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.

LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

PRC ONLINE SERVICES



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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

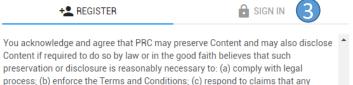
INITIAL REGISTRATION (SPLBE)

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

VERIFICATION

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

· Click Here



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.

Content violates the rights of third-parties; or (d) protect the rights, property, or

personal safety of the PRC, its users, apthe public.

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.

2

LAGREE

WITH NO ACCOUNT

Requirements:

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
- 2. Click the button

WITH ACCOUNT

3. Click the tab then skip to Page 3

PROFESSIONAL REGULATION COMMISSION

LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

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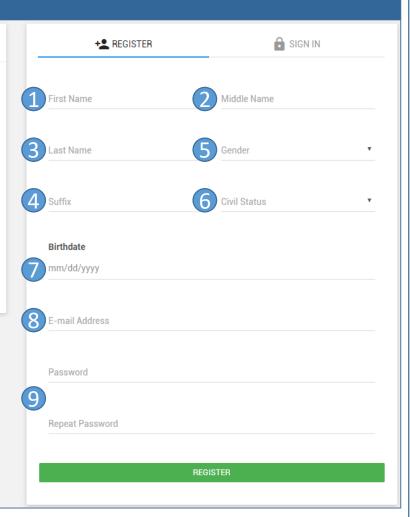
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VERIFICATION

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

· Click Here



REGISTRATION OF ACCOUNT

- 1. Input First Name
- 2. Input Middle Name
- 3. Input Last Name
- 4. Input Suffix (leave blank if none)
- 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

PRC ONLINE SERVICES



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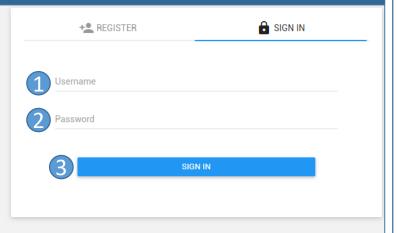
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· Click Here



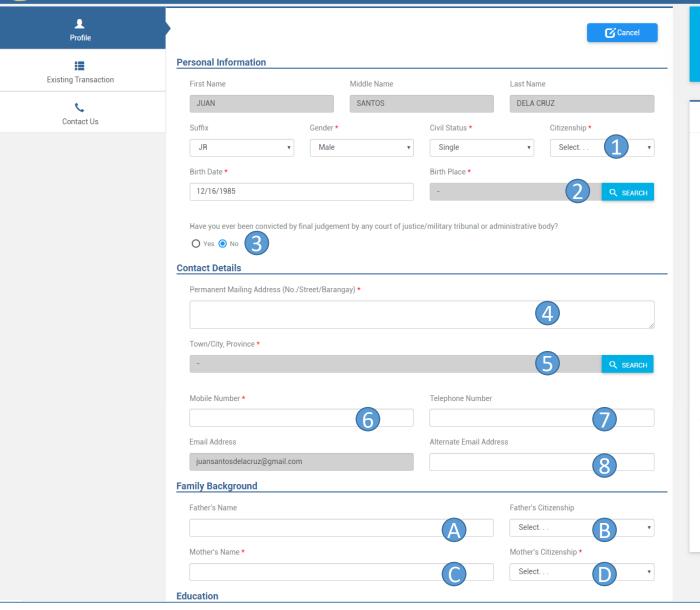
SIGNING IN

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



LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

PROFESSIONAL REGULATION COMMISSION

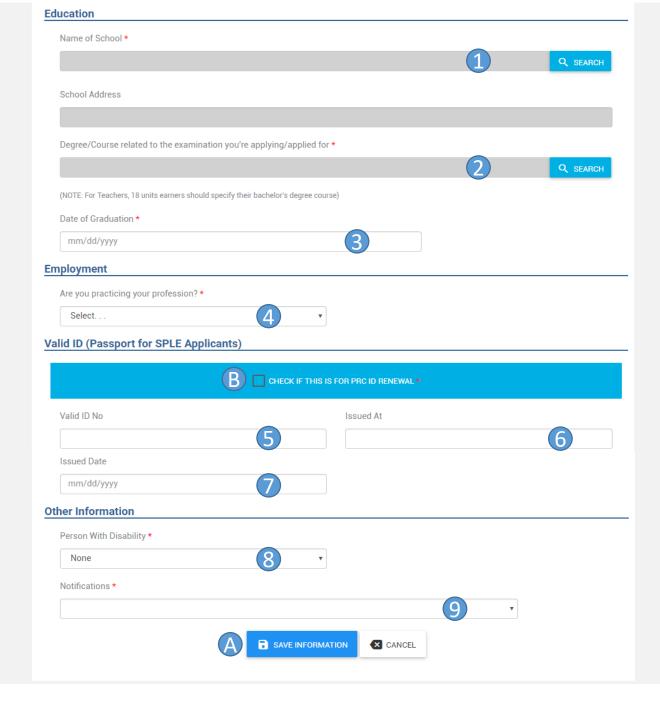


SELECT TRANSACTION

Regional Offices Central Office P. Paredes St. corner N. Reyes St., Sampaloc, Manila P. Paredes St. corner N. Reyes St., Sampaloc, Manila HVG Arcade, Subangdaku, Mandaue City, Cebu 2nd Floor Granland Business Center, Rafael Castillo St., Davao City 2nd Floor N.B. Building, Lopez Jaena St., Jaro, Iloilo City Cagayan de Oro Elfante Building General Antonio Luna St., Cagayan de Oro City Regional Government Center Site, Rawis, Legaspi City 2nd Floor Grand Central Terminal, Ilayang Dupay, Lucena City 2nd Floor, Uytingkoc Bldg., Senator Enage St., Tacloban City Tuguegarao Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Zamboanga 80 Diamond St., Johnston Subd., San Jose Road, Zamboanga City 149 F. S. Pajares St., Pagadian City Robinson's Place Manila Level 2. Padre Faura Wing, P. Faura St., Ermita, Manila Robinson's Galleria (Ortigas) Basement 1, East Lane via Robinsons Bank, EDSA corner, Ortigas Ave, Ortigas Center Butuan Butuan Satellite Office - city hall basement, doongan Road, butuan city Robinsons Novaliches Robinson's Novaliches, 1 Quirino Hwy, Novaliches, Quezon City, 1118

