



PROFESSIONAL REGULATION COMMISSION

CITIZEN'S CHARTER 2025

(1ST EDITION)



PROFESSIONAL REGULATION COMMISSION (PRC)

CITIZEN'S CHARTER 2025 (1st EDITION)



FOREWORD

Pursuant to Section 6 of Republic Act No. 11032, otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”, all government agencies including departments, bureaus, offices, instrumentalities, or government-owned and/or – controlled corporations, or Local Government Units shall set up their respective most current and updated service standards to be known as Citizen’s Charter.

As compliance to the aforesaid provision, the Professional Regulation Commission (PRC/Commission)– the licensing and regulatory agency of the national government for the practice of regulated professions, hereby establishes its updated Citizen’s Charter to serve as guide by the public relative to the services being offered by the Commission. The Citizen’s Charter is an official document, a service standard, or a pledge, that communicates, in simple terms, information on the services provided by the PRC to its clients. It describes in detail the comprehensive and uniform checklist of requirements for each type of application or request; procedure to obtain a particular service; person/s responsible for each step; maximum time to conclude the process; document/s to be presented by the applicant or requesting party, if necessary; amount of fees, if necessary, and procedures for filing complaints.

The PRC is committed to support the government’s thrust to promote integrity and accountability in the delivery of government services, and institutionalize the promotion of transparency in the transactions of the government with the public, encompassing a program for the adoption of simplified requirements and procedures aimed at the reduction of red-tape and to expedite business and non-business related transactions in government.

CHARITO A. ZAMORA
Chairperson
Professional Regulation Commission



AGENCY PROFILE

I. MANDATE

The Professional Regulation Commission (PRC/Commission) is the licensing and regulatory agency of the national government for the practice of regulated professions created by Presidential Decree No. 223 dated 22 June 1973 mandated to enforce the laws regulating the various professions.

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: **Protect** and promote public interest, welfare, health and safety by regulating the practice of professions in the Philippines.

Render fast and reliable service to the clients, with transparency and accountability.

Conduct continuous improvement on service delivery by undertaking reengineering of systems and procedure and facilitation of digital transformation to respond to the changing needs of the Philippine society.



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I. EXTERNAL SERVICE (PER SERVICE CATEGORY)

1. APPLICATION FOR LICENSURE EXAMINATION (FOR FILIPINO CITIZENS)

Refers to the process of admitting qualified applicants for the licensure examination upon evaluation that they complied with the qualification requirements under Republic Act (RA) No. 8981 and relevant Professional Regulatory Law (PRL).

| Office or Division: | Regional Office – Licensure and Registration Division (RO-LRD) | |
|--|---|---|
| Classification: | Simple Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Applicants who meet the following qualifications: <ul style="list-style-type: none"> - Filipino citizen - with appropriate degree as required by the specific Professional Regulatory Law (PRL) and other qualification or eligibility/legal requirements as prescribed in the PRL | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. System-generated Application Form | | online.prc.gov.ph |
| 2. One (1) original and a photocopy of official transcript of records (TOR) with remarks: "For PRC Purposes Only", bearing the exact date of graduation and special order number (if applicable) and with scanned Photo. | | Applicant |
| 3. One (1) original and a photocopy of PSA/NSO-issued birth certificate. If PSA/NSO-issued birth Certificate is not readable, submit a clear copy of Form 102 from the Local Civil Registrar (LCR). | | Philippine Statistics Authority (PSA) / LCR |
| 4. One (1) original and a photocopy of PSA/NSO-issued marriage certificate (MC) (for married female applicant) and a clear copy of Form 3A from the LCR if PSA/NSO-issued MC is not readable. | | Philippine Statistics Authority (PSA) / LCR |
| 5. Documentary Stamp Tax (DST) per copy with Php30.00 face value | | Bureau of Internal Revenue |
| Other Requirements, as applicable: | | |
| 1. For a Filipino citizen who finished his/her degree/course abroad, submit the Certificate of Equivalency from the Commission on Higher Education (CHED) | | CHED |
| 2. For those born abroad, with dual citizenships/ for recognized Filipino citizens, any of the following shall be submitted: a. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration (BI); b. Oath of allegiance from the Philippine Consular Office; c. Photocopy of a valid Philippine passport; or d. Philippine Voter's certificate or Voter's Identification Card. | | BI PCO DFA COMELEC |

| 3. 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 | | | | https://www.prc.gov.ph/list-of-requirements |
|--|--|--|-------------------|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to upload documentary requirements, if required, and select payment option/channel. | 1. System generates Application Form | Post Bacculaureate/ Baccalaureate: Php 900.00 Non-Baccalaureate: Php 600.00 Conditional/Removal: Php 450.00 | 5 minutes | Applicant |
| 2. Submit the system-generated Application Form and other documentary requirements to the designated window. | 2. Receive, verify, and evaluate documents | None | 20 minutes | Processing Officer, RO-LRD-Application Section |
| 3. Receive the Notice of Admission (NOA) | 3. Print, sign and release NOA. | None | 5 minutes | Issuing Officer, RO-LRD-Application Section |
| TOTAL | | Post-Baccalaureate/ Baccalaureate: Php 900.00 Non-Baccalaureate: Php 600.00 Conditional/Removal: Php 450.00 | 30 minutes | |
| END OF TRANSACTION | | | | |
| <i>Note: Repeater examinees need not submit basic documentary requirements, however, additional documentary requirements as prescribed by specific Professional Regulatory Board shall be submitted online, if applicable.</i> | | | | |

2. APPLICATION FOR LICENSURE EXAMINATION FOR BOARD APPROVAL

Refers to the process of admitting qualified applicants for the licensure examination but which due to legal or technical issues involved require the approval of the Professional Regulatory Board (PRB) concerned.

| Office or Division: | Regional Office – Licensure and Registration Division (RO-LRD) | |
|---|--|---|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Applicants who meet the following qualifications: <ul style="list-style-type: none"> - Filipino citizen - with appropriate degree as required by the specific Professional Regulatory Law (PRL) and other qualification or eligibility/legal requirements as prescribed in the PRL | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. System-generated Application Form | | online.prc.gov.ph |
| 2. One (1) Original and a photocopy of official transcript of records (TOR) with remarks: "For PRC Purposes Only", bearing the exact date of graduation and special order number (if applicable) and with scanned Photo. | | c/o Applicant |
| 3. One (1) original and a photocopy of PSA/NSO-issued birth certificate. If PSA/NSO-issued birth Certificate is not readable, submit a clear copy of Form 102 from the Local Civil Registrar (LCR). | | Philippine Statistics Authority (PSA)/LCR |
| 4. One (1) Original and a photocopy of PSA-issued marriage certificate (MC) (for married female applicant) or a clear copy of Form 3A from the LCR. | | PSA / LCR |
| 5. Documentary Stamp Tax (DST) per copy with Php30.00 face value | | Bureau of Internal Revenue |
| Other Requirements: | | |
| 1. For a Filipino citizen who finished his/her degree/course abroad, submit the Certificate of Equivalency from the Commission on Higher Education (CHED) | | CHED |
| 2. For those born abroad, with dual citizenships/ for recognized Filipino citizens, any of the following shall be submitted: <ul style="list-style-type: none"> a. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration (BI); b. Oath of allegiance from the Philippine Consular Office; c. Photocopy of a valid Philippine passport; or d. Philippine Voter's certificate or Voter's Identification Card. | | BI PCO DFA COMELEC |

| 3. 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 | | | | https://www.prc.gov.ph/list-of-requirements |
|---|---|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to upload documentary requirements, if required, and select payment option/channel. | 1. System generates Application Form | Post Baccalaureate/ Baccalaureate: Php 900.00 Non-Baccalaureate: Php 600.00 | 5 minutes | Applicant |
| 2. Submit the system-generated Application Form and other documentary requirements to the designated window. | 2. Receive, verify, and evaluate documents, and instruct the applicant when and where to verify the status of application and issuance of NOA. | None | 5 minutes | Processing Officer, RO-LRD-Application Section |
| | 2.1 Receive, verify, and evaluate documents, and instruct the applicant when and where to verify the status of application and issuance of NOA. | None | 20 minutes | Processing Officer, RO-LRD-Application Section |
| | 2.2 Transmit the application documents to the concerned PRB thru the PRB Secretariat for the final approval of the application. | None | 2 working days | Processing Officer, RO-LRD-Application Section |
| | Professional Regulatory Board (PRB): 2.3 Conduct the technical evaluation. | None | 10 working days | PRB Focal Person |



| | | | | |
|--|--|---|---|---|
| | CO-PRB Secretariat Division: 2.4 Transmit scanned Action Sheet to the Regional Office. | None | 1 working day | PRB Secretary, CO-PRB Secretariat Division |
| 3. Receive the Notice of Admission (NOA), if application is approved or receive an information on the status of application via SMS, email, or phone call. | 3. If application is approved, print, sign and issue NOA; if denied, inform the applicant via SMS, email, or phone call. | None | 15 minutes | Issuing Officer, RO-LRD-Application Section |
| TOTAL | | Baccalaureate: Php 900.00 Non-Baccalaureate: Php 600.00 | 13 working days & 45 minutes | |
| END OF TRANSACTION | | | | |

3. REGISTRATION WITHOUT EXAMINATION (WALK-IN) (FOR FILIPINO CITIZENS)

Refers to the process of admitting qualified applicants for registration without licensure examination upon evaluation that they complied with the qualification requirements under Republic Act (RA) No. 8981 and relevant Professional Regulatory Law (PRL).

| Office or Division: | Regional Office – Licensure and Registration Division - Application Section | |
|---|--|-----------------------------|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Applicants who meet the following qualifications: <ul style="list-style-type: none"> - Filipino citizen - with appropriate degree as required by the specific Professional Regulatory Law (PRL) and other qualification or eligibility/legal requirements as prescribed in the PRL | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. Duly accomplished Application Form for without examination | | online.prc.gov.ph |
| 2. One (1) Original and a photocopy of official transcript of records (TOR) with remarks: "For PRC Purposes Only", bearing the exact date of graduation and special order number. | | Applicant |
| 3. One (1) original and a photocopy of PSA/NSO-issued birth certificate. If PSA/NSO-issued birth Certificate is not readable, submit a clear copy of Form 102 from the Local Civil Registrar (LCR). | | PSA/LCR |
| 4. One (1) Original and a photocopy of PSA/NSO-issued marriage certificate (MC) (for married female applicant) and a clear copy of Form 3A from the LCR if PSA/NSO-issued MC is not readable. | | PSA/LCR |
| 5. One (1) 2" x 2" picture in white background and in decent attire taken within the last six (6) months | | Applicant |
| 6. Documentary Stamp Tax (DST) per copy with Php30.00 face value | | Bureau of Internal Revenue |
| Other Requirements | | |
| 1. For a Filipino citizen who finished his/her degree/course abroad, submit the Certificate of Equivalency from the Commission on Higher Education (CHED) | | CHED |
| 2. For those born abroad, with dual citizenships/ for recognized Filipino citizens, any of the following shall be submitted: <ul style="list-style-type: none"> e. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration (BI); f. Oath of allegiance from the Philippine Consular Office; g. Photocopy of a valid Philippine passport; or h. Philippine Voter's certificate or Voter's Identification Card. | | BI PCO DFA COMELEC |

| 3. 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 | | | | https://www.prc.gov.ph/list-of-requirements |
|---|--|---|-----------------|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download and accomplish application form for registration without examination form prc.gov.ph . | 1. System downloads the Application Form | None | 5 minutes | Applicant |
| 2. Present the duly accomplished and signed Application for Registration Without Examination form and other documentary requirements to the designated window. | 2. Receive, verify, evaluate documents and advise the applicant to verify the status of his/her application through official email of the regional office and telephone number. | Baccalaureate : Php 900.00 Non-Baccalaureate: Php 600.00 | 20 minutes | Processing Officer, RO-LRD-Application Section |
| | 2.1 Forward the application documents by batch with electronic copy of draft Board Resolution to the concerned PRB through the PRB Secretariat for the preparation and final approval of the resolution. | None | 4 working days | Processing Officer, RO-LRD-Application Section |
| | Professional Regulatory Board (PRB): | None | 10 working days | PRB Focal Person |
| | 2.2 Conduct the technical Central Office – PRB Secretariat: 2.3. Edit the draft Board Resolution in accordance with the action taken by | None | 1 working day | PRB Secretary, CO-PRB Secretariat Division |

| | | | | |
|---|--|--|------------------------------------|--|
| | the PRB Focal Person. | | | |
| | 2.4 Approve the Board Resolution. | None | 1 working day | PRB concerned |
| | 2.5 Forward the Board Resolution to the Commission Secretariat | None | 4 hours | PRB Secretary, CO-PRB Secretariat Division |
| | 2.6 Endorse to the Commission Proper for consideration / approval. | None | 4 hours | Commission Secretary |
| | 2.7 Approve the Board Resolution. | None | 3 working days | PRC Chairperson and Commissioners |
| | 2.8 Docket and disseminate resolution. | None | 15 minutes | Docket Officer, CO-AS-ARD |
| 3. 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 from the concerned Regional Office. | 3. Provide the applicant with a copy of the approved Resolution. | None | 5 minutes | Processing Officer, RO-LRD-Application Section |
| TOTAL | | Baccalaureate: Php 900.00 Non-Baccalaureate: Php 600.00 | 20 working days, 45 minutes | |
| END OF TRANSACTION | | | | |

4. APPLICATION FOR REGISTRATION

Refers to the process that provides the steps in the registration and 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 Office – Licensure and Registration Division (LRD) – Registration Section | | | | |
| Classification: | Simple Transaction | | | | |
| Type of Transaction: | G2C – Government to Citizen | | | | |
| Who may avail: | Applicants who meet the following qualifications: - Filipino citizen licensure examination passers, of legal age on the date of registration as prescribed by their respective Professional Regulatory Law (PRL); or - with approved board resolutions for registration without examination; and - for both instances, no criminal record or have never been convicted in a final judgment by any court, military tribunal or administrative body | | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | | |
| Basic Requirements: | | | | | |
| 1. Screenshot of system-generated Registration Form | | | online.prc.gov.ph | | |
| 2. Valid government-issued ID | | | Applicant | | |
| Additional Requirements: | | | | | |
| 1. For Real Estate Broker/Consultant - surety bond 2. For Real Estate Appraiser - surety bond (for those employed in private firm)/Notarized Certificate of Employment (for government employee) | | | Authorized Insurance Company | | |
| 3. For Agricultural and Biosystems Engineer, Environmental Planner and Interior Designer - Official receipt of membership fee payment | | | Accredited Integrated Professional Organization (AIPO) | | |
| CLIENT STEPS | AGENCY ACTION | | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to secure | 1. System-generated Sheet | Action | Baccalaureate: Php 1,050.00 | 5 minutes | Applicant |



| | | | | |
|--|--|--|---------------|---------------------------|
| an appointment date and place, and select payment option/channel. | | Non-Baccalaureate: Php 870.00 | | |
| 2. Present the screenshot of system-generated Registration Form and other documentary requirements to the designated window. | 2. Receive, verify, and evaluate documents | None | 30 minutes | Registration Officer, LRD |
| 3. Sign on the signature pad and affix the thumbmark on the finger scanner. | 3. Request the registrant to verify their personal details as displayed in the Professional's Registry Card. | None | 5 minutes | Registration Officer, LRD |
| | 3.1 Assist the applicant to affix his/her thumbmark | None | 5 minutes | Registration Officer, LRD |
| 4. Receive the PIC and/or COR and sign the releasing log sheet. | 4. Print and release the PIC and/or COR | None | 15 minutes | Printing Officer, LRD |
| TOTAL | | Baccalaureate: Php 1,050.00 Non-Baccalaureate: Php 870.00 | 1 hour | |
| END OF TRANSACTION | | | | |

5. REQUEST FOR THE ISSUANCE OF AUTHENTICATED (CERTIFIED TRUE COPY) OF PROFESSIONAL IDENTIFICATION CARD (PIC) AND/OR CERTIFICATE OF REGISTRATION (COR)

Refers to the process that provides the steps in requesting for the issuance of Authenticated (Certified True Copy) of Professional Identification Card (PIC) and/or Certificate of Registration (COR) which ensures that the registered practicing professional is in good standing, no derogatory records and has valid and authentic credentials issued by the Commission and the concerned Professional Regulatory Board (PRB).

| | | | | |
|---|--|---|----------------------------|--------------------|
| Office or Division: | Regional Office – Licensure and Registration Division (LRD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Registered professionals with valid Professional Identification Card/ Electronic-PIC (e-PIC) | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Basic Requirements: | | | | |
| 1. Screenshot of system-generated Action Sheet | | | online.prc.gov.ph | |
| 2. Valid PIC/ e-PIC | | | Applicant | |
| 3. Original copy and number of photocopy of PIC and/or COR for authentication | | | Applicant | |
| 4. One (1) Documentary Stamp Tax (DST) per copy | | | Bureau of Internal Revenue | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional - any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant | | | Representative | |
| 2. Registered professional - valid PIC/e-PIC and original authorization letter duly signed by the applicant | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph.) to secure an appointment date and place, and select payment option/channel. | 1. System generates Action Sheet | Authentication fee: Php75.00/copy DST: Php 30.00 each | 5 minutes | Applicant |

| | | | | |
|---|--|--|-------------------|-----------------------------|
| 2. Present the screenshot of system-generated Action Sheet and other documentary requirements to the designated window. | 2. Receive, verify, and evaluate documents and stamp “certified true copy” on the photocopy/ies for signature of the authorized officer. | None | 30 minutes | Authentication Officer, LRD |
| | 2.1 Sign authenticated copy/ies. | None | 5 minutes | Authorized Signatory, LRD |
| 3. Receive signed authenticated copy/ies and sign on the releasing log sheet. | 3. Release signed authenticated copy/ies. | None | 5 minutes | Releasing Officer, LRD |
| TOTAL | | Authentication fee: Php75.00/copy | 45 minutes | |
| | | DST: Php 30.00 each | | |
| END OF TRANSACTION | | | | |

6. REQUEST FOR REPLACEMENT OF CERTIFICATE OF REGISTRATION (COR)

Refers to the process that provides the steps in the replacement COR to registered professionals due to loss, damaged, or to those professionals with approved petition for updating of personal data or records.

| | | | | |
|---|---|------------------------------|----------------------------------|--------------------|
| Office or Division: | Regional Office – Licensure and Registration Division (LRD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | -Registered Professionals; -with Lost or Damaged COR; or -with approved petition for updating of Professional’s data/record | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Basic Requirements: | | | | |
| Screenshot of System-generated Action Sheet. | | | www.prc.gov.ph | |
| Original copy of Affidavit of Loss | | | Notary Public | |
| Damaged COR | | | Applicant | |
| Valid Professional Identification Card (PIC) / e-PIC | | | Applicant | |
| Copy of Approved Petition for updating of Professional’s data/record. | | | Applicant | |
| One (1) Documentary Stamp Tax (DST) per copy | | | Bureau of Internal Revenue (BIR) | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional - any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant | | | Representative | |
| 2. Registered professional - valid PIC/e-PIC and original authorization letter duly signed by the applicant | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to secure an appointment | System generates Action Sheet. | Processing fee: Php300.00 | 5 minutes | Applicant |

| | | | | |
|---|--|---|-------------------|---------------------------------|
| date and place and select payment option/channel. | | DST: Php 30.00 each | | |
| 2. Present the screenshot of system-generated Action Sheet for COR replacement and other documentary requirements to the designated window. | Receive, verify, and evaluate the documents. | None | 30 minutes | Registration Officer, LRD |
| 3. Receive the COR replacement and sign on the releasing log-sheet. | Print and release COR replacement. | None | 5 minutes | Printing/Releasing Officer, LRD |
| TOTAL | | Processing fee: Php 300.00 DST – Php30.00 each | 40 minutes | |
| END OF TRANSACTION | | | | |

7. REQUEST FOR THE ISSUANCE OF DUPLICATE PROFESSIONAL IDENTIFICATION CARD (PIC)

Refers to the process that provides the steps in requesting for the issuance of duplicate Professional Identification Card (PIC) due to loss or damaged, or to the professional with an approved petition for updating of data/record.

| | | | | |
|--|---|---------------------------|-------------------|--------------------|
| Office or Division: | Regional Offices – Licensure and Registration Division (LRD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Applicants who meet the following qualifications: <ul style="list-style-type: none">• Registered Professional with valid Professional Identification Card / Electronic-PIC (e-PIC);• with Loss or Damaged PICs; and/or• with approved petition for updating of data/record. | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Basic Requirements: | | | | |
| 1. Screenshot of system-generated Action Sheet. | | | online.prc.gov.ph | |
| 2. Affidavit of Loss or damaged PIC. | | | Notary Public | |
| Requirements for Representatives: | | | | |
| 1. Non-registered professional – valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to secure an appointment date and place and select payment option/channel. | 1. System generates Action Sheet | Duplicate Fee: Php 250.00 | 5 minutes | Applicant |



| | | | | |
|---|---|-------------------|-------------------|--|
| 2. Present the screenshot of system-generated Action Sheet for Duplicate PIC and other documentary requirements to designated window. | 2. Receive, verify and evaluate documents | None | 30 minutes | Registration Officer, LRD-Registration Section |
| 3. Receive the duplicate PIC and sign on the releasing log sheet. | 3. Print and release duplicate PIC | None | 5 minutes | Printing/Releasing Officer, LRD-Registration Section |
| TOTAL | | Php 250.00 | 40 minutes | |
| END OF TRANSACTION | | | | |

8. APPLICATION FOR RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)

Refers to the process that provides the steps in application for renewal of Professional Identification Card (PIC).

| | | |
|--|--|--|
| Office or Division: | Regional Offices – Licensure and Registration Division (LRD) | |
| Classification: | Simple Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Applicants who meet the following qualifications: <ul style="list-style-type: none"> • Registered Professional whose Professional Identification Card is already expired or will expire in less than one (1) year; • Have 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 |
| Basic Requirements: | | |
| 1. Proof of system-generated application form for the renewal of Professional Identification Card. | | online.prc.gov.ph |
| 2. Certificate of Attendance to accredited Continuing Professional Development (CPD) seminars validated through the CPD Accreditation System (CPDAS) or screenshots from professional's CPDAS Account showing his/her earned CPD credit units, otherwise sign CPD undertaking. | | CPD training provider or Professionals' CPDAS Account |
| 3. Other documents as may be prescribed by the Professional Regulatory Law of the concerned profession i.e. Certificate of Good Standing for Criminologists, Interior Designers, and Pharmacists; Surety Bond for Real Estate. | | Accredited Integrated Professional Organization (AIPO) / Insurance Company |
| Additional Requirements: | | |
| 1. For Overseas Filipino Professionals (OFPs), in lieu of CPD Certificates, shall submit any of the following: <ol style="list-style-type: none"> Overseas Employment Certificate (OEC) from Department of Migrant Workers (DMW); Passport and working visa or permit (in a foreign country); Contract of Service or Employment Overseas; Company Identification Card (foreign company); | | Applicant |

| e. Residence permit/permit to stay in a foreign country; or f. Other credible proof/s of identity or status as OFP. | | | | |
|---|---|--|-----------------|--------------------|
| 2. A former Filipino professional who has reacquired Philippine citizenship shall submit the following: a. Certificate of Re-acquisition/Retention of Philippine Citizenship (CRPC) issued by the Bureau of Immigration (BI); and b. Copy of new Oath Form (Panunumpa ng Propesyonal). | | Applicant | | |
| 3. For professional with dual citizenship, shall submit any of the following: a. Proof of Philippine citizenship (i.e. valid Philippine passport); b. Oath of Allegiance from the Philippine Consulate and Identification Certificate of Philippine Citizenship issued by the Bureau of Immigration; or c. Certificate of Retention or Re-acquisition issued by Bureau of Immigration. | | Applicant | | |
| Requirements for Representatives: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | Representative | | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | Representative | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to secure an appointment date and place and select payment option/channel. If the client opts for the delivery of printed PRC PIC, select shipping button, input shipping details and select payment options. | 1. System generates Application Form for Renewal of PIC | Baccalaureate: <i>Please see below schedule of fees</i> Non-Baccalaureate: <i>Please see below schedule of fees</i> | 5 minutes | Applicant |



| | | | | |
|---|---|--|-------------------|--|
| 2. Present the proof of system-generated Application Form for the Renewal of PIC and other documentary requirements to the designated window. | 2. Receive, verify and evaluate documents | None | 30 minutes | Registration Officer, LRD-Registration Section |
| 3. Receive the valid PIC and sign on the releasing log-sheet. | 3. Print and release valid PIC | None | 5 minutes | Printing/Releasing Officer, LRD-Registration Section |
| TOTAL | | <i>Please see below schedule of fees</i> | 40 minutes | |
| END OF TRANSACTION | | | | |

Schedule of renewal fees for 2025 (Baccalaureate and Non-baccalaureate)



**PROFESSIONAL REGULATION COMMISSION
RENEWAL OF FEES FOR 2025
BACCALAUREATE**

| No. | Year Last Paid | Period | Number of years | TOTAL ARF (Annual Registration Fee) | Surcharge | Arrears | Total |
|-----|----------------|-----------|-----------------|--|-----------|---------|----------|
| 1 | 1977 | 1978-2028 | 51 | 3,490.00 | 578.00 | | 4,068.00 |
| 2 | 1978 | 1979-2028 | 50 | 3,485.00 | 577.00 | | 4,062.00 |
| 3 | 1979 | 1980-2028 | 49 | 3,480.00 | 576.00 | | 4,056.00 |
| 4 | 1980 | 1981-2028 | 48 | 3,475.00 | 575.00 | | 4,050.00 |
| 5 | 1981 | 1982-2028 | 47 | 3,470.00 | 574.00 | | 4,044.00 |
| 6 | 1982 | 1983-2028 | 46 | 3,465.00 | 573.00 | | 4,038.00 |
| 7 | 1983 | 1984-2028 | 45 | 3,460.00 | 572.00 | | 4,032.00 |
| 8 | 1984 | 1985-2028 | 44 | 3,455.00 | 571.00 | | 4,026.00 |
| 9 | 1985 | 1986-2028 | 43 | 3,450.00 | 570.00 | | 4,020.00 |
| 10 | 1986 | 1987-2028 | 42 | 3,445.00 | 569.00 | | 4,014.00 |
| 11 | 1987 | 1988-2028 | 41 | 3,440.00 | 568.00 | | 4,008.00 |
| 12 | 1988 | 1989-2028 | 40 | 3,435.00 | 567.00 | | 4,002.00 |
| 13 | 1989 | 1990-2028 | 39 | 3,430.00 | 566.00 | | 3,996.00 |
| 14 | 1990 | 1991-2028 | 38 | 3,425.00 | 565.00 | | 3,990.00 |
| 15 | 1991 | 1992-2028 | 37 | 3,410.00 | 562.00 | 15.00 | 3,987.00 |
| 16 | 1992 | 1993-2028 | 36 | 3,395.00 | 559.00 | 30.00 | 3,984.00 |
| 17 | 1993 | 1994-2028 | 35 | 3,380.00 | 556.00 | | 3,936.00 |
| 18 | 1994 | 1995-2028 | 34 | 3,355.00 | 551.00 | | 3,906.00 |
| 19 | 1995 | 1996-2028 | 33 | 3,330.00 | 546.00 | | 3,876.00 |
| 20 | 1996 | 1997-2028 | 32 | 3,305.00 | 541.00 | | 3,846.00 |
| 21 | 1997 | 1998-2028 | 31 | 3,280.00 | 536.00 | | 3,816.00 |
| 22 | 1998 | 1999-2028 | 30 | 3,255.00 | 531.00 | 60.00 | 3,846.00 |
| 23 | 1999 | 2000-2028 | 29 | 3,230.00 | 526.00 | 120.00 | 3,876.00 |
| 24 | 2000 | 2001-2028 | 28 | 3,190.00 | 518.00 | | 3,708.00 |
| 25 | 2001 | 2002-2028 | 27 | 3,150.00 | 510.00 | | 3,660.00 |
| 26 | 2002 | 2003-2028 | 26 | 3,110.00 | 502.00 | | 3,612.00 |
| 27 | 2003 | 2004-2028 | 25 | 3,070.00 | 502.00 | | 3,572.00 |
| 28 | 2004 | 2005-2028 | 24 | 3,030.00 | 494.00 | | 3,524.00 |
| 29 | 2005 | 2006-2028 | 23 | 2,990.00 | 486.00 | 50.00 | 3,526.00 |
| 30 | 2006 | 2007-2028 | 22 | 2,950.00 | 478.00 | 100.00 | 3,528.00 |
| 31 | 2007 | 2008-2028 | 21 | 2,850.00 | 470.00 | 150.00 | 3,470.00 |
| 32 | 2008 | 2009-2028 | 20 | 2,750.00 | 450.00 | 200.00 | 3,400.00 |
| 33 | 2009 | 2010-2028 | 19 | 2,650.00 | 430.00 | | 3,080.00 |
| 34 | 2010 | 2011-2028 | 18 | 2,550.00 | 410.00 | | 2,960.00 |
| 35 | 2011 | 2012-2028 | 17 | 2,450.00 | 390.00 | | 2,840.00 |
| 36 | 2012 | 2013-2028 | 16 | 2,350.00 | 370.00 | | 2,720.00 |
| 37 | 2013 | 2014-2028 | 15 | 2,250.00 | 350.00 | | 2,600.00 |
| 38 | 2014 | 2015-2028 | 14 | 2,100.00 | 330.00 | | 2,430.00 |
| 39 | 2015 | 2016-2028 | 13 | 1,950.00 | 300.00 | | 2,250.00 |
| 40 | 2016 | 2017-2028 | 12 | 1,800.00 | 270.00 | | 2,070.00 |
| 41 | 2017 | 2018-2028 | 11 | 1,650.00 | 240.00 | | 1,890.00 |
| 42 | 2018 | 2019-2028 | 10 | 1,500.00 | 210.00 | | 1,710.00 |
| 43 | 2019 | 2020-2028 | 9 | 1,350.00 | 180.00 | | 1,530.00 |
| 44 | 2020 | 2021-2028 | 8 | 1,200.00 | 150.00 | | 1,350.00 |
| 45 | 2021 | 2022-2028 | 7 | 1,050.00 | 120.00 | | 1,170.00 |
| 46 | 2022 | 2023-2028 | 6 | 900.00 | 90.00 | | 990.00 |
| 47 | 2023 | 2024-2028 | 5 | 750.00 | 60.00 | | 810.00 |
| 48 | 2024 | 2025-2028 | 4 | 600.00 | 30.00 | | 630.00 |
| 49 | 2025 | 2026-2028 | 3 | 450.00 | 0.00 | | 450.00 |
| 50 | 2026 | 2027-2029 | 3 | 450.00 | 0.00 | | 450.00 |

NOTE : Additional surcharge of P 30.00 (20% of ARF) shall be imposed twenty (20) days after birthmonth

