4.4. Endorse the complete documents to the Legal Service.</p> <p>Legal Service:</p> <p>4.5. Determine if the legal basis for exemption is valid.</p> <p>Central IAO-QRD:</p> <p>4.6. Endorse the recommendation of the Legal Service to the PRB Focal Person.</p> <p>PRB Focal Person:</p> <p>4.7. Approve or deny the application.</p> <p>Central Office IAO-QRD:</p> <p>4.8. If the application is approved, prepare the letter of exemption; if not, prepare a letter requiring the applicant to secure a STP.</p>		20 minutes	QRD staff
			7 days	Legal Service
			30 minutes	QRD staff
			7 days	PRB Focal Person
			1 day	QRD staff



	PRB: 4.9. Review, approve and sign letter of exemption from the issuance STP Certificate.		3 days	PRB Chairman
	Central Office IAO-QRD: 4.10. Transmit letter of exemption from the issuance STP Certificate to the Regulation Division – PRC Regional Offices.		2 days	Records Officer
Step 5: Receive clearance letter	Regulation Division – PRC Regional Offices 5. Release letter of exemption from issuance of STP Certificate to the applicant.		15 minutes	Releasing Officer
TOTAL:		Php 3,000.00	22 days, 2 hours	
END OF TRANSACTION				
Note: This entails careful study of the legal basis of exemption.				



39. 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.

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 obtained degrees in professional courses	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. Duly accomplished application form	Application form is available at Regulation Division – Regional Office or download from this link https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens .	
2. Copy of valid passport as proof of citizenship	From the applicant	
3. Original or Certified True Copy of Transcript of Records indicating the degree obtained	college/university	
4. Two (2) Documentary Stamps Tax per copy	BIR	
Requirements for representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: 1. Valid government ID 2. Authorization Letter		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure an application form at the Application Section or download at https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens			10 minutes	PACD Officer-of-the-day
Step 2: Submit fully accomplished application form and documentary requirements to the Application Section	2. Verify/evaluate the completeness of documentary requirements and instruct to pay the prescribed fee at the Cashier's Counter.		35 minutes	Assessing Officer
Step 3: Pay the prescribed fee	3. Acknowledge payment and issue Official Receipt	Certification fee: Php 75.00	5 minutes	Cashier
Step 4: Submit proof of payment to the Application Section	4.1. Receive proof of payment		5 minutes	Receiving officer
	Licensure and Registration Division - Application Section: 4.2. Transmit application and documentary submission to the International Affairs Office- Qualification Recognition Division (IAO-QRD)		4 days	Records Officer
	Central Office IAO-QRD: 4.3. Prepare Certificate of Ineligibility of non-Filipino citizen to take the licensure examination and endorses certificate to the PRB		30 minutes	QRD staff



	<p>concerned with complete document</p> <p>PRB: 4.4. Sign Certificate</p> <p>IAO-QRD: 4.5. Transmit certificate of ineligibility of non-Filipino citizen to take the licensure examination to the Licensure and Registration Division – Application Section</p>		<p>7 days</p> <p>4 days</p>	<p>PRB Chairman</p> <p>Records Officer</p>
<p>Regional Office Application Section:</p> <p>Step 5: Receive Certificate</p>	<p>Application Section: 5. Release Certificate to the client</p>		5 minutes	Releasing officer
TOTAL:		Php 75.00	15 days, 1 hour and 30 minutes	
END OF TRANSACTION				



40. 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">- Professional Organizations;- Associations;- other covered, s. organizations/association (Memo Order No. 18, s 2017 and MOA between SEC and PRC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. Request (also referred to as the First Endorsement)	SEC Company Registration and Monitoring Division	
2. License verification certificate	Professional Registry Division (PRD)	
3. Copy of By-laws or their amendments	from the applicant	
4. Articles of Incorporation		
Specific Requirements: (Other documents that PRB may reasonably require)		
1. List of the Board of Trustees (BOT)	from the applicant	
2. Proof of BOT training and board certification, if applicable		
3. Photocopies of the valid Professional Identification Cards (PICs) of BOT		
4. Activities to be undertaken to achieve organizational purposes		
5. Certificate of No-Pending Case of BOT	Office of Legal Service	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Submit required documents to the D-SPRB	1.1. Receives the request and complete documents from the applicant.	Certification fee: Php 75.00	5 minutes	D-SPRB
	1.2. 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	
	1.3. The Board Secretary concerned shall endorse the same to the Chief/OIC for initial review.		Client to respond within 3 days upon receipt	
	1.4. Endorse the request and all supporting documents to the PRB Focal Person for evaluation.		30 minutes	
	1.5. PRB evaluates and may request for clarification on the submitted documents.		5 days	
	1.6. If all documents are in order, PRB instructs the D-SPRB to prepare Certificate of No-		1 day	



