

PROFESSIONAL REGULATION COMMISSION

LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

# ONLINE STEP BY STEP MANUAL

#### INCLUDES

# EXAM APPLICATION

Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission.

# INITIAL REGISTRATION

Online Registration of new passers/successful examinees for the issuance of their licenses.

# RENEWAL OF LICENSE

Online renewal of Professional Identification Cards of Registered Professionals.



#### PROFESSIONAL REGULATION COMMISSION LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

#### PRC ONLINE SERVICES

#### E EXAM APPLICATION

Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission

#### ✓ INITIAL REGISTRATION

Online Registration of new passers/successful examinees for the issuance of their licenses.

#### RENEWAL OF LICENSE Online renewal of Professional Identification Cards of

Registered Professionals.

#### EXAM APPLICATION (SPLBE)

Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission. (For SPLBE applicants) User's Manual Payment Procedure

#### **INITIAL REGISTRATION (SPLBE)**

Online Registration of new passers/successful examinees for the issuance of their licenses. (For SPLBE passers)

## 

Online verification of rating of successful examinees and verification of license of registered professional. Click Here

#### + REGISTER

You acknowledge and agree that PRC may preserve Content and may also disclose Content if required to do so by law or in the good faith believes that such preservation or disclosure is reasonably necessary to: (a) comply with legal process; (b) enforce the Terms and Conditions; (c) respond to claims that any Content violates the rights of third-parties; or (d) protect the rights, property, or personal safety of the PRC, its users, apthe public.

#### FORFEITURE OF FEES



In the event that the examination applicant fails to comply with all the requirements during the prescribed period of application, the examination/application fee payment can still be used ONLY until the next examination schedule.

Processing and payment of application should be made on or before the deadline. No application shall be accerpted after the deadline.

Non-appearance during examination shall mean forfeiture of payment

#### VIOLATIONS

In any case of any fraudulent, misdeclaration of the applicant in the use of these Service, the PRC may expel the applicant and prevent his/her further access to the PRC's site, at any time for breaching the terms and conditions of this Service or for violating the applicable laws.

Please report any violations of the TOS to our Customer Care/Help Desk group.

I HEREBY AGREE TO BE GOVERNED BY THE TERMS AND CONDITIONS OF THE PRC ONLINE PAYMENT SYSTEM AGREEMENT. I HEREBY ALSO ACKNOWLEDGE TO HAVE READ AND FULLY UNDERSTOOD THE SAID TERMS AND CONDITIONS.

# WITH NO ACCOUNT

#### **Requirements:**

 $(\mathbf{3})$ 

SIGN IN

Your e-mail address (with password)

- Your mobile number (ex. 09271234567)
- Personal data (including date of graduation)
- ID photo in .jpg format saved on your computer, phone or tablet. (You can request for an e-file if you have your ID photo taken at a photo studio.)
- Valid ID Card

#### Read the terms of service 1.

Click the button 2.

### WITH ACCOUNT

3. Click the tab then skip to Page 3





## **REGISTRATION OF ACCOUNT**

- 1. Input First Name
- 2. Input Middle Name
- 3. Input Last Name
- 4. Input Suffix (leave blank if none)
- 5. Select Gender
- 6. Input Civil Status
- 7. Input Birth date
- 8. Input E-mail address
- Input desired password (Password must be at least 6 characters and composed of letters, numbers and special characters)



#### PROFESSIONAL REGULATION COMMISSION LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM



## RENEWAL OF LICENSE

Online renewal of Professional Identification Cards of Registered Professionals.