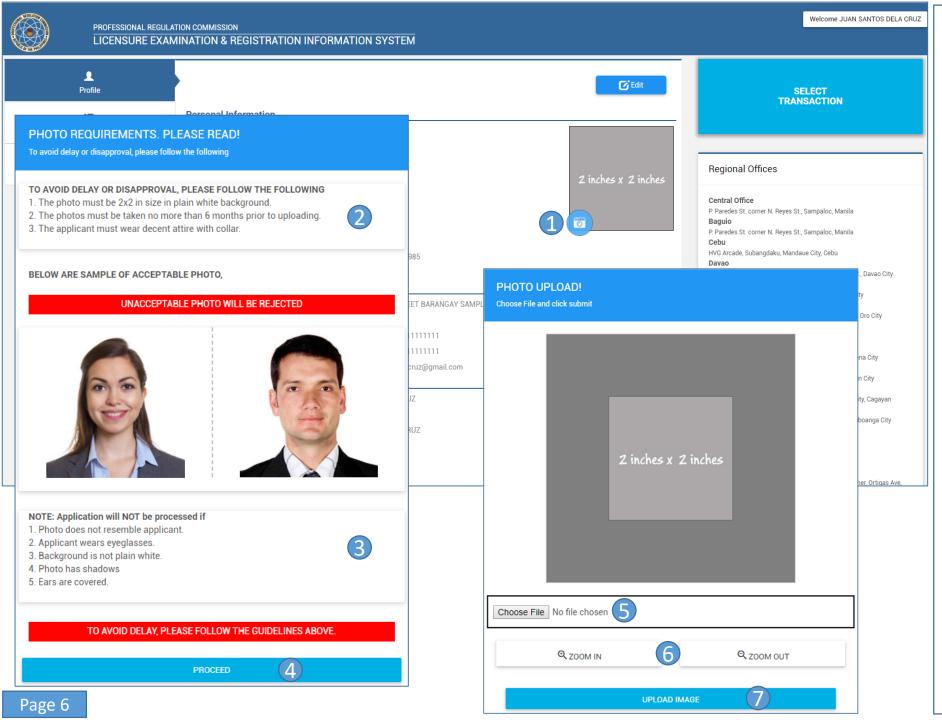
FILLING OUT PERSONAL INFORMATION

- Select Citizenship
- 2. Select Birthplace
- 3. Select answer to prompt
- 4. Input address
- 5. Select Town/City, Province
- 6. Input Mobile number
- 7. Input Telephone number
- 8. Input Alternate E-mail address (If there is any)
- A. Input Father's full name
- B. Select Father's Citizenship
- C. Input Mother's full name
- D. Select Mother's Citizenship



FILLING OUT PERSONAL INFORMATION (CONT.)

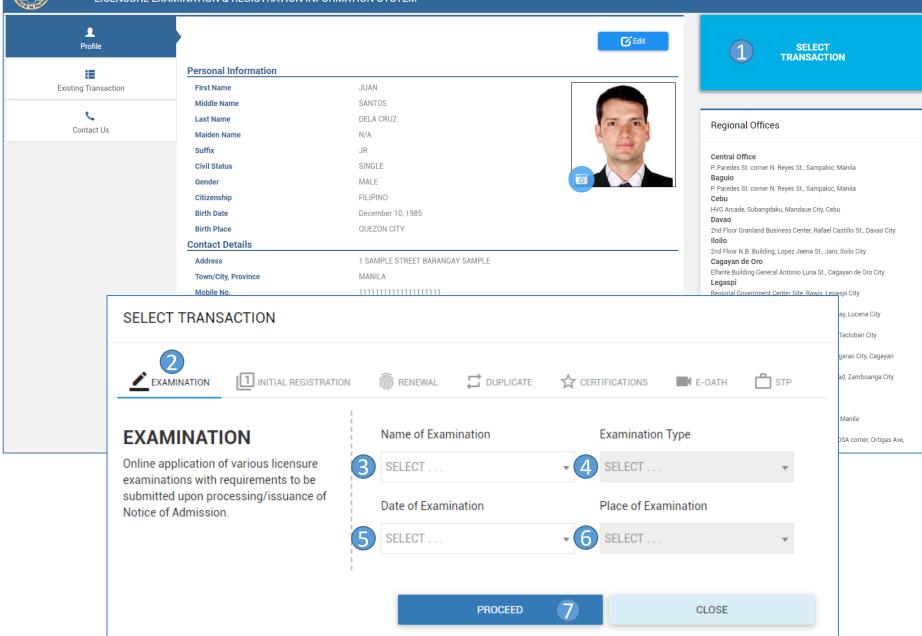
- Select School attended
- 2. Select Course taken
- 3. Input Date of Graduation
- 4. Answer the prompt (Then input the necessary info)
- 5. Input Valid ID number
- 6. Input place where ID was issued
- 7. Input Issuance date of ID
- 3. Answer the prompt
- Select option concerning notifications
- A. Click 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