**PROFESSIONAL REGULATION COMMISSION
RENEWAL OF FEES FOR 2025
NON BACCALAUREATE**

| No. | Year Last Paid | Period | Number of years | TOTAL ARF (Annual Registration Fee) | Surcharge | Arrears | Total |
|-----|----------------|-----------|-----------------|--|-----------|---------|----------|
| 1 | 1977 | 1978-2028 | 51 | 3,116.00 | 516.00 | | 3,632.00 |
| 2 | 1978 | 1979-2028 | 50 | 3,114.00 | 514.00 | | 3,628.00 |
| 3 | 1979 | 1980-2028 | 49 | 3,112.00 | 512.00 | | 3,624.00 |
| 4 | 1980 | 1981-2028 | 48 | 3,110.00 | 510.00 | | 3,620.00 |
| 5 | 1981 | 1982-2028 | 47 | 3,108.00 | 509.60 | | 3,617.60 |
| 6 | 1982 | 1983-2028 | 46 | 3,106.00 | 509.20 | | 3,615.20 |
| 7 | 1983 | 1984-2028 | 45 | 3,104.00 | 508.80 | | 3,612.80 |
| 8 | 1984 | 1985-2028 | 44 | 3,102.00 | 508.40 | | 3,610.40 |
| 9 | 1985 | 1986-2028 | 43 | 3,100.00 | 508.00 | | 3,608.00 |
| 10 | 1986 | 1987-2028 | 42 | 3,098.00 | 507.60 | | 3,605.60 |
| 11 | 1987 | 1988-2028 | 41 | 3,096.00 | 507.20 | | 3,603.20 |
| 12 | 1988 | 1989-2028 | 40 | 3,094.00 | 506.80 | | 3,600.80 |
| 13 | 1989 | 1990-2028 | 39 | 3,092.00 | 506.40 | | 3,598.40 |
| 14 | 1990 | 1991-2028 | 38 | 3,090.00 | 506.00 | | 3,596.00 |
| 15 | 1991 | 1992-2028 | 37 | 3,080.00 | 504.00 | 10.00 | 3,594.00 |
| 16 | 1992 | 1993-2028 | 36 | 3,070.00 | 502.00 | 20.00 | 3,592.00 |
| 17 | 1993 | 1994-2028 | 35 | 3,060.00 | 500.00 | | 3,560.00 |
| 18 | 1994 | 1995-2028 | 34 | 3,040.00 | 496.00 | | 3,536.00 |
| 19 | 1995 | 1996-2028 | 33 | 3,020.00 | 492.00 | | 3,512.00 |
| 20 | 1996 | 1997-2028 | 32 | 3,000.00 | 488.00 | | 3,488.00 |
| 21 | 1997 | 1998-2028 | 31 | 2,980.00 | 484.00 | | 3,464.00 |
| 22 | 1998 | 1999-2028 | 30 | 2,960.00 | 480.00 | 60.00 | 3,500.00 |
| 23 | 1999 | 2000-2028 | 29 | 2,940.00 | 476.00 | 120.00 | 3,536.00 |
| 24 | 2000 | 2001-2028 | 28 | 2,910.00 | 470.00 | | 3,380.00 |
| 25 | 2001 | 2002-2028 | 27 | 2,880.00 | 464.00 | | 3,344.00 |
| 26 | 2002 | 2003-2028 | 26 | 2,850.00 | 458.00 | | 3,308.00 |
| 27 | 2003 | 2004-2028 | 25 | 2,820.00 | 458.00 | | 3,278.00 |
| 28 | 2004 | 2005-2028 | 24 | 2,790.00 | 452.00 | | 3,242.00 |
| 29 | 2005 | 2006-2028 | 23 | 2,760.00 | 446.00 | 50.00 | 3,256.00 |
| 30 | 2006 | 2007-2028 | 22 | 2,730.00 | 440.00 | 100.00 | 3,270.00 |
| 31 | 2007 | 2008-2028 | 21 | 2,640.00 | 434.00 | 150.00 | 3,224.00 |
| 32 | 2008 | 2009-2028 | 20 | 2,550.00 | 416.00 | 200.00 | 3,166.00 |
| 33 | 2009 | 2010-2028 | 19 | 2,460.00 | 398.00 | | 2,858.00 |
| 34 | 2010 | 2011-2028 | 18 | 2,370.00 | 380.00 | | 2,750.00 |
| 35 | 2011 | 2012-2028 | 17 | 2,280.00 | 362.00 | | 2,642.00 |
| 36 | 2012 | 2013-2028 | 16 | 2,190.00 | 344.00 | | 2,534.00 |
| 37 | 2013 | 2014-2028 | 15 | 2,100.00 | 326.00 | | 2,426.00 |
| 38 | 2014 | 2015-2028 | 14 | 1,960.00 | 308.00 | | 2,268.00 |
| 39 | 2015 | 2016-2028 | 13 | 1,820.00 | 280.00 | | 2,100.00 |
| 40 | 2016 | 2017-2028 | 12 | 1,680.00 | 252.00 | | 1,932.00 |
| 41 | 2017 | 2018-2028 | 11 | 1,540.00 | 224.00 | | 1,764.00 |
| 42 | 2018 | 2019-2028 | 10 | 1,400.00 | 196.00 | | 1,596.00 |
| 43 | 2019 | 2020-2028 | 9 | 1,260.00 | 168.00 | | 1,428.00 |
| 44 | 2020 | 2021-2028 | 8 | 1,120.00 | 140.00 | | 1,260.00 |
| 45 | 2021 | 2022-2028 | 7 | 980.00 | 112.00 | | 1,092.00 |
| 46 | 2022 | 2023-2028 | 6 | 840.00 | 84.00 | | 924.00 |
| 47 | 2023 | 2024-2028 | 5 | 700.00 | 56.00 | | 756.00 |
| 48 | 2024 | 2025-2028 | 4 | 560.00 | 28.00 | | 588.00 |
| 49 | 2025 | 2026-2028 | 3 | 420.00 | 0.00 | | 420.00 |
| 50 | 2026 | 2027-2029 | 3 | 420.00 | 0.00 | | 420.00 |

NOTE : Additional surcharge of P 28.00 (20% of ARF) shall be imposed twenty (20) days after birthmonth

9. APPLICATION FOR STATEBOARD VERIFICATION/VALIDATION OF LICENSE/REGISTRATION

Refers to the process that provides the steps in the verification/validation of professional's registration data as requested by foreign agencies/entities.

A. UK NURSING AND MIDWIFERY COUNCIL (NMC)

| | | | | |
|--|--|------------------------|------------------------|--------------------------------|
| Office or Division: | Regional Office – Licensure and Registration Division (RO-LRD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C - Government to Citizen | | | |
| Who may avail: | Filipino registered professionals with valid Professional Identification Card (PIC) / Electronic-PIC (e-PIC) or Certificate of Registration (COR) whose registration data are subject to verification by UK NMC. | | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | | | |
| 1. Print-out of system-generated Action Sheet | | | | online.prc.gov.ph |
| 2. Valid PIC / e-PIC or Certificate of Registration (COR) | | | | Applicant |
| Additional Requirements as may be required by Requesting Party/ies: | | | | |
| 1. For registered professionals with dual citizenship, submit any of the following: a. Proof of Philippine citizenship (i.e. valid Philippine passport); b. Oath of Allegiance from the Philippine Consulate and Identification Certificate of Philippine Citizenship issued by the Bureau of Immigration; and c. Certificate of Retention or Re-acquisition issued by the Bureau of Immigration. | | | | Applicant |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant | | | | Representative |
| 2. Registered professional – valid PIC/e-PIC and original authorization letter duly signed by the applicant | | | | Representative |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |

| | | | | |
|--|--|--|------------|--|
| 1. Log in using LERIS account (online.prc.gov.ph) to secure an appointment date and place, and select payment option/channel | 1. System generates Action sheet | Stateboard Verification fee: Php 75.00/copy | 5 minutes | Applicant |
| 2. Present the print-out of system-generated Action Sheet and all other documentary requirements to the designated window | 2.1. Receive, check and verify all the documents. | None | 30 minutes | Receiving Officer, RO - LRD |
| | 2.2. Prepare and submit a transmittal via email to PRD containing the name of the applicant for the confirmation/processing of NMC verification | None | 5 minutes | Processing Officer, RO - LRD |
| | 2.3. Check the details of the received hyperlink from UK NMC and validate the 16-digit Application Reference Number (ARN) against the name of the professional submitted by regional offices | None | 10 minutes | Processing Officer, Professional Registry Division (PRD) |
| | 2.4. Forward the NMC Hyperlink to the concerned PRC Regional Office. | None | 5 minutes | Processing Officer, PRD |
| | 2.5. Upon receipt of the online verification request with ARN of the concerned professional, fill out accurately the required information in the NMC's Verification Portal. | None | 15 minutes | Processing Officer, RO - LRD |
| 3. Receive a status update on | 3. Validate the authenticity of the | None | 5 minutes | Processing Officer, RO - |



| | | | | |
|---------------------------|---|--|------------------------------|-----|
| your NMC account. | documents uploaded based on the LERIS database. | | | LRD |
| TOTAL | | Stateboard Verification fee: Php 75.00 / copy | 1 hour and 15 minutes | |
| END OF TRANSACTION | | | | |

B. COMMISSION ON GRADUATES OF FOREIGN NURSING SCHOOLS (CGFNS)

| | | | |
|--|--|----------------------------|--|
| Office or Division: | Regional Office – Licensure and Registration Division (LRD) | | |
| Classification: | Simple Transaction | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who may avail: | Applicants who meet the following qualifications: <ul style="list-style-type: none">- Filipino registered professionals with valid Professional Identification Card (PIC)/Electronic-PIC (e-PIC) whose registration data are subject to verification by CGFNS International, National Nursing Assessment Service (NNAS), Nursing Council of New Zealand (NCNZ), and International Consultants of Delaware (ICD); and- CGFNS, NNAS, NCNZ and ICD which require verification of license/board rating of an applicant. | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| Basic Requirements: | | | |
| 1. Print-out of system-generated Action Sheet | | online.prc.gov.ph | |
| 2. CGFNS Verification of License/Registration Form | | Applicant | |
| 3. Valid PIC / e-PIC | | Applicant | |
| 4. One (1) Documentary Stamp Tax (DST) (as may be required) | | Bureau of Internal Revenue | |
| Additional Requirements as may be required by Requesting Party/ies: | | | |
| 1. Certificate of Rating | | Applicant | |
| 2. For registered professionals with dual citizenship, submit any of the following: <ul style="list-style-type: none">a. Proof of Philippine citizenship (i.e. valid Philippine passport);b. Oath of Allegiance from the Philippine Consulate and Identification Certificate of Philippine Citizenship issued by the Bureau of Immigration; and | | Applicant | |

| c. Certificate of Retention or Re-acquisition issued by the Bureau of Immigration. | | | | |
|---|---|---|-----------------------|-------------------------|
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant | | | Representative | |
| 2. Registered professional – valid PIC/e-PIC and original authorization letter duly signed by the applicant | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to secure an appointment date and place, and select payment option/channel | 1. System generates Action sheet | Stateboard Verification fee: Php 75.00/copy DST: Php 30.00 each | 5 minutes | Applicant |
| 2. Present the print-out of system-generated Action Sheet and all other documentary requirements to the designated window | 2.1. Receive, check and verify all the documents | None | 30 minutes | Receiving Officer, LRD |
| | 2.2. Provide the required information in the CGFNS Form, based on the LERIS and/or records of the PRC | None | 15 minutes | Processing Officer, LRD |
| | 2.3. Review the correctness of information in the CGFNS Form and sign it, if found in order. | None | 10 minutes | Authorized Officer, LRD |
| | 2.4. Scan the CGFNS form and documentary requirements, save the files in PDF format, and upload them to the CGFNS Digital Credential Exchange Portal. | None | 10 minutes | Processing Officer, LRD |
| 3. Receive a status update on your CGFNS account or contact the Applicant Navigation Services | 3. Check the status of uploaded documents in the CGFNS Digital Credential Exchange Portal. | None | 5 minutes | Processing Officer, LRD |
| TOTAL | | Stateboard Verification fee: Php 75.00 / copy | 1 hour and 15 minutes | |



| | | | |
|--------------------|---------------------|--|--|
| | DST: Php 30.00 each | | |
| END OF TRANSACTION | | | |

C. OTHER FOREIGN AGENCIES/ENTITIES

| | | | |
|---|---|--|----------------------------|
| Office or Division: | Regional Office – Licensure and Registration Division (LRD) | | |
| Classification: | Simple Transaction | | |
| Type of Transaction: | G2C – Government to Citizen | | |
| Who may avail: | Applicants who meet the following qualifications: <ul style="list-style-type: none"> - Filipino registered professionals with valid Professional Identification Card (PIC)/Electronic-PIC (e-PIC) whose registration data are subject to verification as requested by foreign agencies/entities. - Foreign government and non-government agencies or private entities who requested verification of license/board rating of an applicant. | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE |
| Basic Requirements: | | | |
| 1. Proof of system-generated Action Sheet | | | online.prc.gov.ph |
| 2. Verification Form from foreign agency or entity | | | Foreign agencies/entities |
| 3. Valid PIC / e-PIC | | | Applicant |
| 4. One (1) Documentary Stamp Tax (DST) (as may be required) | | | Bureau of Internal Revenue |
| Additional Requirements as may be required by Requesting Party/ies: | | | |
| 1. Certificate of Good Standing (COGS) | | | Applicant |
| 2. Certificate of Rating | | | Applicant |
| 3. One (1) photocopy of Transcript of Records (TOR) | | | Applicant |
| 4. Receipt of courier or postage stamps | | | Applicant |
| 5. For registered professionals with dual citizenship, submit any of the following: <ul style="list-style-type: none"> a. Proof of Philippine citizenship (i.e. valid Philippine passport); b. Oath of Allegiance from the Philippine Consulate and Identification Certificate of Philippine Citizenship issued by the Bureau of Immigration; and | | | Applicant |

| c. Certificate of Retention or Re-acquisition issued by the Bureau of Immigration. | | | | |
|---|--|--|-----------------|-------------------------|
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant | | | | Representative |
| 2. Registered professional – valid PIC/e-PIC and original authorization letter duly signed by the applicant | | | | Representative |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to secure an appointment date and place, and select payment option/channel. | 1. System generates Action Sheet | Stateboard Verification fee: Php 75.00/copy | 5 minutes | Applicant |
| 2. Present the screenshot of system-generated Action Sheet and all other documentary requirements to the designated window | 2.1. Receive, verify, and evaluate documents. | None | 30 minutes | Receiving Officer, LRD |
| | 2.2. Encode the necessary information in the form required by the foreign agency or entity. | None | 15 minutes | Receiving Officer, LRD |
| | 2.3. Check the encoded information in the verification form and forward all the documents to the authorized signatory. | None | 10 minutes | Processing Officer, LRD |
| | 2.4. Review and sign the verification form. | None | 10 minutes | Authorized Officer, LRD |
| | 2.5. Segregate verification slips, affix documentary stamp and dry seal, and scan the verification form. | DST: Php 30.00 each | 20 minutes | Processing Officer, LRD |
| | 2.6. Consolidate all the documents and seal in the PRC envelope, and prepare the transmittal. | None | 30 minutes | Processing Officer, LRD |
| | 2.7. Send the documents to the concerned foreign agency or entity. | None | 5 minutes | Releasing Officer, LRD |



| | | | |
|---------------------------|---|----------------------------------|--|
| TOTAL | Php 75. 00 Additional fee of Php 150.00 is required if both COGS and Certificate of Rating are required by the foreign agency or private entity DST: Php 30.00 each | 2 hours and 5 minutes | |
| END OF TRANSACTION | | | |

10. APPLICATION FOR PETITION FOR UPDATING OF PROFESSIONAL DATA/RECORD

Refers to the updating of information of all registered professionals in the database and permanent record upon approval of the petition.

| Office or Division: | Regional Office (RO)–Regulation Division | |
|---|--|--|
| Classification: | Complex Transaction | |
| Type of Transaction: | G2C–Government to Citizen | |
| Who may avail: | Registered professionals with request for change/reversion/correction of entries | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Basic Requirements: | | |
| 1. Duly accomplished and notarized Petition Form | | Public Assistance Counter/ www.prc.gov.ph |
| 2. Philippine Statistics Authority (PSA)-issued Certificate of Marriage, whichever of the following is applicable: A. Original PSA copy of Certificate of Marriage B. Original PSA copy of Report of Marriage for marriages contracted abroad | | Applicant |
| 3. One (1) passport-size ID pictures in white background with full name tag | | Applicant |
| 4. Photocopy of PRC ID | | Applicant |
| Additional Requirements: | | |
| A. For Correction of Given Name /Middle Name/Surname | | |
| 1. Original PSA copy of Certificate of Live Birth | | Applicant |
| 2. Original PSA copy of Certificate of Marriage (for registered married name only) | | Applicant |
| 3. Affidavit of Discrepancy (true and correct name) | | Applicant |
| 4. Photocopy of PRC ID | | Applicant |
| B. For Correction of Date of Birth | | |

| | |
|--|-----------|
| 1. Original PSA copy of Certificate of Live Birth | Applicant |
| 2. Original PSA copy of Certificate of Marriage (for registered married name only) | Applicant |
| 3. Affidavit of Discrepancy (true and correct date of birth) | Applicant |
| 4. Photocopy of PRC ID | Applicant |
| C. For Correction of Date of Birth with Correction of Given Name /Middle Name/Surname, For Correction of Date of Birth with Change of Surname by reason of Marriage | |
| 1. Original PSA copy of Certificate of Live Birth | Applicant |
| 2. Original PSA copy of Certificate of Marriage (for registered married name only) | Applicant |
| 3. Affidavit of Discrepancy (true and correct date of birth and name) | Applicant |
| 4. Photocopy of PRC ID | Applicant |
| D. For Reversion to Maiden Name | |
| 1. Original PSA copy of Certificate of Live Birth | Applicant |
| 2. Original PSA copy of Certificate of Marriage with annotation on the decision of NULLITY | Applicant |
| 3. Original PSA copy of Certificate of Death (in case of death of spouse) | Applicant |
| 4. Photocopy of PRC ID | Applicant |
| E. For Change of Married Name to Another Married Name | |
| 1. Original PSA copy of Certificate of Live Birth | Applicant |
| 2. Original PSA copy of Certificate of Marriage with annotation on the decision of NULLITY | Applicant |
| 3. Original PSA copy of Certificate of Death (in case of death) | Applicant |
| 4. Original PSA copy of Certificate of Marriage (Subsequent Marriage) | Applicant |
| 5. Photocopy of PRC ID | Applicant |
| Requirements for Representative: | |

| 1. Non-registered professional - any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant | | | Representative | |
|---|--|-----------------|-----------------|--|
| 2. Registered professional - valid PIC/e-PIC and original authorization letter duly signed by the applicant | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill out the Petition Form | None | None | 15 minutes | Applicant |
| 2. Proceed to the RO-Regulation Division for verification of registered name, examination results, and assessment of fees. | 2. Verify and evaluate documents and assess fees | None | 15 minutes | Verifying Officer, RO-Regulation Division |
| 3. Proceed to Cashier Window for payment of fees. | 3. Receive the payment and issue an Official Receipt. | Php 225.00 | 10 minutes | Cashier, RO-FAD |
| 4. Proceed to the Regulation Division and submit duly accomplished Petition Form together with other documentary requirements. | 4. Receive and review the petition form together with the documentary requirements. | None | 10 minutes | Receiving Officer, RO-Regulation Division |
| | 4.1 Draft the order/ resolution. | None | 1 working day | Processing Officer, RO-Regulation Division |
| | 4.2 Review and finalize the order/resolution. | None | 1 working day | Chief/ OIC- RO-Regulation Division |
| | 4.3 Review, approve and sign order/resolution. | None | 1 working day | Regional Director |
| | 4.4 Docket the approved order/resolution. | None | 30 minutes | Docket Officer, RO-FAD |
| | 4.5 Email the order/resolution with the transmittal to Professional Registry Division. | None | 10 minutes | Docket Officer, FAD |
| | 4.6 Receive, check and forward the approved scanned order/resolution with the transmittal. | None | 1 working day | Updating Officer, PRD |

| | | | | |
|--|---|-------------------|--|---|
| | 4.7 Amend entries involving petitioner in the database of the Commission and notify PRD via email of the completed amendment. | None | 1 working day | Updating Officer, Database Management System Division |
| | 4.8 Acknowledge and inform the concerned Regional Office of the amendment. | None | 5 minutes | Updating Officer, Professional Registry Division |
| 5. Receive an update and approved order/resolution via email | 5. Send the approved order/resolution via email to the applicant | None | 5 minutes | Receiving Officer, RO-Regulation Division |
| TOTAL | | Php 225.00 | 5 working days, 1 hour & 40 minutes | |
| END OF TRANSACTION | | | | |

11. ISSUANCE OF CERTIFICATION OF:

A. PASSING

B. BOARD RATING (PASSED OR FAILED)

Refers to the process of verifying / confirming that a person passed the licensure examination (Certificate of Passing) or has obtained a particular rating in the licensure examination (Certificate of Board Rating).

| | | | | |
|--|--|-----------------|----------------------------|--------------------|
| Office or Division: | Regional Office – Finance and Administrative Division (RO-FAD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All examinees who took licensure examination/s | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| Basic Requirements: | | | | |
| 1. Proof of system-generated Action Sheet | | | online.prc.gov.ph | |
| 2. Valid government-issued ID | | | Applicant | |
| 3. One (1) Documentary Stamp Tax (DST) per copy with Php30.00 face value | | | Bureau of Internal Revenue | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|---|---|-------------------|------------------------------|
| 1. Log in using LERIS account (online.prc.gov.ph) to secure an appointment date and place, and select payment option/channel. | 1. System generates Action Sheet | Certification fee: Php 75.00/copy DST: Php30.00 | 5 minutes | Applicant |
| 2. Present the proof of system-generated Action Sheet and other documentary requirements to the designated window. | 2. Receive, verify, and evaluate documents. | None | 20 minutes | Processing Officer, RO-FAD |
| | 2.1. Sign certification. | None | 5 minutes | Authorized Signatory, RO-FAD |
| 3. Receive signed certification and sign on the releasing log sheet. | 3. Release signed certification. | None | 5 minutes | Releasing Officer, RO-FAD |
| TOTAL | | Php 75.00/copy DST: Php 30.00 each | 35 minutes | |
| END OF TRANSACTION | | | | |

12. REQUEST FOR THE ISSUANCE OF CERTIFICATE OF GOOD STANDING (COGS)

Refers to the process that provides the steps in requesting for the issuance of Certificate of Good Standing (COGS) to registered professionals with valid Professional Identification Card (PIC).

| Office or Division: | Regional Office – Licensure and Registration Division | | | |
|---|--|--|--|--------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Registered professionals with valid Professional Identification Card/ Electronic-PIC (e-PIC) | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Basic Requirements: | | | | |
| 1. Screenshot of system-generated Action Sheet | | | online.prc.gov.ph | |
| 2. Valid PIC/ e-PIC | | | Applicant | |
| 3. One (1) Documentary Stamp Tax (DST) per copy | | | Bureau of Internal Revenue (BIR) | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional - any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional - valid PIC/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in using LERIS account (online.prc.gov.ph) to secure an online appointment date and place, and select payment option/channel. | 1. System-generated Action Sheet | Certification fee: Php 75.00/copy DST: Php 30.00 each | 5 minutes | Applicant |



| | | | | |
|---|--|--|-------------------|---------------------------|
| 2. Present the screenshot of system-generated Action Sheet and other documentary requirements to the designated window. | 2. Receive, verify, and evaluate documents | None | 30 minutes | Registration Officer, LRD |
| 3. Receive COGS and sign on the releasing log sheet. | 3. Release COGS | None | 5 minutes | Releasing Officer, LRD |
| TOTAL | | Certification fee: Php75.00/copy DST: Php30.00 each | 40 minutes | |
| END OF TRANSACTION | | | | |

13. AUTHENTICATION OF CERTIFICATION OF:

A. PASSING

B. BOARD RATING (PASSED OR FAILED)

Refers to the process of issuing authenticated copies of the Certificate of Passing and Board Rating.

| | | | | |
|--|--|-----------------------------------|------------------------|--|
| Office or Division: | Regional Office – Finance and Administrative Division (RO-FAD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | All examinees who took licensure examination/s | | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | | | |
| 1. Proof of system-generated Action Sheet | | | | online.prc.gov.ph |
| 2. Valid government-issued ID | | | | Applicant |
| 3. Original copy and number of photocopy of Certification of Passing and/or Board Rating (passed or failed) | | | | Applicant |
| 4. One (1) Documentary Stamp Tax (DST) per copy with Php30.00 face value | | | | Bureau of Internal Revenue |
| Other Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | | Representative |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | | Representative |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Login using LERIS account (online.prc.gov.ph) to secure an appointment date and | 1. System generated Action Sheet | Certification fee: Php 75.00/copy | 5 minutes | Applicant |

| | | | | |
|--|--|--|-------------------|--------------------------------|
| place, and select payment option/channel. | | DST: Php30.00 | | |
| 2. Present the proof of system-generated Action Sheet and other documentary requirements to the designated window. | 2. Receive, verify, and evaluate documents. | None | 20 minutes | Processing Officer, RO-FAD |
| | 2.1 Sign authenticated certification. | None | 5 minutes | Authentication Officer, RO-FAD |
| 3. Receive signed authenticated copy/ies of certification of rating and/or passing. | 3. Release signed authenticated certification. | None | 5 minutes | Releasing Officer, RO-FAD |
| TOTAL | | Php 75.00/copy DST: Php30.00 each | 35 minutes | |
| END OF TRANSACTION | | | | |

14. APPLICATION FOR ACCREDITATION OF SELF-DIRECTED AND LIFELONG LEARNING ACTIVITIES

Refers to accreditation of learning activities which did not undergo evaluation of the CPD Council prior to offering but may be applied for and awarded CPD credit units.

| Office or Division: | Central Office (CO) - Regulation Office - Continuing Professional Development Division (CO-RO-CPDD) and Regional Offices – Regulation Division (RO-RD) | |
|---|--|-------------------------|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Registered/Licensed Professionals | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. Registration with the Continuing Professional Development Accreditation System (CPDAS) to get access credentials (username and password) for own CPDAS account | | cpdas.prc.gov.ph |
| 2. Copy of required documents saved in one (1) file, PDF format, and arrange according to list below: | | |
| 2.1. Formal Learning | | |
| a. Doctoral and Master's Degree | | |
| - University Certification or Diploma from the College/ University and Transcript of Records (authenticated copy) | | |
| b. Post-graduate Diploma/ Certificate/ Diplomate/ Fellowship Program | | |
| - Diploma/ Certification from the Institution (authenticated copy) | | |
| 2.2. Self-Directed Activities | | |
| a. As a Participant: | | |
| - Certificate as Participant and Copy of Program | | |
| b. As a Keynote Speaker/Resource Person/Panelist/Reactor/Discussant/Moderator/Facilitator | | |
| - Certificate as Speaker/Panelist etc and Copy of the Program | | |
| c. As Poster Presenter | | |
| - Certificate as Poster Presenter | | |

- Description of Activity, including results (if applicable)
- d. Research and Development**
 - Research Report
- e. Demonstration/Training/Advisory Services/Information Dissemination**
 - Certificate from agency/community
 - Copy of Training Program
- f. CSR Related to the Profession/ Community-Related Services**
 - Certificate from agency/community
 - Photos
- g. Inventions**
 - Certified Copy of Patent
 - Utility Models
 - Certification from Intellectual Property Office
- h. Authorship (Refereed/Peer Reviewed Journal)**
 - Copy of published article in professional journals, table of contents and proof of indexing
- i. Peer Reviewer**
 - Invitation from the publisher to review such article
- j. Authorship (Literary Works/Article in Magazine, Newspaper/Newsletter)**
 - Published article
- k. Authorship (Pamphlet/Monograph/Book) or as Editor**
 - Copy of the published pamphlet/book/monograph
- l. Module/Training Materials Development (including online materials)**
 - Copy of Module and Evaluation
- m. Technical Paper**
 - Copy of the Technical Paper
- n. Other Creative Works**
 - Copy of the product/design/photograph
- o. Tutorial/Coaching and Mentoring/Accrediting an Evaluating HEIs Programs**
 - Report including the process in the conduct of coaching and mentoring and result.
- p. Policy Development**
 - Report including the policy formulation
 - Certification from Employer
 - Acknowledgement of Policy Submission
- q. Consultancy**

| | |
|---|---|
| <ul style="list-style-type: none"> - Consultancy Report - Certificate of Appointment as Consultant r. As a Monitor: <ul style="list-style-type: none"> - Monitoring Report - Certificate of Appearance - Authority to Monitor/Travel Order/Office Order s. As an Evaluator <ul style="list-style-type: none"> - Evaluation Report - Attendance Report - Certificate as Evaluator issued by the PRC <p>2.3 Informal Learning</p> <p>a. Government/Business Private/Academe/Civil Society</p> <ul style="list-style-type: none"> ● Diagnostic Assessment – To establish personal development needs with evidence of prior learning. <ul style="list-style-type: none"> - Curriculum Vitae - Certification of performance from direct supervisor or client/self- declaration for the self-employed ● Formative Assessment – To monitor the progress of an individual's learning and establish that learning has occurred. <ul style="list-style-type: none"> - Photo documentation with brief write-up - Reference letter from supervisor - Performance appraisal from employer - Certification of performance from direct supervisor or client/self- declaration for the self-employed. ● Summative Assessment – To measure the learning outcomes and demonstration of evidence or application of such learning. | |
| <p>3. Documentary Evidence – Portfolio which demonstrates acquisition of knowledge skills and values and application with appropriate degree of independence</p> | |
| <p>4. Softcopy of Professional Identification Card (PIC)</p> | <p>Professional Regulation Commission (PRC)</p> |

5. "CPDD-03" Application Form for Crediting Activities that Did Not Go Through the CPD Council for Accreditation

Upload PDF form of your compiled copy of certificate/s and other requirements needed.