#### 

Online verification of rating of successful examinees and verification of license of registered professional. • Click Here

# SIGNING IN

- 1. Input Username (e-mail address)
- 2. Input Password
- 3. Click to login
- A. For Initial Registration skip to Page <u>8</u>
- B. For Renewal skip to Page 9
- C. For Certification skip to Page 10
- D. For Duplicate skip to Page 12

PROFESSIONAL REGULAT	TION COMMISSION IINATION & REGISTRATION INFORMATION SYSTEM		Welcome JUAN SANTOS DELA CRUZ	FILLING OUT PERSONAL INFORMATION
Profile Existing Transaction	Personal Information First Name Middle Name	Cancel	SELECT TRANSACTION	<ol> <li>Select Citizenship</li> <li>Select Birthplace</li> <li>Select answer to prompt</li> <li>Input address</li> </ol>
Contact Us	JUAN SANTOS   Suffix Gender *   JR Male   Birth Date *   12/16/1985   Have you ever been convicted by final judgement by any court of just O Yes IND 3  Contact Details Permanent Mailing Address (No./Street/Barangay) * Town/City, Province * - Mobile Number * Email Address juansantosdelacruz@gmail.com Family Background Father's Name * Mother's Name *	DELA CRUZ Civil Status * Citizenship * Single • Select 1 • Bith Place * • 2 Q SEARCH stice/military tribunal or administrative body? 4 5 Q SEARCH Telephone Number Telephone Number 7 Alternate Email Address 8 Father's Citizenship Select	Pregional Offices         Central Office         Paredes St. corner N. Reyes St., Sampaloc, Manila         Baguio         Paredes St. corner N. Reyes St., Sampaloc, Manila         Cebu         Paredes St. corner N. Reyes St., Sampaloc, Manila         Cebu         Warcade, Subangdaku, Mandaue City, Cebu         Dava         Marcade, Subangdaku, Mandaue City, Cebu         Dava         Barcade Cortanal Central Terminal, Ilayang Dupay, Lucena City         Cancona         Marcos Cortanal Central Terminal, Ilayang Dupay, Lucena City, Cagaya         Marcos Cortanal Centers Carig Sur, Tuguegarao City, Cagaya         Marcos St, Johnston Subd, San Jose Road, Zamboanga City, Cagaya         Davaona         Barte St, Sarte St, Pagadian City         Padiae         Davaor Careliai         Padiae         Davaor St, Abenston Subd, San Jose Road, Zamboanga City, Cagaya	<ul> <li>Select Town/City, Province</li> <li>Input Mobile number</li> <li>Input Telephone number</li> <li>Input Alternate E-mail address (If there is any)</li> <li>Input Father's full name</li> <li>Select Father's Citizenship</li> <li>Input Mother's full name</li> <li>Select Mother's Citizenship</li> </ul>
	Education			

lame of School *		
	1	Q SEARCH
School Address		
egree/Course related to the examination you're applying/applied for *		
	2	Q SEARCH
NOTE: For Teachers, 18 units earners should specify their bachelor's degree course)		
Date of Graduation *		
mm/dd/yyyy 3		
ployment		
re you practicing your profession? *		
Select 4		
d ID (Passport for SPLE Applicants)		
B CHECK IF THIS IS FOR PRC ID RENEWAL*		
/alid ID No Issued At		
5		6
ssued Date		
mm/dd/yyyy		
er Information		
Person With Disability *		
None 8		
lotifications *		

# FILLING OUT PERSONAL INFORMATION (CONT.)

- 1. Select School attended
- 2. Select Course taken
- 3. Input Date of Graduation
- 4. Answer the prompt (Then input the necessary info)
- 5. Input Valid ID number
- 6. Input place where ID was issued
- 7. Input Issuance date of ID
- 8. Answer the prompt
- 9. Select option concerning notifications
- A. Click to save information (Click the next button to confirm saving of information)
- B. Click on the box if transaction is for Renewal of PRC ID



## UPLOADING OF PHOTO

- 1. Click the button to proceed
- 2. Read the photo requirements
- 3. Read the guidelines
- 4. Click to upload photo
- 5. Click to choose photo to upload
- 6. Click to zoom in or out the photo
- 7. Click to confirm uploading of photo