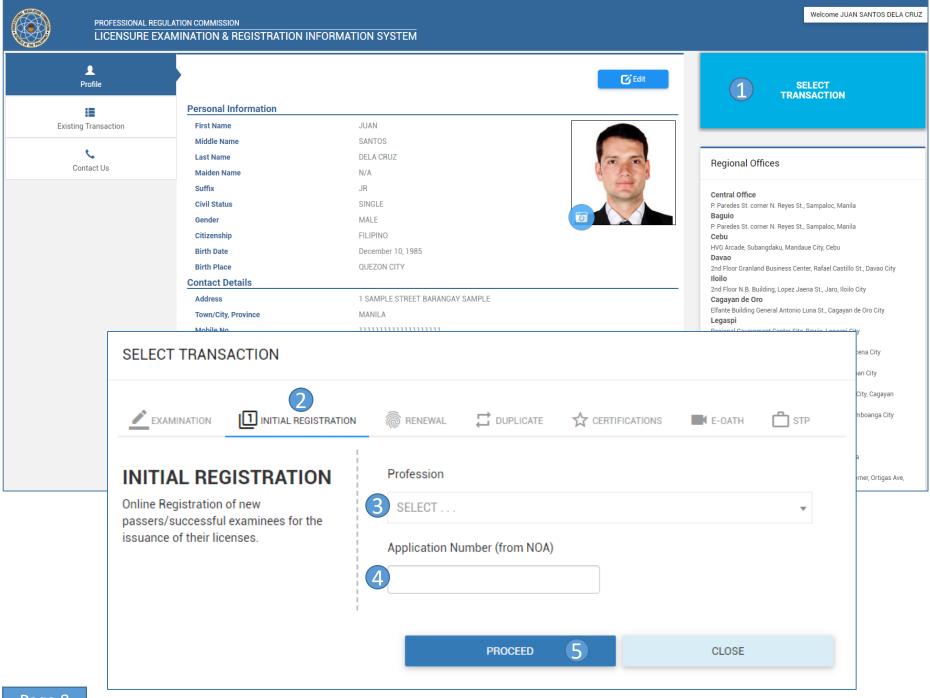
- 1. Click the button to proceed
- 2. Read the photo requirements
- 3. Read the guidelines
- 1. Click to upload photo
- 5. Click to choose photo to upload
- 5. Click to zoom in or out the photo
- 7. Click to confirm uploading of photo





SELECTING TRANSACTION FOR APPLICATION OF EXAM

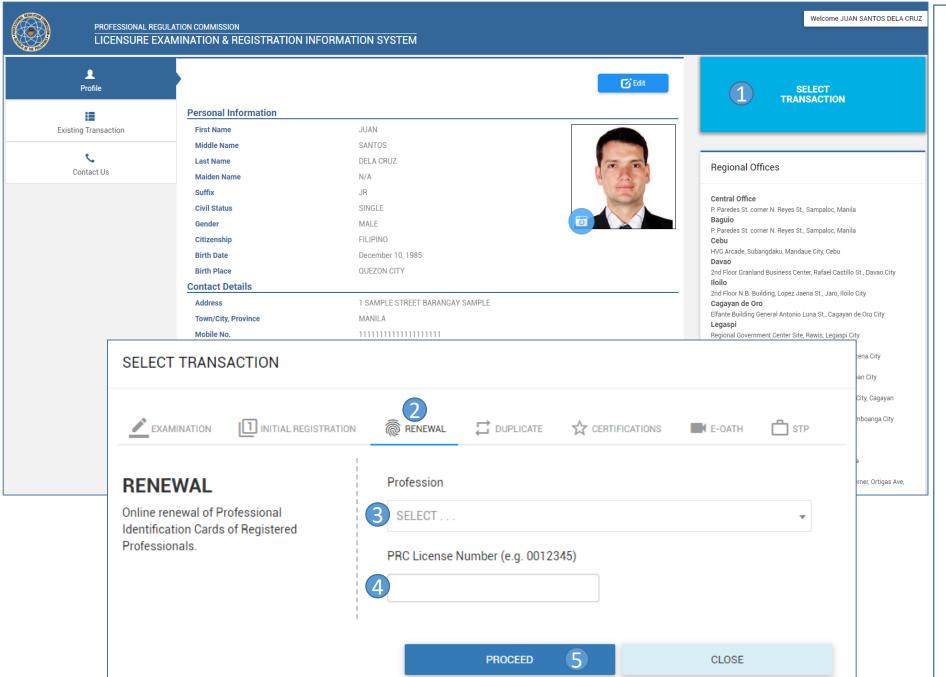
- Click to select transaction
- Select Examination Tab
- 3. Select Name of Examination
- 1. Select Examination Type
- . Select Date of Examination
- Select Place of Examination
- . Click to confirm selection



SELECTING TRANSACTION FOR

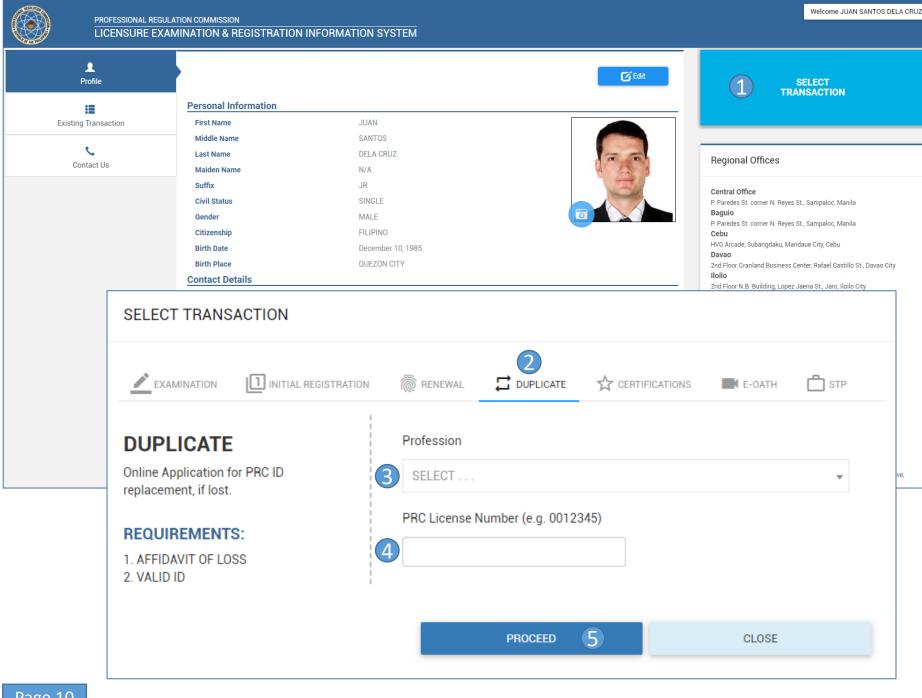
INITIAL REGISTRATION

- Click to select transaction
- .. Select Initial Registration Tab
- . Select Profession
- Input Application Number
- 6. Click to confirm selection