[PRC Website](#) for prescribed template and accomplished by the Applicant

Note:

Processing fee shall be paid immediately after the successful submission of application using authorized online payment channel or three (3) working days if payment is through PRC Cashier

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Log in using the CPDAS account (cpdas.prc.gov.ph) | 1. The system will accept the registration of the applicant-professional | None | None | Applicant |
| 2. Fill out the required fields and upload the required documents in one file in PDF format. | 2. System receives the file uploaded | None | None | Applicant |
| 3. Pay the prescribed processing fee within the prescribed period | | ₱500 | None | Applicant |
| | 3. Check the completeness and correctness of the uploaded documents <i>Note: If found in order, forward the same to the concerned CPD Council.</i> | None | 3 working days | Chief Professional Regulations Officer, CO-RO-CPDD/RO-RD |
| | 4. Conduct content and technical evaluation and render action/decision on the application. | None | 15 working days | CPD Council Members of the Concerned Profession |
| | 5. For approved application , encode the granted CPD unit/s on the applicant's CPDAS account. | None | 1 working day | CPD Council Secretary, CO-RO-CPDD |



| | | | | |
|---------------------------|---|--------------------------------------|------------------------|--|
| | <p>For provisionally approved application, send Notice of Provisional Approval indicating the deficiency/ies of the application. Compliance with the stated deficiency/ies shall be within seven (7) working days, subject to the CPD Council's re-evaluation and final decision. Non-compliance to deficiency/ies shall be considered as disapproved application.</p> <p>For disapproved application, inform the applicant, on the reason/s for disapproval.</p> | | | |
| TOTAL | | Processing Fee: Php500.00 | 19 working days | |
| END OF TRANSACTION | | | | |

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

Refers to the accreditation of CPD Program

| Office or Division: | Central Office (CO) - Regulation Office - Continuing Professional Development Division (CO-RO-CPDD) and Regional Offices – Regulation Division (RO-RD) | |
|---|--|---|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Accredited CPD Providers | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. Prescribed Instructional Design or the template as prescribed by the concerned CPD Council | | CPDAS Account of Accredited CPD Providers under “Downloadables” or PRC Website |
| 2. Evaluation methods and tools that measure the learning gained by the participants specific and appropriate to learning outcome set | | Applicant |
| 3. Program of Activities showing the time duration per topic and the resource person/s | | Applicant |
| 4. Prescribed Financial Plan for the conduct of the CPD program | | CPDAS Account of Accredited CPD Providers under “Downloadables” |
| 5. Prescribed Resume of Resource Person/s relevant to the CPD program applied for with attached scanned copy/ photocopy of valid Professional Identification Card of resource person/s if registered professional, otherwise submit a scanned copy/ photocopy of a Government-issued or Company Identification Card | | CPDAS Account of Accredited CPD Providers under “Downloadables” |
| 6. Valid Special Temporary Permit if the Resource Person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions | | Central Office – International Affairs Office and Receiving Regional Office – Regulation Division |
| 7. For Synchronous Online Learning, Declaration of the Specifications and Capacity of the Videoconferencing Platform | | Applicant |

Additional Requirement, if applicable:

1. Documentary Stamp Tax or Electronic Documentary Stamp Tax (whichever is available) to be affixed to the Certificate of Accreditation of Program (CoAP)

Bureau of Internal Revenue (BIR)

Note:

Processing fee shall be paid immediately after the successful submission of application using authorized online payment channel or three (3) working days if payment is through PRC Cashier

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--|
| 1. Log in using the CPDAS account (cpdas.prc.gov.ph) | 1. The system will accept the registration of the applicant. | None | None | Accredited CPD Provider |
| 2. Fill out the required fields and upload the necessary requirement in PDF format individually. | 2. System receives the file uploaded. A unique identification number as reference will be generated by the system. | None | None | Accredited CPD Provider |
| 3. Pay the prescribed processing fee through any authorized online payment channels or through PRC Cashier. | | ₱1,000 | None | |
| | 3. Check the completeness and correctness of the uploaded documents. If found in order, forward the same to the concerned CPD Council. Otherwise, send notice of disapproval to the applicant, detailing the reason/s for disapproval | None | 3 working days | Chief Professional Regulations Officer, CO-RO-CPDD/RO-RD |
| | 4. Conduct content and technical evaluation and render action/decision on the | None | 15 working days | CPD Council Members of the Concerned Profession |

| | | | | |
|---------------------------|--|--|------------------------|--------------------------------------|
| | application through the system. | | | |
| | <p>5. For approved application, send Notice of Approval.</p> <p>For provisionally approved application, send Notice of Provisional Approval indicating the deficiency/ies of the application. Compliance with the stated deficiency/ies shall be within seven (7) working days, subject to the CPD Council's re-evaluation and final decision. Non-compliance to deficiency/ies shall be considered as disapproved application.</p> <p>For disapproved application, inform the applicant, on the specific reason/s for disapproval.</p> | None | 1 working day | CPD Council Secretary, CO-RO-CPDD |
| TOTAL | | Processing Fee: Php1,000.00 | 19 working days | |
| END OF TRANSACTION | | | | |

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

Refers to the process of accrediting entities who intend to offer CPD Programs

| Office or Division: | Central Office (CO) - Regulation Office - Continuing Professional Development Division (CO-RO-CPDD) and Regional Offices – Regulation Division (RO-RD) | |
|--|--|---|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Individual/Sole Proprietor, Firm/Partnership, Corporation, Cooperative, and Government Institutions/Agencies | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Local CPD Provider | | |
| Basic Requirements: | | |
| For New/Initial Registration | | |
| A. Individual / Sole Proprietor | | |
| 1. Authenticated DTI Certificate of Registration | | Department of Trade and Industry (DTI) |
| 2. Mayor's or Business Permit | | Local Government Unit (LGU) |
| 3. Authenticated BIR Certificate of Registration and Tax Clearance | | Bureau of Internal Revenue (BIR) |
| 4. Original Copy of NBI Clearance | | National Bureau of Investigation (NBI) |
| 5. Valid Professional Identification Card (PIC) of the proprietor which shall be of the same profession where application is intended to be submitted, along with his/her resume that includes, among others, relevant educational background, current employment, principal area of professional work, and number of years in the practice of the regulated profession. | | Professional Regulation Commission (PRC) |
| 6. Profile which includes Mission, Vision, Core Values, and a list with details of previous training programs and activities conducted, if any. | | Applicant |
| 7. Instructional Design for at least three (3) programs. | | PRC Website for prescribed template and accomplished by the Applicant |

| | |
|---|---|
| 8. Affidavit of Undertaking | PRC Website for prescribed template and accomplished by the Applicant |
| B. Firm / Partnership / Corporation/ Cooperative | |
| 1. Authenticated SEC or CDA Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws. | Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA) |
| 2. Mayor's or Business Permit | LGU |
| 3. Authenticated BIR Certificate of Registration and Tax Clearance | BIR |
| 4. List of officers with valid Professional Identification Card, if licensed professional | Applicant (PRC if Licensed Professional) |
| 5. Instructional Design for at least three (3) programs | PRC Website for prescribed template and accomplished by the Applicant |
| 6. Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary's Certificate of a Corporation authorizing an officer, preferably a professional with valid Professional ID Card, to manage CPD Programs, unless provided under existing guidelines of the concerned council that the profession and license of the subject partner shall be of the same profession and license where the application is intended to be submitted. | Applicant |
| 7. Affidavit of Undertaking | PRC Website for prescribed template and accomplished by the Applicant |
| C. Government Institution/Agency | |
| 1. Copy of Charter or Republic Act establishing the agency | Official Gazette, UP Law Center, or Congress |
| 2. Office Order or its equivalent from the head of Agency appointing its officer, preferably a professional with valid Professional ID Card, to manage the CPD Programs, unless provided under existing guidelines of the concerned council that the profession and license of the officer, shall be of the same profession and | Applicant |

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| license where the application is intended to be submitted. | |
| 3. Instructional Design for at least three (3) programs | PRC Website for prescribed template and accomplished by the Applicant |
| For Renewal | |
| 1. Username and Password to access own CPDAS account | cpdas.prc.gov.ph and Applicant |
| Save separately the documentary requirements in PDF format: | |
| 2. Three-year Consolidated Report to include the following: a. List of CPD Programs and activities conducted for the last three (3) years b. Audited Financial Report | Applicant |
| 3. Updated General Information Sheet for Corporation or Partnership or Cooperation | SEC or CDA whatever is applicable |
| 4. Amended Articles of Incorporation or Partnership or Cooperation and their respective By-laws, if there are changes | SEC or CDA whatever is applicable |
| 5. Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary's Certificate of a Corporation authorizing an officer to manage CPD programs; or Office Order or its equivalent from the Head of the Government Agency appointing its officer to manage the CPD Programs, if there are changes | Applicant |
| 6. Instructional Design for at least three (3) programs | PRC Website for prescribed template and accomplished by the Applicant |
| 7. Affidavit of Undertaking | PRC Website for prescribed template and accomplished by the Applicant |
| Foreign CPD Provider | |
| For New/Initial Registration | |
| 1. 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 with English translation thereof/Apostille | Issuing Country of Origin |

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| 2. Affidavit of Undertaking using the prescribed template, duly subscribed and sworn before Philippine embassy/Consulate in the country/state of the applicant | PRC Website for prescribed template and accomplished by the Applicant |
| 3. Appointment paper of the representative from the Philippines duly authorized to represent the foreign entity | Applicant |
| 4. Company Profile with Mission, Vision, Core Values, and if any, list and details of previous training activities conducted | Applicant |
| 5. Instructional design for at least three (3) programs | PRC Website for prescribed template and accomplished by the Applicant |
| 6. Appointment paper (or its equivalent) from the managing partner authorizing the subject partner to manage the CPD programs, preferably a professional with valid Professional ID Card to manage the CPD programs, unless provided under existing guidelines of the concerned council that the profession and license of the subject partner shall be of the same profession and license where the application is intended to be submitted or Board Resolution/Secretary's Certificate of a Corporation to represent the company and manage the CPD Programs | Applicant |
| For Renewal | |
| 1. Username and Password to access own CPDAS account | cpdas.prc.gov.ph and Applicant |
| Save separately the documentary requirements in PDF format: | |
| 2. Updated General Information Sheet for Corporation and Partnership, or its equivalent. | Issuing Country of Origin |
| 3. Amended Articles of Incorporation or Partnership and their respective By-laws, if there are changes | Issuing Country of Origin |
| 4. Appointment paper (or its equivalent) from the managing partner authorizing the subject partner to manage the CPD programs, preferably a professional with valid Professional ID Card to manage the CPD programs, unless provided under existing guidelines of the concerned council that the profession and license of the subject partner shall be of the same profession and license where the application is intended to be submitted; or Board Resolution/Secretary's Certificate of a Corporation to represent the company and manage the CPD Programs, if there are changes. | Applicant |
| 5. Appointment paper of the representative from the Philippines duly authorized to represent the foreign entity | Applicant |
| 6. List of CPD Programs and activities for the last three (3) years | Applicant |

| 7. Instructional design for at least three (3) programs | | | | PRC Website for prescribed template and accomplished by the Applicant |
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| 8. Affidavit of Undertaking | | | | PRC Website for prescribed template and accomplished by the Applicant |
| Additional requirements: | | | | |
| 1. Documentary Stamp Tax or Electronic Documentary Stamp Tax (whichever is available) to be affixed to the Certificate of Accreditation CoA) | | | | BIR |
| Note: <ol style="list-style-type: none"> The Articles of Incorporation/Partnership or Articles of Cooperative and By-laws shall include as one of its purposes the training and development of professionals; or in the case of commercial or industrial, provides for the training and development of professionals. Processing fee shall be paid immediately after the successful submission of application using authorized online payment channel or three (3) working days if payment is through PRC Cashier Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and government issued identification cards of both the CPD Focal Person and the representative. | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Access/Log in on the cpdas.prc.gov.ph | 1. The system will accept the registration/log in credentials of the applicant | None | None | Applicant |
| 2. Fill out the required fields and upload the required documents in one file in PDF format. | 2. System receives the file uploaded. A unique identification number as reference will be generated by the system. | None | None | |
| 3. Pay the prescribed processing fee thru any authorized online payment channels or thru PRC Cashier. | | ₱5,000 for local ₱8,000 for foreign | None | |
| | 3. Check the completeness and correctness of the uploaded documents. | None | 3 working days | Chief Professional Regulations Officer, CO-RO-CPDD/RO-RD |

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| | If found in order, forward the same to the concerned CPD Council. Otherwise, send Notice of Disapproval to the applicant, detailing the reason/s for disapproval. | | | |
| | 3.1 Conduct content and technical evaluation and render action/decision on the application through the system. | None | 15 working days | CPD Council Members of the Concerned Profession |
| | 3.2 For approved application , send Notice of Approval. The applicant, during the initial application for accreditation, will be given a system generated username and password to access the CPDAS. For provisionally approved application , send Notice of Provisional Approval indicating the deficiency/ies of the application. Compliance with the stated deficiency/ies shall be within seven (7) working days, subject to the CPD Council's re-evaluation and final decision. Non-compliance to deficiency/ies shall be considered as disapproved application. For disapproved application , inform the applicant, on the reason/s for disapproval. | None | 2 working days. | CPD Council Secretary, CO-RO-CPDD |



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| TOTAL | Processing Fees for: Local: Php5,000.00 Foreign: Php8,000.00 | 20 working days | |
| END OF TRANSACTION | | | |

17. APPLICATION FOR ISSUANCE OF CERTIFICATE OF:

- A. Accreditation of Provider of Real Estate Service Training Program
- B. Accreditation of Lecturer/Speaker of Real Estate Service Training Program and Seminars, Continuing Professional Development (CPD) and Career Progression and Specialization (CPS) Program
- C. Accreditation of Real Estate Service Training Program
- D. Accreditation of Provider of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives
- E. Accreditation of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives
- F. Compliance to Electrical Engineering Firms/Companies/Associations/Corporations
- G. Registration of Firm, Company, Partnership, Corporation or Association for the Practice of Architecture
- H. Registration of Firms/Companies/Associations/Corporations of Civil Engineering
- I. Registration to Consulting Firm/Partnership/Corporation/Association/Foundation Engaged in Environmental Planning

Refers to the processing of application for accreditation of lecturer/speaker/provider and training program for real estate service, provider/training program detailmen/medical representatives/professional sales representatives, compliance of electrical engineering establishments and registration of companies for the practice of architecture or engaged in civil engineering and environmental planning.

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| Office or Division: | Central Office (CO) – Regulation Office - Accreditation and Compliance Division (RO-ACD) and Regional Office - Regulation Division (RO-RD) |
| Classification: | Highly Technical Transaction |
| Type of Transaction: | G2C – Government to Citizen / G2B – Government to Business |
| Who may avail: | <p>Real Estate Service/Pharmacy:</p> <ul style="list-style-type: none"> • Provider of Real Estate Service Training Program; • Lecturer/Speaker of Real Estate Service Training Program; • Training Program for Real Estate Salespersons; • Provider of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives; and • Training Program for Detailmen/Medical Representatives/Professional Sales Representatives <p>Electrical Engineering/Architecture/Environmental Planning:</p> <ul style="list-style-type: none"> • Electrical Engineering Firms/Companies/Associations/Corporations; • Civil Engineering Firms/Companies/Associations/Corporations; • Architectural Firm/Company/Partnership/Corporation/Association; and • Environmental Planning Consulting Firm/Partnership/Corporation/Association/Foundation |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE/SOURCES |
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| REAL ESTATE SERVICE | |
| Basic Requirements: | |
| Provider of Real Estate Service Training Program | |
| A. Initial Application: Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Authenticated copy of the Certificate of Registration, Current Articles of Incorporation, By-Laws and General Information Sheet issued by the Securities and Exchange Commission (SEC); or authenticated copy of the Charter of State Colleges and Universities. | Security and Exchange Commission (SEC)/State College/University |
| 2. Endorsement from the National or Head Office (If a chapter). | Applicant |
| 3. Certificate of Recognition issued by the Commission on Higher Education (CHED) (For Colleges and Universities). | CHED |
| 4. Current Mayor's Permit. | Local Government Unit (LGU) |
| 5. Certificate of Registration as Real Estate Practitioner of the Director or Officer-in-Charge of the training or seminar. | Applicant |
| 6. List and photographs of facilities to be used for the training. | |
| 7. Pool of accredited lecturers (At least five (5)). | |
| 8. Syllabi of each activity to be offered. | |
| 9. Latest Financial Statements audited by a Board of Accountancy (BOA) accredited Certified Public Accountant (CPA) duly received by the SEC. | |
| B. Renewal of Accreditation: Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Expired Certificate of Accreditation. | Applicant |
| 2. Authenticated copy of the Certificate of Registration, Current Articles of Incorporation, By-Laws and General Information Sheet issued by the SEC; or authenticated copy of the Charter of State Colleges and Universities. | SEC |
| 3. Endorsement from the National or Head Office (If a chapter). | Applicant |
| 4. Current Mayor's Permit. | LGU |
| 5. Certificate of Registration as Real Estate Practitioner of the Director or Officer-in-Charge of the training or seminar. | Applicant |
| 6. Syllabi of each activity to be offered. | |
| 7. Latest Financial Statements audited by a BOA accredited CPA duly received by the SEC. | |



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| Additional Requirement: | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Accreditation. | Bureau of Internal Revenue (BIR) |
| Lecturer/Speaker of Real Estate Service Training Program | |
| A. Initial Application: | |
| Scanned copy of the original required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Declaration as a competent Speaker/Lecturer with the following details: 1. that he/she has at least seven (7) years active experience in real estate professional practice with supporting documents as claimed, of which at least five (5) years pertain to teaching experience in real estate subjects either as speaker/lecturer/instructor/mentor in real estate training and seminars, BSREM course, CPD or CPS programs, workshops, real estate reviews and others, with proof as claimed and also attaching the participants/attendees evaluation results (PER) per subject/topic or summary thereof, as Certified by the Training Director and attested by the Provider's President. | https://www.prc.gov.ph/acd-downloadable-forms-0 |
| 2. Current National Bureau of Investigation (NBI) Clearance. | NBI |
| 3. Valid Professional Identification Card (PIC) for at least six (6) months. | Applicant |
| 4. Current Professional Tax Receipt (PTR) per profession, if more than one (1) license. | |
| 5. Certificate of Completion on Trainer's Training attended as Basic Course of Speakers/Trainers. | |
| B. Renewal of Accreditation: | |
| Scanned copy of the original required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Declaration as an expert speaker/lecturer with the following details: lectures conducted with subjects and hours taught during the validity of the accreditation with proof as claimed and also attaching the participants'/attendees' evaluation results (PER) per subject/topic or summary thereof, as Certified by the Training Director and attested by the Provider's President. | https://www.prc.gov.ph/acd-downloadable-forms-0 |
| 2. Current NBI Clearance. | NBI |
| 3. Valid PIC for at least six (6) months. | Applicant |
| 4. Current PTR per profession, if more than one (1) license. | |
| 5. Certificate of Completion of the Speaker's/Lecturer's Enhancement Training Program conducted by the Board for the first renewal or proof of attendance to any Speaker's/Lecturer's enrichment program on the subsequent renewal. | |
| Additional Requirement: | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Accreditation. | BIR |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | |



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| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | Representative |
| Training Program for Real Estate Salespersons: | |
| Scanned copy of the original required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Certificate of Accreditation as Training Provider. | Applicant |
| 2. Content/outline/syllabi (topics of training program and number of hours). | |
| 3. Evaluation tool for the training program. | |
| 4. Actual Program Schedule (should include the following: Time, Topic/s, Name of Accredited Instructors/Lecturers and number of Hours per Topic). | |
| 5. Estimated cost and projected income of the program. | |
| Additional Requirement: | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Accreditation. | BIR |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | Representative |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | |
| PHARMACY | |
| Basic Requirements: | |
| Provider of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives | |
| A. Initial Application: | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Company Profile. | Applicant |
| 2. Authenticated copy of Certificate of Registration, Articles of Incorporation and By-Laws issued by the SEC. | SEC |
| 3. Valid License to Operate issued by the Food and Drug Administration (FDA), if applicable. | Applicant |
| 4. Certificate of Registration issued by the BIR. | |
| 5. List of Officers and their valid Professional Identification Cards (PICs), if applicable. | |
| 6. Training syllabi with the following core subjects: A. Basic Anatomy, Physiology and Pathophysiology; B. Basic Pharmacology; C. Pharmaceutical Dosage Forms; D. Jurisprudence and Business Ethics; and | |



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| E. Communication Skills. | Applicant |
| 7. Criteria for the selection of training facilitators. | |
| 8. List of training facilitators with the following documentary attachments: A. Curriculum vitae; and B. Valid PIC, if applicable. | |
| 9. Assessment mechanism for Training Program. | |
| B. Renewal of Accreditation: | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Expired Certificate of Accreditation. | Applicant |
| 2. Authenticated copy of Certificate of Registration, Articles of Incorporation and By-Laws issued by the SEC. | SEC |
| 3. Valid PIC for at least six (6) months. | Applicant |
| 4. Valid License to Operate issued by the FDA, if applicable. | |
| 5. Certificate of Registration issued by the BIR. | |
| 6. List of Officers and their valid Professional Identification Card (PIC), if applicable. | |
| Additional Requirement: | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Accreditation. | BIR |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | Representative |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | |
| Training Program for Detailmen/Medical Representatives/Professional Sales Representatives: | |
| Scanned copy of the original required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Description of the program for the following core subjects: Basic Anatomy, Physiology and Pathophysiology; Basic Pharmacology; Pharmaceutical Dosage Forms; Jurisprudence and Business Ethics; and Communication Skills. | Applicant |
| 2. Assessment mechanism for the trainees. | Applicant |
| 3. Assessment mechanism for the training program. | |
| 4. Résumé of Speakers (With three (3) years experience in the academe/field in Pharmacy). | |



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| 5. Valid Professional Identification Card (PIC) of Speakers/Training Facilitators. | |
| 6. List of References of the subjects/topics. | |
| 7. Proposed Budget. | |
| Additional Requirement: | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Accreditation. | BIR |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | Representative |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | |
| ELECTRICAL ENGINEERING | |
| Basic Requirements: | |
| Compliance to Electrical Engineering Firms/Companies/Associations/Corporations: | |
| Scanned copy of the original required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Duly accomplished and notarized Affidavit/s of Professional/Registered Electrical Engineer/s. | https://www.prc.gov.ph/acd-downloadable-forms-0 |
| 2. Valid Professional Identification Card(s) of the Professional/Registered Electrical Engineer/s. | Applicant |
| 3. Valid Professional Tax Receipt (PTR) issued by the City/Province where the Principal Office is located. | |
| Additional Requirement: | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Compliance. | BIR |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | Representative |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | |
| ARCHITECTURE | |
| Basic Requirements: | |
| Registration of Firm, Company, Partnership, Corporation or Association for the Practice of Architecture: | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. PRC Certificate of Registration of sole practitioner, all partners of the partnership, and all members of the association. | Applicant |
| 2. Current PRC Professional Identification Card/s of sole practitioner, all partners of the partnership, and all members of the association. | |

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| 3. Current PTR of sole practitioner, all partners of the partnership, and all members of the association issued by the local government unit. | |
| 4. For sole practitioner, submit a certified true copy of the Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI). | DTI |
| 5. For Partnership and Association, submit an authenticated copy of the Certificate of Registration issued by the Securities and Exchange Commission (SEC). | SEC |
| 6. For Partnership/Corporation, submit an authenticated copy of the Articles of Partnership/Corporation, By-Laws, and General Incorporation Sheet (GIS) issued by the Securities and Exchange Commission. | |
| 7. Current Business Permit of the firm/company, partnership, corporation or association. | LGU |
| 8. Tax Identification Number of the firm/company, partnership, corporation or association. | Applicant |
| 9. Board Resolution or Secretary's Certificate (as applicable) appointing representative of Architectural Firm to file the application. | |
| 10. Firm's current organizational chart and plantilla/listing of registered and licensed Architects (and their respective positions) and staff. | |
| Additional Requirement: | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Registration. | BIR |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | Representative |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | |
| CIVIL ENGINEERING | |
| Basic Requirements: | |
| Registration of Firms/Companies/Associations/Corporations of Civil Engineering: | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. PRC Certificate of Registration of sole practitioner, all partners of the partnerships, and all members of the association. | Applicant |
| 2. Current Professional Identification Card/s of sole practitioner, all partners of the partnership, and all members of the association. | |
| 3. 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. | |
| 4. For Partnership and Association, submit an authenticated copy of Certificate of Registration, issued by the SEC. | |

| 5. For Partnership and Association, submit an authenticated copy of Articles of Partnership and B-Laws issued by the SEC. | | | SEC | |
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| Additional Requirement: | | | | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Registration. | | | BIR | |
| Requirements for Representative for claiming the signed certificate: | | | | |
| 1. Any valid government – issued or valid NBI clearance | | | Representative | |
| 3. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | | | | |
| ENVIRONMENTAL PLANNING | | | | |
| Basic Requirements: | | | | |
| Registration to Consulting Firm/Partnership/Corporation/Association/Foundation Engaged in Environmental Planning: Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | | | | |
| 1. Requirements for Representative for claiming the signed certificate: | | | SEC | |
| 2. 1.Any valid government – issued or valid NBI clearance | | | Representative | |
| 3. 2.If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | | | | |
| Additional Requirement: | | | | |
| 1. One (1) Documentary Stamp Tax (DST) for Certificate of Registration. | | | BIR | |
| Requirements for Representative for claiming the signed certificate: | | | | |
| 1.Any valid government – issued or valid NBI clearance | | | Representative | |
| 2.If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Visit the website https://acoas.prc.gov.ph , register and/or create a transaction online, upload the documentary requirements, select the preferred PRC-RO as the processing office, and | 1.1. Check the application details, and the correctness and completeness of the documentary requirements uploaded. | Application Fee: Real Estate Service <ul style="list-style-type: none">• Php 5,000.00 - Provider• Php 1,500.00 - Lecturer/ Speaker• Php 3,000.00 - Training Program | 2 hours | Professional Regulations Officer, RO-RD |

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| <p>pay the prescribed fees online.</p> | | <p>Pharmacy</p> <ul style="list-style-type: none"> • Php 5,000.00 - Provider • Php 3,000.00 - Training Program <p>Electrical Engineering</p> <ul style="list-style-type: none"> • Php 2,000.00 - Electrical Engineering Firms/ Companies/Associations/ Corporations <p>Civil Engineering</p> <ul style="list-style-type: none"> • Php 5,000.00 (Initial/ Reinstatement) / • Php 3,000.00 (Renewal) - Civil Engineering Firms/ Companies <p>Architecture</p> <ul style="list-style-type: none"> • Php 2,500.00 - Architectural Firm/ Company/Partnership/ Corporation/Association <p>Environmental Planning</p> <ul style="list-style-type: none"> • Php 3,000.00 - Environmental Planning Consulting Firm/ Partnership/Corporation/ Association • Partnership/Corporation/ Association | | |
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| | 1.1.1. If correct and complete, forward the application to the concerned PRB through the system. | | | |
| | 1.1.2. If incorrect/incomplete, enter into the system the findings and forward to the applicant through email. Any documents for compliance shall be uploaded in the system. | None | 5 minutes | Professional Regulations Officer, RO-RD |
| | 1.2. Review the application documents. | None | 2 working days | PRB Focal Person |
| | 1.2.1. If approved, forward the application documents through the system to the ACD for the drafting of Board Resolution | None | 5 minutes | PRB Focal Person |
| | 1.2.2. If disapproved, enter into the system the reason/s for disapproval/deferment and forward to the PRC-RO staff for appropriate action. | | | |
| | 1.3. Draft a Board Resolution and forward the same to the Chief of ACD and Director of Regulation Office for review and approval. | None | 1 hour | Professional Regulations Officer, CO-RO-ACD |
| | 1.4. Review and approve the draft Board Resolution | None | 3 hours | Chief, Director, CO-RO-ACD |
| | 1.5. Forward the reviewed Board Resolution to the PRB concerned | None | 5 minutes | Professional Regulations Officer, CO-RO-ACD |
| | 1.6. Review the editable draft Board Resolution. | None | 1 working day | PRB Concerned |
| | 1.6.1. If approved, click the "approved" | | | |

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| | button in the system. Then, forward it to the Chief of the PRB Secretariat Division for attestation. | None | 5 minutes | PRB Concerned |
| | 1.6.2. If disapproved enter into the system the reason/s for disapproval/ and forward to the ACD for appropriate action. | | | |
| | 1.7. Review the signed Board Resolution. | None | 2 hours | Chief, D-SPRB |
| | 1.7.1. If approved, click the “attested” button in the system. Then, forward to the concerned D-SPRB Secretary for appropriate action. | None | 5 minutes | Chief, D-SPRB |
| | 1.7.2. If disapproved, enter into the system the reason/s for disapproval and forward to the ACD for appropriate action. | | | |
| | 1.8. Affix the e-signature of the concerned PRB and the Chief of PRB Secretariat Division and forward the signed Board Resolution to the Commission through the Commission Secretariat | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.9. Receive the signed Board Resolution and forward to the Administrative Officer V for appropriate action | None | 1 working day | Commission Secretary |

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| | 1.10. Affix e-signature of the Chief of Commission Secretariat in the tracer and forward the signed Resolution to the Office of the Commissioner II | None | 5 minutes | Administrative Officer V, Commission Secretariat |
| | 1.11. Receive, review, and endorse the signed Resolution to the Commissioner II | None | 1 hour | Executive Assistant, Office of the Commissioner II |
| | 1.12. Approve the Resolution | None | 1 working day | Commissioner II |
| | 1.13. Affix e-signature of Commissioner II and forward the signed Resolution to the Office of the Commissioner I | None | 5 minutes | Executive Assistant, Office of the Commissioner II |
| | 1.14. Receive, review, and endorse the signed Resolution to the Commissioner I | None | 1 hour | Executive Assistant, Office of the Commissioner I |
| | 1.15. Approve the Resolution | None | 1 working day | Commissioner I |
| | 1.16. Affix e-signature of Commissioner I and forward the signed Resolution to the Office of the Chairperson | None | 5 minutes | Executive Assistant, Office of the Commissioner I |
| | 1.17. Receive, review, and endorse the signed Resolution to the Chairperson | None | 1 hour | Executive Assistant, Office of the Chairperson |
| | 1.18. Approve the Resolution | None | 1 working day | PRC Chairperson |
| | 1.18.1. If approved, affix the e-signatures of the Chairperson and forward the same to the Archives and Records Division (ARD) for docketing. | None | 5 minutes | |

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| | 1.18.2. If disapproved, enter into the system the reason/s for disapproval and forward to the concerned PRB for appropriate action. | | | Executive Assistant, Office of the Chairperson |
| | 1.19. Receive and docket the signed Resolution | None | 10 minutes | Administrative Aide VI, CO-AS-ARD |
| | 1.20. Receive the docketed Resolution and enter into the system the dates of effectivity and expiration of accreditation and print the certificate | None | 1 working day | Professional Regulations Officer, CO-RO-ACD |
| | 1.21. Transmit the Certificate/s to the Board Chairperson through the PRB Secretariat Division. | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| | 1.22. Receive and endorse the Certificate/s to the Board Chairperson for signature | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.23. Sign the Certificate/s | None | 1 working day | PRB Chairperson concerned |
| | 1.24. Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.25. Received the signed Certificate/s and forward the same to the Office of the Chairperson for signature | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| | 1.26. Receive, check, and endorse the signed Certificate/s to the Chairperson | None | 1 hour | Executive Assistant, Office of the Chairperson |
| | 1.27. Sign the Certificate/s | None | 1 working day | Chairperson, OCH |

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|--|---|---|--|--|
| | 1.28. Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | Executive Assistant, Office of the Chairperson |
| | 1.29. Receive and endorse the signed Certificate/s to the ARD | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| | 1.30. Receive and transmit the Certificate/s to the Regional Office concerned | None | 3 working days | Records Officer, CO-AS-ARD Mailing Section |
| | 1.31. Inform the applicant on the availability of the Certificate/s. | None | 5 minutes | Professional Regulations Officer, RO-RD |
| 2. Receive the Certificate of Accreditation and sign on the releasing logbook. | 2. Release the Certificate/s to the applicant and record the same on the releasing logbook. | None | 10 minutes | Professional Regulations Officer, RO-RD |
| TOTAL | | Application Fee: Real Estate Service <ul style="list-style-type: none"> • Php 5,000.00 - Provider • Php 1,500.00 - Lecturer/ Speaker • Php 3,000.00 - Training Program Pharmacy <ul style="list-style-type: none"> • Php 5,000.00 - Provider • Php 3,000.00 - Training Program Electrical Engineering <ul style="list-style-type: none"> • Php 2,000.00 - Electrical Engineering Firms/ Companies/Associations/ Corporations | 14 working days, 6 hours and 20 minutes | |

| | | | |
|--------------------|--|--|--|
| | <p>Civil Engineering</p> <ul style="list-style-type: none"> • Php 5,000.00 (Initial/ Reinstatement) / • Php 3,000.00 (Renewal) - Civil Engineering Firms/ Companies <p>Architecture</p> <ul style="list-style-type: none"> • Php 2,500.00 - Architectural Firm/ Company/Partnership/ Corporation/Association <p>Environmental Planning</p> <ul style="list-style-type: none"> • Php 3,000.00 - Environmental Planning Consulting Firm/ Partnership/Corporation/ Association | | |
| END OF TRANSACTION | | | |



18. APPLICATION FOR ISSUANCE OF CERTIFICATE OF COMPLIANCE TO MECHANICAL PLANTS/ESTABLISHMENTS

Refers to the processing of application for issuance of certificate of compliance to Mechanical Plants/Establishments

| | | | | | | |
|---|--|--|---|--|------------------------|---|
| Office or Division: | Central Office (CO) – Regulation Office - Accreditation and Compliance Division (RO-ACD) and Regional Office - Regulation Division (RO-RD) | | | | | |
| Classification: | Highly Technical Transaction | | | | | |
| Type of Transaction: | G2C – Government to Citizen / G2B – Government to Business | | | | | |
| Who may avail: | Mechanical Plants/Establishments | | | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | | | |
| Basic Requirements: | | | | | | |
| Scanned copy of the original required documents saved in one (1) file, PDF format, and arranged according to the list below: | | | | | | |
| 1. Duly accomplished and notarized Affidavit/s of Professional/Registered Mechanical Engineer/s. | | | https://www.prc.gov.ph/acd-downloadable-forms-0 | | | |
| 2. Valid Professional Identification Card(s) of the Professional/Registered Mechanical Engineer/s. | | | Applicant | | | |
| 3. Valid Professional Tax Receipt (PTR) issued by the city/province where the Principal Office is located. | | | | | | |
| Additional Requirements: | | | | | | |
| 1. One (1) Documentary Stamp Tax (DST). | | | Bureau of Internal Revenue (BIR) | | | |
| Requirements for Representative for claiming the signed certificate: | | | | | | |
| 1. Any valid government – issued or valid NBI clearance | | | Representative | | | |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | | | | | | |
| CLIENT STEPS | AGENCY ACTION | | FEES TO BE PAID | | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Visit the website https://acoas.prc.gov.ph , register and/or create a transaction online, upload the documentary requirements, select the | 1.1. Check the application details, and the correctness and completeness of the documentary requirements uploaded. | | Application Fee: Php 2,000.00 | | 2 hours | Professional Regulations Officer, RO-RD |