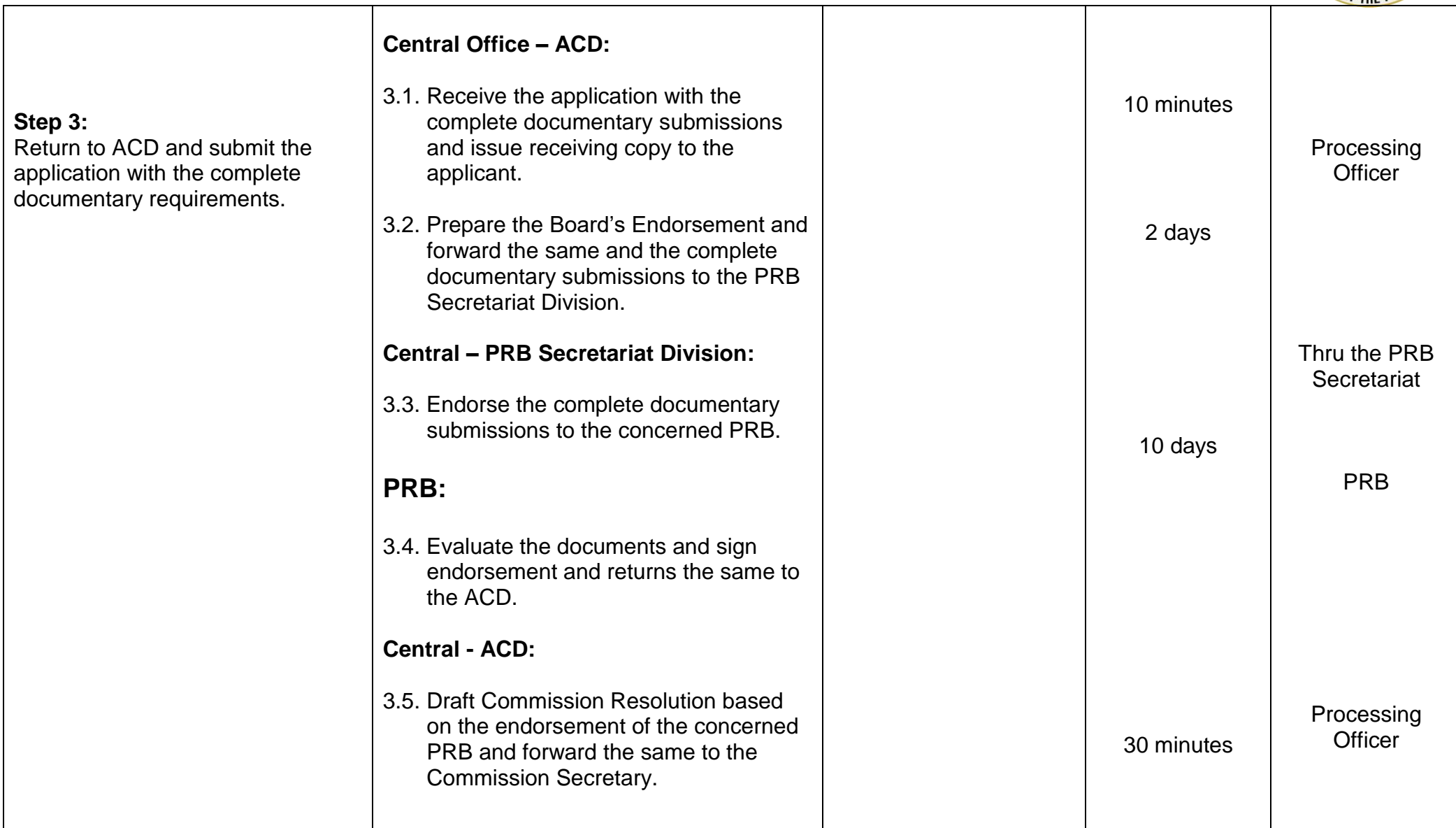
41. ISSUANCE OF CERTIFICATE OF ACCREDITATION TO PROFESSIONAL ORGANIZATIONS (APOs)

Processing of petition for Accreditation of Professional Organization.

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



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





	<p>Central - Commission:</p> <p>3.6. Sign the Resolution, if the Petition of the APO is in order, and return to ACD.</p> <p>Central - ACD:</p> <p>3.7. Receive and forward to the Archives and Records (ARD) Division for docketing.</p> <p>Central - ARD:</p> <p>3.8. Docket the signed Commission Resolution and return to ACD.</p>		<p>3 days</p> <p>15 minutes</p> <p>5 minutes</p>	<p>Commission II Commission I PRC Chairman</p> <p>Processing Officer</p> <p>ARD Docket Officer</p>
<p>Step 4: APO secure a copy of the Resolution for publication.</p>	<p>Central - ACD:</p> <p>4. ACD provide a copy of the approved Resolution to APO for publication.</p>		<p>30 minutes</p>	<p>Processing Officer</p>
<p>Step 5: APO publish the Resolution and provide a copy of the newspaper to ACD.</p>	<p>5.1. ACD receive from APO a copy of the newspaper where the resolution is published and provide a copy to ARD.</p> <p>Central - ARD:</p> <p>5.2. Indicate in the docketed Resolution the date of publication, name of the newspaper and its effectivity date.</p>		<p>30 minutes</p> <p>5 minutes</p>	<p>Processing Officer</p> <p>ARD Docket Officer</p>



	<p>Central - ACD:</p> <p>5.3. ACD print Certificate of Accreditation.</p> <p>5.4. Forward the Certificate of Accreditation to the Commission for signature.</p> <p>Central – Commission:</p> <p>5.5. Sign the certificate of accreditation and forward the same to ACD</p> <p>Central - ACD:</p> <p>5.6. Inform thru phone call the APO of the availability of the Certificate.</p>		<p>10 minutes</p> <p>15 minutes</p> <p>3 days</p> <p>10 minutes</p>	<p>Processing Officer</p> <p>Commission II Commission I PRC Chairman</p> <p>Processing Officer</p>
<p>Step 6: APO receive the Certificate of Accreditation.</p>	6. Release the Certificate of Accreditation		15 minutes	Processing Officer
TOTAL:		Php 3,000.00	18 days, 3 hours and 45 minutes	
END OF TRANSACTION				