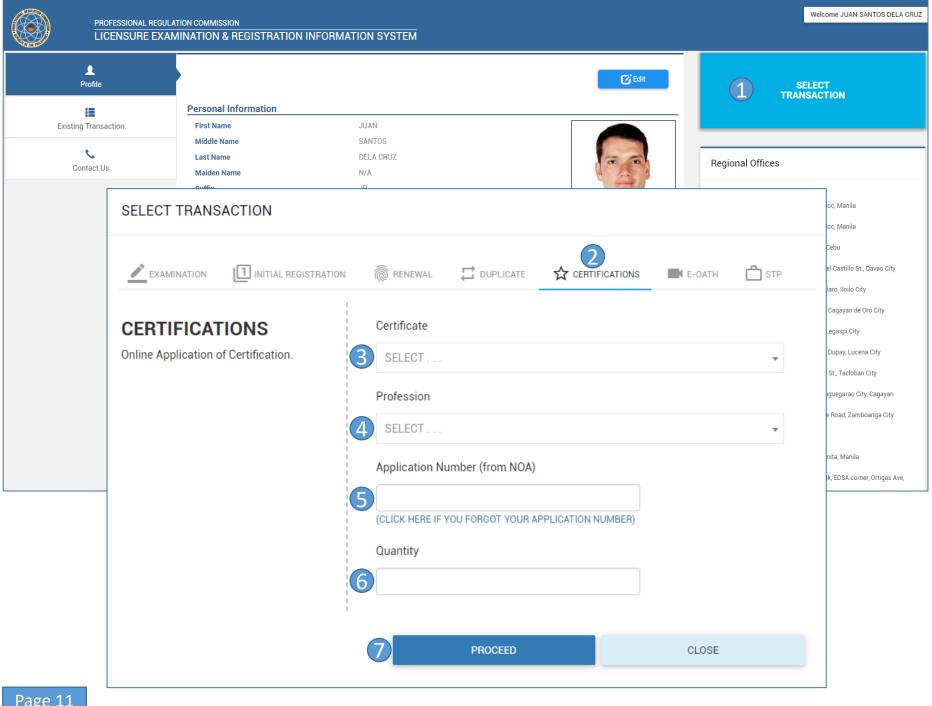
SELECTING TRANSACTION FOR **RENEWAL OF LICENSE**

- Click to select transaction
- Select Renewal Tab
- . Select Profession
- 4. Input License Number
- 6. Click to confirm selection



SELECTING TRANSACTION FOR DUPLICATE

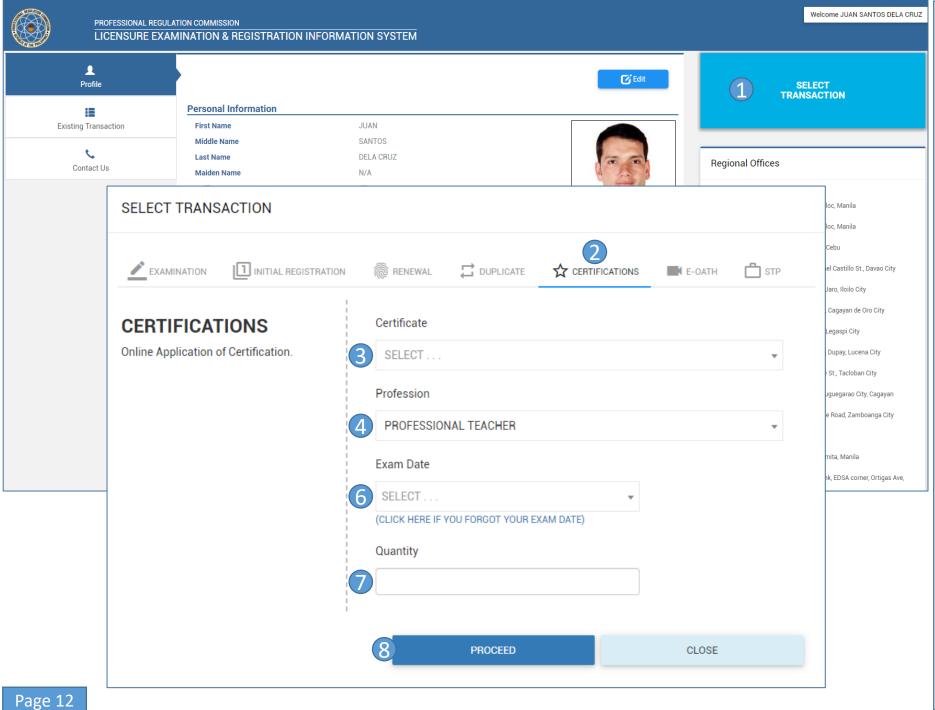
- Click to select transaction
- Select Duplicate Tab
- **Select Profession**
- Input License Number
- Click to confirm selection



SELECTING TRANSACTION FOR CERTIFICATION WITH NOA

(Certificate of Passing and **Certification of Rating)**

- Click to select transaction
- **Select Certifications Tab**
- Select Certificate
- **Select Profession**
- Input Application Number
- Input quantity
- Click to confirm selection