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|--|-------|---|------|----------------|---|
| preferred PRC-RO as the processing office, and pay the prescribed fees online. | 1.1.1 | If correct and complete, forward the application to the concerned PRB through the system. | | | |
| | 1.1.2 | If incorrect/incomplete, enter into the system the findings and forward to the applicant through email. Any documents for compliance shall be uploaded in the system. | None | 5 minutes | Professional Regulations Officer, RO-RD |
| | 1.2. | Review the application documents. | None | 2 working days | PRB Focal Person |
| | 1.2.1 | If approved, forward the application documents through the system to the ACD for the printing of certificate of accreditation | | | |
| | 1.2.2 | If disapproved, enter into the system the reason/s for disapproval/deferment and forward to the PRC-RO staff for appropriate action. | None | 5 minutes | PRB Focal Person |
| | 1.3. | Enter into the system the dates of effectivity and expiration of accreditation and print the Certificate/s. | None | 1 working day | Professional Regulations Officer, CO-RO-ACD |
| | 1.4. | Transmit the Certificate/s to the Board Chairperson through the PRB Secretariat Division. | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |

| | | | | |
|--|--|------|---------------|--|
| | | | | |
| | 1.5. Receive and endorse the Certificate/s to the concerned Board | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.6. Sign the Certificate/s | None | 1 working day | PRB Chairperson concerned |
| | 1.7. Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.8. Receive the signed Certificate/s and forward the same to the Commission Chairperson for signature | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| | 1.9. Receive, check, and endorse the signed Certificate/s to the Chairperson | None | 1 hour | Executive Assistant, Office of the Chairperson |
| | 1.10. Sign the Certificate/s | None | 1 working day | Chairperson, OCH |
| | 1.11. Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | Executive Assistant, Office of the Chairperson |
| | 1.12. Receive and endorse the signed Certificate/s to the Archives and Records Division (ARD) | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |

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|--|---|--|---|--|
| | 1.13. Receive and transmit the Certificate/s to the concerned Regional Office | None | 3 working days | Records Officer, CO-AS-ARD Mailing Section |
| | 1.14. Inform the applicant on the availability of the Certificate/s. | None | 5 minutes | Professional Regulations Officer, RO-RD |
| 2. Receive the Certificate/s of Accreditation and sign on the releasing logbook. | 2.1. Release the Certificate/s to the applicant and record the same on the releasing logbook. | None | 10 minutes | Professional Regulations Officer, RO-RD |
| TOTAL | | Application Fee: Php 2,000.00 | 8 working days, 4 hours and 25 minutes | |
| END OF TRANSACTION | | | | |

19. APPLICATION FOR ISSUANCE OF CERTIFICATE OF:

- A. Accreditation to Professional Organizations (APOs)
- B. Accreditation to Integrated Professional Organizations (AIPOs)
- C. Accreditation of Interim APO/AIPO

Refers to the process of accrediting professional organizations and integrated professional organizations.

| Office or Division: | Central Office (CO) – Accreditation and Compliance Division (ACD) | | | | | | | | | | | | |
|---|---|---|-----------------|------|----------|-------------|-----------------|--|--|--|--|--|--|
| Classification: | Highly Technical Transaction | | | | | | | | | | | | |
| Type of Transaction: | G2C – Government to Citizen / G2B – Government to Business | | | | | | | | | | | | |
| Who may avail: | Professional Organizations | | | | | | | | | | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES | | | | | | | | | | | |
| Basic Requirements: | | | | | | | | | | | | | |
| A. Initial Application | | | | | | | | | | | | | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | | | | | | | | | | | | | |
| 1. Duly notarized Petition for Accreditation with verification, signed by the national president, stating among others, the following: <ul style="list-style-type: none">It continues to maintain the purpose/s for which it was established; andIts membership does not fall below fifty percent plus one (50%+1) of the registered professionals with valid PICs for the current year for accreditation. | | https://prc.gov.ph/acd-resolutions-and-issuances | | | | | | | | | | | |
| 2. Secretary’s Certificate or Board Resolution granting authority to the national president to sign the petition, to attest the completeness/authenticity of the documents submitted, and to transact with the Board and the Commission. | | Applicant | | | | | | | | | | | |
| 3. Complete list of the incumbent officers, including its chapter officers, if any. The list must also indicate the valid Professional Identification Cards (PICs) in the following format: | | | | | | | | | | | | | |
| <table><tr><th>NAME</th><th>POSITION</th><th>LICENSE NO.</th><th>VALIDITY OF PIC</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table> | | | | NAME | POSITION | LICENSE NO. | VALIDITY OF PIC | | | | | | |
| NAME | POSITION | LICENSE NO. | VALIDITY OF PIC | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| 4. Authenticated copy of the following documents issued by the Securities and Exchange Commission (SEC): <ul style="list-style-type: none">Certificate of Registration;Current Articles of Incorporation; | | SEC | | | | | | | | | | | |

| <ul style="list-style-type: none">• Current By-Laws; and• Latest Audited Financial Statement/s (AFS), duly signed by a Certified Public Accountant (CPA) authorized to practice public accountancy, including those of its chapter organizations, if applicable. | | | | | | | | | | | | |
|--|---|-------------|-----------------|-------------|-----------------|--|--|--|--|--|--|--|
| 5. Authenticated copy of the following documents issued by the Bureau of Internal Revenue (BIR): <ul style="list-style-type: none">• Certificate of Registration; and• Tax Clearance. | BIR | | | | | | | | | | | |
| 6. Secretary’s Certificate of no intra-corporate/association dispute pending before the courts or quasi-judicial bodies. | Applicant | | | | | | | | | | | |
| 7. Work plan for two (2) years. | | | | | | | | | | | | |
| 8. Complete list of members in good standing, with the following details: <ul style="list-style-type: none">• Names of members in alphabetical order and numbered;• Their respective license numbers;• Dates of registration; and• Status of PICs, whether valid or expired. | | | | | | | | | | | | |
| 9. Proof of payment of the prescribed processing fee. | | | | | | | | | | | | |
| B. Renewal of Accreditation | | | | | | | | | | | | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | | | | | | | | | | | | |
| 1. Duly notarized Petition for Renewal of Accreditation signed by the national president stating among others, the following: <ul style="list-style-type: none">• It continues to maintain the purpose/s for which it was established; and• Its membership does not fall below fifty percent plus one (50%+1) of the registered professionals with valid PICs for the current year for accreditation. | https://prc.gov.ph/acd-resolutions-and-issuances | | | | | | | | | | | |
| 2. Secretary’s Certificate or Board Resolution granting authority to the national president to sign the petition or to attest the completeness/authenticity of the documents submitted, and to transact with the Board and the Commission. | Applicant | | | | | | | | | | | |
| 3. Complete list of the incumbent officers, including its chapter officers, if any. The list must also indicate the valid PICs in the following format: | | | | | | | | | | | | |
| <table><tr><th>NAME</th><th>POSITION</th><th>LICENSE NO.</th><th>VALIDITY OF PIC</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table> | | NAME | POSITION | LICENSE NO. | VALIDITY OF PIC | | | | | | | |
| NAME | POSITION | LICENSE NO. | VALIDITY OF PIC | | | | | | | | | |
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| 4. Authenticated copy of the following documents issued by the SEC: | SEC | | | | | | | | | | | |

| <ul style="list-style-type: none">Amended Articles of Incorporation;Amended By-Laws; andLatest AFS, duly signed by a CPA authorized to practice public accountancy. <p>If no changes in the organization, submit affidavit of no amendments (Articles of Incorporation and By-Laws) to be executed by the Corporate Secretary.</p> | | | | | | | | | | | | | | | | | |
|--|---|----------|-------------|-----------------|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|
| 5. Authenticated copy of the following documents issued by the BIR: <ul style="list-style-type: none">Tax Clearance. | BIR | | | | | | | | | | | | | | | | |
| 6. Secretary's Certificate of no intra-corporate/association dispute pending before the courts or quasi-judicial bodies. | Applicant | | | | | | | | | | | | | | | | |
| 7. Complete list of members in good standing, with the following details: <ul style="list-style-type: none">Names of members in alphabetical order and numbered;Their respective license numbers;Dates of registration; andStatus of PICs, whether valid or expired. | | | | | | | | | | | | | | | | | |
| 8. Proof of payment of the prescribed processing fee. | | | | | | | | | | | | | | | | | |
| C. Interim APO/AIPO | | | | | | | | | | | | | | | | | |
| 1. Duly notarized Petition for Accreditation with verification, signed by the national president, stating among others the reasons, such as inability to comply with the membership requirement and the actual membership status. | https://prc.gov.ph/acd-resolutions-and-issuances | | | | | | | | | | | | | | | | |
| 2. Secretary's Certificate or Board Resolution granting authority to the national president to sign the petition. | Applicant | | | | | | | | | | | | | | | | |
| 3. Complete list of the incumbent officers, including its chapter officers, if any. The list must also indicate the valid PICs in the following format: | Applicant | | | | | | | | | | | | | | | | |
| <table><tr><th>NAME</th><th>POSITION</th><th>LICENSE NO.</th><th>VALIDITY OF PIC</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table> | | NAME | POSITION | LICENSE NO. | VALIDITY OF PIC | | | | | | | | | | | | |
| NAME | | POSITION | LICENSE NO. | VALIDITY OF PIC | | | | | | | | | | | | | |
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| 4. Authenticated copy of the following documents issued by the Securities and Exchange Commission (SEC): <ul style="list-style-type: none">Certificate of Registration;Current Articles of Incorporation;Current By-Laws; and | SEC | | | | | | | | | | | | | | | | |

| <ul style="list-style-type: none">• Latest (AFS), duly signed by a CPA authorized to practice public accountancy, including those of its chapter organizations, if applicable. | | | | |
|---|--|----------------------------------|-----------------|--|
| 5. Authenticated copy of the following documents issued by the BIR: <ul style="list-style-type: none">• Certificate of Registration; and• Tax Clearance. | | BIR | | |
| 6. Secretary’s Certificate of no intra-corporate/association dispute pending before the courts or quasi-judicial bodies. | | Applicant | | |
| 7. Work plan for two (2) years. | | | | |
| 8. Membership shall be comprised of at least ten percent (10%) of the registered professionals possessing current and valid PIC. | | | | |
| 9. Complete list of members in good standing, with the following details: <ul style="list-style-type: none">• Names of members in alphabetical order and numbered;• Their respective license numbers;• Dates of registration; and• Status of PICs, whether valid or expired. | | | | |
| 10. Proof of payment of the prescribed processing fee. | | | | |
| Additional Requirements: | | | | |
| 1. One (1) Documentary Stamp Tax (DST). | | BIR | | |
| Requirements for Representative for claiming the signed certificate: | | | | |
| 1.Any valid government – issued or valid NBI clearance | | Representative | | |
| 2.If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Visit the website https://acoas.prc.gov.ph , register and/or create a transaction online, upload the documentary requirements, select the | 1.1. Check the application details, and the correctness and completeness of the documentary requirements uploaded. | Application Fee: Php 3,000.00 | 4 hours | Supervising Professional Regulations Officer (SVPRO), CO-ACD |
| | 1.1.1 If correct and complete, click | | | |

| | | | | |
|--|---|------|----------------|----------------------------|
| preferred PRC-RO as the processing office, and pay the prescribed fees online. | compliant tab into the system | | | |
| | 1.1.2. If incorrect/incomplete, enter into the system the findings and forward to the applicant. Any documents for compliance shall be uploaded in the system. | None | 5 minutes | SVPRO, CO-ACD |
| | 1.2. Draft a Board Resolution and forward the same to the Chief of ACD and Director of Regulation Office for review and approval. | None | 1 hour | SVPRO, CO-ACD |
| | 1.3. Review and approve the draft Board Resolution | None | 1 hour | Chief, Director, CO-RO-ACD |
| | 1.4. Forward the reviewed resolution and the application documents through the system, for review and approval of the concerned Professional Regulatory Board (PRB) | None | 5 minutes | SVPRO, CO-ACD |
| | 1.5. Review the application documents and draft Board Resolution | None | 5 working days | PRB Focal Person |
| | 1.5.1 If approved, click the “approved” button in the system. Then, forward it to the Chief of the PRB Secretariat Division for attestation. | | | |
| | 1.5.2. If disapproved enter into the system, the reason/s for disapproval/ and forward to the ACD for appropriate action. | None | 5 minutes | PRB Focal Person |

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| | | | | |
| | 1.6. Review the signed Resolution. | None | 2 hours | Chief, D-SPRB |
| | 1.6.2. If approved, click the “attested” button in the system. Then, forward to the concerned PRB Secretary for appropriate action. | None | 5 minutes | Chief, D-SPRB |
| | 1.6.3. If disapproved, enter into the system the reason/s for disapproval and forward to the ACD for appropriate action. | | | |
| | 1.7. Affix the e-signature of the concerned PRB and the Chief of PRB Secretariat Division and forward the signed Board Resolution to the Commission through the Commission Secretariat | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.8. Review the signed Board Resolution and forward the same to the Administrative Officer V for appropriate action. | None | 1 working day | Chief, Commission Secretariat |
| | 1.9. Affix e-signature of the Chief of Commission Secretariat in the tracer and forward the signed Resolution to the Office of the Commissioner II | None | 5 minutes | Administrative Officer V, Commission Secretariat |
| | 1.10. Receive, review, and endorse the signed Resolution to the Commissioner I. | None | 1 hour | Executive Assistant, Office of the Commissioner II |

| | | | | |
|--|--|------|---------------|--|
| | 1.11. Approve the Resolution | None | 1 working day | Commissioner II |
| | 1.12. Affix e-signature of Commissioner II and forward the signed Resolution to the Office of the Commissioner I | None | 5 minutes | Executive Assistant, Office of the Commissioner II |
| | 1.13. Receive, review, and endorse the signed Resolution to the Commissioner I | None | 1 hour | Executive Assistant, Office of the Commissioner I |
| | 1.14. Approve the Resolution | None | 1 working day | Commissioner I |
| | 1.15. Affix e-signature of Commissioner II and forward the signed Resolution to the Office of the Chairperson | None | 5 minutes | Executive Assistant, Office of the Commissioner I |
| | 1.16. Receive, review, and endorse the signed Resolution to the Chairperson | None | 1 hour | Executive Assistant, Office of the Chairperson |
| | 1.17. Approve the Resolution | None | 1 working day | PRC Chairperson |
| | 1.17.2. If approved, affix the e-signatures of the Chairperson and forward the same to the Archives and Records Division (ARD) for docketing. 1.17.3. If disapproved, enter into the system the reason/s for disapproval and forward to the concerned PRB for appropriate action. | None | 5 minutes | Executive Assistant, Office of the Chairperson |
| | 1.18. Receive and docket the signed Resolution | None | 10 minutes | Administrative Aide VI, CO-ARD |
| | 1.19. Receive the docketed Resolution and inform the applicant for | None | 10 minutes | SVPRO, ACD |

| | | | | |
|--|--|------|---------------|--|
| | publication of the resolution | | | |
| | 1.20. Receive the published resolution from the applicant and forward the same to the ARD for dissemination | None | 10 minutes | SVPRO, ACD |
| | 1.21. Disseminate the published resolution to the concerned offices/division | None | 5 minutes | Administrative Aide VI, CO-ARD |
| | 1.22. Enter into the system the dates of effectivity and expiration of accreditation and print the Certificate/s | None | 1 working day | SVPRO, ACD |
| | 1.23. Transmit the Certificate/s to the Board Chairperson through the PRB Secretariat Division. | None | 10 minutes | SVPRO, ACD |
| | 1.24. Receive and endorse the Certificate/s to the concerned Board Chairperson for signature | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.25. Sign the Certificate/s | None | 1 working day | PRB Chairperson concerned |
| | 1.26. Endorse and transmit the signed Certificate/s to the ACD | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.27. Received the signed Certificate/s and forward the same to the Office of the Chairperson for approval | None | 10 minutes | SVPRO, ACD |
| | 1.28. Receive, check, and endorse the signed Certificate/s to the Chairperson | None | 1 hour | Executive Assistant, Office of the Chairperson |
| | 1.29. Sign the Certificate/s | None | 1 working day | Chairperson, OCH |
| | 1.30. Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | Executive Assistant, Office of the Chairperson |
| | 1.31. Receive and Inform the applicant on the availability of the Certificate. | None | 5 minutes | SVPRO, ACD |



| | | | | |
|---|---|----------------------------------|---|------------|
| 2.Receive the Certificate of Accreditation and sign on the releasing logbook. | 2.1. Release the Certificate to the applicant and record the same on the releasing logbook. | None | 10 minutes | SVPRO, ACD |
| TOTAL | | Application Fee: Php 3,000.00 | 12 working days, 6 hours and 30 minutes | |
| END OF TRANSACTION | | | | |

20. APPLICATION FOR ISSUANCE OF CERTIFICATE OF:

A. Authority to Operate Chemical Laboratory

B. Authority to Operate Psychology or Psychometric Office, Center, Clinic or Facility

Refers to the processing of application for issuance of certificate of authority to operate chemical laboratory and authority to operate Psychology or Psychometric Office, Center, Clinic or Facility.

| | |
|-----------------------------|---|
| Office or Division: | Central Office (CO) – Regulation Office - Accreditation and Compliance Division (RD-ACD) and Regional Office - Regulation Division (RO-RD) |
| Classification: | Highly Technical Transaction |
| Type of Transaction: | G2C – Government to Citizen / G2B – Government to Business / G2G -Government to Government |
| Who may avail: | Chemistry: <ul style="list-style-type: none"> Owner of chemical laboratory Psychology: <ul style="list-style-type: none"> Owner of Psychological/Psychometric Office, Center, Clinic or Facility |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
|--|----------------------------------|-------------------------|
| CHEMISTRY | | |
| Basic Requirements: | | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | | |
| 1. Authenticated copy of the 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 the Certificate of Registration from the Department of Trade and Industries (DTI) for sole proprietorship. | SEC/DTI | |
| 2. Pictures of the storage area or room where hazardous, toxic, and flammable chemicals are stored. | Applicant | |
| 3. Pictures of the entire laboratory. | | |
| 4. Valid Professional Identification Cards (PICs) of the Chemists and Registered Chemical Technicians employed. | | |
| Additional Requirements: | | |
| One (1) Documentary Stamp Tax (DST). | Bureau of Internal Revenue (BIR) | |
| Requirements for Representative for claiming the signed certificate: | | |
| 1.Any valid government – issued or valid NBI clearance | | |



| | |
|---|----------------|
| 2.If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | Representative |
| PSYCHOLOGY | |
| Basic Requirements: | |
| A. For Government Agencies: | |
| Scanned copy of the original required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Charter/Law or equivalent document establishing its existence. | Applicant |
| 2. Profile of the Psychology or Psychometrics Office, Center, Clinic or Facility, with a brief statement of the nature of the psychological services it provides, existing staffing complement, among others. | |
| 3. List of facilities, areas, furniture, assessment tools, including but not limited to test materials, questionnaires, reference manuals, etc. and other ancillary equipment necessary for the conduct of competent and professional services. | |
| 4. Pictures of the secured storage area or room where the psychometric and psychological materials and questionnaires as well as other confidential materials are kept. (The pictures submitted by the applicant shall be kept confidential and shall not be available for public viewing or inspection unless upon order of competent authorities or with express written consent of the applicant.) | |
| 5. Diploma of the Head of Psychological Services Unit (PSU) for Post Graduate studies (MA, MS or PhD in Psychology). | |
| 6. Transcript of Records of the Head of PSU. | |
| 7. Certificates of Relevant Training attended by the Head of PSU for the last three (3) years. | |
| 8. Notarized Contract of Employment of the Head of PSU. If the Head of PSU is the owner, this is not required. | |
| 9. For Clinics or Facilities attached or part of a government institution/agency, submit charter of the entity to which they are attached to or part of. | |
| 10. For online psychotherapy or assessment, submit an undertaking as to full accountability in ensuring data security under the client’s confidentiality clause and Data Privacy Law. | |
| 11. For online assessment, submit copyright usage of online assessment tools and proof of purchase. | |
| B. For Private Entities: | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Authenticated copy of the Certificate of Registration issued by the SEC or by the DTI. | SEC/DTI |

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| 2. For SEC registered entities, submit an authenticated copy of the Articles of Incorporation and By-Laws. | | SEC | | | | | |
| 3. Profile of the Psychology or Psychometrics Office, Center, Clinic or Facility, with a brief statement of the nature of the psychological services it provides, existing staffing complement, among others. | | Applicant | | | | | |
| 4. List of facilities, areas, furniture, assessment tools, including but not limited to test materials, questionnaires, reference manuals, etc. and other ancillary equipment necessary for the conduct of competent and professional services. | | | | | | | |
| 5. Pictures of the secured storage area or room where the psychometric and psychological materials and questionnaires as well as other confidential materials are kept. (The pictures submitted by the applicant shall be kept confidential and shall not be available for public viewing or inspection unless upon order of competent authorities or with express written consent of the applicant.) | | | | | | | |
| 6. Diploma of the Head of PSU for Post Graduate studies (MA, MS or PhD in Psychology). | | | | | | | |
| 7. Transcript of Records of the Head of PSU. | | | | | | | |
| 8. Certificates of Relevant Training attended by the Head of PSU for the last three (3) years. | | | | | | | |
| 9. Notarized Contract of Employment of the Head of PSU. If the Head of the PSU is the owner, this is not required. | | | | | | | |
| 10. For Clinics or Facilities attached or part of a school/university, church, hospital/health institution, or corporate/industrial firm, submit the SEC or DTI registration documents, whichever is applicable, of the entity to which they are attached to or part of. | | | | | | | |
| 11. For online psychotherapy or assessment, submit an undertaking as to full accountability in ensuring data security under the client's confidentiality clause and Data Privacy Law. | | | | | | | |
| 12. For online assessment, submit copyright usage of online assessment tools and proof of purchase. | | | | | | | |
| Additional Requirements: | | | | | | | |
| 1.One (1) Documentary Stamp Tax (DST). | | | | | Bureau of Internal Revenue (BIR) | | |
| Requirements for Representative for claiming the signed certificate: | | Representative | | | | | |
| 1.Any valid government – issued or valid NBI clearance | | | | | | | |
| 2.If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | | | | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | | | |

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| 1. Visit the website https://acoas.prc.gov.ph , register and/or create a transaction online, upload the documentary requirements, select the preferred PRC-RO as the processing office, and pay the prescribed fees online. | 1.1. Check the application details, and the correctness and completeness of the documentary requirements uploaded | Application Fee: Chemistry: Php 6,500.00 Psychology: Php 6,500.00 | 2 hours | Professional Regulations Officer, RO-RD |
| | 1.1.2. If correct and complete, forward the application to the concerned PRB through the system. | | | |
| | 1.1.3. If incorrect/incomplete, enter into the system the findings and forward to the applicant through email. Any documents for compliance shall be uploaded in the system. | None | 5 minutes | Professional Regulations Officer, RO-RD |
| | 1.2. Review the application documents and schedule the date of inspection. (Approve or disapprove based on the inspection conducted) | None | 7 working days | PRB Focal Person |
| | 1.2.2. If approved, forward the application documents through the system to the ACD for the printing of certificate of authority/permit to operate 1.2.3. If disapproved, enter into the system the reason/s for disapproval/deferment and forward to the PRC-RO staff for appropriate action. | None | 5 minutes | PRB Focal Person |

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| 1.3. | Enter into the system the dates of effectivity and expiration of accreditation and print the Certificate/s. | None | 1 working day | Professional Regulations Officer, CO-RO-ACD |
| 1.4. | Transmit the Certificate/s to the concerned Board Chairperson through the PRB Secretariat Division. | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| 1.5. | Receive and endorse the Certificate/s to the concerned Board Chairperson for signature | None | 10 minutes | D-SPRB Secretary concerned |
| 1.6. | Sign the Certificate/s | None | 1 working day | PRB Chairperson concerned |
| 1.7. | Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | D-SPRB Secretary concerned |
| 1.8. | Receive the signed Certificate/s and forward the same to the Office of the Chairperson for approval | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| 1.9. | Receive, check, and endorse the signed Certificate/s to the Chairperson | None | 1 hour | Executive Assistant, Office of the Chairperson |
| 1.10. | Sign the Certificate/s | None | 1 working day | Chairperson, OCH |
| 1.11. | Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | Executive Assistant, Office of the Chairperson |
| 1.12. | Receive and endorse the signed Certificate to the Archives and Records Division (ARD) | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| 1.13. | Receive and transmit the Certificate to the Regional Office | None | 3 working days | Records Officer, CO-AS-ARD Mailing Section |



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| | 1.14. Inform the applicant on the availability of the Certificate/s. | None | 5 minutes | Professional Regulations Officer, RO-RD |
| 2. Receive the Certificate/s of Accreditation and sign on the releasing logbook. | 2. Release the Certificate/s to the applicant and record the same on the releasing logbook. | None | 10 minutes | Professional Regulations Officer, RO-RD |
| TOTAL | | Application Fee: Chemistry Php 6,500.00 Psychology Php 6,500.00 | 13 working days 4 hours and 25 minutes | |
| END OF TRANSACTION | | | | |

21. APPLICATION FOR ISSUANCE OF CERTIFICATE OF ACCREDITATION TO:

- A. Individual Certified Public Accountant (CPA) engaged in the practice of Public Accountancy
- B. Firm/Partnership of CPAs in the practice of Public Accountancy
- C. Individual Partner of Firm/Partnership of CPAs in the practice of Public Accountancy
- D. Individual CPA as Accounting Teacher

Refers to the processing of application for issuance of certificate of accreditation to individual CPA engaged in the practice of Public Accountancy, Firm/Partnership of CPAs in the practice of Public Accountancy, Individual partner of firm/partnership of CPAs in the practice of Public Accountancy and Individual CPA as Accounting Teacher.

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| Office or Division: | Central Office (CO) – Regulation Office - Accreditation and Compliance Division (RD-ACD) and Regional Office - Regulation Division (RO-RD) | |
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen / G2B – Government to Business / G2G – Government to Government | |
| Who may avail: | Individual CPAs and Firm/Partnership of CPAs in the practice of Public Accountancy | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Individual Certified Public Accountant (CPA) engaged in the practice of Public Accountancy | | |
| Basic Requirements: | | |
| A. Initial Application: | | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | | |
| 1. Certified true copy of the Certificate of Registration as a Certified Public Accountant (CPA). | | PRC |
| 2. Valid Professional Identification Card (PIC). | | Applicant |
| 3. Duly signed Code of Good Governance of the Individual CPA. | | |
| 4. Duly signed Copy of internal quality review procedures. | | |
| 5. Certified true copy of the Certificate of Quality Assurance Review (QAR) Registration. | | Applicant |
| 6. Picture of the Principal Office. | | Applicant |
| 7. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05. | | Applicant |
| 8. Duly signed Ethical and technical standards required of the practice of Public Accountancy. | | Applicant |

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| 9. Sworn statement by the CPA stating the following: (Duly notarized with documentary stamp on the original copy) <ul style="list-style-type: none"> a. has a meaningful participation in their respective internal quality review process; b. 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; c. is of good moral character; d. he/she had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and e. had at least three (3) years of meaningful experience in any of the areas of public practice including taxation as defined in Section 28 (A), Rule 4 of the IRR of R.A. 9298. | Applicant |
| 10. CPA Integrity Pledge. | Applicant |
| 11. Detailed description of work experience (data to include the name of the company, position, duties and responsibilities and date of employment). | Applicant |
| 12. Proof of 120 CPD credit units earned showing compliance with the required Competency Area. | PRC-CPDD |
| 13. Certificate of Membership in Good Standing from the APO/AIPO. | APO/AIPO |
| 14. For government employees, submit authority to practice profession issued by the employer, printed in the official letterhead of the institution/agency. | Applicant |
| B. Renewal of Accreditation: Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Certificate of Accreditation. | Applicant |
| 2. Valid Professional Identification Card (PIC). | |
| 3. Certified true copy of any of the following: <ul style="list-style-type: none"> a. Certificate of Registration, if the applicant is not yet subjected to QAR; or b. Provisional Certificate of QAR Compliance, if the applicant is undergoing remediation process; or | |

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| c. Certificate of QAR Compliance, if the applicant has satisfactorily passed the QAR inspection or has completed and complied with all the findings and recommendations of the QAR Inspection Team. | Applicant |
| 4. Proof of 120 CPD credit units earned showing compliance with the required Competency Area. | PRC-CPDD |
| 5. Certificate of Membership in Good Standing from the APO/AIPO. | APO/AIPO |
| 6. Picture of the Principal Office. | Applicant |
| 7. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05. | |
| Additional Requirements: | |
| 1. One (1) Documentary Stamp Tax (DST). | BIR |
| 2. One (1) short brown envelope | Applicant |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | Representative |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | |
| Firm/Partnership of CPAs in the practice of Public Accountancy | |
| Basic Requirements: | |
| A. Initial Application | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Latest SEC Articles of Partnership. | SEC |
| 2. Valid Business Permit. | Applicant |
| 3. Certified true copy of Certificate of Quality Assurance Review (QAR) Registration. | |
| 4. Pictures of the Principal Office. | |

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| 5. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05. | Applicant |
| 6. Duly signed and approved Code of Good Governance of the firm. | |
| 7. Duly signed copy of the internal quality review procedures. | |
| 8. Duly signed ethical and technical standards required of the practice of public accountancy. | |
| 9. Certified list of permanent CPA staff members with the following information: name, position, date of employment, Certificates of Registration No. and validity period of the Professional Identification Card No., to be signed by the managing partner. | |
| 10. Certified true copy of the documents showing the correspondent relationship, membership or business dealings with foreign CPA firm/s, if any, including complete address and postal address, telephone number and facsimile numbers, e-mail address and website. | |
| 11. Sworn statement stating: (Duly notarized with documentary stamp on the original copy) <ul style="list-style-type: none"> a. 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; b. 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 Sections 34 and 35 of R.A. No. 9298; and c. the rights and obligation of the parties in specific terms. | |
| B. Renewal of Accreditation Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Certificate of Accreditation | Applicant |
| 2. Valid Business Permit | |
| 3. Latest SEC Articles of Partnership | SEC |
| 4. Certified true copy of any of the following: <ul style="list-style-type: none"> a. Certificate of Registration, if the applicant is not yet subjected to QAR; or b. Provisional Certificate of QAR Compliance, if the applicant is undergoing remediation process; or c. Certificate of QAR Compliance, if the applicant has satisfactorily passed the QAR inspection or has completed and complied with all the findings and recommendations of the QAR Inspection Team. | Applicant |
| 5. Pictures of the Principal Office. | Applicant |