Page 7





PROFESSIONAL REGULA LICENSURE EXAN	TION COMMISSION MINATION & REGISTRATION	INFORMATION SYSTEM	Welcome JUAN SANTOS DELA CRUZ
Profile Existing Transaction	Personal Information First Name	JUAN	1 SELECT TRANSACTION
Contact Us	Middle Name Last Name Maiden Name Suffix Civil Status Gender	SANTOS DELA CRUZ N/A JR SINGLE MALE	Regional Offices Central Office P. Paredes St. corner N. Reyes St., Sampaloc, Manila Baguio P. Paredes St. corner N. Reyes St., Sampaloc, Manila
	INATION INITIAL RI	EGISTRATION © RENEWAL ☐ DUPLICATE 2 ☆ CERTIFICATIONS Certificate 3 SELECT Profession 4 SELECT Application Number (from NOA)	daku, Mandaue City, Cebu usiness Center, Rafael Castillo St., Davao City ng, Lopez Jaena St., Jaro, Iloilo City eral Antonio Luna St., Cagayan de Oro City t Center Site, Rawis, Legaspi City tral Terminal, Ilayang Dupay, Lucena City Bldg., Senator Enage St., Tacloban City t Center, Carig Sur, Tuguegarao City, Cagayan nston Subd., San Jose Road, Zamboanga City Pagadian City Manila Wing, P. Faura St., Ermita, Manila a (Ortigas) ne via Robinsons Bank, EDSA corner, Ortigas Ave,
		5 (CLICK HERE IF YOU FORGOT YOUR APPLICATION NUMBER) Quantity 6 7 PROCEED CLOSE	

# ELECTING TRANSACTION FOR

- 1. Click to select transaction
- 2. Select Certifications Tab
- 3. Select Certificate
- . Select Profession
- 5. Input Application Number
- 6. Input quantity
- 7. Click to confirm selection

Profile	Personal Information	🕑 Edit	1	SELECT TRANSACTION
ng Transaction	First Name Middle Name Last Name Maiden Name Suffix Civil Status Gender	JUAN SANTOS DELA CRUZ N/A JR SINGLE MALE	Regional Central Offic P. Paredes St. d Baguio	
CERTI	TINATION INITIAL RI	Certificate  Certificate  SELECT  Profession  PROFESSIONAL TEACHER  Exam Date	▼ ▼	ng, Lopez Jaena St., Jaro, Iloilo City eral Antonio Luna St., Cagayan de Oro City t Center Site, Rawis, Legaspi City tral Terminal, Ilayang Dupay, Lucena City Bldg., Senator Enage St., Tacloban City t Center, Carig Sur, Tuguegarao City, Cagayan nston Subd., San Jose Road, Zamboanga City Pagadian City <b>Manila</b> Wing, P. Faura St., Ermita, Manila <b>a (Ortigas)</b> ne via Robinsons Bank, EDSA corner, Ortigas Ave,
		GSELECT  (CLICK HERE IF YOU FORGOT YOUR EXAM DATE) Quantity		

# SELECTING TRANSACTION FOR

- 1. Click to select transaction
- 2. Select Certifications Tab
- 3. Select Certificate
- . Select Profession
- Click this button (CLICK HERE IF YOU FORGOT YOUR APPLICATION NUMBER)
- 6. Input Exam Date
- 7. Input quantity
- 8. Click to confirm selection

¢



# SELECTING TRANSACTION FOR **DUPLICATE**

- 1. Click to select transaction
- 2. Select Duplicate Tab
- 3. Select Profession
- 4. Input License Number
- 5. Click to confirm selection