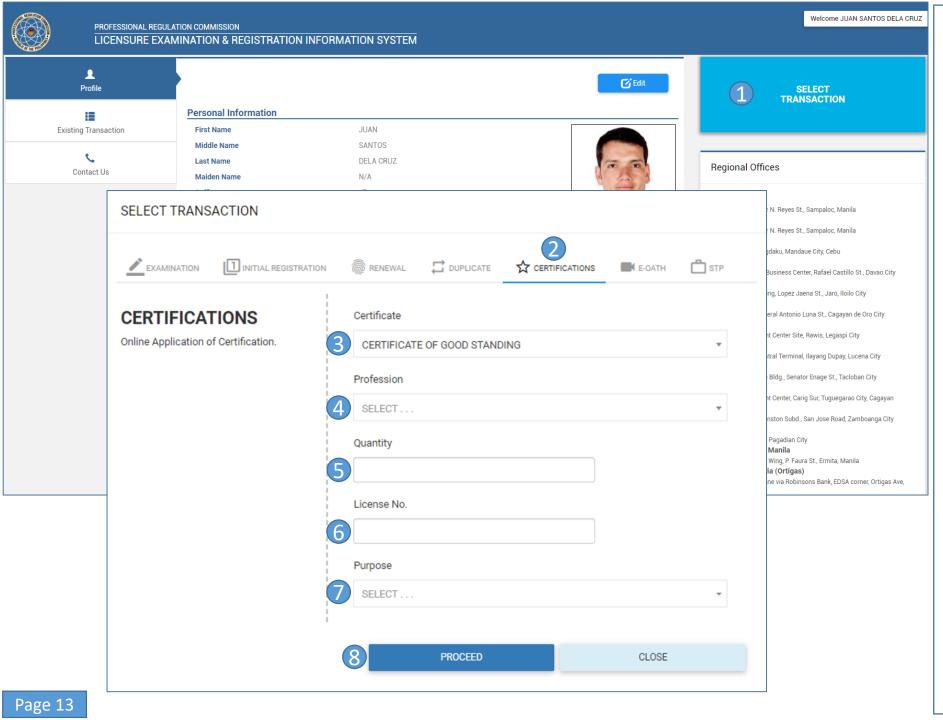
SELECTING TRANSACTION FOR CERTIFICATION WITHOUT NOA

(Certificate of Passing and **Certification of Rating)**

- Click to select transaction
- **Select Certifications Tab**
- Select Certificate
- Select Profession
- Click this button

(CLICK HERE IF YOU FORGOT YOUR APPLICATION NUMBER)

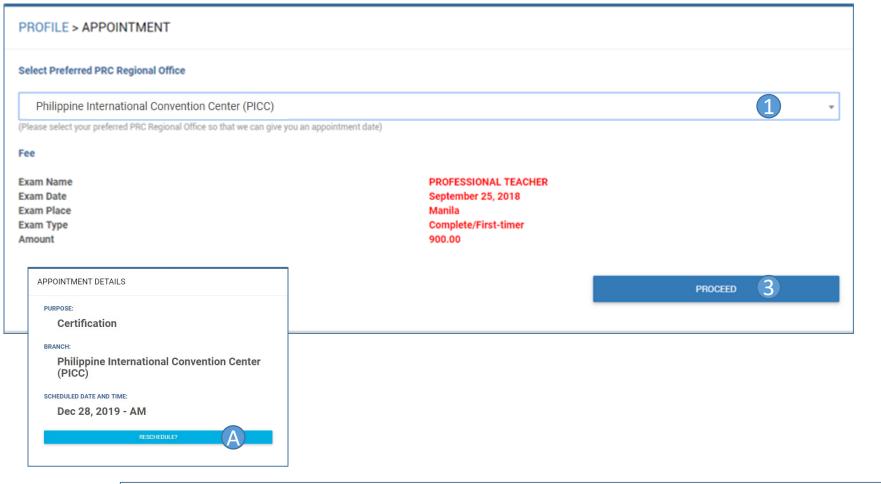
- Input Exam Date
- Input quantity
- Click to confirm selection

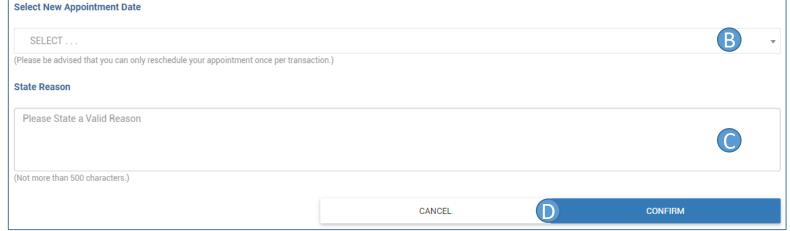


SELECTING TRANSACTION FOR **CERTIFICATION**

(Certificate of Good Standing)

- Click to select transaction
- 2. Select Certifications Tab
- 3. Select Certificate
- 4. Select Profession
- 5. Input quantity
- 6. Input license number
- 7. Select the purpose of the certificate
- 8. Click to confirm selection