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| 6. Certified list of permanent CPA staff members with the following information: name, position, date of employment, Certificate of Registration No., and validity period of the Professional Identification Card No., to be signed under oath by the managing partner. | Applicant |
| 7. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05. | Applicant |
| 8. For members, associates or correspondent firms of international CPA firms, submit the following for any change of correspondent foreign CPA firms, or change of information of the foreign CPA firm/s: A. Certified copies of documents showing the correspondent relationship, membership, or business dealings with foreign CPA firm/s, if any, including complete address and postal address, telephone number and facsimile number, e-mail address and website; and B. Duly notarized sworn statement with metered documentary stamps, stating that: i. 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; ii. 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 R.A. No. 9298; and iii. the rights and obligations of the parties are in specific terms. | Applicant |
| 9. For government employees, submit authority to practice issued by the employer, printed in the official letterhead of the institution/agency. | Applicant |
| Additional Requirements: | |
| 1. One (1) Documentary Stamp Tax (DST) | BIR |
| 2. One (1) short brown envelope | Applicant |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | Representative |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | |
| Individual Partner of Firm/Partnership of CPAs in the practice of Public Accountancy | |
| Basic Requirements: | |
| A. Initial Application | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |

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| 1. Certified true copy of the Certificate of Registration as a Certified Public Accountant (CPA). | PRC |
| 2. Valid Professional Identification Card (PIC). | Applicant |
| 3. Sworn statement by the CPA: (Duly notarized with documentary stamp on the original copy) <ul style="list-style-type: none"> a. has a meaningful participation in their respective internal quality review process; b. 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; c. is of good moral character; d. he/she had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and e. has at least three (3) years of meaningful experience in any of the areas of public practice including taxation as defined in Section 28 (A), Rule 4 of the IRR of R.A. No. 9298. | |
| 4. Detailed description of work experience (data to include the name of the company, position, duties and responsibilities and date of employment). | |
| 5. Proof of 120 CPD credit units earned showing compliance with the required Competency Area. | PRC-CPDD |
| 6. Certificate of Membership in Good Standing from the APO/AIPO. | APO/AIPO |
| B. Renewal of Accreditation | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Certificate of Accreditation. | Applicant |
| 2. Valid Professional Identification Card (PIC) | |
| 3. Proof of 120 CPD credit units earned showing compliance with the required Competency Area. | PRC-CPDD |
| 4. Certificate of Membership in Good Standing from the APO/AIPO. | APO/AIPO |
| 5. For government employees, submit authority to practice issued by the employer, printed in the official letterhead of the institution/agency. | Applicant |
| Additional Requirement: | |
| 1. One (1) Documentary Stamp Tax (DST) (for Certificate of Accreditation). | Bureau of Internal Revenue (BIR) |

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| 2. Short Brown Envelope for the Certificate of Accreditation. | Applicant |
| Requirements for Representative for claiming the signed certificate: | |
| 1. Any valid government – issued or valid NBI clearance | Representative |
| 2. If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | |
| Individual CPA as Accounting Teacher | |
| Basic Requirements: | |
| A. Initial Application | |
| Scanned copy (original/authenticated) of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Certificate of Accreditation as a Certified Public Accountant (CPA). | Applicant |
| 2. Valid Professional Identification Card (PIC). | |
| 3. 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). | |
| 4. Proof of 120 CPD credit units earned showing compliance with the required Competency Area. | PRC-CPDD |
| 5. Certificate of Membership in Good Standing from the APO/AIPO. | APO/AIPO |
| B. First Renewal of Accreditation | |
| Copy of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Certificate of Accreditation. | Applicant |
| 2. Diploma/Transcript of Records of the Master’s Degree in Accountancy or in other related area of studies. | |
| 3. 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. | |
| 5. Proof of 120 CPD credit units earned showing compliance with the required Competency Area including 12 units of professional education units. | PRC-CPDD |
| 6. Certificate of Membership in Good Standing from the APO/AIPO. | APO/AIPO |
| C. Subsequent Renewal of Accreditation | |
| Copy of the required documents saved in one (1) file, PDF format, and arranged according to the list below: | |
| 1. Certificate of Accreditation. | Applicant |

| 2. Valid Professional Identification Card (PIC). | | | | |
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| 3. Duly notarized Certificate of Employment/Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching. | | | | |
| 4. Proof of 120 CPD credit units earned showing compliance with the required Competency Area. | | PRC-CPDD | | |
| 5. Certificate of Membership in Good Standing from the APO/AIPO. | | APO/AIPO | | |
| Additional Requirement: | | | | |
| 1. One (1) Documentary Stamp Tax (DST) (for Certificate of Accreditation). | | Bureau of Internal Revenue (BIR) | | |
| 2. Short Brown Envelope for the Certificate of Accreditation. | | Applicant | | |
| Requirements for Representative for claiming the signed certificate: | | | | |
| 1. Any valid government – issued or valid NBI clearance | | Representative | | |
| 2.If representative is a PRC registered professional – authorization letter and valid PRC-issued PIC; if not PRC registered professional, Special Power of Attorney | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.Visit the website https://acoas.prc.gov.ph , register and/or create a transaction online, upload the documentary requirements, select the preferred PRC-RO as the processing office, and pay the prescribed fees online. | 1.1. Check the application details, and the correctness and completeness of the documentary requirements uploaded. | Application Fee: Individual CPA/ Individual Partner of Firm / Accounting Teacher Php 1,500.00 Firm/Partnership Php 2,000.00 Accounting Staff | 2 hours | Professional Regulations Officer, RO-RD |

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| | | Php 300.00 | | |
| 1.1.1. | If correct and complete, forward the application to the concerned PRB through the system. | None | 5 minutes | Professional Regulations Officer, RO-RD |
| 1.1.2. | If incorrect/incomplete, enter into the system the findings and forward to the applicant through email. Any documents for compliance shall be uploaded in the system. | | | |
| 1.2. | Review the application documents. | None | 2 working days | PRB Focal Person |
| 1.2.1. | If approved, forward the application documents through the system to the ACD for the printing of certificate of accreditation | | | |
| 1.2.2. | If disapproved, enter into the system the reason/s for disapproval/deferment and forward to the PRC-RO staff for appropriate action. | None | 5 minutes | PRB Focal Person |
| 1.3. | Enter into the system the dates of effectivity and expiration of accreditation and print the Certificate/s. | None | 1 working day | Professional Regulations Officer, CO-RO-ACD |

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| | 1.4. Transmit the Certificate/s to the Board Chairperson through the PRB Secretariat Division. | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| | 1.5. Receive and endorse the Certificate/s to the Board Chairperson for signature | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.6. Sign the Certificate/s | None | 1 working day | PRB Chairperson concerned |
| | 1.7. Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | D-SPRB Secretary concerned |
| | 1.8. Receive the signed Certificate/s and forward the same to the Office of the Chairperson for signature | None | 10 minutes | Professional Regulations Officer, CO-RO-ACD |
| | 1.9. Receive, check, and endorse the signed Certificate/s to the Chairperson | None | 1 hour | Executive Assistant, Office of the Chairperson |
| | 1.10. Sign the Certificate | None | 1 working day | Chairperson, OCH |
| | 1.11. Transmit and endorse the signed Certificate/s to the ACD | None | 10 minutes | Executive Assistant, Office of the Chairperson |

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| | 1.12. Received and endorse the signed Certificate to the Archives and Records Division (ARD) | None | 10 minutes | Professional Regulations Officer, CO-RD-ACD |
| | 1.13. Receive and transmit the Certificate to the concerned Regional Office | None | 3 working days | Records Officer, CO-AS-ARD Mailing Section |
| | 1.14. Inform the applicant on the availability of the Certificate. | None | 5 minutes | Professional Regulations Officer, RO-RD |
| 2. Receive the Certificate of Accreditation and sign on the releasing logbook. | 2.1. Release the Certificate to the applicant and record the same on the releasing logbook. | None | 10 minutes | Professional Regulations Officer, RO-RD |
| TOTAL | | Application Fee: Individual CPA/ Individual Partner of Firm / Accounting Teacher Php 1,500.00 Firm/Partnership | 8 working days, 4 hours and 25 minutes | |



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| | Php 2,000.00 | | |
| | Accounting Staff | | |
| | Php 300.00 | | |
| END OF TRANSACTION | | | |

22. ISSUANCE OF SPECIAL PERMIT TO FORMER FILIPINO PROFESSIONALS

Refers to the processing of applications for the issuance of Special Permit to Former Filipino Professionals.

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| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office (RO) – Regulation Division | | | |
| Classification: | Highly Technical Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Former Filipino Professionals who had been issued a Certification of Registration (COR) and a Professional Identification Card (PIC) prior to his/her naturalization as a foreign citizen | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| Basic Requirements: | | | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-37) | | | Download from this link: https://www.prc.gov.ph/former-filipino-professionals | |
| 2. Copy of Certificate of Employment (work must be related to applicant’s profession) or proof of compliance with the Continuing Professional Development (CPD) requirement | | | Applicant | |
| 3. Photocopy of passport as proof of citizenship | | | Applicant | |
| 4. Certificate of with or with No Pending Administrative Case | | | Regional Office – Legal Division/Section | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download the application form at https://www.prc.gov.ph/former-filipino-professionals and fill-out the same. | N/A | None | N/A | Applicant |

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| 2. Submit filled-out application form together with the complete documents to the Regional Office - Regulation Division. | 2. Verify, check, and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Processing Officer, RO - Regulation Division |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | None | 5 minutes | Cashier |
| 4. Submit a copy of the Official Receipt together with the complete documents to the Regional Office - Regulation Division. | 4. Receive copy of the official receipt and complete documents. | None | 5 minutes | Processing Officer, RO - Regulation Division |
| | 4.1 Transmit the application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD). | None | 3 working days | Records Officer, RO-Finance and Administrative Division |
| | 4.2. Receive the application, prepare the endorsement letter and Special Permit Certificate for approval of the PRB concerned through the PRB Secretariat Division. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 4.3. Endorse the complete documents to the PRB concerned through the PRB Secretariat Division | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.4. Receive the application and endorse to the PRB concerned for appropriate action. | None | 10 minutes | Board Secretary, CO-PRB Secretariat Division |
| | 4.5. Act on the application, validate and sign the Special Permit Certificate then return to IAO-QRD. | None | 6 working days | Special Permit Board Focal Person and PRB Chairperson |
| Note: If documents are | | | | |

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| | <i>incomplete, inform the applicant by the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i> | | | |
| | 4.6. Endorse the signed Special Permit Certificate. | None | 10 minutes | Board Secretary, CO-PRB Secretariat Division |
| | 4.7. Receive the signed Special Permit Certificate and endorse to the PRC Chairperson for approval. | None | 1 working day | Processing Officer, CO-IAO-QRD |
| | 4.8. Receive the application and endorse to the PRC Chairperson. | None | 10 minutes | Staff, CO - Office of the Chairperson |
| | 4.9. Sign the Special Permit Certificate. | None | 1 working day | PRC Chairperson |
| | 4.10 Endorse the Special Permit Certificate signed by the PRC Chairperson to IAO-QRD. | None | 10 minutes | Staff, CO - Office of the Chairperson |
| | 4.11 Receive, docket and scan the signed SP Certificate and endorse the STP Certificate to Regional Office – Regulation Division. | None | 30 minutes | Processing Officer, CO-IAO- QRD |
| | 4.12 Transmit the application to the Regional Office – Regulation | None | 3 working days | Processing Officer, CO-IAO- |

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|---|--|---|--|---|
| | Division through Archives and Records Division. | | | QRD and Mailing Officer, CO - Archives and Records Division |
| 5. Pay the prescribed fee | 5. Receive the signed and docketed Special Permit Certificate and instruct the applicant to pay the prescribed fee at the Cashier. | Permit fee (for each visit or sojourn): P1,250 or Permit fee (for permanent residents): P1,500.00 Updating fee: Based on the Year Last Paid of the applicant. | 5 minutes | Processing Officer, RO - Regulation Division |
| | 5.1 Issue official Receipt | None | 5 minutes | Cashier |
| 6. Receive the signed SP Certificate and sign on the releasing logbook. | 6. Receive the copy of the Official Receipt and release the signed Special Permit Certificate or denial letter to the applicant. | None | 5 minutes | Issuing Officer, RO - Regulation Division |
| TOTAL | | Permit fee (for each visit or sojourn): P1,250 or Permit fee (for permanent residents): P1,500.00 and Updating fee (Schedule of fees below is placed below) | 14 working days, 4 hours and 20 minutes | |
| END OF TRANSACTION | | | | |

Schedule of Updating Fees for 2025

PROFESSIONAL REGULATION COMMISSION RENEWAL OF FEES FOR 2025 BACCALAUREATE

| No. | Year Last Paid | Period | Number of years | TOTAL ARF (Annual Registration Fee) | Surcharge | Arrears | Total |
|-----|----------------|-----------|-----------------|--|-----------|---------|----------|
| 1 | 1977 | 1978-2028 | 51 | 3,490.00 | 578.00 | | 4,068.00 |
| 2 | 1978 | 1979-2028 | 50 | 3,485.00 | 577.00 | | 4,062.00 |
| 3 | 1979 | 1980-2028 | 49 | 3,480.00 | 576.00 | | 4,056.00 |
| 4 | 1980 | 1981-2028 | 48 | 3,475.00 | 575.00 | | 4,050.00 |
| 5 | 1981 | 1982-2028 | 47 | 3,470.00 | 574.00 | | 4,044.00 |
| 6 | 1982 | 1983-2028 | 46 | 3,465.00 | 573.00 | | 4,038.00 |
| 7 | 1983 | 1984-2028 | 45 | 3,460.00 | 572.00 | | 4,032.00 |
| 8 | 1984 | 1985-2028 | 44 | 3,455.00 | 571.00 | | 4,026.00 |
| 9 | 1985 | 1986-2028 | 43 | 3,450.00 | 570.00 | | 4,020.00 |
| 10 | 1986 | 1987-2028 | 42 | 3,445.00 | 569.00 | | 4,014.00 |
| 11 | 1987 | 1988-2028 | 41 | 3,440.00 | 568.00 | | 4,008.00 |
| 12 | 1988 | 1989-2028 | 40 | 3,435.00 | 567.00 | | 4,002.00 |
| 13 | 1989 | 1990-2028 | 39 | 3,430.00 | 566.00 | | 3,996.00 |
| 14 | 1990 | 1991-2028 | 38 | 3,425.00 | 565.00 | | 3,990.00 |
| 15 | 1991 | 1992-2028 | 37 | 3,410.00 | 562.00 | 15.00 | 3,987.00 |
| 16 | 1992 | 1993-2028 | 36 | 3,395.00 | 559.00 | 30.00 | 3,984.00 |
| 17 | 1993 | 1994-2028 | 35 | 3,380.00 | 556.00 | | 3,936.00 |
| 18 | 1994 | 1995-2028 | 34 | 3,355.00 | 551.00 | | 3,906.00 |
| 19 | 1995 | 1996-2028 | 33 | 3,330.00 | 546.00 | | 3,876.00 |
| 20 | 1996 | 1997-2028 | 32 | 3,305.00 | 541.00 | | 3,846.00 |
| 21 | 1997 | 1998-2028 | 31 | 3,280.00 | 536.00 | | 3,816.00 |
| 22 | 1998 | 1999-2028 | 30 | 3,255.00 | 531.00 | 60.00 | 3,846.00 |
| 23 | 1999 | 2000-2028 | 29 | 3,230.00 | 526.00 | 120.00 | 3,876.00 |
| 24 | 2000 | 2001-2028 | 28 | 3,190.00 | 518.00 | | 3,708.00 |
| 25 | 2001 | 2002-2028 | 27 | 3,150.00 | 510.00 | | 3,660.00 |
| 26 | 2002 | 2003-2028 | 26 | 3,110.00 | 502.00 | | 3,612.00 |
| 27 | 2003 | 2004-2028 | 25 | 3,070.00 | 502.00 | | 3,572.00 |
| 28 | 2004 | 2005-2028 | 24 | 3,030.00 | 494.00 | | 3,524.00 |
| 29 | 2005 | 2006-2028 | 23 | 2,990.00 | 486.00 | 50.00 | 3,526.00 |
| 30 | 2006 | 2007-2028 | 22 | 2,950.00 | 478.00 | 100.00 | 3,528.00 |
| 31 | 2007 | 2008-2028 | 21 | 2,850.00 | 470.00 | 150.00 | 3,470.00 |
| 32 | 2008 | 2009-2028 | 20 | 2,750.00 | 450.00 | 200.00 | 3,400.00 |
| 33 | 2009 | 2010-2028 | 19 | 2,650.00 | 430.00 | | 3,080.00 |
| 34 | 2010 | 2011-2028 | 18 | 2,550.00 | 410.00 | | 2,960.00 |
| 35 | 2011 | 2012-2028 | 17 | 2,450.00 | 390.00 | | 2,840.00 |
| 36 | 2012 | 2013-2028 | 16 | 2,350.00 | 370.00 | | 2,720.00 |
| 37 | 2013 | 2014-2028 | 15 | 2,250.00 | 350.00 | | 2,600.00 |
| 38 | 2014 | 2015-2028 | 14 | 2,100.00 | 330.00 | | 2,430.00 |
| 39 | 2015 | 2016-2028 | 13 | 1,950.00 | 300.00 | | 2,250.00 |
| 40 | 2016 | 2017-2028 | 12 | 1,800.00 | 270.00 | | 2,070.00 |
| 41 | 2017 | 2018-2028 | 11 | 1,650.00 | 240.00 | | 1,890.00 |
| 42 | 2018 | 2019-2028 | 10 | 1,500.00 | 210.00 | | 1,710.00 |
| 43 | 2019 | 2020-2028 | 9 | 1,350.00 | 180.00 | | 1,530.00 |
| 44 | 2020 | 2021-2028 | 8 | 1,200.00 | 150.00 | | 1,350.00 |
| 45 | 2021 | 2022-2028 | 7 | 1,050.00 | 120.00 | | 1,170.00 |
| 46 | 2022 | 2023-2028 | 6 | 900.00 | 90.00 | | 990.00 |
| 47 | 2023 | 2024-2028 | 5 | 750.00 | 60.00 | | 810.00 |
| 48 | 2024 | 2025-2028 | 4 | 600.00 | 30.00 | | 630.00 |
| 49 | 2025 | 2026-2028 | 3 | 450.00 | 0.00 | | 450.00 |
| 50 | 2026 | 2027-2029 | 3 | 450.00 | 0.00 | | 450.00 |

NOTE : Additional surcharge of P 30.00 (20% of ARF) shall be imposed twenty (20) days after birthmonth

PROFESSIONAL REGULATION COMMISSION RENEWAL OF FEES FOR 2025 NON BACCALAUREATE

| No. | Year Last Paid | Period | Number of years | TOTAL ARF (Annual Registration Fee) | Surcharge | Arrears | Total |
|-----|----------------|-----------|-----------------|--|-----------|---------|----------|
| 1 | 1977 | 1978-2028 | 51 | 3,116.00 | 516.00 | | 3,632.00 |
| 2 | 1978 | 1979-2028 | 50 | 3,114.00 | 514.00 | | 3,628.00 |
| 3 | 1979 | 1980-2028 | 49 | 3,112.00 | 512.00 | | 3,624.00 |
| 4 | 1980 | 1981-2028 | 48 | 3,110.00 | 510.00 | | 3,620.00 |
| 5 | 1981 | 1982-2028 | 47 | 3,108.00 | 509.60 | | 3,617.60 |
| 6 | 1982 | 1983-2028 | 46 | 3,106.00 | 509.20 | | 3,615.20 |
| 7 | 1983 | 1984-2028 | 45 | 3,104.00 | 508.80 | | 3,612.80 |
| 8 | 1984 | 1985-2028 | 44 | 3,102.00 | 508.40 | | 3,610.40 |
| 9 | 1985 | 1986-2028 | 43 | 3,100.00 | 508.00 | | 3,608.00 |
| 10 | 1986 | 1987-2028 | 42 | 3,098.00 | 507.60 | | 3,605.60 |
| 11 | 1987 | 1988-2028 | 41 | 3,096.00 | 507.20 | | 3,603.20 |
| 12 | 1988 | 1989-2028 | 40 | 3,094.00 | 506.80 | | 3,600.80 |
| 13 | 1989 | 1990-2028 | 39 | 3,092.00 | 506.40 | | 3,598.40 |
| 14 | 1990 | 1991-2028 | 38 | 3,090.00 | 506.00 | | 3,596.00 |
| 15 | 1991 | 1992-2028 | 37 | 3,080.00 | 504.00 | 10.00 | 3,594.00 |
| 16 | 1992 | 1993-2028 | 36 | 3,070.00 | 502.00 | 20.00 | 3,592.00 |
| 17 | 1993 | 1994-2028 | 35 | 3,060.00 | 500.00 | | 3,560.00 |
| 18 | 1994 | 1995-2028 | 34 | 3,040.00 | 496.00 | | 3,536.00 |
| 19 | 1995 | 1996-2028 | 33 | 3,020.00 | 492.00 | | 3,512.00 |
| 20 | 1996 | 1997-2028 | 32 | 3,000.00 | 488.00 | | 3,488.00 |
| 21 | 1997 | 1998-2028 | 31 | 2,980.00 | 484.00 | | 3,464.00 |
| 22 | 1998 | 1999-2028 | 30 | 2,960.00 | 480.00 | 60.00 | 3,500.00 |
| 23 | 1999 | 2000-2028 | 29 | 2,940.00 | 476.00 | 120.00 | 3,536.00 |
| 24 | 2000 | 2001-2028 | 28 | 2,910.00 | 470.00 | | 3,380.00 |
| 25 | 2001 | 2002-2028 | 27 | 2,880.00 | 464.00 | | 3,344.00 |
| 26 | 2002 | 2003-2028 | 26 | 2,850.00 | 458.00 | | 3,308.00 |
| 27 | 2003 | 2004-2028 | 25 | 2,820.00 | 452.00 | | 3,272.00 |
| 28 | 2004 | 2005-2028 | 24 | 2,790.00 | 452.00 | | 3,242.00 |
| 29 | 2005 | 2006-2028 | 23 | 2,760.00 | 446.00 | 50.00 | 3,256.00 |
| 30 | 2006 | 2007-2028 | 22 | 2,730.00 | 440.00 | 100.00 | 3,270.00 |
| 31 | 2007 | 2008-2028 | 21 | 2,640.00 | 434.00 | 150.00 | 3,224.00 |
| 32 | 2008 | 2009-2028 | 20 | 2,550.00 | 416.00 | 200.00 | 3,166.00 |
| 33 | 2009 | 2010-2028 | 19 | 2,460.00 | 398.00 | | 2,858.00 |
| 34 | 2010 | 2011-2028 | 18 | 2,370.00 | 380.00 | | 2,750.00 |
| 35 | 2011 | 2012-2028 | 17 | 2,280.00 | 362.00 | | 2,642.00 |
| 36 | 2012 | 2013-2028 | 16 | 2,190.00 | 344.00 | | 2,534.00 |
| 37 | 2013 | 2014-2028 | 15 | 2,100.00 | 326.00 | | 2,426.00 |
| 38 | 2014 | 2015-2028 | 14 | 1,960.00 | 308.00 | | 2,268.00 |
| 39 | 2015 | 2016-2028 | 13 | 1,820.00 | 280.00 | | 2,100.00 |
| 40 | 2016 | 2017-2028 | 12 | 1,680.00 | 252.00 | | 1,932.00 |
| 41 | 2017 | 2018-2028 | 11 | 1,540.00 | 224.00 | | 1,764.00 |
| 42 | 2018 | 2019-2028 | 10 | 1,400.00 | 196.00 | | 1,596.00 |
| 43 | 2019 | 2020-2028 | 9 | 1,260.00 | 168.00 | | 1,428.00 |
| 44 | 2020 | 2021-2028 | 8 | 1,120.00 | 140.00 | | 1,260.00 |
| 45 | 2021 | 2022-2028 | 7 | 980.00 | 112.00 | | 1,092.00 |
| 46 | 2022 | 2023-2028 | 6 | 840.00 | 84.00 | | 924.00 |
| 47 | 2023 | 2024-2028 | 5 | 700.00 | 56.00 | | 756.00 |
| 48 | 2024 | 2025-2028 | 4 | 560.00 | 28.00 | | 588.00 |
| 49 | 2025 | 2026-2028 | 3 | 420.00 | 0.00 | | 420.00 |
| 50 | 2026 | 2027-2029 | 3 | 420.00 | 0.00 | | 420.00 |

NOTE : Additional surcharge of P 28.00 (20% of ARF) shall be imposed twenty (20) days after birthmonth

23. REQUEST FOR EXEMPTION OR EXCLUSION FROM THE REQUIREMENTS OF SPECIAL TEMPORARY PERMIT (STP) TO FOREIGNERS

Refers to the process of granting exemption or exclusion from Special Temporary Permits requirements to foreigners whose activities are not considered practice of profession.

| | | | | |
|---|--|-----------------|--|--------------------|
| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office (RO) – Regulation Division | | | |
| Classification: | Highly Technical Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Foreigners | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| Basic Requirements: | | | | |
| 1. One (1) original Letter request addressed to the Professional Regulatory Board (PRB) requesting for an exemption or exclusion from the STP requirements (revise the application form) by citing clear factual and/or legal basis for an exemption or exclusion. (Note: Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards) | | | Download from this link https://www.prc.gov.ph/special-temporary-permits . | |
| 2. One (1) photocopy of valid passport as proof of citizenship | | | Applicant | |
| 3. One (1) copy Contract of Employment or Services, or Memorandum of Agreement between the employer and the foreigner, indicating the terms of reference, nature of engagement, scope, duration and other project or contract details | | | Applicant | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |

| | | | | |
|--|---|------|----------------|---|
| 1. Submit letter request together with the complete documents to the Regional Office – Regulation Division. | 1. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Applicant |
| 2. Pay the prescribed fee. | 2. Issue Official Receipt. | None | 5 minutes | Cashier |
| 3. Submit copy of the official receipt and complete documents to the Regional Office – Licensure and Registration Division | 3. Receive copy of the official receipt and complete documents. | None | 5 minutes | Processing Officer, RO-Regulation Division |
| | 3.1 Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO- QRD). | None | 3 working days | Records Officer, RO - Finance and Administrative Division |
| | 3.2 Receive the application, consolidate application and prepare the endorsement letter for the PRB concerned through the PRB Secretariat Division. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 3.3 Endorse the complete documents to the STP PRB Focal Person. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 3.4 Receive the application and endorse to the PRB concerned for appropriate action. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 3.5 Approve or deny the | None | 10 minutes | PRB Secretary, |

| | | | | |
|--|---|------|----------------|--|
| | application and return to IAO-QRD. | | | PRB Secretariat Division |
| | <i>Note: If application is denied, send a letter to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i> | | | |
| | 3.6 Endorse the approved application to IAO-QRD. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 3.7 Prepare the letter of exemption or exclusion from the STP requirements. | None | 30 minutes | Processing Officer, CO-IAO-QRD |
| | 3.8 Endorse the letter to the PRB concerned. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 3.9 Review and sign the letter of exemption or exclusion from the STP requirements. | None | 1 working day | PRB Chairperson |
| | 3.10 Receive and endorse the letter to IAO-QRD. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 3.11 Transmit the letter of exemption or exclusion to the RO – Regulation Division through the CO - Archives and Records Division. | None | 3 working days | Processing Officer, CO-IAO-QRD and Mailing Officer, CO - Archives and Records Division |



| | | | | |
|---|--|------|--|---|
| 4. Receive the letter of exemption or exclusion or denial letter and sign on the releasing logbook. | 4. Release the letter of exemption or exclusion or denial letter to the applicant. | None | 5 minutes | Releasing Officer, RO-Regulation Division |
| TOTAL | | None | 7 working days, 4 hours and 20 minutes | |
| END OF TRANSACTION | | | | |

24. APPLICATION FOR QUALIFYING ASSESSMENT FOR FOREIGN MEDICAL PROFESSIONALS

Refers to the processing of applications for foreign medical professionals who intend to apply for Qualifying Assessment to undergo residency or fellowship training in the Philippines.

| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office – Licensure and Registration Division (RO-LRD) | |
|---|--|---|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Foreign Medical Professionals who are from non-ASEAN Member States | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-33) | | Download from this link: https://www.prc.gov.ph/residency-fellowship-training-forms |
| 2. One (1) copy of Letter of Intent to pursue medical residency or fellowship training in the Philippines addressed to the Professional Regulatory Board of Medicine Chairperson detailing therein his/her future professional plans, including place of practice after the completion of the training program (Note: Name of the Chairperson of the PRB of Medicine can be accessed in this link: https://prc.gov.ph/professional-regulatory-boards) | | Downloaded from this link: https://www.prc.gov.ph/residency-fellowship-training-forms |
| 3. One (1) original copy of the transcript of academic records, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Applicant |
| 4. One (1) original copy as a registered physician or its equivalent issued by the Ministry of Health/Professional Regulatory Authority or such other appropriate regulatory body in the foreign country/state, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Applicant |
| 5. One (1) original copy of the letter of recommendation from the Dean of the College of Medicine from which he/she graduated, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Applicant |

| 6. One (1) piece passport size picture with name tag | Applicant | | | |
|---|---|---|-----------------|---|
| 7. Photocopy of valid passport as proof of citizenship | Applicant | | | |
| 8. Photocopy of the valid 9 (a) or Temporary Visitor's Visa issued by the Bureau of Immigration | Applicant | | | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | Representative | | | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | Representative | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download application form (IAO-QRD-33) a t https://www.prc.gov.ph/residency-fellowship-training-forms and fill-out the same. | | None | | Applicant |
| 2. Submit filled-out application form together with the complete documents to the RO-LRD-(Application Section). | 2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 5 minutes | Assessing Officer RO-LRD-Application Section |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | Qualifying Assessment (QA) fee: Php 1,100.00 | 5 minutes | Cashier |
| 4. Submit copy of the official receipt and complete documents to the Regional Office – Licensure and Registration | 4. Receive complete documents together with a copy of the official receipt. | None | 5 minutes | Processing Officer, RO-LRD-Application Section) |

| | | | | |
|---------------------------------|--|------|----------------|--|
| Division (Application Section). | 4.1 Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD). | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 4.2 Receive the application and prepare consolidated applications for endorsement to the PRB of Medicine through the PRB Secretariat Division. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 4.3 Endorse the complete documents to the PRB of Medicine through the PRB Secretariat Division. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.4 Receive the application and endorse the application to the PRB of Medicine. | None | 10 minutes | Board Secretary, CO - PRB Secretariat Division |
| | 4.5 Act on the applications and return to IAO- QRD. Note: If documents are incomplete, inform the applicant by the Regional Office – Application Section through IAO- QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant by the Regional Office – | None | 6 working days | PRB of Medicine |



| | | | | |
|---|---|---------------------|---|--|
| | <i>Application Section through IAO- QRD.</i> | | | |
| | 4.6 Endorse the application. | None | 10 minutes | Board Secretary, CO - PRB Secretariat Division |
| | 4.7 Transmit the approved application to take the OA to the Regional Office Licensure and Registration Division (Application Section) through the Central Office Archives and Records Division. | None | 3 working days | Processing Officer, CO-IAO-QRD and Mailing Officer, CO - Archives and Records Division |
| 5. Receive the notification from Regional Office – LRD (Application) to apply for QA through the LERIS. | 5. Notify the applicant to apply for QA through LERIS. (Applicant may refer to the process on application for licensure examination) or release denial letter to the applicant. | None | 5 minutes | Processing Officer, RO-LRD-Application Section |
| TOTAL | | Php 1,000.00 | 9 working days, 4 hours and 50 minutes | |
| END OF TRANSACTION | | | | |

25. ISSUANCE OF TEMPORARY TRAINING PERMIT TO FOREIGN MEDICAL PROFESSIONALS

Refers to the process of applications for foreign medical professionals who intend to apply for Temporary Training Permit to undergo residency or fellowship training in the Philippines.