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

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7. authenticated copy of the latest certificate of registration issued by SEC.	SEC
8. authenticated copy of the 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).	
9. authenticated copy of the latest certificate of registration issued by BIR.	BIR
Renewal of AIPO Accreditation:	
1. duly notarized petition for renewal of accreditation	AIPO
2. secretary's Certificate or Board Resolution granting authority to a person to represent the professional organization.	
3. authenticated copy of the professional organization's recent amended Articles of Incorporation/Constitution and By-Laws, if any.	
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.	
5. It has submitted its annual reportorial requirements during the validity of its accreditation	
6. Payment of accreditation fee	SEC
7. Complete list of incumbent officers of the professional organizations, including its chapter officers (if any) with photocopies of their PICs.	
8. Yearly Audited Financial Statements; a. Yearly Audited Financial Statements; b. Authenticated copy of the General Information Sheet; c. Report of significant achievements as corporate body.	AIPO SEC AIPO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCSECESSING TIME	PERSON RESPONSIBLE
Step 1: Present the petition with the required documentary requirements.	Central Office – Accreditation and Compliance Division (ACD): 1.Check the completeness of the documentary submissions.		45 minutes	Processing Officer
Step 2: Proceed to Cash Section and pay the prescribed fee.	Cash Section: 2.Issue official receipt.	AIPO: Php 3,000.00	5 minutes	Cashier
Step 3: Return to ACD and submit the petition with the complete documentary requirements.	Central Office – ACD: 3.Receive the application with the complete documentary submissions and issue receiving copy to the petitioner.		10 minutes	Processing Officer
	3.1. Prepare draft Board Resolution. 3.2. Forward the draft Board Resolution and the complete documentary submissions to the PRB Secretariat Division. Central – PRB Secretariat Division: 3.3. Endorse the complete documentary submissions to the concerned PRB. PRB:		1 hour 1 day 10 days	Processing Officer Thru PRB Secretariat PRB Concerned



	<p>3.4. Evaluate the documents and sign endorsement and returns the same to the ACD.</p> <p>Central – ACD:</p> <p>3.5. Receive and forward the signed Resolution to the Commission Secretary.</p> <p>Commission:</p> <p>3.6. Sign the Resolution, if the Petition of the AIPO is in order, and return to ACD.</p> <p>Central – ACD:</p> <p>3.7. If approved, ACD forward it to the Archives and Records Division (ARD) for docketing.</p> <p>Central - ARD:</p> <p>3.8. Docket the signed Board Resolution and return to ACD.</p>		<p>10 minutes</p> <p>3 days</p> <p>10 minutes</p> <p>5 minutes</p>	<p>Processing Officer</p> <p>Commission II Commission I PRC Chairman</p> <p>Processing Officer</p> <p>ARD Docket Officer</p>
<p>Step 4: AIPO secures a copy of the Resolution for publication.</p>	<p>Central - ACD:</p> <p>4. Provide a copy of the approved Resolution to the AIPO for publication.</p>		10 minutes	Processing Officer



Step 5: AIPO publishes the Resolution and provides a copy of the newspaper to ACD.	Central - ACD: 5.1. Receive a copy of the newspaper where the resolution was published and provide a copy to ARD.		10 minutes	Processing Officer
	Central - ARD: 5.2. Indicate in the docketed Resolution the date of publication, name of the newspaper and its effectivity date.		5 minutes	ARD Docket Officer
	PREPARATION OF CERTIFICATES: Central - ACD: 5.3. ACD print the certificate of accreditation.		10 minutes	Processing Officer
	5.4. Forward Certificate to the concerned PRB for signature.		1 day	
	CONCERNED PRB: 5.5. Sign the AIPO Certificate of Accreditation and return to ACD.		3 days	PRB Concerned
	Central – ACD: 5.6. Receive and forward the certificate to the Commission Chairman for signature.		15 minutes	Processing Officer



	COMMISSION: 5.7. Sign the Certificate of Accreditation and return to ACD.		1 day	PRC Chairman
	Central – ACD: 5.8. Inform the AIPO of the availability of the Certificate		10 minutes	Processing Officer
Step 6: APO receive the Certificate of Accreditation	6. Release the Certificate of Accreditation to the AIPO.		10 minutes	Processing Officer
Total:		Php 3,000.00	19 days, 3 hours and 35 minutes	
END OF TRANSACTION				