SETTING APPOINTMENT AND SELECTING PAYMENT OPTION

- Select Preferred PRC Regional Office
- 2. Select payment option

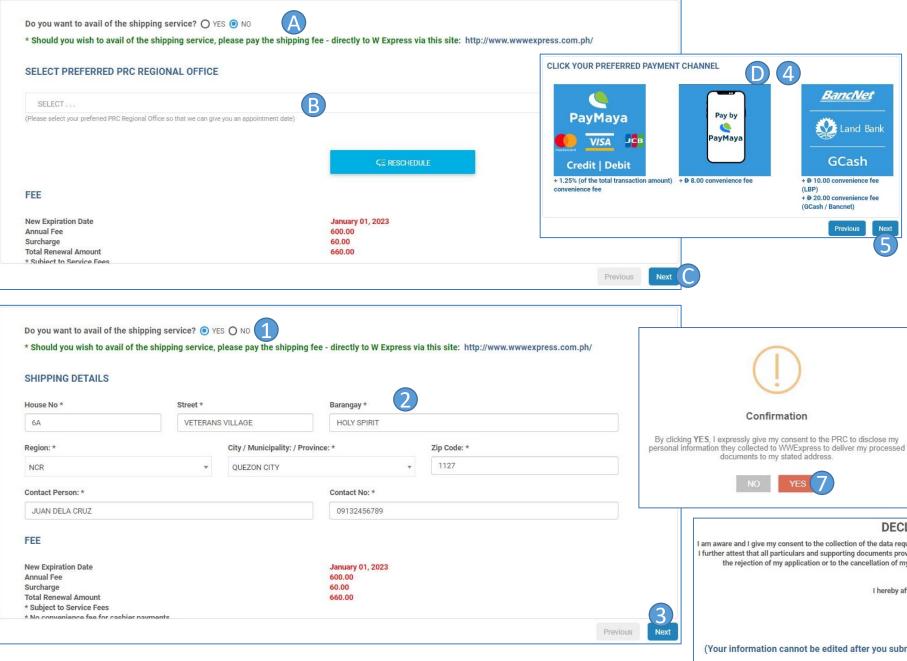


. Click to Proceed

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

SELECTING A NEW APPOINTMENT DATE

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



SETTING APPOINTMENT, SELECTING PAYMENT OPTION AND SHIPPING DETAILS (FOR RENEWAL ONLY)

(Steps for renewal without shipping at the end of manual)

If for shipping:

4

Confirmation

BancNet

Land Bank

GCash

+ ₱ 10.00 convenience fee

+ ₱ 20.00 convenience fee

(GCash / Bancnet)

- Select Yes
- Input the shipping details
- Click the Next button
- Select payment option
- Click the Next button
- Click the button
- Click the Yes button

If for pick-up:

- A. Select No.
- Select Preferred PRC Regional Office
- Click the Next button
- Select payment option

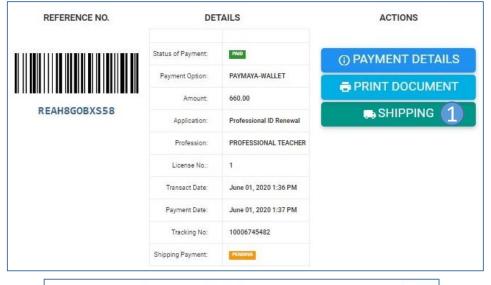
DECLARATION AND ATTESTATION

I am aware and I give my consent to the collection of the data required by this application form and the taking of my photograph, and if applicable, the taking of my fingerprints. I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws

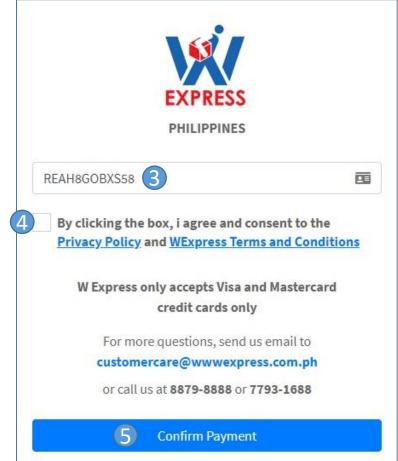
I hereby affix my signature by ticking the checkbox with my name

✓ JUAN DELA CRUZ

(Your information cannot be edited after you submit your application, please thoroughly review any misspellings or capitalizations on your information).







CONFIRM PAYMENT FOR SHIPPING

(FOR RENEWAL ONLY)

- 1. Click the Shipping button
- 2. Click the button
- 3. Input your reference number
- 4. Click the check box
- 5. Click the button to confirm payment

CLICK YOUR PREFERRED PAYMENT OPTION

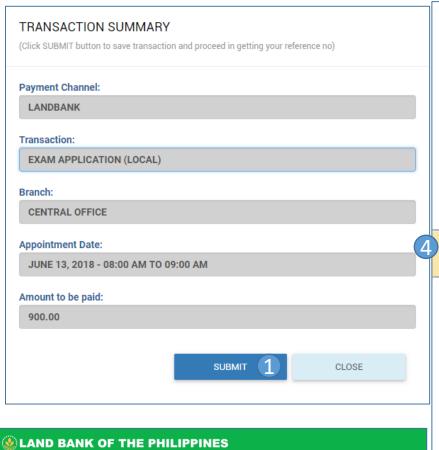






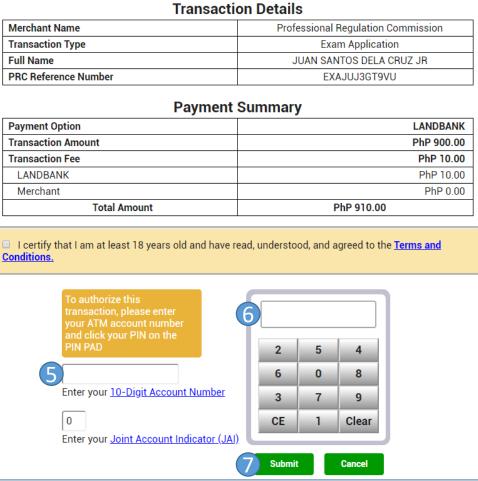


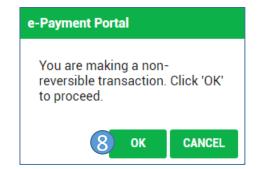




Professional Regulation Commission

- Choose Payment Option



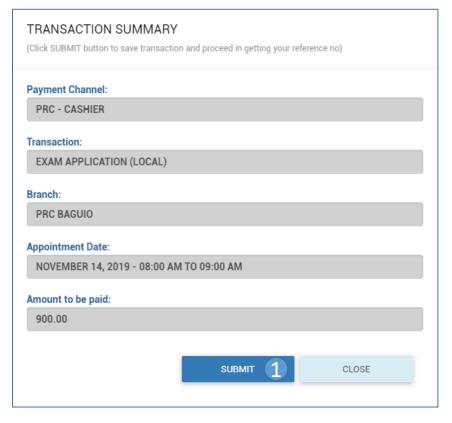


PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Select Payment Option
- 3. Click to submit selection
- 4. Click to agree to Terms and Conditions
- 5. Input account number
- 6. Input PIN number
- . Click to submit
- 8. Click to confirm

NOTE: The client should have a LANDBANK iAccess account.