| | | |
|--|--|---|
| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office (RO) – Regulation Division | |
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Foreign Medical Professionals who passed the Qualifying Assessment (QA) or has Certificate of Exemption from Taking QA | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-32) | | Download from this link: https://www.prc.gov.ph/residency-fellowship-training-forms |
| 2. One (1) copy of the Training Contract signed by the Medical Director or Head of the training institution/hospital (The training contract shall stipulate the duration, terms and conditions of the training, including payment of the prescribed training fees and insurance fees (e.g. medical malpractice insurance), as may be required by the institution/hospital. The contract shall also indicate that the foreign medical profession shall not receive from the training hospital/institution any monetary compensation for the duration of his/her medical residency/fellowship training therein.) | | Applicant and training institution/hospital |
| 3. One (1) original copy of the letter of appointment signed by the Medical Director or Head of the training institution/hospital indicating that the foreign medical professional has been accepted by them | | Training institution/hospital |
| 4. One (1) photocopy of valid passport as proof of citizenship | | Applicant |
| 5. One (1) photocopy of Certificate of Passing/Certificate of Exemption from the qualifying assessment/examination | | Applicant |
| 6. One (1) piece passport size picture with name tag | | Applicant |
| Requirements for Representative: | | |

| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
|---|--|-----------------|-----------------|---|
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download application form (IAO-QRD-32) https://www.prc.gov.ph/residency-fellowship-training-forms and fill-out the same. | N/A | None | 10 minutes | Applicant |
| 2. Submit filled-out application form together with the complete documents to the Regional Office – Regulation Division. | 2. Verify, check and evaluate the application. | None | 35 minutes | Processing Officer, RO - Regulation Division |
| | 2.1 Transmit the application to the International Affairs Office -Qualification Recognition Division. | None | 3 working days | Records Officer, RO - Finance and Administrative Division |
| | 2.2 Receive the application, prepare consolidated applications and TTP Certificates for endorsement to the TTP PRB of Medicine Focal Person and Chairperson of the PRB of Medicine through the PRB Secretariat Division. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 2.3 Receive the application and endorse the | None | 10 minutes | PRB Secretary, CO - PRB |

| | | | | |
|--|--|------|----------------|---|
| | complete documents to the TTP PRB of Medicine Focal Person and Chairperson of the PRB of Medicine. | | | Secretariat Division |
| | <p>2.4 Act on the application, validate and sign the TTP Certificate then return to IAO-QRD.</p> <p>Note: <i>If documents are incomplete, inform the applicant to the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant to the Regional Office – Regulation Division through IAO-QRD.</i></p> | None | 6 working days | TTP Board Focal Person and Chairperson, PRB of Medicine |
| | 2.5 Endorse the signed TTP Certificate to IAO-QRD. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 2.6 Receive the signed TTP certificate and endorse to the PRC Chairperson. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 2.8 Receive the signed STP Certificate and endorse to the PRC Chairperson. | None | 10 minutes | Staff, Office of the Chairperson |

| | | | | |
|---|--|-------------|--|---|
| | 2.9 Sign the TTP Certificate | None | 1 working day | PRC Chairperson |
| | 2.10 Endorse the TTP Certificate signed by the PRC Chairperson to IAO- QRD | None | 10 minutes | Staff, Office of the Chairperson |
| | 2.11 Receive, docket and scan TTP Certificate and endorse the TTP Certificate to Regional Office-Regulation Division | None | 30 minutes | Processing Officer, CO-IAO- QRD |
| | 2.12 Transmit the signed TTP Certificate to the Regional Office – Regulation Division through Archives and Records Division. | None | 3 working days | Mailing Officer, CO - Archives and Records Division |
| 3. Receive the TTP Certificate and sign on the releasing logbook. | 3. Release the signed TTP Certificate or denial letter to the applicant. | None | 5 minutes | Releasing Officer, RO - Regulation Division |
| TOTAL | | None | 13 working days, 4 hours and 10 minutes | |
| END OF TRANSACTION | | | | |

26. EXEMPTION FROM TAKING QUALIFYING ASSESSMENT FOR FOREIGN MEDICAL PROFESSIONAL

Refers to the processing of applications for foreign medical professionals who intend to apply for exemption from taking Qualifying Assessment to undergo residency or fellowship training in the Philippines.

| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office – Licensure and Registration Division (RO-LRD) | |
|---|--|---|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen (Foreign) | |
| Who may avail: | Foreign Medical Professionals who: 1. are from ASEAN Member States who intend to undergo residency or fellowship training; or 2. are from non-ASEAN Member States who passed the Qualifying Assessment and intend to undergo fellowship training in the Philippines. | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-33) | | Download from this link: https://www.prc.gov.ph/residency-fellowship-training-forms |
| 2. One (1) copy of Letter of Intent to pursue medical residency or fellowship training in the Philippines addressed to the Professional Regulatory Board of Medicine Chairperson detailing therein his/her future professional plans, including place of practice after the completion of the training program <i>(Note: Name of the Chairperson of the PRB of Medicine can be accessed in this link: https://prc.gov.ph/professional-regulatory-boards)</i> | | Letter of Intent template can be downloaded from this Llink: https://www.prc.gov.ph/residency-fellowship-training-forms |
| 3. One (1) original copy of the transcript of academic records, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Applicant |
| 4. One (1) original copy as a registered physician or its equivalent issued by the Ministry of Health/Professional Regulatory Authority or such other appropriate regulatory body in the foreign country/state, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Applicant |

| 5. One (1) original copy of the letter of recommendation from the Dean of the College of Medicine from which he/she graduated, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification | Applicant | | | |
|---|--|-----------------|-----------------|--|
| 6. One (1) piece passport size picture with name tag | Applicant | | | |
| 7. Photocopy of valid passport as proof of citizenship | Applicant | | | |
| 8. Photocopy of the valid 9 (a) or Temporary Visitor’s Visa issued by the Bureau of Immigration | Applicant | | | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | Representative | | | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | Representative | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download application form (IAO- QRD-33) at https://www.prc.gov.ph/residency-fellowship-training-forms and fill-out the same. | N/A | None | N/A | Applicant |
| 2. Submit filled-out application form together with the complete documents to the Regional Office – Licensure and Registration Division (Application Section). | 2. Verify, check, and evaluate the complete documents. | None | 35 minutes | Processing Officer, RO-LRD-Application Section |
| | 2.1. Transmit the application and documentary requirements to the International Affairs Office - Qualification Recognition Division (IAO-QRD). | None | 3 working days | Records Officer, RO-FAD |
| | 2.2 Receive the application, prepare consolidated applications and certificate of exemption for endorsement to the PRB of | None | 2 hours | Processing Officer, CO-IAO-QRD |

| | | | | |
|--|--|------|----------------|--|
| | Medicine through the PRB Secretariat Division. | | | |
| | 2.3 Endorse the complete documents to the PRB of Medicine through the PRB Secretariat Division. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 2.4 Receive and endorse the application to the PRB of Medicine. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 2.5 Act on the application, validate and sign the Certificate of exemption then return to IAO-QRD. <i>Note: If documents are incomplete, inform the applicant by the Regional Office – Regulation Division through IAO- QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO- QRD.</i> | None | 6 working days | PRB of Medicine |
| | 2.6 Endorse the signed Certificate of Exemption. | None | 10 minutes | PRB Secretary, Central Office - PRB Secretariat Division |



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|--|--|--------------------------------|--|--|
| | 2.7 Transmit the Certificate of Exemption to the Regional Office - Licensure and Registration Division (Application Section) through the Central Office - Archives and Records Division. | None | 3 working days | Processing Officer, CO-IAO-QRD and Mailing Officer, CO - Archives and Records Division |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt | Certification fee of Php900.00 | 5 minutes | Cashier |
| 4. Receive Certificate of Exemption or letter of denial and sign on the releasing logbook. | 4. Release the signed Certificate or denial letter to the applicant | None | 5 minutes | Releasing Office, RO-LRD-Application Section |
| TOTAL | | Php900.00 | 12 working days, 3 hours and 10 minutes | |
| END OF TRANSACTION | | | | |

27. CERTIFICATION OF QUALIFICATION OF FILIPINO MEDICAL TECHNOLOGISTS FOR HAWAII DOH

Refers to the processing of applications of Filipino Registered Medical Technologists who intend to apply as clinical laboratory personnel license in the State of Hawaii pursuant to the Memorandum of Understanding between PRC and Hawaii Department of Health (HDOH).

| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office (RO) – Regulation Division | |
|--|--|---|
| Classification: | Complex Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Filipino Medical Technologists | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of the duly accomplished Application form (IAO-QRD-47) | | Download from this link: https://www.prc.gov.ph/hawaii-department-health-hdoh |
| 2. One (1) copy of the duly accomplished HDOH's Certification of Qualification | | Download from this link: https://www.prc.gov.ph/hawaii-department-health-hdoh |
| 3. One (1) certified true copy of transcript of records | | College/University where the applicant obtained degree |
| 4. One (1) certified true copy of Certificate of Completion of Internship confirming that the applicant has completed the internship training program from a laboratory in the Philippines which is accredited as a training laboratory by the Philippine Government and affiliated with an academic institution recognized and accepted by HDOH | | Training laboratory |
| 5. One (1) passport size picture with name tag | | Applicant |
| 6. One (1) copy of official receipt | | Applicant |
| 7. One (1) photocopy of updated PRC Professional Identification Card | | Applicant |
| Requirements for Representative: | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | Representative |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | Representative |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|---------------------|-----------------|--|
| 1. Download application form at https://www.prc.gov.ph/hawaii-department-health-hdoh and fill-out the same. | N/A | None | N/A | Applicant |
| 2. Submit filled-out application form together with the complete documents to the Regional Office - Regulation Division. | 2. Verify, check, and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Assessing Officer, RO - Regulation Division |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | Php 1,000.00 | 5 minutes | Cashier |
| 4. Submit a copy of the Official Receipt together with the complete documents to the Regional Office - Regulation Division. | 4. Receive copy of the official receipt and complete documents. | None | 5 minutes | Processing Officer, RO - Regulation Division |
| | 4.1 Transmit the application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD). | None | 3 working days | Records Officer, Regional Office - Finance and Administrative Division (FAD) |
| | 4.2. Receive the application and prepare a letter to the employer to validate that the applicant has obtained at least two (2) years of fulltime work experience in a tertiary level hospital-based clinical laboratory licensed by the Philippine Government. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 4.3. Receive the letter-reply indicating the duties and responsibilities of the applicant and a copy of the | None | 5 minutes | Processing Officer, CO-IAO-QRD |

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| | License to Operate from the employer. Note: Processing time may vary depending upon the date of reply of the employer. | | | |
| | 4.4. Process the application and endorse the complete documents to the PRB of Medical Technology through PRB Secretariat Division. | None | 1 hour | Processing Officer, CO-IAO-QRD |
| | 4.5. Receive the application and endorse to the PRB of Medical Technology for appropriate action. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 4.6. Act on the application to determine full compliance with the requirements and sign the HDOH Certification of Qualification. Note: If documents are incomplete, inform the applicant by the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD. | None | 1 working day | Chairperson/ Officer-in-Charge, PRB of Medical Technology |

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| | 4.7. Endorse the signed HDOH Certification of Qualification to IAO-QRD. | None | 10 minutes | PRB Secretary, Central Office - PRB Secretariat Division |
| | 4.8. Receive the signed HDOH Certification of Qualification and send through email copy furnished the Regional Office – Regulation Division concerned. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| 5. Receive and acknowledge through email that his/her application was endorsed to the HDOH. | 5. Inform the applicant that the Certification has been endorsed to the HDOH. | None | 5 minutes | Processing Officer, RO - Regulation Division |
| TOTAL | | Php 1,000.00 | 4 working days, 4 hours and 25 minutes | |
| END OF TRANSACTION | | | | |

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

Refers to the process of registering foreign professionals to permanently practice a regulated profession in the Philippines by passing the licensure examination, subject to the reciprocity requirement under the PRL.

| | | |
|---|--|--|
| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office – Licensure and Registration Division (RO-LRD) | |
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Foreigners who want to obtain permanent registration in the Philippines | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-01) | | Download from this link https://www.prc.gov.ph/special-temporary-permits . |
| 2. One (1) original Letter or any document signed by or under the official seal of the appropriate official of the foreign state or country requesting the Professional Regulatory Board (PRB) concerned to allow the foreign applicant to take the licensure examination and indicate the following 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 to register as [professional in such foreign state or county. (Note: Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards) | | Applicant |
| 3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation , authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Professional Regulatory Authority (Foreign Counterpart) |
| 4. One (1) copy of Original or certified true copy of the transcript or 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. | | Applicant |

| 5. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country authenticated by the Philippine Embassy/Consulate or with Apostille Certification, if required by the professional regulatory law. | | | Applicant | |
|---|---|------------------------------|-----------------|---|
| 6. One (1) photocopy of valid passport as proof of citizenship | | | Applicant | |
| 7. One (1) passport size picture | | | Applicant | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download the application form (IAO- QRD-01) at https://www.prc.gov.ph/special-temporary-permits and fill-out the same. | N/A | None | 10 minutes | Applicant |
| 2. Submit filled-out application form together with the complete documents to the RO-LRD-Application Section | 2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Assessing Officer, RO-LRD-Application Section |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | Processing fee: Php 3,000.00 | 5 minutes | Cashier |
| 4. Submit copy of the official receipt and complete documents to the Regional Office – Licensure and Registration Division (Application Section). | 4. Receive copy of the official receipt and complete documents. | None | 5 minutes | Processing Officer, RO-LRD-Application Section |
| | 4.1 Transmit application and documentary requirements to the CO-IAO-QRD. | None | 3 working days | Records Officer, RO - Finance and Administrative Division |

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|--|--|------|----------------|--|
| | 4.2 Receive the application and prepare endorsement letter for the PRB concerned. | None | 2 working days | Processing Officer, CO-IAO-QRD |
| | 4.3 Endorse the complete documents to the PRB concerned through the PRB Secretariat Division. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.4 Receive the application and endorse to the PRB concerned for appropriate action. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 4.5 Determine if reciprocity is established between the Philippines and applicant's country and return to IAO-QRD. Note: If application is denied, send a letter of denial to the applicant by the RO-Regulation Division through IAO-QRD. | None | 6 working days | PRB concerned |
| | 4.6 Endorse the approved application to IAO-QRD | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 4.7 Prepare a Resolution. | None | 1 working day | Processing Officer, CO-IAO-QRD |
| | 4.8 Endorse the Resolution to the PRB concerned. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 4.9 Review and sign the Board Resolution. | None | 1 working day | PRB concerned |

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|--|---|-------|----------------|--|
| | 4.8 Forward the same to the Chief/Officer-in- Charge, CO - PRB Secretariat Division for attestation. | No ne | 5 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 4.11 Attest the Board Resolution. | None | 10 minutes | Chief/Officer-in- Charge, CO - PRB Secretariat Division |
| | 4.12 Endorse the attested Board Resolution to the Commission for approval. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.13 Approve and sign the Board Resolution and return to the IAO-QRD. | None | 3 working days | Assistant Commissioner, Commissioner, Office of Commissioner II, Commissioner, Office of Commissioner I, and PRC Chairperson |
| | 4.14 Receive and forward the duly approved and signed Board Resolution to the Central Office - Archives and Records Division for docketing. | None | 4 hours | Processing Officer, CO-IAO-QRD |
| | 4.15 Docket the approved and signed Board Resolution and disseminate through official email. | None | 5 minutes | Docketing Officer, CO - Archives and Records Division |



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| 5. Receive the Board Resolution or denial letter and sign on the releasing logbook. | 5. Release the Resolution or denial letter to the applicant. (Applicant may refer to the process of registration as a professional). | None | 5 minutes | Releasing Officer, RO-LRD- Application Section |
| TOTAL | | Php 3,000.00 | 16 working days, 6 hours and 10 minutes | |
| END OF TRANSACTION | | | | |

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

Refers to the processing of application for registration without examination filed by foreign professionals who intend to permanently practice a regulated profession in the Philippines, if allowed by the professional regulatory law.

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| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office – Licensure and Registration Division (RO-LRD) | |
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Foreigners who want to obtain permanent registration in the Philippines | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-01) | | Download from this link https://www.prc.gov.ph/special-temporary-permits . |
| 2. One (1) original Letter or any document signed by or under the official seal of the appropriate official of the foreign state or country requesting the professional Regulatory Board (PRB) concerned indicating the following: i. allowing the foreign applicant to register without examination pursuant to the provision of the applicable regulatory law; and ii. 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. <i>(Note: Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards)</i> | | Applicant |
| 3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation , authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Professional Regulatory Authority (Foreign Counterpart) |
| 4. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | |
| 5. One (1) photocopy of valid passport as proof of citizenship | | Applicant |

| 6. One (1) passport size picture | | | Applicant | |
|---|---|------------------------------|-----------------|---|
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download the application form (IAO-QRD-01) at https://www.prc.gov.ph/special-temporary-permits and fill-out the same. | N/A | None | 10 minutes | Applicant |
| 2. Submit filled-out application form together with the complete documents to the Regional Office – Licensure and Registration Division (Application Section). | 2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Assessing Officer, RO-LRD-Application Section |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | Processing fee: Php 3,000.00 | 5 minutes | Cashier |
| 4. Submit copy of the official receipt and complete documents to the Regional Office – Licensure and Registration Division (Application Section). | 4. Receive complete documents together with a copy of the official receipt. | None | 5 minutes | Processing Officer, RO-LRD-Application Section |
| | 4.1 Transmit application and documentary requirements to the CO-IAO-QRD. | None | 3 working days | Records Officer, RO - Finance and Administrative Division |
| | 4.2 Receive the application and prepare endorsement letter for the PRB of | None | 2 working days | Processing Officer, CO-IAO-QRD |

| | | | | |
|--|--|------|----------------|--|
| | Medicine through the PRB Secretariat Division. | | | |
| | 4.3 Endorse the complete documents to the PRB concerned through the PRB Secretariat Division. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.4 Receive the application and endorse to the PRB concerned for appropriate action. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 4.5 Determine if reciprocity is established between the Philippines and applicant's country and return to IAO-QRD. <i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i> | None | 6 working days | PRB concerned |
| | 4.6 Endorse the approved application to IAO-QRD | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 4.7 Prepare a Resolution. | None | 1 working day | Processing Officer, CO-IAO-QRD |
| | 4.8 Endorse the Resolution to the PRB concerned. | None | 10 minutes | PRB Secretary, Central Office - PRB Secretariat Division |
| | 4.9 Review and sign the Board | None | 1 working day | PRB concerned |

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|--|---|------|----------------|--|
| | Resolution. | | | |
| | 4.10 Forward the same to the Chief/Officer-in-Charge, CO - PRB Secretariat Division for attestation. | None | 5 minutes | PRB Secretary, CO-PRB Secretariat Division |
| | 4.11 Attest the Board Resolution. | None | 30 minutes | Chief/Officer-in-Charge, CO - PRB Secretariat Division |
| | 4.12 Endorse the attested Board Resolution to the Commission Secretariat for approval of the Commission Proper. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.13 Endorse the attested Board Resolution to the Commission Proper for approval and signature. | None | 30 minutes | Commission Secretariat |
| | 4.14 Approve and sign the Board Resolution and return to the IAO-QRD. | None | 3 working days | Assistant Commissioner, Commissioner, Office of Commissioner II, Commissioner, Office of Commissioner I, and PRC Chairperson |
| | 4.15 Receive and forward the duly approved and | None | 4 hours | Processing Officer, CO-IAO-QRD |

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| | signed Board Resolution to the Central Office - Archives and Records Division for docketing. | | | |
| | 4.16 Docket the approved and signed Board Resolution and disseminate through official email. | None | 5 minutes | Docketing Officer, CO - Archives and Records Division |
| 5. Receive the Board Resolution or denial letter and sign on the releasing logbook. | 5. Release the Resolution or denial letter to the applicant. (Applicant may refer to the process of registration as a professional). | None | 5 minutes | Releasing Officer, RO-LRD-Application Section |
| TOTAL | | Php 3,000.00 | 16 working days, 6 hours and 30 minutes | |
| END OF TRANSACTION | | | | |

30. APPLICATION FOR THE ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO FOREIGN PROFESSIONALS BY VIRTUE OF RECIPROCITY OR INTERNATIONAL AGREEMENT (CATEGORY B)

Refers to the process of issuing Special Temporary Permit 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: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office – Regulation Division | |
|---|---|--|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Foreign professionals who intend to practice a regulated profession in the Philippines | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-01) | | Download from this link https://www.prc.gov.ph/special-temporary-permits . |
| 2. One (1) original copy of letter request to Professional Regulatory Board (PRB) Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venues of the undertaking. (Note: Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards) | | Applicant |
| 3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Professional Regulatory Authority (Foreign Counterpart) |
| 4. One (1) copy of the Contract of Employment or Services or Memorandum of Agreement indicating the terms of reference, nature of engagement, scope, duration of the project | | Applicant |

| 5. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country which include Certificate of Training/Competency in the discipline of area of specialization for which the foreigner is to be engaged in the Philippines authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | | Professional Regulatory Authority (Foreign Counterpart) | |
|---|---|------------------------------|---|--|
| 6. One (1) copy of updated Professional Identification Card of Filipino professional as understudy/counterpart | | | Applicant | |
| 7. One (1) photocopy of valid passport as proof of citizenship | | | Applicant | |
| 8. Two (2) passport-size pictures with name tag | | | Applicant | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download the application form (IAO-QRD-01) at https://www.prc.gov.ph/special-temporary-permits and fill-out the same. | N/A | None | 10 minutes | Applicant |
| 2. Submit filled-out application form together with the complete documents to the Regional Office – Regulation Division | 2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Processing Officer, RO – Regulation Division |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | Processing fee: Php 3,000.00 | 5 minutes | Cashier |
| 4. Submit copy of the official receipt and complete documents to the Regional Office – Regulation Division | 4. Receive copy of the official receipt and complete documents. | None | 5 minutes | Processing Officer, RO-Regulation Division |

| | | | | |
|--|---|------|----------------|---|
| | 4.1 Transmit application and documentary requirements to the CO-IAO-QRD. | None | 3 working days | Records Officer, RO - Finance and Administrative Division |
| | 4.2 Receive the application and prepare the endorsement letter for the PRB concerned through the PRB Secretariat Division. | None | 2 working days | Processing Officer, CO-IAO-QRD |
| | 4.3 Endorse the complete documents to the PRB concerned through the PRB Secretariat Division. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.4 Receive the application and endorse to the STP PRB Focal Person concerned for appropriate action. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 4.5 Determine if reciprocity is established between the Philippines and applicant's country and if the activity is a practice of profession or not and the activity is a practice of profession and return to IAO-QRD. <i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i> | None | 4 working days | PRB concerned |

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| | 4.6 Endorse the signed STP Certificate to IAO-QRD. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 4.7 Prepare a Board Resolution and STP Certificate. | None | 1 working day | Processing Officer, CO-IAO-QRD |
| | 4.8 Endorse the Board Resolution and STP Certificate to the PRB concerned. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.9 Review and sign the Board Resolution and STP Certificate. | None | 1 working day | PRB concerned PRB Chairperson |
| | 4.10 Forward the same to the Chief/Officer-in-Charge, Central Office - PRB Secretariat Division for attestation. | None | 5 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 4.11 Attest the Board Resolution. | None | 10 minutes | Chief/Officer-in- Charge, CO - PRB Secretariat Division |
| | 4.12 Endorse the attested Board Resolution to the Commission for approval. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.13 Approve and sign the Board Resolution with the STP Certificate and return to the IAO-QRD. | None | 3 working days | Assistant Commissioner, Commissioner, Office of Commissioner II, Commissioner, Office of Commissioner I, and PRC |

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| | | | | Chairperson |
| | 4.14 Receive and forward the duly approved and signed Board Resolution to the Central Office - Archives and Records Division for docketing. | None | 4 hours | Processing Officer, CO-IAO-QRD |
| | 4.15 Docket the approved and signed Board Resolution and disseminate through official email. | None | 5 minutes | Docketing Officer, CO - Archives and Records Division |
| | 4.16 Transmit the signed STP Certificate and STP ID to the RO-Regulation Division through the CO - Archives and Records Division. | None | 3 working days | Processing Officer, CO-IAO-QRD and Mailing Officer, CO - Archives and Records Division |
| 5. Pay the prescribed fee. | 5. Notify the applicant of the approval of his/her application and instruct to pay the prescribed fee. | None | 5 minutes | Releasing Officer, RO – Regulation Division |
| | 5.1 Issue Official receipt | Permit fee – Php 8,000.00 | 5 minutes | Cashier |
| 6. Receive the Board Resolution or denial letter and sign on the releasing logbook. | 6. Release the STP Certificate and STP ID or denial letter to the applicant. | None | 5 minutes | Releasing Officer, RO – Regulation Division |
| TOTAL | | Php 11,000.00 | 17 working days, 6 hours and 20 minutes | |
| END OF TRANSACTION | | | | |

31. ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO FOREIGN PROFESSIONALS (CATEGORIES C, D AND E)

Refers to the process of issuing Special Temporary Permits to foreign professionals who intend to practice a regulated profession in the Philippines for a limited period of time and for a specific purpose on the following categories:

- **Category C** – Foreign professionals who are to be engaged as consultants in foreign-funded, joint venture or foreign assisted projects of the government
- **Category D** – Foreign professionals who are to be employed by local or foreign private firms or institutions
- **Category E** – Foreign professionals engaged in humanitarian mission

| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office – Regulation Division | |
|---|---|--|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Foreign professionals who intend to practice a regulated profession in the Philippines | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-01) | | Download from this link https://www.prc.gov.ph/special-temporary-permits . |
| 2. One (1) original copy of letter request to Professional Regulatory Board (PRB) Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venues of the undertaking. (Note: Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards) | | Applicant |
| 3. One (1) photocopy of valid passport as proof of citizenship | | Applicant |
| 4. One (1) Copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country which include Certificate of Training/Competency in the discipline of area of specialization for which the foreigner is to be engaged in the Philippines, authenticated by the Philippine Embassy/Consulate or with Apostille Certification | | Professional Regulatory Authority (Foreign Counterpart) |
| 5. One (1) Copy of updated Professional Identification Card of Filipino professional as understudy/counterpart | | Applicant |
| 6. Two (1) passport size picture | | Applicant |
| Requirements for Representative: | | |

| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
|---|---|------------------------------|-----------------|---|
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download the application form (IAO-QRD-01) at https://www.prc.gov.ph/special-temporary-permits and fill-out the same. | N/A | None | 10 minutes | Applicant |
| 2. Submit filled-out application form together with the complete documents to the Regional Office – Regulation Division | 2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Processing Officer, RO – Regulation Division |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | Processing fee: Php 3,000.00 | 5 minutes | Cashier |
| 4. Submit copy of the official receipt and complete documents to the Regional Office – Regulation Division | 4. Receive copy of the official receipt and complete documents. | None | 5 minutes | Processing Officer, RO – Regulation Division |
| | 4.1 Transmit application and documentary requirements to the CO-IAO-QRD. | None | 3 working days | Records Officer, RO - Finance and Administrative Division |
| | 4.2 Receive the application and prepare the Certificate. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 4.3 Endorse the complete documents to the STP PRB Focal Person. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.4 Receive the application and endorse to the STP PRB Focal Person concerned | None | 10 minutes | PRB Secretary, PRB Secretariat Division |

| | | | | |
|--|--|------|----------------|---|
| | for appropriate action. | | | |
| | <p>4.5 Determine if the activities of foreign professional are practice of profession or not; if practice of profession, validate and sign the STP Certificate and return to IAO-QRD.</p> <p><i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i></p> | None | 6 working days | STP PRB Focal Person concerned |
| | 4.6 Endorse the signed STP Certificate to IAO-QRD. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 4.7 Receive the signed STP Certificate and endorse to the PRC Chairperson. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 4.8 Receive the signed STP Certificate and endorse to the PRC Chairperson. | None | 10 minutes | Staff, Office of the Chairperson |
| | 4.9 Sign the STP Certificate. | None | 1 working day | PRC Chairperson |
| | 4.10 Endorse the STP Certificate signed by the PRC Chairperson to IAO-QRD | None | 10 minutes | Staff, Office of the Chairperson |
| | 4.11 Receive, docket and | None | 30 minutes | Processing Officer, |

| | | | | |
|--|--|---|--|---|
| | scan STP Certificate and endorse the STP Certificate to Regional Office – Regulation Division together with the blank STP ID for Categories C and D. | | | CO-IAO-QRD |
| | 4.12 Transmit the signed STP Certificate to the Regional Office – Regulation Division through the Central Office - Archives and Records Division. | None | 3 working days | Mailing Officer, CO - Archives and Records Division |
| 5. Pay the prescribed fee | 5. Notify the applicant of the approval of his/her application and instruct to pay the prescribed fee. | None | 5 minutes | Releasing Officer, RO – Regulation Division |
| | 5.1 Issue Official receipt. | Category C and D: Permit fee - Php8,000.00 Category E: Php 1,250.00 | 5 minutes | Cashier |
| 6. Submit the copy of the Official Receipt and receive the signed STP certificate and STP ID (For Categories C and D) and sign on the releasing logbook. | 6. Release the STP Certificate and ID (for Categories C and D) or denial letter to the applicant. | None | 5 minutes | Releasing Officer, RO – Regulation Division |
| TOTAL | | Categories C and D: Php 11,000.00 Category E: Php 1,250.00 | 13 working days, 4 hours and 40 minutes | |
| END OF TRANSACTION | | | | |

32. REQUEST FOR THE ISSUANCE OF CERTIFICATION OF INELIGIBILITY TO TAKE LICENSURE EXAMINATION BY A NON-FILIPINO CITIZEN

Refers to the process of issuing Certificate of Ineligibility to a non-Filipino citizen stating that he/she is not qualified to take the licensure examination in the Philippines due to his/her foreign citizenship.

| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office – Regulation Division | |
|--|---|--|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Foreigners who obtained degrees in professional courses | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of duly accomplished application form (IAO-QRD-02) | | Download from this link https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens |
| 2. One (1) photocopy of valid passport as proof of citizenship | | Applicant |
| 3. One (1) Original copy or Certified True Copy of Transcript of Records indicating the degree obtained with indicated SO number as applicable | | College/university where the applicant obtained degree |
| 4. Documentary Stamps Tax (DST) | | Applicant |
| 5. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country authenticated by the Philippine Embassy/Consulate or with Apostille Certification, if required by the professional regulatory law | | Applicant |
| 6. One (1) photocopy of valid passport as proof of citizenship | | Applicant |
| 7. One (1) passport size picture | | Applicant |
| Requirements for Representative: | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | Representative |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | Representative |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---------------------------|-----------------|---|
| 1. Download application form (IAO- QRD- 02) at https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens and fill-out the same. | N/A | None | 10 minutes | Applicant |
| 2. Submit filled-out application form and complete documents to the Regional Office - Regulation Division. | 2. Verify, check, and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Processing Officer, RO – Regulation Division |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | Processing fee: Php 75.00 | 5 minutes | Cashier |
| 4. Submit copy of the Official Receipt and complete documents to the Regional Office – Regulation Division. | 4. Receive copy of the Official Receipt and complete documents. | None | 5 minutes | Processing Officer, RO – Regulation Division |
| | 4.1 Transmit the application and documentary requirements to the CO-IAO-QRD. | None | 3 working days | Records Officer, RO - Finance and Administrative Division |
| | 4.2 Receive the application and prepare the Certificate of Ineligibility. | None | 2 hours | Processing Officer, RO – Regulation Division |
| | 4.3 Endorse the certificate to the PRB concerned through the PRB Secretariat Division. | None | 10 minutes | Processing Officer, CO-IAO-QRD |

| | | | | |
|---|---|------------------|--|--|
| | 4.4 Received and endorse the complete documents to the PRB concerned. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 4.5 Approve or deny the application. Sign the Certificate and return to IAO-QRD. <i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i> | None | 6 working days | PRB Chairperson |
| | 4.6 Endorse the signed Certificate to IAO- QRD. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 4.7 Receive and endorse the Certificate to IAO- QRD. | None | 10 minutes | PRB Secretary, PRB Secretariat Division |
| | 4.8 Transmit the Certificate to the Regional Office – Regulation Division through the Central Office - Archives and Records Division. | None | 3 working days | Processing Officer, CO-IAO-QRD and Mailing Officer, CO - Archives and Records Division |
| 5. Receive the Certificate or letter of denial and sign on the releasing logbook. | 5. Release the Certificate or denial letter to the applicant. | None | 5 minutes | Releasing Officer, RO – Regulation Division |
| TOTAL | | Php 75.00 | 12 working days, 3 hours and 40 minutes | |
| END OF TRANSACTION | | | | |