Central Office

Internal Services

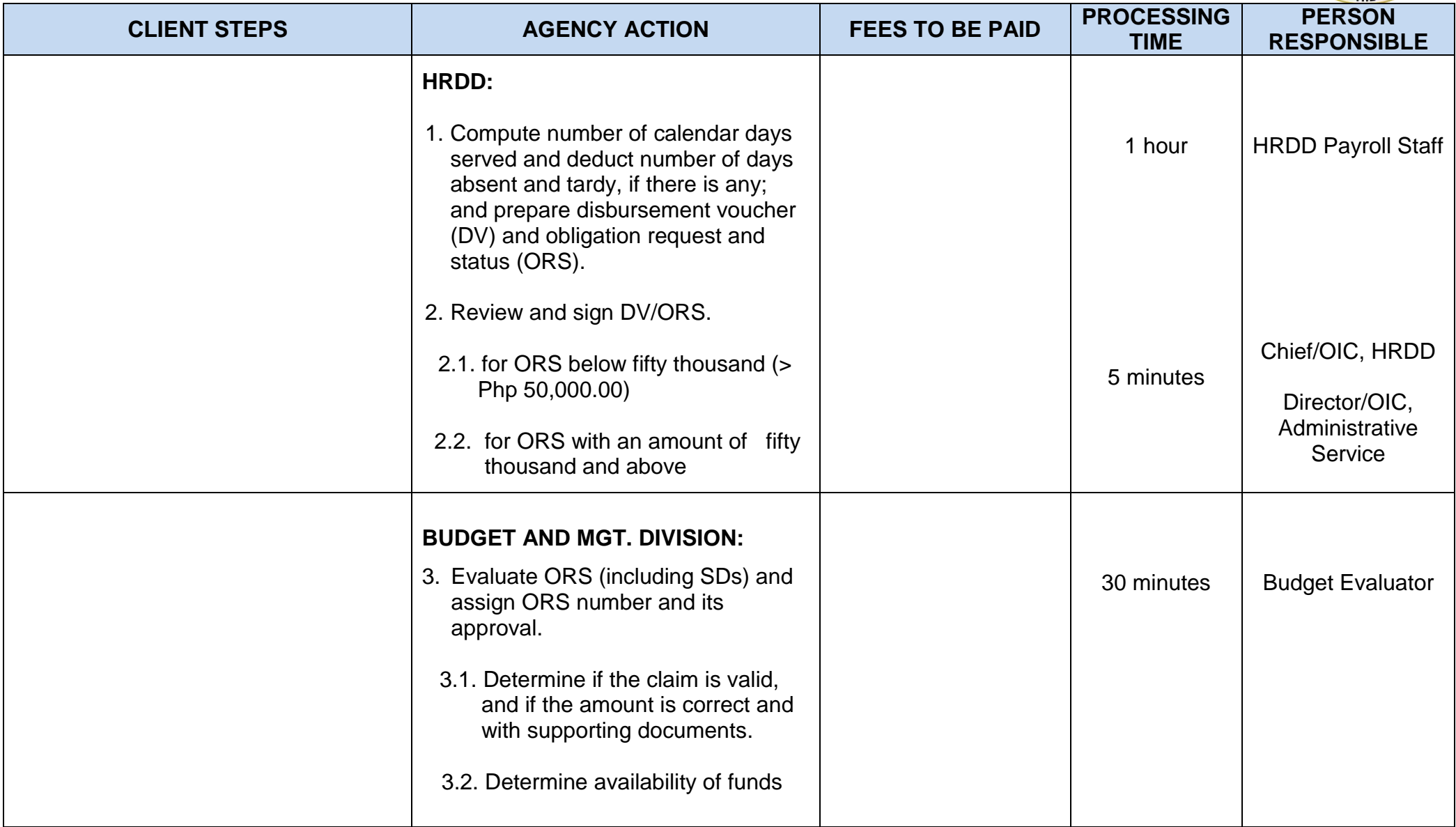


1. PAYMENT OF INDIVIDUAL CLAIMS – FIRST SALARY & PERA

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.¹

Office or Division:	Human Resource Development Division (HRDD), Budget and Management Division, Accounting Division, and Cash Division		
Classification:	Simple Transaction		
Type of Transaction:	G2G – Government to Government		
Who may avail:	<ul style="list-style-type: none">- for first salary: newly appointed personnel;- 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		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES	
Supporting documents (SDs):			
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	
Additional requirement, if transferred from another government agency to PRC:			
1. clearance and/or authority to transfer from previous employer		employee	

¹ 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
	ACCOUNTING DIVISION: 5. Evaluate DV (including SDs) and assign DV number. 5.1. Check the completeness and propriety of the SDs and the correctness of computation. 5.2. Determine the availability of NCA and sign box b of DV.		15 minutes 5 minutes	Accounting staff Chief/OIC Accountant
	PMFS: 6. Review and sign box C of DV for approval of payment.		5 minutes	Director of PMFS
	CASH DIVISION: 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). 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.		5 minutes	Disbursing Officer
TOTAL:		None	2 hours and 17 minutes	
END OF TRANSACTION				



2. 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
	LICENSURE AND REGISTRATION DIVISION: 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
	BUDGET AND MGT. DIVISION: 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



	ACCOUNTING DIVISION: 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
	PMFS/ASCOM/ COM1/COM2: 7. Review and sign box c of DV for approval of payment.		5 minutes	Authorized Signatory
	CASH DIVISION: 8. Log and prepare LDDAP-IC and DVs. 9. Encode payment thru LBP-EMDS. 10. Print the LDDAP-IC to be approved by the authorized signatories.		2 minutes	Disbursing Staff
			3 minutes	Disbursing Staff
			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				



3. 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.