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

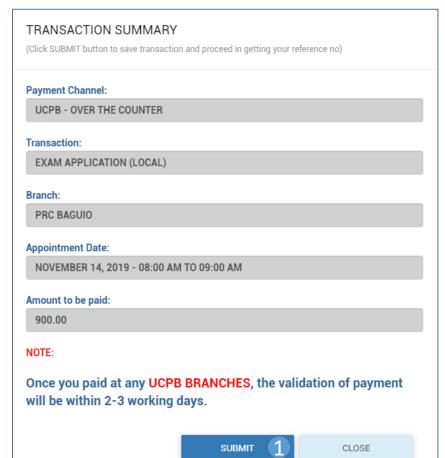
(* For OSSCO-POEA appointments, please pay at Robinsons Galleria Ortigas.)

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
- Pay thru the PRC Cashier at your selected appointment place







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



Amount

900.00

Your appointment date and given name:

November 14, 2019

08:00 AM TO 09:00 AM

DELA CRUZ, JUAN

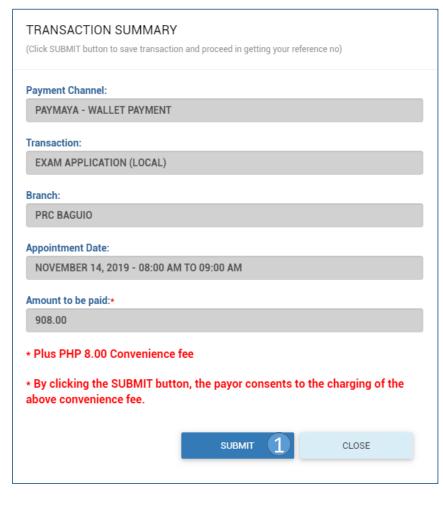
(Validation of payment will be within 2-3 working days)

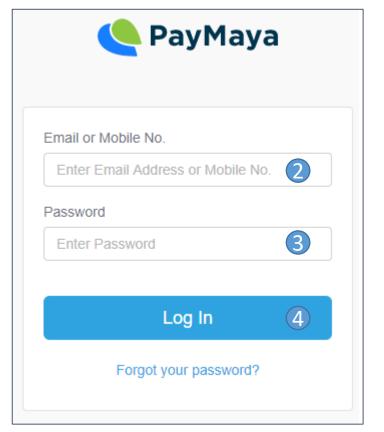
CLICK TO GO BACK

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



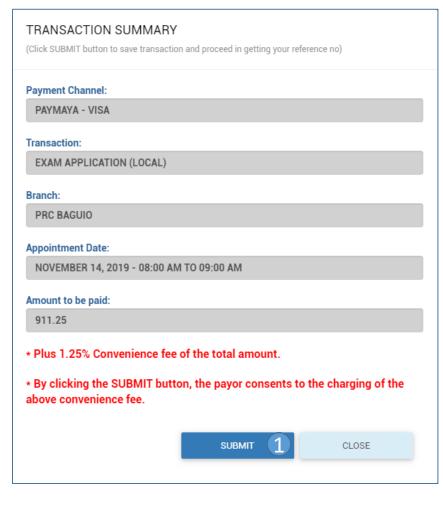


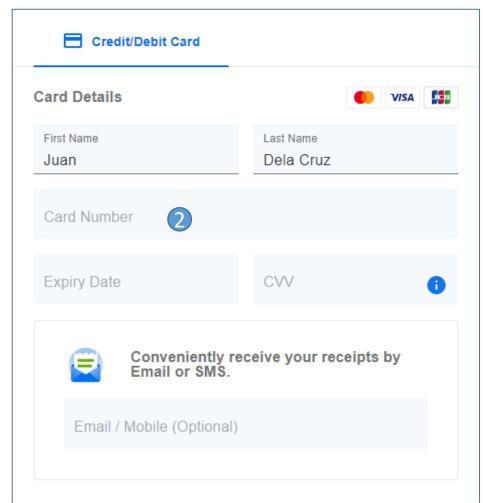


PROCESSING TRANSACTION

- 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



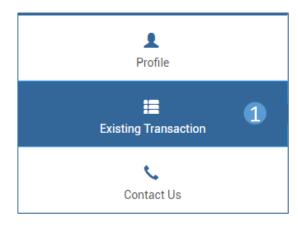


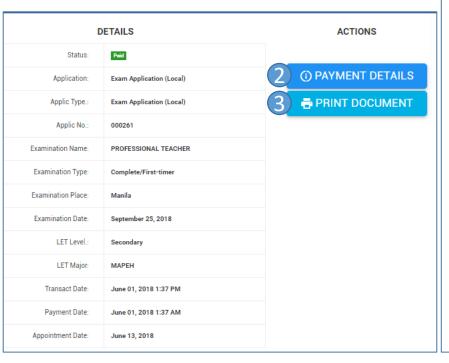


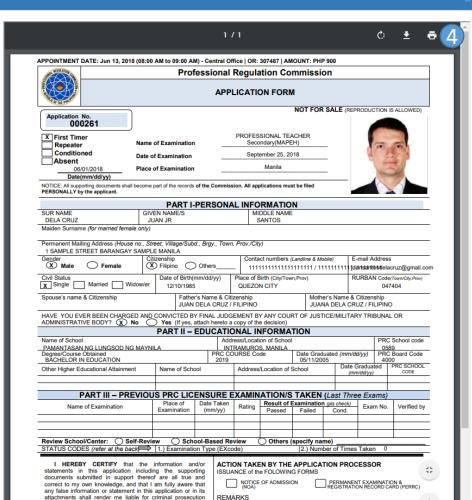
PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Input your card details
- 1. Click the Pay now button to proceed