PROFILE > APPOINTMENT					
Select Preferred PRC Regional Office					
Philippine International Convention Center (PICC)					1 -
(Please select your preferred PRC Regional Office so that we can give y	ou an appointment date)				
Fee					
Exam Name Exam Date Exam Place Exam Type Amount		PROFESSIONAL TEACHER September 25, 2018 Manila Complete/First-timer 900.00			
APPOINTMENT DETAILS PURPOSE:				PROCEED	2
Certification					
BRANCH: Philippine International Convention Center (PICC)					
SCHEDULED DATE AND TIME:					
Dec 28, 2019 - AM					
Select New Appointment Date					
SELECT					B
(Please be advised that you can only resched	ule your appointment once per transact	ion.)			•
State Reason					
Please State a Valid Reason					C
(Not more than 500 characters.)					
		CANCEL	D	C	CONFIRM

# SETTING APPOINTMENT AND SELECTING PAYMENT OPTION

- 1. Select Preferred PRC Regional Office
- 2. Click to Proceed
- 3. Select payment option



Note: If you select PRC-Cashier then you have to pay at the selected appointment place.

## SELECTING A NEW APPOINTMENT DATE

A. Click

Β.

- Select RESCHEDULE? date
- C. Input reason for selecting new appointment date
- D. Click to confirm new appointment or cancel selection



SUBMIT APPLICATION



Your payment for your online transaction was successful Please pay your SHIPPING FEE here:

Your shipment will not proceed if your shipping fee was not settled. We are sorry for the inconvenience.

CLOSE

[ CLICK HERE TO PAY ]

EXPRESS PHILIPPINES	
REAH8GOBXS58 3	
By clicking the box, i agree and consent to the <u>Privacy Policy</u> and <u>WExpress Terms and Conditions</u>	
W Express only accepts Visa and Mastercard credit cards only	
For more questions, send us email to customercare@wwwexpress.com.ph	
or call us at <b>8879-8888</b> or <b>7793-1688</b>	
5 Confirm Payment	

## CONFIRM PAYMENT FOR SHIPPING

- 1. Click the Shipping button
- 2. Click the button
- 3. Click the check box
- 4. Click the button to confirm payment
- 5. Follow the step by step guide in the website of wexpress



PROFESSIONAL REGULATION COMMISSION

LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

# CLICK YOUR PREFERRED PAYMENT OPTION



	Transaction Details				
TRANSACTION SUMMARY	Merchant Name	Professional Regulation Commission	PROCESSING TRANSACTION		
(Click SUBMIT button to save transaction and proceed in getting your reference no)	Transaction Type	Exam Application			
	Full Name	JUAN SANTOS DELA CRUZ JR	1. Click to proceed		
Payment Channel:	PRC Reference Number	EXAJUJ3GT9VU	-		
LANDBANK	Payment Summary		<ol> <li>Select Payment Option</li> <li>Click to submit selection</li> </ol>		
	Payment Option LANDBANK				
Transaction:	Transaction Amount	PhP 900.00	4. Click to agree to Terms and		
EXAM APPLICATION (LOCAL)	Transaction Fee	PhP 10.00	Conditions		
Branch:	LANDBANK Merchant	PhP 10.00 PhP 0.00	5. Input account number		
CENTRAL OFFICE	Total Amount	PhP 910.00	6. Input PIN number		
CENTRAL OFFICE		FIIF 910.00	7. Click to submit		
Appointment Date:	I certify that I am at least 18 years old and have r	read, understood, and agreed to the <b>Terms and</b>	8. Click to confirm		
JUNE 13, 2018 - 08:00 AM TO 09:00 AM	<u>Conditions.</u>	read, and rotorod, and agreed to the <u>remin any</u>	8. Click to confirm		
Amount to be paid:	To authorize this				
900.00	transaction, please enter 6		NOTE: The client should have a		
	your ATM account number and click your PIN on the				
	PIN PAD	2 5 4	LANDBANK iAccess account.		
SUBMIT 1 CLOSE	6	6 0 8			
	Enter your <u>10-Digit Account Number</u>	3 7 9			
	0	CE 1 Clear			
LAND BANK OF THE PHILIPPINES	Enter your <u>Joint Account Indicator (JAI)</u>		Click <u>HERE</u> to view printing of document		
	7 Submit Cancel				
Professional Regulation Commission			<u>BancNet</u>		
- Choose Payment Option	e-Payment Portal				
3 Submit Cancel	You are making reversible transa		Land Bank		
	to proceed.				
	8	OK CANCEL	GCash		