Office or Division:	concerned employee, Budget and Management Division, Accounting Division and Cash Division	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Supporting documents (SDs):		
For Cash Advance:		
1. travel order	concerned employee	
2. approved itinerary of travel		
3. flight itinerary issued by the airline/ticketing office/travel agency		
>> Additional for foreign travel <<		
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)		



For Liquidation:	
A. For Local Travel	
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">• Approval of the President• Certification from the Head of Agency that it is absolutely necessary• 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)				
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



	<p>BUDGET AND MGT. DIVISION:</p> <p>3. Evaluate the ORS (including SDs) and assignment of ORS number and its approval.</p> <p>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.</p> <p>5. Certify availability of funds in box b of the obligation request and status (ORS).</p>		<p>15 minutes</p> <p>15 minutes</p> <p>5 minutes</p>	<p>Head of Office/ Authorized Approving Officer</p> <p>Budget Evaluator</p> <p>Chief Budget Officer</p>
	<p>ACCOUNTING DIVISION:</p> <p>6. Evaluate DVs (including SDs) and assignment of DV number and its approval.</p> <p>6.1. Check the completeness and propriety of the SDs and verify if the disbursing officer has no unliquidated CA and is properly bonded.</p> <p>7. Determine the availability of NCA and signs box b of DV</p>		<p>15 minutes</p> <p>5 minutes</p>	<p>Accounting staff</p> <p>Chief/OIC Accountant</p>



	PMFS/ASCOM: 8. Review and sign box c of DV for approval of payment		5 minutes	Authorized Signatory
	CASH DIVISION: 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
	PMFS/ASCOM: 13. Approve LDDAP-IC		5 minutes	Authorized Signatory
	CASH DIVISION: 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 2 minutes	Disbursing Officer



	15. Inform concerned employee that the amount has been credited to their amount			
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	
TOTAL:		None	1 day, 1 hour and 24 minutes	
END OF TRANSACTION				



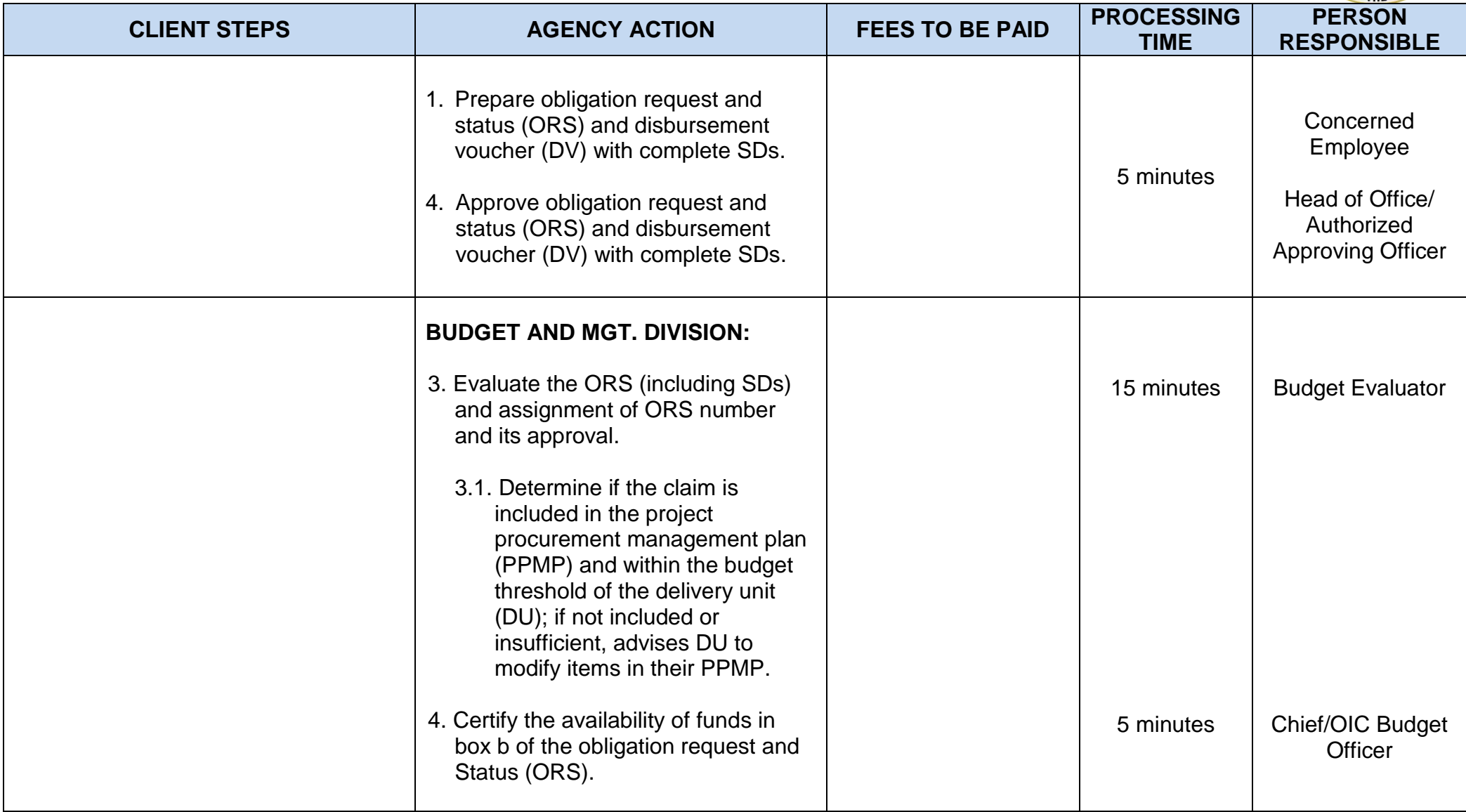
4. PAYMENT OF REIMBURSEMENT OF TRAVELLING EXPENSES