33. REGISTRATION AS ASEAN CHARTERED PROFESSIONAL ACCOUNTANTS (ASEAN CPA)

Refers to the processing of applications for registration as ASEAN Chartered Professional Accountants (ASEAN CPA).

| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office (RO) – Regulation Division | |
|--|--|--|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Filipino Certified Public Accountants | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. Two (2) copies of Letter of intent | | Applicant |
| 2. Two (2) copies of duly accomplished application form (IAO-QRD-38) | | Download from this link https://www.prc.gov.ph/asean-mra |
| 3. Two (2) copies of Certificate of CPD Compliance | | Regional Office – Regulation Division |
| 4. Two (2) photocopies of valid PRC Professional Identification Card (PIC) | | Applicant |
| 5. One (1) original and one (1) photocopy of certificate of no pending administrative case issued by Regional Office – Legal Division/Section | | Regional Office – Legal Division/Section |
| 6. One (1) original and one (1) photocopy of certificate for ASEAN CPA Registration from PICPA | | Philippine Institute of Certified Public Accountants (PICPA) |
| 7. Two (2) copies of certificates of employment or any documents establishing a proof of professional practice of not less than three (3) years | | Applicant |
| 8. Two (2) passport size pictures with name tag | | Applicant |
| Note: Two (2) sets of the accomplished application form, including copies of all supporting documents must be submitted; A4 size (8.27" x 11.69") of paper shall be used throughout; Photocopies of large documents shall be reduced accordingly. Each set shall be submitted in ring-bound with table of contents, tabs and paged accordingly. | | |
| Requirements for Representative: | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | Representative |

| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
|--|---|-------------------------------|-----------------|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download application form (IAO-QRD-38) at https://www.prc.gov.ph/asean-mra and fill-out the same. | N/A | None | N/A | Applicant |
| 2. Submit filled-out application form together with the complete documents to the Regional Office - Regulation Division and pay the prescribed processing fee. | 2. Verify, check and evaluate the complete documents. | None | 35 minutes | Assessing Officer, RO - Regulation Division |
| | 1.1 Issue Official Receipt | Processing Fee of Php1,240.00 | 5 minutes | Cashier |
| | 1.2 Transmit the application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD). | None | 3 working days | Records Officer, RO - Finance and Administrative Division |
| | 2.3 Receive the application, prepare consolidated applications for endorsement to the three (3) members of the PRB of Accountancy and PICPA. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 2.4 Act on the application to determine full compliance with the requirement and endorse to IAO-QRD. | None | 22 working days | PRB of Accountancy and PICPA |

| | | | | |
|--|---|------|---------------|---------------------------------------|
| | Note: If the PRB of Accountancy and PICPA determined not compliant, notify the applicant by the Regional Office – Regulation Division through IAO- QRD to comply with the lacking requirements. | | | |
| | 2.5 Provide results of evaluation of all applicants. | None | 1 working day | PRB of Accountancy and PICPA |
| | 2.6 Prepare letter of endorsement and matrix of qualifications of candidates who passed the evaluation to the ASEAN Chartered Professional Accountant Coordinating Committee (ACPACC) for signature of the PRC Chairperson. Note: The applicants who did not pass the evaluation will be notified by the Regional Office – Regulation Division through IAO-QRD. | None | 4 hours | Processing Officer, CO-IAO-QRD |
| | 2.7 Receive the application and endorse to the PRC Chairperson. | None | 10 minutes | Staff, CO - Office of the Chairperson |
| | 2.8 Sign the endorsement letter to the ACPACC and return to IAO-QRD. | None | 1 working day | PRC Chairperson |

| | | | | |
|--|---|------|--|---|
| | 2.9 Endorse the endorsement letter signed by the PRC Chairperson to IAO- QRD. | None | 10 minutes | Staff, CO - Office of the Chairperson |
| | 2.10 Send the signed endorsement letter and matrix of qualifications to the ACPACC Secretariat through e-mail. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 2.11 Act on the endorsement by PRC during the scheduled ACPACC meeting. | None | 3 months (the ACPACC meets thrice a year only) | ACPACC (Documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval) |
| | 2.12 Release the ASEAN CPA certificates signed by ACPACC to the Philippine official representatives during the next ACPACC meeting. | None | 3 months | ASEAN Secretariat |
| | 2.13 Receive the ASEAN CPA Certificates and endorse to the PRC Chairperson for signature. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 2.14 Receive the application and endorse to the PRC Chairperson. | None | 10 minutes | Processing Officer, CO-IAO-QRD |
| | 2.15 Sign the ASEAN CPA Certificates. | None | 1 working day | PRC Chairperson |
| | 2.16 Endorse the signed ASEAN CPA Certificate to IAO-QRD. | None | 10 minutes | Staff, CO-IAO-QRD |

| | | | | |
|---|--|--|--|---|
| 3. Pay the prescribed fee | 3. Issue Office Receipt | Registration Fee: Php1,920.00 | 5 minutes | Cashier |
| 4. Sign the ASEAN CPA Register and receive Certificate. | 4. Release the ASEAN CPA Certificates to the professional. | None | 2 months | ASEAN Monitoring Committee on Professional Accountancy Services of the Philippines (AMCPASP) through Qualification Recognition Division |
| TOTAL | | Processing Fee: Php1,240.00 Registration Fee: Php1,920.00 | 8 months, 28 working days, 7 hours and 35 minutes | |

END OF TRANSACTION

For step 2.4: Memorandum of Agreement (MOA) between and among PRC, Philippine Institute of Certified Public Accountants (PICPA), Assessment Statement

For step 2.11: ACPACC (ASEAN Chartered Professional Accountant Coordinating Committee): composed of Professional Regulatory Authorities from ASEAN Member States

For step 2.11: ACPACC meetings convene thrice a year based on ASEAN schedule (e.g. February/ June/ October)

NOTE: The whole process is governed by the ASEAN Trade-in Services Agreement (ATISA), pertaining to Article 17 on Recognition: To recognize the education or experience obtained, requirements met, or licenses or certifications granted in another Member State, for the purpose of licensing or certification of service suppliers.

This gives basis for the ASEAN Mutual Recognition Arrangement on Accountancy Services which aims to: (a) strengthen economic linkages and provide greater opportunities for economic development; (b) increase trade and investment in the area of services and create larger markets and greater economies of scale; (c) reduce barriers to trade and investment in services and create a predictable business environment; (d) strengthen economic relations between Member States through: inter alia promoting and facilitating utilization of the greater opportunities provided by the Agreement; promoting regulatory cooperation; developing co-operation in the field of human resource development; and increasing the participation of small and medium enterprises in trade and investment activities; and (e) narrow development gaps between Member States to achieve a more equitable, balanced and sustainable socio-economic development.

34. REGISTRATION AS ASEAN CHARTERED PROFESSIONAL ENGINEERS (ACPE)

Refers to the processing of applications for Filipino registered and licensed Engineers who intend to register as ACPE pursuant to ASEAN Mutual Recognition Arrangement on Engineering Services.

| | | |
|--|---|--|
| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) | |
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Filipino registered and licensed Engineers | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. One (1) copy of Letter of intent | | Applicant |
| 2. One (1) copy of duly accomplished application form (IAO-QRD-08) | | Download from this link https://www.prc.gov.ph/asean-mra |
| 3. One (1) copy of Certificate of CPD Compliance | | Regional Office – Regulation Division |
| 4. One (1) original or one (1) certified true copy of transcript of records | | college/university where the applicant obtained degree |
| 5. One (1) copy valid PRC Professional Identification Card (PIC) | | Applicant |
| 6. One (1) original certificate of no pending administrative case issued by the Legal Regional Office – Legal Division/Section | | Regional Office – Legal Division/Section |
| 7. One (1) original Certificate Good Standing issued by the respective Integrated/Accredited Professional Organization, if applicable | | Integrated/Accredited Professional Organization |
| 8. One (1) Original copy of valid NBI Clearance | | National Bureau of Investigation |
| 9. One (1) original signed, notarized Statement of Compliance with the code of ethics | | Applicant |
| 10. Copies of certificates of employment or any documents 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 | | Applicant |
| 11. One (1) passport size picture with name tag | | Applicant |
| Requirements for Representative: | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | Representative |
| 2. Registered professional – valid Professional Identification Card/e-PIC and | | Representative |

| original authorization letter duly signed by the applicant. | | | | |
|--|---|-----------------|-----------------|--|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. ACPE applicant to access the PRC website online (http://online.prc.gov.ph) and create an account if first time user to register; if with existing account and select for payment option. | N/A | None | 10 minutes | Applicant |
| 2. Applies online and upload documents. | 2. Verify, check, and evaluate the application and endorse the complete documents to the PRB concerned. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 2.1 Receive the application and endorse to the PRB concerned for appropriate action. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 2.2 Act on the application to determine full compliance with the requirements and endorse for interview. Note: If the PRB concerned determined not compliant, notify the applicant by the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to | None | 6 working days | PRB concerned |

| | | | | |
|--|--|------|-----------------------------|---|
| | <i>the applicant to the Regional Office – Regulation Division through IAO-QRD.</i> | | | |
| | 2.3 Endorse the approved application to IAO-QRD. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 2.4 Prepare Fact Sheet, Notice of Meeting, invitation Letters and Attendance Sheet and schedule the Panel of Experts' Interview (Panel of Experts is composed of representatives from PRB, CHED and Philippine Technological Council (PTC)). | None | 22 working days | Processing Officer, CO-IAO- QRD |
| | 2.5 Conduct interview on the basis of the qualification and practical experiences of the candidate. | None | 20 minutes per candidate | Panel of Experts |
| | 2.6 Provide results after the interview of all applicants. | None | 1 working day | Panel of Experts |
| | 2.7 Prepare endorsement letter and matrix of qualifications of | None | 4 hours | Processing Officer, CO-IAO- QRD |

| | | | | |
|--|--|------|---|---|
| | candidates who passed the interview to the ASEAN Chartered Professional Engineer Coordinating Committee (ACPECC) for signature of the PRC Chairperson. | | | |
| | 2.8 Receive the endorsement letter with matrix of qualifications of candidates and endorse to the PRC Chairperson. | None | 10 minutes | Staff, Central Office - Office of the Chairperson |
| | 2.9 Sign the endorsement letter. | None | 1 working day | PRC Chairperson |
| | 2.10 Endorse the endorsement letter with matrix of qualifications of candidates signed by the PRC Chairperson to IAO- QRD. | None | 10 minutes | Staff, Central Office - Office of the Chairperson |
| | 2.11 Transmit the signed letter of endorsement and matrix of qualifications to the ACPECC Secretariat through email. | None | 5 minutes | Processing Officer, CO-IAO-QRD |
| | 2.12 Approve names endorsed by PRC during the scheduled ACPECC meeting. | None | 3 months (The ACPECC meets thrice a year only.) | ACPECC (documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval) |

| | | | | |
|---|--|------|---------------|--|
| | 2.13 Release ACPECC Certificates signed by the ACPECC Chairman to the Philippine official representatives. | None | 3 months | ASEAN Secretariat |
| | 2.14 Receive the ACPE Certificate, and prepare Filipino ACPE Certificates. | None | 30 minutes | Processing Officer, CO-IAO-QRD |
| | 2.15 Receive the ACPE Certificates and Filipino ACPE Certificates and endorse to the PRC Chairperson for signature | None | 10 minutes | Staff, Central Office - Office of the Chairperson |
| | 2.16 Sign the ACPE Certificates and Filipino ACPE Certificates. | None | 1 working day | PRC Chairperson |
| | 2.17 Endorse the ACPE Certificates and Filipino ACPE Certificates signed by the PRC Chairperson to IAO-QRD. | None | 10 minutes | Staff, Central Office - Office of the Chairperson |
| 3. Sign the ACPE register and receive Certificates. | 3. Release the ACPE Certificates and Filipino ACPE Certificates to the professional | None | 2 months | ASEAN Monitoring Committee on Engineering Services of the Philippines (AMCESP) through Qualification Recognition |

| | | | | |
|---|--|--------------------------|--|----------|
| | | | | Division |
| TOTAL | | None (Waived) | 9 months, 8 hours and 5 minutes | |
| END OF TRANSACTION | | | | |
| <p>For step 2.6 : The interview is scheduled on the 2nd Wednesday of every month based on Office Order No. 496, series of 2015 (Adoption of a Regular Schedule of the Panel of Experts Interview to Candidates of ASEAN Chartered Professional Engineers). The Panel of Experts is composed of representatives from PRB, CHED and PTC.</p> <p>For step 2.6 : Memorandum of Agreement (MOA) between and among PRC, CHED and PTC, Assessment Statement and Implementing Rules and Regulations (IRR)</p> <p>For step 2.13 : ACPECC (ASEAN Chartered Professional Engineer Coordinating Committee): composed of Professional Regulatory Authorities from ASEAN Member States</p> <p>For step 2.13 : ACPECC meetings convene thrice a year based on ASEAN schedule (e.g. February/ June/ October)</p> <p>NOTE: The whole process is governed by the ASEAN Trade-in Services Agreement (ATISA), pertaining to Article 17 on Recognition: To recognize the education or experience obtained, requirements met, or licenses or certifications granted in another Member State, for the purpose of licensing or certification of service suppliers.</p> <p>This gives basis for the ASEAN Mutual Recognition Arrangement on Engineering Services which aims to: (a) strengthen economic linkages and provide greater opportunities for economic development; (b) increase trade and investment in the area of services and create larger markets and greater economies of scale; (c) reduce barriers to trade and investment in services and create a predictable business environment; (d) strengthen economic relations between Member States through: inter alia promoting and facilitating utilization of the greater opportunities provided by the Agreement; promoting regulatory cooperation; developing co-operation in the field of human resource development; and increasing the participation of small and medium enterprises in trade and investment activities; and (e) narrow development gaps between Member States to achieve a more equitable, balanced and sustainable socio-economic development.</p> | | | | |

35. REGISTRATION AS ASEAN ARCHITECTS (AA)

Refers to the processing of applications for Filipino registered and licensed Architects who intend to register as AA pursuant to ASEAN Mutual Recognition Arrangement on Architectural Services.

| Office or Division: | Central Office - International Affairs Office – Qualification Recognition Division (CO-IAO-QRD) and Regional Office (RO) – Regulation Division | |
|---|--|--|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Filipino registered and licensed Architects | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | |
| 1. Three (3) copies of Letter of intent | | Applicant |
| 2. One (1) copy of duly accomplished application form (IAO- QRD-15) and two (2) duplicates | | Download from this link https://www.prc.gov.ph/asean-mra |
| 3. One (1) original or one (1) certified true copy of transcript of records and two (2) duplicates | | college/university where the applicant obtained degree |
| 4. One (1) copy of valid PRC Professional Identification Card (PIC) and two (2) duplicates | | Applicant |
| 5. One (1) original certificate of no pending administrative case issued by the Regional Office – Legal Division/Section and two (2) duplicates | | Regional Office – Legal Division/Section |
| 6. One (1) original Certificate of good standing issued by the United Architects of the Philippines and two (2) duplicates | | United Architects of the Philippines |
| 7. One (1) Original copy of valid NBI Clearance and two (2) duplicates | | National Bureau of Investigation |
| 8. One (1) original signed, notarized Statement of Compliance with the code of ethics and two (2) duplicates | | Applicant |

| 9. Copies of certificates of employment or any documents establishing acquired practical and diversified architectural experience of not less than seven (7) years of continuous architectural practice after graduation, of which at least two (2) years of post-graduate architectural experiences and five (5) years post-licensure architectural practice; Spent at least two (2) years in responsible charge of significant architectural works within the five (5) years of professional architectural practice and two (2) duplicates | | | Applicant | |
|--|--|------------------------------|-----------------|---|
| 10. Three (3) passport size pictures with name tag | | | Applicant | |
| 11. Three (3) photocopies of official receipt | | | Applicant | |
| Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | Representative | |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | Representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Download application form (IAO-QRD-15) at link https://www.prc.gov.ph/asean-mra and fill-out the same | N/A | None | 10 minutes | Applicant |
| 2. Submit filled-out application form together with the complete documents to the Regional Office - Regulation Division. | 2. Verify, check, and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier. | None | 35 minutes | Assessing Officer, RO – Regulation Division |
| 3. Pay the prescribed fee. | 3. Issue Official Receipt. | Processing Fee: Php 2,000.00 | 5 minutes | Cashier |

| | | | | |
|---|---|------|----------------|---|
| 4. Submit copy of the official receipt and complete documents to the Regional Office - Regulation Division. | 4. Receive the complete documents together with a copy of the official receipt. | None | 5 minutes | Processing Officer, RO - Regulation Division. |
| | 4.1 Transmit the application and documentary requirements to the IAO QRD. | None | 3 working days | Records Officer, RO - Finance and Administrative Division |
| | 4.2 Receive the application, prepare consolidated applications for endorsement to the PRB of Architecture. | None | 2 hours | Processing Officer, CO-IAO-QRD |
| | 4.3 Receive the application and endorse to the PRB of Architecture for appropriate action. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 4.4 Act on the application to determine full compliance with the requirements and endorse for interview. <i>Note: if the PRB of Architecture determined not compliant, notify the applicant by the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant to the</i> | None | 6 working days | PRB of Architecture |

| | | | | |
|--|--|------|--------------------------|---|
| | <i>Regional Office – Regulation Division through IAO-QRD</i> | | | |
| | 4.5 Endorse the approved application to IAO-QRD. | None | 10 minutes | PRB Secretary, CO - PRB Secretariat Division |
| | 4.6 Prepare Fact Sheet, Notice of Meeting, invitation Letters and Attendance Sheet and schedule the Panel of Experts' Interview (Panel of Experts is composed of representatives from PRB, CHED and United Architects of the Philippines (UAP)). | None | 22 working days | Processing Officer, CO-IAO-QRD |
| | 4.7 Conduct interview on the basis of the qualification and practical experiences of the candidate. | None | 20 minutes per candidate | Panel of Experts |
| | 4.8 Provide results after the interview of all applicants. | None | 1 working day | Panel of Experts |
| | 4.9 Prepare endorsement letter and matrix of qualifications of candidates who passed the interview to the ASEAN Architect Council (AAC) for signature of the PRC Chairperson. | None | 4 hours | Processing Officer, CO-IAO-QRD |

| | | | | |
|--|---|------|---|--|
| | 4.10 Receive the endorsement letter with matrix of qualifications of candidates and endorse to the PRC Chairperson. | None | 10 minutes | Staff, Central Office - Office of the Chairperson |
| | 4.11 Sign the endorsement letter. | None | 1 working day | PRC Chairperson |
| | 4.12 Endorse the endorsement letter with matrix of qualifications of candidates signed by the PRC Chairperson to IAO-QRD. | None | 10 minutes | Staff, Central Office - Office of the Chairperson |
| | 4.13 Transmit the signed letter of endorsement and matrix of qualifications to the AAC Secretariat through email. | None | 5 minutes | Processing Officer, CO-IAO-QRD |
| | 4.14 Approve names endorsed by PRC during the scheduled AAC meeting. | None | 3 months (the AAC meets thrice a year only) | AAC (documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval) |
| | 4.15 Prepare AA Certificates for signature of the PRC Chairperson. | None | 30 minutes | Processing Officer, CO-IAO-QRD |
| | 4.16 Receive the AA Certificates and endorse to the PRC Chairperson. | None | 10 minutes | Staff, CO - Office of the Chairperson |

| | | | | |
|--|---|-----------------------------------|--|---|
| | 4.17 Sign the AAC Certificates. | None | 1 working day | PRC Chairperson |
| | 4.18 Endorse the AA Certificates signed by the PRC Chairperson to IAO-QRD | None | 10 minutes | Staff, CO - Office of the Chairperson |
| 5. Sign the AA register and receive Certificate. | 5. Release the AA Certificate to the professional. | Registration fee as AA: P5,000.00 | 2 months | ASEAN Monitoring Committee on Architectural Services of the Philippines (AMCASP) through IAO-QRD. |
| TOTAL | | Php 5,000.00 | 6 months, 3 working days, 8 hours, and 50 minutes | |

END OF TRANSACTION

For step 4.7 : Memorandum of Agreement (MOA) between and among PRC, CHED, UAP, Assessment Statement and Implementing Rules and Regulations (IRR)

For step 4.14: The ASEAN Architect Council (AAC) is composed of Professional Regulatory Authorities from the ASEAN Member States;

For step 4.15: AAC meetings convene thrice a year based on ASEAN schedule (e.g. February/ June/ October)

NOTE: The whole process is governed by the ASEAN Trade-in Services Agreement (ATISA), pertaining to Article 17 on Recognition: To recognize the education or experience obtained, requirements met, or licenses or certifications granted in another Member State, for the purpose of licensing or certification of service suppliers.

This gives basis for the ASEAN Mutual Recognition Arrangement on Architectural Services which aims to: (a) strengthen economic linkages

and provide greater opportunities for economic development; (b) increase trade and investment in the area of services and create larger markets and greater economies of scale; (c) reduce barriers to trade and investment in services and create a predictable business environment; (d) strengthen economic relations between Member States through: inter alia promoting and facilitating utilization of the greater opportunities provided by the Agreement; promoting regulatory cooperation; developing co-operation in the field of human resource development; and increasing the participation of small and medium enterprises in trade and investment activities; and (e) narrow development gaps between Member States to achieve a more equitable, balanced and sustainable socio-economic development.

36. FILING OF COMPLAINT AGAINST A PROFESSIONAL

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

| | | | | |
|--|--|-----------------|---|--|
| Office or Division: | Central Office – Legal Service – Hearing and Investigation Division (LS-HID) or Regional Office – Legal Division/Section (RO-LD/S) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Parties in interest or a duly authorized representative | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| 1. Three (3) original copies of the Complaint-Affidavit with verification and certification of non-forum shopping plus such original additional copies for each respondent. | | | Complainant/Filing Party | |
| Additional Requirement, if applicable: | | | | |
| 1. Original copy of Affidavit of Indigency; and | | | Complainant/Filing Party | |
| 2. Any Proof of Indigency: | | | | |
| a. Original copy of latest Income Tax Return or pay slip or other proofs of net income; | | | Complainant/Filing Party | |
| b. Original copy of Certificate of Indigency from the Department of Social Welfare and Development (DSWD), or the City/Municipal Social Welfare and Development Office having jurisdiction over the residence of the applicant; or | | | Department of Social and Welfare Development (DSWD) or City/Municipal Social Welfare and Development Office | |
| c. Original copy of Certificate of Indigency and/or No Income from the Office of the Punong Barangay/Barangay Chairperson having jurisdiction over the residence of the applicant. | | | Office of the Punong Barangay | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit documents for evaluation and secure an order of payment from the Hearing and Investigation Division or Legal Division/Section. | 1. Check the completeness of the documents and issue an order of payment. | None | 5 minutes | Docket Officer, CO-LS-HID / Receiving Officer, RO-LD/S |



| | | | | |
|--|--|---------------------------|-------------------|--|
| 2. Pay the prescribed fees to the Cashier. | 2. Issue an Official Receipt. | Docket fee: Php 245.00 | 5 minutes | Cashier |
| 3. Submit the Complaint-Affidavit with Official Receipt to the Docket Officer/Receiving Officer. | 3. Receive the Complaint-Affidavit and Official Receipt. | None | 5 minutes | Docket Officer, CO-LS-HID / Receiving Officer, RO-LD/S |
| TOTAL | | Php 245.00 | 15 minutes | |
| END OF TRANSACTION | | | | |

37. ISSUANCE OF CERTIFICATE OF NO PENDING CASE OR WITH PENDING CASE

Refers to the process of issuing Certificate of No Pending Case or with Pending Case to attest/certify whether or not there is an administrative case filed against a professional.

| Office or Division: | Central Office – Legal Service – Hearing and Investigation Division (LS-HID) or Regional Office – Legal Division/Section (RO-LD/S) | | | |
|---|--|-----------------|---|--|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Registered professional with valid Professional Identification Card (PIC) ¹ or its duly authorized representative | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| 1. Duly accomplished request form. | | | LS-HID / RO-LD/S / PRC official website | |
| 2. One (1) photocopy of updated Professional Identification Card | | | Requesting party | |
| 3. One (1) Documentary Stamp Tax (DST) | | | Bureau of Internal Revenue/ Local City/Municipal Office | |
| Requirements for Representative | | | | |
| 1. Original Special Power of Attorney (SPA) in favor of representative who is not a registered professional, or original Authorization Letter, if the authorized personnel is a registered professional before this Commission, duly signed by the requesting party | | | Requesting party | |
| 2. Letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes | | | Requesting party | |
| 3. Original and one (1) valid government ID of the authorized representative | | | Authorized representative | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit documents for evaluation and secure an order of payment from the Hearing | 1. Issue an order of payment. | None | 5 minutes | Docket Officer, CO-LS-HID / Receiving Officer, RO-LD/S |

¹ Except for former Filipino professionals who may present a certification/confirmation of professional registration pursuant to Resolution No. 1225, Series of 2020.

| | | | | |
|---|---|---------------------------------|---|--|
| and Investigation Division or Legal Division/Section. | | | | |
| 2. Pay the prescribed fees to the Cashier. | 2. Issue an official receipt. | Certification fee: Php 75.00 | 5 minutes | Cashier |
| 3. Submit documents with Official Receipt to the Hearing and Investigation Division or Legal Division/Section | 3. Receive the letter request and verify the legal status of the registered professional. | None | 40 minutes <i>*Includes retrieval of case records and manual verification of the status of the case.</i> | Docket Officer, CO-LS-HID / Receiving Officer, RO-LD/S |
| | 3.1 Prepare the Certificate and endorse the same for the approval and signature of the Chief of the Hearing and Investigation or the Officer-in-Charge/Director of the concerned Regional Office. | None | 2 working days and 4 hours | Docket Officer, CO-LS-HID / Receiving Officer, RO-LD/S |
| | 3.2 Sign the Certificate. | None | 5 minutes | Chief, CO-LS-HID / Director or Lawyer, RO-LD/S |
| 4. Receive the certificate of no pending/with pending case. | 4. Release the certificate of no pending/with pending case. | None | 5 minutes | Docket Officer, CO-LS-HID / Releasing Officer, RO-LD/S |
| TOTAL | | Php 75.00 | 2 working days and 5 hours | |
| END OF TRANSACTION | | | | |

38. ISSUANCE OF CERTIFIED TRUE COPY OF PLEADINGS AND OTHER LEGAL DOCUMENTS

Refers to the processing of requests for the issuance of certified true copies of pleadings and legal documents upon the request of a party.

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|---|--|--|---|--|
| Office or Division: | Central Office – Legal Service – Hearing and Investigation Division (LS-HID) or Regional Office – Legal Division/Section (RO-LD/S) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | 1. Any party to the case or duly authorized representative 2. Counsel on record | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| 1. Letter request (to include intent). | | | Parties to the case/ Counsel on record | |
| 2. Original and one (1) valid government ID of the authorized representative. | | | Parties to the case/ Counsel on record | |
| Requirements for Representative: | | | | |
| 1. Original Special Power of Attorney (SPA) duly signed by the party to the case or original Authorization Letter duly signed by counsel-on-record. | | | Parties to the case/ Counsel on record | |
| 2. Original and one (1) valid government ID of the authorized representative. | | | Parties to the case/ Counsel on record | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the documents for evaluation to the Hearing and Investigation Division or Legal Division/Section. | 1. Check the completeness of the documents and issue an order of payment. | None | 5 minutes | Docket Officer, CO-LS-HID / Receiving Officer, RO-LD/S |
| 2. Pay the prescribed fees to the Cashier. | 2. Issue an Official Receipt. | Certification Fee: Php 75.00/ per document | 5 minutes | Cashier |
| 3. Submit documents with Official Receipt to the Hearing and Investigation Division or Legal Division/Section. | 3. Receive the letter-request and retrieve pleadings and legal documents from the records of the case. | None | 40 minutes <i>**Includes retrieval of case records and verification of</i> | Docket Officer, CO-LS-HID / Receiving Officer, RO-LD/S |

| | | | | |
|---|--|--------------------------------|---------------------------------------|--|
| | | | <i>pleadings and legal documents.</i> | |
| | 3.1 Prepare copies of the documents to be certified and endorse the same for the approval and signature of the Chief of the Hearing and Investigation Division or the Officer-in-Charge/Director of the concerned Regional Office. | None | 2 working days and 7 hours | Docket Officer, CO-LS-HID / Receiving Officer, RO-LD/S |
| | 3.2 Sign the documents. | None | 5 minutes | Chief, CO-LS-HID / Director or Lawyer, RO-LD/S |
| 4. Receive certified true copies of pleadings | 4. Release the certified true copies of pleadings | None | 5 minutes | Docket Officer, CO-LS-HID / Releasing Officer, RO-LD/S |
| TOTAL | | Php 75.00/ per document | 3 working days | |
| END OF TRANSACTION | | | | |

39. ISSUANCE OF CERTIFIED TRUE COPY OF PLEADINGS AND OTHER LEGAL DOCUMENTS (APPEALED CASES)

Refers to the processing of requests for the issuance of certified true copies of pleadings and legal documents upon the request of a party for appeal cases.

| | | | | |
|---|---|-----------------|--|--|
| Office or Division: | Central Office - Commission Secretariat-Legal Appeals Unit (LAU) | | | |
| Classification: | Complex Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | 1. Any party to the case 2. Counsel on record | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Basic Requirements: | | | | |
| 1. Letter of request | | | Parties to the case/ Counsel on record | |
| 2. Original and one (1) photocopy of valid government ID | | | | |
| Requirements for Representative: | | | | |
| 1. Originally signed Special Power of Attorney (SPA) or originally signed Authorization Letter duly signed by the counsel-on-record. | | | Representative | |
| 2. Original and one (1) photocopy of valid government ID of the representative. | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the letter requesting the certified true copies of the pleadings and other legal documents to the LAU office or through email at lau@prc.gov.ph | 1. Verify if the case folder/s of the appealed case is/are in the custody of LAU and check the completeness of the documents requested based on the records on file | None | 1 working day **Includes retrieval of case folder/s and verification of legal documents | Administrative Assistant V / Administrative Assistant II, COMSEC-LAU |

| | | | | |
|---|--|---|---|--|
| 2. Receive the Order of Payment and pay the prescribed fees | 2. Prepare the assessment form and issue an Order of Payment | *Certification Fee: Php 75.00/document | 25 minutes | Administrative Assistant V / Administrative Assistant II, COMSEC-LAU |
| | 2.1 Issue an Official Receipt | None | 5 minutes | Cashier, Administrative Service (AS) - Cash |
| 3. Submit documents with the Official Receipt to the LAU Staff | 3. Receive the documents and retrieve the legal documents from the case record. | None | 2 working days <i>**Includes retrieval and verification of legal documents</i> | Administrative Assistant V / Administrative Assistant II, COMSEC-LAU |
| | 3.1 Prepare copies of the documents to be certified and endorse the same for approval and signature of the Unit Head | None | 7 hours and 20 minutes | Administrative Assistant V / Administrative Assistant II, COMSEC-LAU |
| | 3.2 Sign the documents. | None | 5 minutes | Unit Head, COMSEC-LAU |
| 4. Receive the requested Certified True Copy of pleadings and legal documents from the LAU Office | 4. Issue the request signed Certified True Copy of pleadings and legal documents. | None | 5 minutes | Administrative Assistant V / Administrative Assistant II, COMSEC-LAU |
| TOTAL | | Php 75.00/document | 4 working days | |
| END OF TRANSACTION | | | | |