#### TRANSACTION SUMMARY

(Click SUBMIT button to save transaction and proceed in getting your reference no)

#### **Payment Channel:**

PRC - CASHIER

#### Transaction:

EXAM APPLICATION (LOCAL)

#### Branch:

PRC BAGUIO

#### Appointment Date:

NOVEMBER 14, 2019 - 08:00 AM TO 09:00 AM

#### Amount to be paid:

900.00



# CONGRATULATIONS! YOUR TRANSACTION IS SUCCESSFUL Please proceed to your APPOINTMENT PLACE \* to pay for your transaction ON YOUR APPOINTMENT DATE and take a photo or screenshot the reference number below: Reference Number: EX2LU8CT9UUI Amount 900.00 Your appointment date and given name: November 14, 2019 08:00 AM TO 09:00 AM **DELA CRUZ, JUAN** (\* For OSSCO-POEA appointments, please pay at Robinsons Galleria Ortigas.)

CLICK TO GO BACK

# PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Write down your reference number, take a picture or print the page containing your reference number
- 3. Pay thru the PRC Cashier at your selected appointment place

Click <u>HERE</u> to view printing of document



#### TRANSACTION SUMMARY

(Click SUBMIT button to save transaction and proceed in getting your reference no)

#### Payment Channel:

UCPB - OVER THE COUNTER

#### Transaction:

EXAM APPLICATION (LOCAL)

#### Branch:

PRC BAGUIO

#### Appointment Date:

NOVEMBER 14, 2019 - 08:00 AM TO 09:00 AM

#### Amount to be paid:

900.00

#### NOTE:

Once you paid at any UCPB BRANCHES, the validation of payment will be within 2-3 working days.



CONGRATULATIONS! YOUR TRANSACTION IS
SUCCESSFUL
Please take a photo or screenshot the reference number below and present the same to the preferred UCPB BRANCHES.
Reference Number:
EXW4BI32RAN6
2 <u>Amount:</u>
900.00
Your appointment date and given name:
November 14, 2019
08:00 AM TO 09:00 AM
DELA CRUZ, JUAN
(Validation of payment will be within 2-3 working days)

CLICK TO GO BACK

# PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Write down your reference number, take a picture or print the page containing your reference number
- 3. Pay at your preferred UCPB Branch

# Click <u>HERE</u> to view printing of document



#### TRANSACTION SUMMARY

(Click SUBMIT button to save transaction and proceed in getting your reference no)

#### Payment Channel:

PAYMAYA - WALLET PAYMENT

#### Transaction:

EXAM APPLICATION (LOCAL)

#### Branch:

PRC BAGUIO

#### Appointment Date:

NOVEMBER 14, 2019 - 08:00 AM TO 09:00 AM

#### Amount to be paid:\*

908.00

#### \* Plus PHP 8.00 Convenience fee

\* By clicking the SUBMIT button, the payor consents to the charging of the above convenience fee.



🤇 PayMaya	
Email or Mobile No.	
Enter Email Address or Mobile No. 2	
Password	
Enter Password 3	
Log In (4)	
Forgot your password?	

## PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Input your mobile number or email address
- 3. Input your password
- 4. Click to login
- 5. Pay using your PayMaya wallet

# Click <u>HERE</u> to view printing of document



TRANSACTION SUMMARY
(Click SUBMIT button to save transaction and proceed in getting your reference no)
Payment Channel:
PAYMAYA - VISA
Transaction:
EXAM APPLICATION (LOCAL)
Branch:
PRC BAGUIO
Appointment Date:
NOVEMBER 14, 2019 - 08:00 AM TO 09:00 AM
Amount to be paid:
911.25
* Plus 1.25% Convenience fee of the total amount.
* By clicking the SUBMIT button, the payor consents to the charging of the above convenience fee.