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

Office or Division:	concerned employee , Budget and Management Division, Accounting Division and Cash Division	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Concerned employee	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Supporting Documents (SDs):		
A. For local travel:		
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		

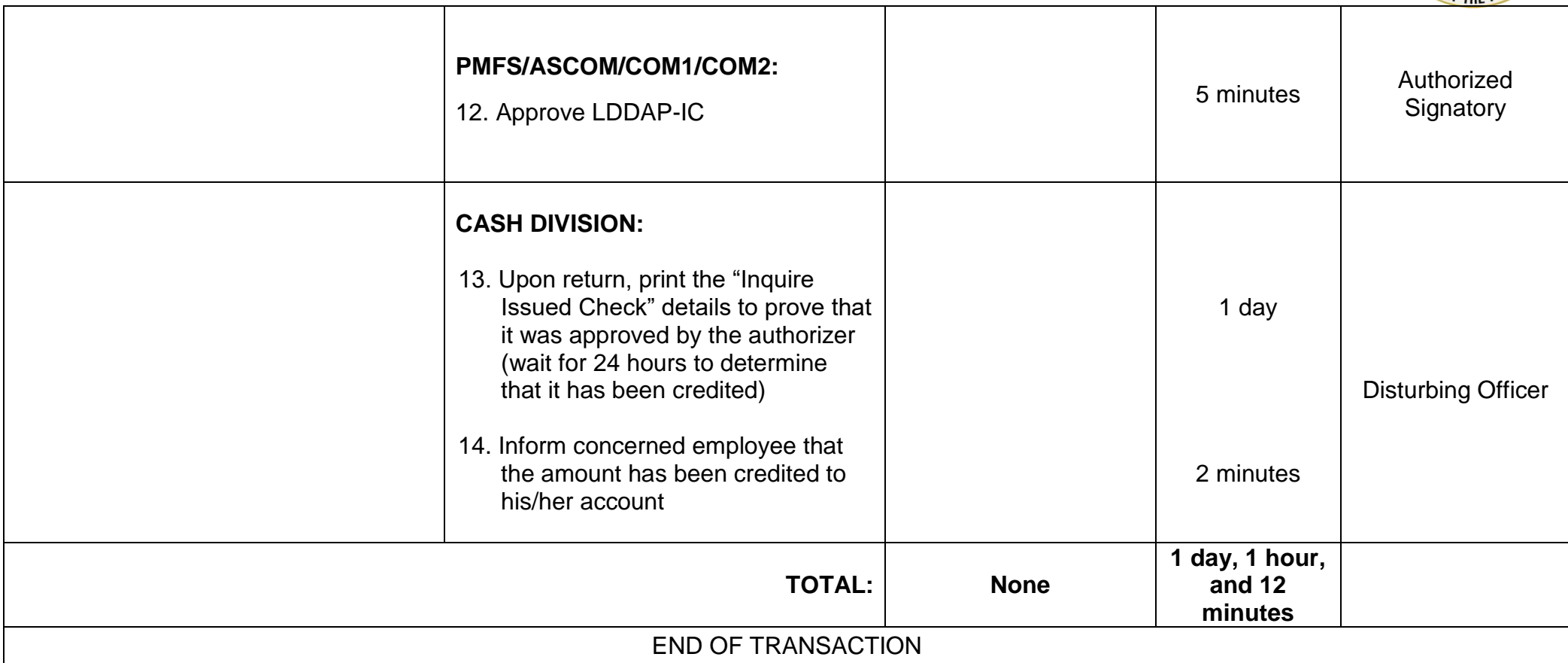


11. acceptance of the nominee as participants (training)	concerned employee
12. program agenda and logistics information (training)	
13. Certificate of Travel Completed (CTC)	
14. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from 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. For foreign travel:	
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">• Approval of the President• Certification from the Head of Agency that it is absolutely necessary• 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)	
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	





	ACCOUNTING DIVISION: 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
	PMFS/ASCOM: 7. Review and sign box c of DV for approval of payment		5 minutes	Authorized Signatory
	CASH DIVISION: 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.

Office or Division:	Human Resources Development Division	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	employees who are retiring, resigning, transferring to another government agency, applying for leave of absence for 30 days and above, and traveling abroad	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Documents ² to be submitted by the employee:		
A. Resignation/Early Retirement/Transfer		
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. Mandatory retirement		
1. duly notarized SALN	concerned employee	
2. IPCR for the last two (2) rating periods		
3. employee ID		
4. certificate of clearance stub	HRDD	
5. IPCR for the last two (2) rating periods		
6. DTR (signed by the immediate supervisor and employee)		