PRINTING DOCUMENT OF EXAM APPLICATION

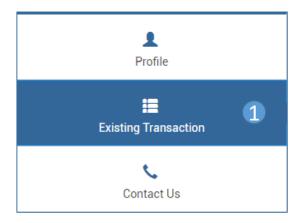
- 1. Click to see Existing Transactions
- 2. Click to see Payment Details
- 3. Click to Print document
- 4. Click to start printing

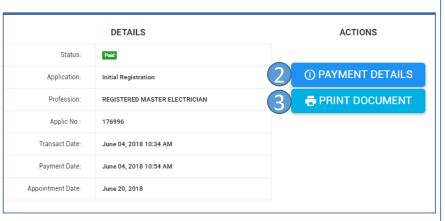
(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

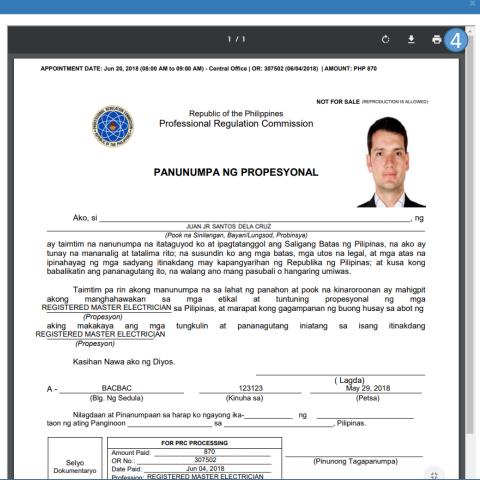
For technical concerns, please email at prc.helpdesk2@gmail.com

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

Click **HERE** for the List of Requirements.







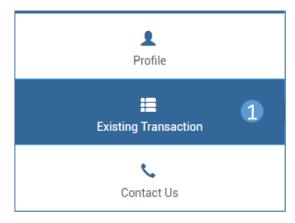
PRINTING DOCUMENT OF INITIAL REGISTRATION

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

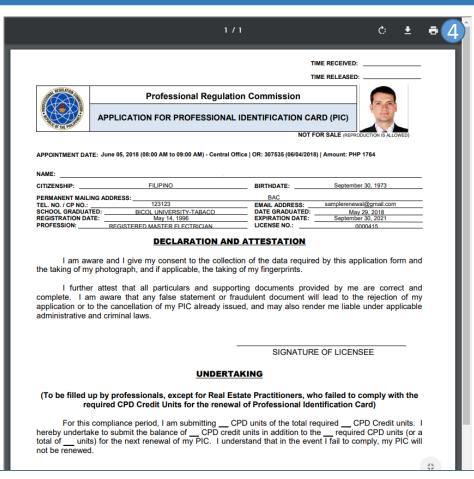
(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

END OF TRANSACTION FOR INITIAL REGISTRATION

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







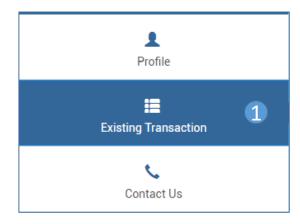
PRINTING DOCUMENT OF RENEWAL AND DUPLICATE

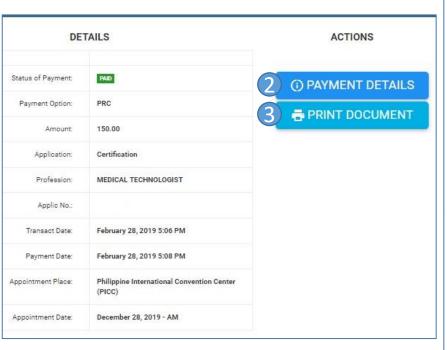
(Same steps for Duplicate and Renewal)

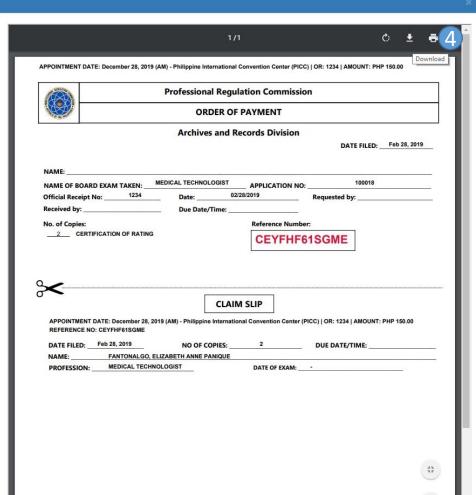
- Click to see Existing Transactions
- 2. Click to see Payment Details
- 3. Click to Print document
- 4. Click to start printing

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

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







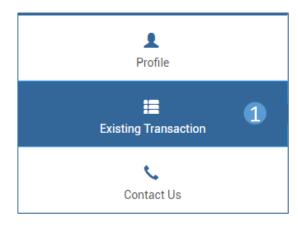
PRINTING DOCUMENT OF CERTIFICATION

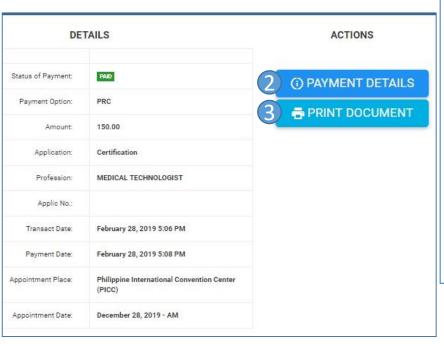
(Certificate of Passing and Certification of Rating)

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

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

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







PRINTING DOCUMENT OF CERTIFICATION

(Certificate of Good Standing)

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

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

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