Credit/Debit Card				
Card Details	VISA Isa			
First Name Juan	Last Name Dela Cruz			
Card Number 2				
Expiry Date	CVV			
Conveniently receive your receipts by Email or SMS.				
Email / Mobile (Optional)				

PRC	CESSING TRANSACTION
1. 2.	Click to proceed Input your card details
1.	Click the Pay now button to proceed
Clic	k <u>HERE</u> to view printing of document
	<b>PayMaya</b>
	Credit   Debit



D	ETAILS	ACTIONS				
Status:	Paid					
Application:	Exam Application (Local)	2 3 PAYMENT DETAILS				
Applic Type.:	Exam Application (Local)	3 🖶 PRINT DOCUMENT				
Applic No.:	000261					
Examination Name:	PROFESSIONAL TEACHER					
Examination Type:	Complete/First-timer					
Examination Place:	Manila					
Examination Date:	September 25, 2018					
LET Level.:	Secondary					
LET Major:	МАРЕН					
Transact Date:	June 01, 2018 1:37 PM					
Payment Date:	June 01, 2018 1:37 AM					
Appointment Date:	June 13, 2018					

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PPOINTMENT DATE: Jun 13, 201	8 (08:00					307487   AM					
		110			-						
Application No.	1						NOT FOR	R SALE (I	REPROD	DUCTION I	S ALLOWED
000261					PROFES	SIONAL TEA	CHER				
X First Timer Repeater	Name	of Examination	n		Seco	ndary(MAPE	H)			Ta	-
Conditioned Absent		of Examination		September 25, 2018					4 2	2 3	
06/01/2018 Date(mm/dd/yy)	Place	of Examination	1			Manila		_		1	-
NOTICE: All supporting documents shall PERSONALLY by the applicant.	become	part of the records	of the Con	nmissi	ion. All app	olications mus	st be filed		-		0
			PERSO	DNA		RMATIO					
SUR NAME DELA CRUZ		EN NAME/S JAN JR				DDLE NAME					
Maiden Surname (for married fema	le only)										
Gender Male Female Civil Status X Single Married Wi		Date of Birth(							E-mail Address 1 11dansantbstdelacruz@gmail RURBAN Code(Town/City,Prov 047404		
Spouse's name & Citizenship	000701	12/10/1985 Fathe	r's Name (	& Citiz	enship	NCITY		ner's Name		enship	
HAVE YOU EVER BEEN CHARGE			DELA CR					NA DELA			
ADMINISTRATIVE BODY?		Yes (If yes,	attach her	eto a o	copy of th	e decision)		IICE/MILI	IARTI	RIBUNAL	UK
Name of School		PART II -	EDUCA			on of School				PRC	School coo
PAMANTASAN NG LUNGSOD NG Degree/Course Obtained	S MAYN	ILA	PR	INTE		S. MANILA	Date Grad	duated (mi	n/dd/yy	058 PRC	Board Cod
BACHELOR IN EDUCATION Other Higher Educational Attainment		Name of School		019 05/ Address/Location of Schoo			05/11/20 School	Data Card		400 luated	0 PRC SCHOO CODE
				_							
	EVIOL	Place of	ENSUR Date Ta			ATION/S Result of E			14		1
PART III – PRI		Examination	(mm/y		Rating	Passed	Failed	Cond.		xam No.	Verified
PART III – PRE Name of Examination								+			
								-	_		
		ew O Sch	ool-Base			) Others (	specify na	ame)		ken 0	

### PRINTING DOCUMENT

- 1. Click to see Existing Transactions
- 2. Click to see Payment Details
- 3. Click to Print document
- 4. Click to start printing

4

(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

# END OF TRANSACTION FOR APPLICATION OF EXAM

For technical concerns, please email at prc.helpdesk2@gmail.com

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000

Click <u>HERE</u> for the List of Requirements.