² Memorandum Order No. Series of 2019



C. Leave (30 days and up) – maternity leave / sick leave	
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)	
D. Leave (30 days and up) – study leave	
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)	
E. Special Leave Benefits	
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
Step 1: 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, Cash, Legal Service, immediate supervisor, division 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
TOTAL:		None	8 days and 19 minutes	
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>Anti-Red Tape Act (ARTA): complaints@arta.gov.ph (email) 1-ARTA (2782) (call)</p> <p>Presidential Complaints Center (PCC): 1 8888 (SMS and call)</p> <p>Contact Center ng Bayan (CCB): 3 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): complaints@arta.gov.ph (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>Office of the Chairman:</p> <p>Chairman prc.chairman.tsp@gmail.com</p> <p>Office of the Commissioner I Tel: 8735-1488 prc.commissionerydr@gmail.com</p> <p>Office of the Commissioner II Tel: 5310-0049 Telefax: 8735-1536 * 5310-0049 prc.commissionerjyc@gmail.com</p> <p>Office of the Assistant Commissioner Tel: 8735-4674 ascom2.prc@gmail.com</p> <p>PRB Secretariat Division Tel: 8552-0010 Telefax: 5310-1018 prc.prbsec4@gmail.com</p> <p>Internal Audit Services Division Tel: 5310-1014 prc.internalaudit@gmail.com</p>	<p>EXTERNAL SERVICES:</p> <ol style="list-style-type: none"> 1. Application for Licensure Examination 2. Initial Registration of Successful Examinees 3. Renewal of Professional Identification Card (PIC) 4. Issuance of Duplicate Professional Identification Card (PIC) 5. Application for Authentication (Certified True Copy) of Professional Identification Card (PIC) and/or Certificate of Registration (COR) 6. Application for Issuance of Certification of Good Standing (COGS) 7. Issuance of Certification of Passing and Board Rating 8. Authentication of Certification of Passing and Board Rating 9. Filing of Complaint Against a Professional 10. Issuance of Certificate of Surrendered Certificate of Registration (COR) and Professional Identification Card (PIC) 11. Issuance of Certificate of No Pending Case or With Pending Case 12. Issuance of Certificate of Service Penalty



		<p>Commission Secretary Tel: 8736-2242 prc.comsec@gmail.com</p> <p>PRB Screening Unit prbselectcommsec@gmail.com</p> <p>Public Information and Media Relations Unit Tel: 8584-7155 prcpimru2018@gmail.com</p> <p>Planning, Management and Financial Service:</p> <p>Planning, Management and Financial Service (Office of the Director) Tel: 5310-4045 Telefax: 8736-2243 prc.pmfs@gmail.com</p> <p>Monitoring and Evaluation Division Telefax: 8733-1047 prc.planning@gmail.com</p> <p>Planning Division Telefax: 8733-1047 prc.planning@gmail.com</p> <p>Accounting Division Tel: 5310-1025 prc.accounting@gmail.com prcaccounting@yahoo.com</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:</p> <p style="padding-left: 20px;">A. Accounting Teacher</p> <p style="padding-left: 20px;">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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		<p>Budget and Management Division Telefax: 8735-1513 prc.budget1@gmail.com</p> <p>Research and Statistics Division Tel: 5310-0039 prc.estf@gmail.com</p> <p>Administrative Service: Administrative Service (Office of the Director) Tel: 5310-0019 prc.admiservice2018@gmail.com</p> <p>Human Resource Development Division Tel: 8736-2246 prc.hrmd@gmail.com</p> <p>Procurement and Supply Division Telefax: 5310-2013 prc.procurement2018@gmail.com</p> <p>Archives and Records Division Tel: 5310-2020 prc.recordsmgntdiv@gmail.com</p> <p>General Services Division Tel: 5310-1046 prc.admin@gmail.com</p> <p>Cash Division Tel: 5310-0021 prc.cashcollecting@gmail.com</p>	<p>26. Processing of Application for Accreditation of Continuing Professional Development (CPD) Program</p> <p>27. Application for Crediting of Self-Directed and Lifelong Learning</p> <p>28. Application for Certificate of Authority to Operate Chemical Laboratories</p> <p>29. Application for Accreditation of Training Provider and Program for Medical Representatives</p> <p>30. Application for Accreditation of Real Estate Training Provider, Program and Lecturer</p> <p>31. Application for the Issuance of Certificate of Registration of Firm, Company, Partnership or Association for the Practice of:</p> <ul style="list-style-type: none"> A. Civil Engineering B. Architecture C. Landscape Architecture D. Environmental Planning <p>32. Application for the Issuance of the Certificate of Compliance of Plants/Works/Projects Pursuant to Mechanical Engineering Act of 1998</p> <p>Application for the Issuance of Certificate of Compliance of Electrical Plants/Industrial/Commercial Establishments Using Electrical Power Pursuant to the New Electrical Engineering Law</p>
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		<p>Information and Communication Technology Service:</p> <p>Information and Communication Technology Service (Office of the Director) Tel: 5310-0017 prc.icts@gmail.com</p> <p>Database Management Systems Division</p> <p>Systems Development & Maintenance Division Tel: 5310-0017 prc.webmasters@gmail.com</p> <p>Network Infrastructure and Information Security Division Tel: 5310-0017 prccentralict@gmail.com</p> <p>Legal Service:</p> <p>Legal Service (Office of the Director) Tel.: 8821-9294 legalservice.prc@gmail.com</p> <p>Hearing and Investigation Division Tel.: 8821-9294 Tel. +63919 664 8567 Tel. +63927 985 4488 prclegal.hid@gmail.com</p>	<p>33. Application for Registration as ASEAN Chartered Professional Engineers (ACPE) and ASEAN Architects (AA)</p> <p>34. Application to take Licensure Examination by a Foreigner by virtue of Foreign Reciprocity or International Agreement (Category A1)</p> <p>35. Application of Registration of Foreign Professionals without Examination by virtue of Foreign Reciprocity or International Agreement (Category A2)</p> <p>36. Issuance of Special Temporary Permit (STP) to a Foreign Professional by virtue of Reciprocity or International Agreement (Category B)</p> <p>37. Issuance of Special Temporary Permit (STP) to a Foreign Professional (Categories C, D and E)</p> <p>38. Exemption from the Requirement of Issuance of Special Temporary Permit (STP) to a Foreign Professional</p> <p>39. Issuance of Certificate of Ineligibility to take the Licensure Examination by a Non-Filipino Citizen</p> <p>40. Issuance of Certificate of No-Objection, No-Jurisdiction, Non-Concurrence on Request for SEC Registration</p> <p>41. Issuance of Certificate of Accreditation to Professional Organizations (APOs)</p> <p>42. Issuance of Certificate of Accreditation to the Integrated Professional Organizations (AIPOs)</p>
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		<p>Special Prosecution Division prclegal.specialprosecution@gmail.com Legal Research and Opinion Division prclegal.rod@gmail.com</p> <p>Licensure Office: Licensure Office (Office of the Director) Telefax: 5310-0024 prc.licensureoffice@gmail.com</p> <p>Licensure Division Tel: 8735-4703 prc.examdiv@gmail.com</p> <p>Test Development Division Tel: 8584-7155 prc.estf@gmail.com</p> <p>Rating Division Tel: 8735-1534 prc.rating@gmail.com</p> <p>International Affairs Office: International Affairs Office (Office of the Director) Tel: 8244-7674 prc.iao.od@gmail.com prc.iad@gmail.com</p>	<p>INTERNAL SERVICES:</p> <ol style="list-style-type: none"> 1. Payment of Individual Claims – First Salary & PERA 2. Payment of Cash Advance (CA) for the Conduct of Examination and its Liquidation 3. Payment for Cash Advance (CA) for the Travelling Expense and its Liquidation 4. Payment of Reimbursement of Travelling Expenses 5. Processing of Certificate of Clearance
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		<p>International Development Division Tel: 8244-7674 prc.idd.iao@gmail.com</p> <p>Qualification Recognition Division Tel: 8244-7674 prc.iad.mra@gmail.com prc.iad1@gmail.com</p> <p>International Commitments Negotiation Division Tel: 8244-7674</p> <p>Regulation Office:</p> <p>Continuing Professional Development Division Telefax: 8810-8415 cpdd.applications@gmail.com prc.cpdsecretariat@gmail.com</p> <p>Accreditation and Compliance Division Telefax: 8736-2252 prc.application@gmail.com</p> <p>Professional Registry Division Tel: 8736-2248 prc.professionalregistrydiv@gmail.com</p>	
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NCR	P. Paredes St. cor. N. Reyes St. Sampaloc, Manila	prcn-cr.od@gmail.com	
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 prc.baguio@gmail.com	
Rosales (Region I)	Government Center, Pangasinan-Nueva Viscaya Road Carmay East, 2441 Rosales, Pangasinan	Tel: (075) 649-3798 prc.region1@gmail.com	
Tuguegarao (Region II)	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	Tele/fax: (078) 304-0701 Tele/fax: (078) 304-3703 prc.tuguegarao@gmail.com pctug.ord@gmail.com	



San Fernando (Region III)	2nd and 3rd Floor (former) BIR Annex Building Provincial Capitol Compound, Bgry. Santo Niño San Fernando City Pampanga	prc.region3@gmail.com	
Lucena (Region IV-A)	2nd floor Grand Central Terminal Ilayang Dupay, Lucena City	Tel: (042) 373-7316 Fax: (042) 373-7305 prc.lucena@gmail.com	
Legaspi (Region V)	Regional Government Center Site Rawis, Legaspi City 4500	Tel: (052) 481-3079 Fax: (052) 481-3323 prc.legazpicity@gmail.com	
Iloilo (Region VI)	2nd Floor, Gaisano Iloilo City Center Mall Benigno Aquino Ave., Mandurriao, Iloilo City	Tel: (033) 329-2730 Tel: (033) 329-2733 Tel: (033) 329-3705 Telefax: (033) 329-2410 prc6.regionaloffice@gmail.com	



Cebu (Region VII)	HVG Arcade, Subangdaku Mandaue City, Cebu	Tel: (32) 2535330 prc.cebucity@gmail.com	
Tacloban (Region VIII)	2nd Floor, Uytingkoc Bldg. Senator Enage St., Tacloban City	Tel: (053) 323-9729 Tel: (053) 832-2519 Tel: (053) 832-2520 prc.taclobancity3@gmail.com	
Pagadian (Region IX)	149 F. S. Pajares Street Pagadian City	Tele/fax: (062) 925-0080 inquiryprc9pagadian@gmail.com	
Cagayan de Oro (Region X)	Skypark, Limketkai Center Cagayan de Oro City, Misamis Oriental	Tel: 0995-277-8672 / 0909-197-8244 prc.cdo@gmail.com	
Davao (Region XI)	Calamansi St., corner 1st Street Juna Subdivision 8000 Matina, Davao City	Tel: (082) 234-0006 to 07 prc.davao@gmail.com	



General Santos (Region XII)	Robinsons Place Gensan Jose Catolico Sr. Ave General Santos City, 9500 South Cotabato	prcgensantos@gmail.com	
Butuan (Region XIII)	Robinsons Place Butuan City Butuan City, Agusan Del Norte	Tel: 09302291575 Tel: (085) 815 0915 prc.butuan@gmail.com	