***Cost of Authenticated Copies of Case Documents as per Memorandum Circular No. 2005-02 dated 03 March 2005 (Matrix/Table of Fees may be appended or reflected herein below)**



Computation of Authentication of Documents:

- a. One (1) page document is Php 75.00
- b. Document with more than one (1) page but not exceeding twenty (20) pages, rate of one (1) page document plus Php 20.00 per additional page
- c. Document with more than twenty (20) but not exceeding fifty (50) pages, rate of one (1) page document plus Php 15.00 per additional page
- d. Document with more than fifty (50) pages, rate of one (1) page plus Php 10.00 per additional page

40. REQUEST FOR SPECIAL OATHTAKING OF NEW PROFESSIONALS (FACE-TO-FACE AND ONLINE)

The taking of the Oath of Professional is a prerequisite for the practice of profession. This transaction will enable passers of the licensure examinations as well as those who qualify for registration without examination to take their oath as professionals, via the face-to-face or online modality.

| Office or Division: | Central Office (CO) - PRB Secretariat Division (D-SPRB) and Regional Offices – Regulation Division (RO - RD) | | | |
|---|---|-----------------|--|--------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | 1. A passer of a licensure examination 2. An applicant of registration without examination duly approved by the concerned PRB and Commission | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| 1. One (1) copy of the Letter request for special oathtaking | | | Applicant | |
| 2. Application No. (for passers of licensure examination) or Approved Board Resolution (for those who qualify for registration without examination) | | | Applicants based on the Notice of Admission (for passers of licensure examination) or PRC website (for those who qualify for registration without examination) | |
| 3. One (1) copy of the Endorsement from the Regional Office | | | Regional Office concerned | |
| 4. One (1) copy of the Oathtaking Program of Activities (if applicable) | | | Regional Office concerned | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Send a request for a special oath taking to the Board. | 1.1 Receive, check, evaluate and endorse the request to the PRB concerned, through the PRB Secretariat Division | None | 15 minutes | RO - RD |

| | | | | |
|--|--|-------------|---|---|
| | 1.2 Receive, check, evaluate, and endorse the request to the Oversight Commissioner | None | 6 hours | D-SPRB Secretary, Assistant Chief, Chief, and PRB |
| | 1.3 Act on the request | None | 30 minutes | Oversight Commissioner |
| | 1.4 Inform the applicant of the date of the oath-taking (if applicable, request for website posting) and give instructions to secure the online oath-taking slot | None | 6 hours | Public Information and Media Relations Unit (PIMRU) Staff, (CO - PIMRU) / (RO – RD) |
| 2. Log-in using LERIS account through online.prc.gov.ph to secure an oath taking appointment slot | 2. Confirm appointment (system). | None | 5 minutes | Applicant |
| 3. Receive the link through email | 3. Send the link through email. | None | 5 minutes | RO - RD |
| TOTAL | | None | 1 working day, 4 hours, and 55 minutes | |
| END OF TRANSACTION | | | | |

41. REQUEST TO BE DESIGNATED AS ORGANIZER FOR THE MASS OATHTAKING OF NEW PROFESSIONALS AND REQUEST TO CONDUCT FACE-TO-FACE MASS OR SPECIAL OATHTAKING

Parties/entities seeking to be designated as organizer for the oathtaking of new professionals are required to apply and submit pertinent documents to the PRB and/or the Commission. This transaction covers the filing and processing of requests to be designated as oathtaking organizer and to conduct the face-to-face mass or special oathtaking of new professionals

| | | | | | |
|--|---|------------------------|------------------------|---|--|
| Office or Division: | Central Office (CO) - PRB Secretariat Division and Regional Offices – Regulation Division (RO-RD) | | | | |
| Classification: | Complex Transaction | | | | |
| Type of Transaction: | G2C – Government to Citizen | | | | |
| Who may avail: | Any oathtaking organizer who meets the qualification requirements prescribed under the guidelines | | | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SECURE/SOURCES | |
| Request to be Designated as Oathtaking Organizer: | | | | | |
| 1. One (1) original copy of the letter request to be designated as oathtaking organizer | | | | | |
| 2. One (1) photocopy of the SEC/DTI Certificate of Registration (whichever is applicable) | | | | SEC/DTI | |
| 3. One (1) photocopy of the BIR Certificate of Registration | | | | BIR | |
| 4. One (1) photocopy of Business Permit | | | | LGU | |
| Request to Conduct face-to-Face Mass or Special Oathtaking: | | | | | |
| 1. One (1) copy of the approved request to be designated as oathtaking organizer by the Oversight Commissioner | | | | PRB, through the PRB Secretariat Division | |
| 2. One (1) copy of the endorsement from the Regional Office | | | | Regional Office concerned | |
| 3. One (1) copy of the Oathtaking Program of Activities | | | | Applicant | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | |

| | | | | |
|---|--|-------------|--------------------------------------|---|
| 1. Send request to be designated as oathtaking organizer | 1.1 Receive, check, and endorse the request and other supporting documents to the PRB concerned. | None | 30 minutes | CO - D-SPRB Secretary |
| 2. Send request to conduct the face-to-face mass oathtaking | 2. Act on the request | None | 1 working day | PRB concerned |
| | 2.1 Inform the applicant of the approval of the request as oathtaking organizer. | None | 15 minutes | CO - D-SPRB Secretary |
| | 2.2 Receive, check, and endorse the request and other supporting documents to the PRB concerned. | None | 1 working day | CO - D-SPRB Secretary, Assistant Chief, Chief / RO-RD |
| | 2.3 Make recommendations on the request. | None | 1 working day | PRB concerned |
| | 2.4 Receive, and endorse the request and other supporting documents to the Oversight Commissioner. | None | 30 minutes | CO - D-SPRB Secretary |
| | 2.5 Act on the request. | None | 1 working day | Oversight Commissioner |
| | 2.6 Inform the applicant of the date of the oathtaking, request for website posting, and give instructions to secure the online oathtaking slot. | None | 15 minutes | CO-D-SPRB / RO-RD CO- Information and Communications Technology Service and Public Information and Media Relations Unit (<i>for website posting</i>) |
| TOTAL | | None | 4 days, 1 hour and 30 minutes | |
| END OF TRANSACTION | | | | |

42. ISSUANCE OF CERTIFICATES OF NO-OBJECTION, NO-JURISDICTION, AND NON-CONCURRENCE TO PROFESSIONAL ORGANIZATION ASSOCIATION FOR PURPOSES OF REGISTRATION WITH THE SECURITIES AND EXCHANGE COMMISSION (SEC)

Professional organizations/associations are required to secure an endorsement from the PRC as a condition for their registration with the SEC. The PRC and the concerned PRB evaluate the Articles of Incorporation and/or By-Laws of these professional organizations/associations to check if they conform with the provisions of the regulatory laws of the professions and other pertinent laws, rules and regulations as basis for the issuance of the requested endorsement.

| Office or Division: | Central Office (CO) - PRB Secretariat Division (D-SPRB) | |
|--|--|--|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Professional organizations/associations and other covered organizations/associations pursuant to PRC Memorandum Order No. 18 (s 2017) and the 2002 Memorandum of Agreement between the SEC and PRC | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| 1. one (1) original copy of the request (also referred to as the First Endorsement) | | SEC Company Registration and Monitoring Division |
| 2. one (1) original copy of the License verification certificate | | CO- Professional Registry Division |
| 3. one (1) original or certified true copy copy of the latest By-laws or their amendments, if any | | Applicant |
| 4. one (1) original or certified true copy of the latest Articles of Incorporation or their amendments, if any | | Applicant |
| Specific Requirements of the PRBs of Medicine and Dentistry | | |
| 1. one (1) certified copy of the updated list of the Members of the Board of Trustees (BOT) 2. one (1) certified copy of proof of training and board certification of each BOT Member, if applicable 3. one (1) photocopy of the valid Professional Identification Card (PIC) of each BOT Member 4. one (1) original copy of Certificate of No-Pending Case of each BOT Member 5. one (1) certified copy of the list of activities to be undertaken to achieve organizational purposes | | Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|---|
| 1. Submit required documents to the D-SPRB | 1.1. Receive, check, and evaluate complete documents and request PRD to issue License Verification Certificate <i>Note: If some information cannot be verified, or in case of expired PIC, contact the organization. The PRB concerned may also call for clarificatory meetings with the applicant, if necessary.</i> | None | 15 minutes | D-SPRB Secretary |
| | 1.2. Issue the License Verification Certificate | None | 3 working days | CO - PRD |
| | 1.3. Endorse the complete documents to the Assistant Chief, Chief/OIC and PRB Focal Person. | None | 15 minutes | D-SPRB Secretary |
| | 1.4 Review submitted documents | None | 4 working days | D-SPRB Assistant Chief, Chief, and PRB Focal Person |
| | 1.5 Approve, sign, and issue the Certificate of No-Objection, No Jurisdiction, and Non-Concurrence | None | 2 working days | PRB Focal Person, and PRC Chairperson |
| | 1.6 Endorse the signed Certificate to Archives and Records (ARD) for transmittal to SEC | None | 5 minutes | D-SPRB Secretary |



| | | | | |
|--------------------|--|------|---------------------------------|---|
| | 1.7 Receive the signed Certificate and transmit to SEC | None | 3 working days | Mailing Officer, CO - Archives and Records Division |
| TOTAL | | None | 12 working days, and 35 minutes | |
| END OF TRANSACTION | | | | |

43. APPLICATION FOR THE PROFESSIONAL ELECTRICAL ENGINEERS (PEE) ORAL EXAMINATION - PRELIMINARY SCREENING (FACE-TO-FACE AND ONLINE)

The Professional Electrical Engineer (PEE) is the highest category among the Electronics Engineering practitioners. This transaction covers the filing and processing of applications for the PEE Oral Examination - Preliminary Screening via the face-to-face and online modalities.

| | | |
|--|---|-------------------------|
| Office or Division: | Central Office (CO) - PRB Secretariat Division (D-SPRB) | |
| Classification: | Complex Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Qualified PEE Applicant | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Preliminary Screening | | |
| 1. one (1) original copy of Technical Engineering Report (TER) Cover | | Applicant |
| 2.one (1) original copy of Letter of Intent | | Applicant |
| 3. one (1) original copy of Resume with passport size picture, white background | | Applicant |
| 4. one (1) original copy of Introduction/Autobiography | | Applicant |
| 5. Qualification Requirements: <ul style="list-style-type: none">One (1) photocopy of valid Professional Identification Card (PIC)One (1) photocopy of valid ID issued by the Accredited Integrated Professional OrganizationOne (1) photocopy of Certificates/Awards/Other Significant Achievements | | Applicant |
| 6. One (1) copy of the Proposed Title with Description and project Profile with Single Line Diagram. <ul style="list-style-type: none">Proposed TitleProject ProfileProject DescriptionProject Photos, Perspectives, or the process of the factory Single Line Diagram | | Applicant |
| 7. One (1) original copy of the Certificate of Mentoring | | Applicant |

| 8. One (1) copy of the Introduction to Oneself <u>through PowerPoint Presentation</u> (must not exceed 15 slides) Contents: <ul style="list-style-type: none"> • Summary of Autobiography in essay form • Perspective and Photos relevant to the proposed TER. | | | Applicant | |
|---|---|-----------------|-----------------------|---|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Preliminary Screening | | | | |
| 1. Submit complete documentary requirements (items 1-7) in pdf format to the designated official email address | 1.1 Receive, check, evaluate, and endorse the complete documentary requirements to the Board, through the D-SPRB | None | 15 minutes | D-SPRB Secretary |
| | 1.2 Evaluate the application and fill- out the Action Sheet containing the decision of the Board on the application | None | 5 working days | PRB of Electrical Engineering |
| | 1.3 Issue and send the Notice of Preliminary Screening and link to the Board and the applicants. | None | 5 minutes | D-SPRB Secretary, PRB of Electrical Engineering |
| | 1.4 Conduct Preliminary Screening | None | 1 hour and 30 minutes | D-SPRB Secretary |
| | 1.5 Issues Letter of Approval (LOA) to the applicant 3 days after the screening schedule. | None | 10 minutes | PRB of Electrical Engineering |



| | | | | |
|---------------------------|--|------|------------------------------------|--|
| | <i>Note: Applicants are given 6 months to submit the complete TER for the Final Oral Interview</i> | | | |
| TOTAL | | None | 5 working days, and 2 hours | |
| END OF TRANSACTION | | | | |

44. APPLICATION FOR THE PROFESSIONAL ELECTRICAL ENGINEERS (PEE) ORAL EXAMINATION - FINAL INTERVIEW (FACE-TO-FACE AND ONLINE)

The Professional Electrical Engineer (PEE) is the highest category among the Electronics Engineering practitioners. This transaction covers the filing and processing of applications for the PEE Oral Examination - Final Interview via the face-to-face and online modalities.

| | | | | |
|--|---|-----------------|-------------------------|--------------------------------|
| Office or Division: | Central Office (CO) - PRB Secretariat Division (D-SPRB) and Regional Office -Licensure and Registration Division (RO-LRD) (Application Section) | | | |
| Classification: | Highly Technical Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Qualified PEE Applicant | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| Final Oral Interview | | | | |
| 1. Five (5) original copies of TER (hardbound books and USB) | | | Applicant | |
| 2. One (1) original copy of Application Form | | | Applicant | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Final Oral Interview | | | | |
| 1. Accomplish and send the application form, with complete documents (5 copies of hardbound TERs, with its USB) to the Board, through the Regional Office – LRD Application Section Note: Applicants based abroad may submit the hardbound TERs through their authorized representative | 1.1 Receive, check, and evaluate the complete documentary requirements (soft and hard copies) and instruct to pay the prescribed fee at the Cashier | Php 900.00 | 30 minutes | RO – LRD (Application Section) |
| 2. Pay the prescribed fee. | 2.1 Issue Official Receipt (OR) | None | 5 minutes | Cashier |
| | 2.2 Receive copy of the OR and complete documents. | None | 5 minutes | RO – LRD (Application Section) |

| | | | | |
|---------------------------|--|-------------------|---|--|
| | 2.3 Transmit the complete documentary requirements (soft and hard copies) to the Board and D-SPRB, through the Archives and Records Section (ARD). | None | 3 working days | RO – LRD (Application Section) |
| | 2.4 Receive and endorse the complete documents to the D-SPRB | None | 1 working day | Mailing Officer (CO - Archives and Records Division) |
| | 2.5 Validate and endorse the complete documents to the PRB | None | 5 hours | D- SPRB Secretary |
| | 2.6 Evaluate the application and complete documents and fill-out the Action Sheet containing the decision of the Board on the application. | None | 5 working days | PRB of Electrical Engineering |
| | 2.7 Schedule the Final Oral Examination, through a Resolution to be issued by the Board and the Commission. | None | 7 working days | D-SPRB Secretary, Licensure Office, PRB of Electrical Engineering, Commission Proper |
| | 2.8 Prepare and send the Notice of Final Oral Examination and link, in case of online oral examination. | None | 5 minutes | D-SPRB Secretary |
| TOTAL | | Php 900.00 | 16 working days, 5 hours. and 45 minutes | |
| END OF TRANSACTION | | | | |

45. APPLICATION FOR THE PROFESSIONALS ELECTRONICS ENGINEERS (PECE) ORAL EXAMINATION (FACE-TO-FACE AND ONLINE)

The Professional Electronics Engineer (PECE) is the highest category among the Electronics Engineering practitioners. This transaction covers the filing and processing of applications for the PECE Oral Examination via the face-to-face and online modalities.

| Office or Division: | Central Office (CO) - PRB Secretariat Division (D-SPRB) and Regional Office -Licensure and Registration Division (RO-LRD) (Application Section) | |
|--|---|-------------------------|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Qualified PECE Applicant | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| 1. One (1) original copy of Letter of intent | | Applicant |
| 2. One (1) original copy of the Resume with passport size picture, white background (coat and tie for men; blazer for women) | | Applicant |
| 3. Qualification Requirements: <ul style="list-style-type: none"> • One (1) photocopy of valid PIC • One (1) photocopy of valid ID issued by the Accredited Integrated Professional Organization (AIPO) • One (1) certified copy of Certificates/Awards/Other Significant Achievements • One (1) original copy of valid AIPO Certificate of Good Standing (COGS) issued by AIPO National Office • One (1) certified copy of the experience record of active self-practice and/or employment either in government service or in private sector totaling 7 years of practice and at least 2 years of which are in responsible charge of significant engineering work • Essay not less than 300 words describing the 2 years of significant engineering work with emphasis on the involvement in the “independent responsible in-charge” of project or work highlighted with proofs such engineering design or conceptual plans, implementation procedures, technical or engineering accomplishment report, project proposal, or completed project report, etc. | | Applicant |

| <ul style="list-style-type: none"> • Three (3) original copies of Certifications signed by three (3) PECEs (preferably applicant's senior or mentor) attesting to the veracity of the applicant's service record • One (1) photocopy of Diploma • One (1) photocopy of PRC COR • One (1) original copy of valid National Bureau of Investigation (NBI) Clearance • One (1) original copy of valid Ombudsman Clearance (if government employee) | | | | |
|---|---|-----------------|-----------------|--------------------------------|
| 4. One (1) original copy of the Application Declaration | | | Applicant | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Oral Examination | | | | |
| 1. Accomplish and send the application form, with complete documents (5 copies of hard bound TERs, with USB) to the Regional Office – LRD (Application Section) | 1.1 Receive, check, and evaluate the complete documentary requirements (soft and hard copies) and instruct to pay the prescribed fee at the Cashier | Php 900.00 | 30 minutes | RO – LRD (Application Section) |
| 2. Pay the prescribed fee. | 2.1 Issue Official Receipt (OR) | None | 5 minutes | Cashier |
| | 2.2 Receive copy of the OR and complete documents | None | 5 minutes | RO – LRD (Application Section) |
| | 2.3 Transmit the complete documentary requirements (soft and hard copies) to the Board and D-SPRB, through the Archives and Records Section (ARD) | None | 3 working days | RO – LRD (Application Section) |

| | | | | |
|---------------------------|---|-------------------|--|---|
| | 2.4 Receive and endorse the complete documents to the D-SPRB | None | 1 working day | Mailing Officer (CO - Archives and Records Division) |
| | 2.5 Validate and endorse the complete documents to the PRB | None | 5 hours <i>Note: Hard copies to be sent upon request of the Board</i> | D-SPRB Secretary |
| | 2.6 Evaluate the application and complete documents and fill-out the Action Sheet containing the decision of the Board on the application | None | 5 working days | PRB of Electronics Engineering |
| | 2.7 Schedule the Final Oral Examination, through a Resolution to be issued by the Board and the Commission | None | 7 working days | D-SPRB, Licensure Office, PRB of Electronics Engineering, Commission Proper |
| | 2.8 Prepare and send the Notice of Final Oral Examination and link, in case of online oral examination | None | 5 minutes | D-SPRB Secretary |
| TOTAL | | Php 900.00 | 16 working days, 5 hours and 45 minutes | |
| END OF TRANSACTION | | | | |

46. APPLICATION FOR THE PROFESSIONAL MECHANICAL ENGINEERS (PME) ORAL EXAMINATION - FIRST LEVEL (FACE-TO-FACE AND ONLINE)

The Professional Mechanical Engineer (PME) is the highest category among the Mechanical Engineering practitioners. This transaction covers the filing and processing of applications for the PME Oral Examination - First Level via the face-to-face and online modalities.

| Office or Division: | Central Office (CO) - PRB Secretariat Division (D-SPRB) and Regional Office – Licensure and Registration Division (RO-LRD) (Application Section) | |
|---|--|-------------------------|
| Classification: | Highly Technical Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail: | Qualified PME Applicant | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| First Level Oral Examination | | |
| 1. One (1) original copy of accomplished PRC Application Form | | Applicant |
| 2. One (1) original copy of the Certificate of Competence under oath by a PME | | Applicant |
| 3. One (1) original copy of the Affidavit of the Applicant | | Applicant |
| 4. One (1) original copy of the Certificate of Experience under oath executed by his superior | | Applicant |
| 5. One (1) copy of the Detailed Description of Machineries and Equipment | | Applicant |
| 6. One (1) copy of the List of Designs (if any) undertaken with the supervision of a PME | | Applicant |
| 7. One (1) original copy of Curriculum Vitae | | Applicant |
| 8. One (1) copy of at least two (2) titles of Proposed Reports, each with a short write-up and table of contents. Reports must be pertinent, allied or relevant to the experience of the applicant. | | Applicant |
| 9. One (1) original copy of Birth Certificate | | Applicant |
| 10. One (1) original copy of the Transcript of Records | | Applicant |

| 11. One (1) photocopy of the Updated Professional Identification Card (PIC) | | | Applicant | |
|--|---|---|-----------------|--|
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| First Level Oral Examination | | | | |
| 1. Accomplish and send the application form with the complete documentary requirements (items 1-11) to the Regional Office – LRD (Application Section) | 1.1 Receive, check, and evaluate the complete documentary requirements (soft and hard copies) and instruct to pay the prescribed fee at the Cashier | Php 900.00 <i>Note: The fee covers both the First and Second Level Oral Examination)</i> | 30 minutes | RO – LRD (Application Section) |
| 2. Pay the prescribed fee. | 2.1 Issue Official Receipt (OR) | None | 5 minutes | Cashier |
| | 2.2 Receive copy of the OR and complete documents | None | 5 minutes | RO – LRD (Application Section) |
| | 2.3 Transmit the complete documentary requirements (soft and hard copies) to the Board and D-SPRB, through the Archives and Records Section (ARD) | None | 3 working days | RO – LRD (Application Section) |
| | 2.4 Receive and endorse the complete documents to the D-SPRB | None | 1 working day | Mailing Officer (CO - Archives and Records Division) |

| | | | | |
|---------------------------|---|-------------------|--|--|
| | 2.5 Validate and endorse the complete documents to the PRB | None | 5 hours | D-SPRB Secretary |
| | 2.6 Evaluate the application and complete documents and fill-out the Action Sheet containing the decision of the Board on the application | None | 5 working days | PRB of Mechanical Engineering |
| | 2.7 Schedule the First Oral Examination, through a Resolution to be issued by the Board and the Commission | None | 7 working days | D-SPRB Secretary, Licensure Office PRB of Mechanical Engineering Commission Proper |
| | 2.8 Prepare and send the Notice of First Oral Examination and link, in case of online oral examination <i>Note: Applicants are given 2 months to submit the complete TER for the Second Level Oral Examination, and which may be extended upon request for justifiable reasons</i> | None | 5 minutes | D-SPRB Secretary |
| TOTAL | | Php 900.00 | 16 working days, 5 hours and 45 minutes | |
| END OF TRANSACTION | | | | |

47. APPLICATION FOR THE PROFESSIONAL MECHANICAL ENGINEERS (PME) ORAL EXAMINATION - SECOND LEVEL (FACE-TO-FACE AND ONLINE)

The Professional Mechanical Engineer (PME) is the highest category among the Mechanical Engineering practitioners. This transaction covers the filing and processing of applications for the PME Oral Examination - Second Level via the face-to-face and online modalities.

| | | | | |
|---|---|-----------------|-------------------------|--------------------------------|
| Office or Division: | Central Office (CO) - Professional Regulatory Boards (PRBs), PRB Secretariat Division (D-SPRB) and Regional Office – Licensure and Registration Division (RO-LRD) (Application Section) | | | |
| Classification: | Highly Technical Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Qualified PME Applicant | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| Second Level | | | | |
| 1. Five (5) hardbound copies and flashdrives of Technical Engineering Report (TER) which includes: A. Letter of Transmittal addressed to the Board of Mechanical Engineering (Board) B. Affidavit of Applicant C. Affidavit of Competency D. Curriculum Vitae E. Certificate of Experience | | | Applicant | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Second Level Oral Examination | | | | |
| 1. Send the complete documents to the Regional Office – LRD (Application Section) | 1.1 Receive, check, and evaluate the complete documents (soft and hard copies) | None | 30 minutes | RO – LRD (Application Section) |
| | 1.2 Transmit the complete documents (soft and hard | None | 3 working days | RO – LRD (Application |

| | | | | |
|---------------------------|---|-------------|--|--|
| | copies) to the PRB and D-SPRB, through the Archives and Records Division (AR | | | Section) |
| | 1.3 Receive and endorse the complete documents to the D-SPRB | None | 1 working day | Mailing Officer (CO - Archives and Records Division) |
| | 1.4 Validate and endorse the complete documents to the PRB | None | 5 hours | D-SPRB Secretary |
| | 1.5 Schedule the Final Oral Examination, through a Resolution to be issued by the Board and the Commission | None | 7 working days | D-SPRB, Licensure Office PRB of Mechanical Engineering Commission Proper |
| | 1.6 Prepare and send the Notice of Second Level Oral Examination and link, in case of online oral examination | None | 5 minutes | D-SPRB Secretary |
| TOTAL | | None | 11 working days, 5 hours and 35 minutes | |
| END OF TRANSACTION | | | | |

48. APPLICATIONS FOR THE ACCREDITATION OF HIGHER EDUCATIONAL INSTITUTIONS (HEIs) TO OFFER REFRESHER COURSE (CRIMINOLOGY)

Repeaters of the Criminologists Licensure Examination for Criminologists (CLE) have to take refresher course from accredited HEIs in order to be admitted to the next LEC. This transaction covers the filing and processing of applications for accreditation to offer refresher course.

| Office or Division: | Central Office (CO) - Professional Regulatory Boards (PRBs), PRB Secretariat Division (D-SPRB) | | | |
|---|---|-----------------|-------------------------|--------------------|
| Classification: | Complex Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | <p>Qualified HEIs whose baccalaureate degree program in Criminology is duly recognized by the Commission on Higher Education (CHED), and which meet any of the following qualifications:</p> <ul style="list-style-type: none"> - a CHED - recognized Center of Excellence or Center of Development; or - with at least a Level I Accreditation Status from any of the CHED-recognized voluntary accrediting agency; or - with an average of at least 40% national passing rate and at least 40 (examinees) in the LEC for the last three (3) years. | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| 1. One (1) original copy of the Letter of intent addressed to the Board to be signed by the President or his duly authorized representative | | | HEI Applicant | |
| 2. One (1) Certified true copy of the Certificate of Recognition/Accreditation or Certificate of Program Compliance to offer a degree of Bachelor of Science in Criminology | | | CHED | |
| 3. One (1) original copy of the Sworn affidavit signed by its President or its Registrar stating that the school meets the qualifications prescribed under Board Resolution No. 05 (s. 2021): "Guidelines in the Conduct of Refresher Course as a Requirement under Section 14, Rule II of Republic Act No. 11131 and its Implementing Rules and Regulation | | | HEI Applicant | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |

| | | | | |
|--|---|-------------|---------------------------------------|--------------------------------------|
| 1. Send the scanned copy of the complete requirements to the designated official e-mail address and hard copy to the PRB Secretariat Division, PRC Office. | 1.1 Receive, check, evaluate, and endorse the complete requirements to the PRB, through its Focal Person | None | 1 working day | D-SPRB Secretary |
| | 1.2 Act on the application | None | 5 working days | PRB Focal Person |
| | 1.3 Prepare, route, and sign the draft Certificate of Accreditation for approved applications, Otherwise, issue a letter of disapproval signed by the PRB | None | 30 minutes | D-SPRB Secretary, PRB of Criminology |
| | 1.4 Issue the signed Certificate of Accreditation through email | None | 5 minutes | D-SPRB Secretary |
| TOTAL | | None | 6 working days, and 35 minutes | |
| END OF TRANSACTION | | | | |

49. APPLICATIONS FOR THE ACCREDITATION OF HIGHER EDUCATIONAL INSTITUTIONS (HEIs) TO OFFER REFRESHER COURSE (ACCOUNTANCY)

Repeaters of the Certified Public Accountants Licensure Examination (CPALE) have to take refresher course from accredited HEIs in order to be admitted to the next LECPA. This transaction covers the filing and processing of applications for accreditation to offer refresher course.

| Office or Division: | Central Office (CO) - Professional Regulatory Boards (PRBs), PRB Secretariat Division (D-SPRB) | |
|--|--|-------------------------|
| Classification: | Complex Transaction | |
| Type of Transaction: | G2C – Government to Citizen | |
| Who may avail? | Qualified HEIs which are recognized and/or accredited by the Commission on Higher Education (CHED) to offer a degree of Bachelor of Science in Accountancy (BS in Accountancy) and which obtain an average national passing rate of at least ten (10%) percent per examination year in all the LECPA's administered for the last five (5) years and have fielded an average of at least twenty (20) examinees per examination year in all the LECPA's conducted for the last five (5) years. | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE/SOURCES |
| Basic Requirements | | |
| 1. One (1) original copy of the Letter of intent addressed to the Board to be signed by the President or his/her duly authorized representative | | HEIs/Applicant |
| 2. One (1) certified true copy of the Certificate of Recognition/Accreditation to offer a degree of BS in Accountancy | | CHED |
| 3. One (1) original copy of the sworn affidavit signed by the its President or its Registrar stating that their school obtained an average national passing rate of at least ten (10%) percent per examination year in all the LECPA's administered for the last five (5) years and have fielded an average of at least twenty (20) examinees per examination year in all the LECPA's conducted for the last five (5) years. | | HEIs/Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|--------------------------------------|--------------------------------------|
| 1. Send scanned copy of complete documentary requirements to the designated official e-mail address and hard copy to the PRB Secretariat Division, PRC Office | 1.1 Receive, check, and evaluate the complete requirements to the PRB, through its Focal Person. | None | 1 working day | D-SPRB Secretary |
| | 1.2 Act on the application. | None | 5 working days | PRB Focal Person |
| | 1.3 Prepare, route, and sign the draft Certificate of Accreditation for approved applications, Otherwise, issue a letter of disapproval signed by the PRB. | None | 30 minutes | D-SPRB Secretary, PRB of Criminology |
| | 1.4 Issue the signed Certificate of Accreditation through email. | None | 5 minutes | D-SPRB Secretary |
| TOTAL | | None | 6 working days and 35 minutes | |
| END OF TRANSACTION | | | | |

50. APPLICATION FOR ACCREDITATION OF HIGHER EDUCATIONAL INSTITUTIONS (HEIs) TO OFFER REFRESHER COURSE (MEDICAL TECHNOLOGY)

Repeaters of the Medical Technologists Licensure Examination (MTLE) have to take refresher course from accredited HEIs in order to be admitted to the next MTLE. This transaction covers the filing and processing of applications for accreditation to offer refresher course.

| Office or Division: | Central Office (CO) - PRB Secretariat Division (D-SPRB), Regional Office (RO) - Licensure and Registration Division (LRD) - Application Section | | | |
|---|---|-----------------|-------------------------|--|
| Classification: | Complex Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Only Higher Education Institutions (HEIs) recognized and accredited by the CHED to offer a degree of Bachelor of Science in Medical Technology/Medical Laboratory Science | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| Basic Requirements | | | | |
| 1. One (1) original copy of the Letter of intent addressed to the Board to be signed by the President of the HEI or his/her duly authorized representative. | | | HEI/applicant | |
| 2. One (1) certified true copy of the Certificate of Recognition to offer a degree of Bachelor of Science in Medical Technology/Medical Laboratory Science | | | CHED | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit hard and soft copies (saved in flash drive) of complete documentary requirements to the Application Section of the PRC Regional Office | 1.1 Receive, check, evaluate, and endorse the complete requirements to the PRB, through its Focal Person | None | 1 working day | CO-D-SPRB Secretary / RO - LRD (Application Section) |
| | 1.2 Act on the application | None | 5 working days | PRB Focal Person |
| | 1.3 Prepare and route the | None | 25 minutes | CO - D-SPRB Secretary |

| | | | | |
|---------------------------|---|------|--------------------------------------|--|
| | draft Certificate of Accreditation to the Chairperson and Members of PRB of Medical Technology | | | |
| | 1.4 Sign Certificate of Accreditation for approved applications, otherwise, issue a letter of disapproval signed by the PRB of Medical Technology | None | 5 minutes | PRB of Medical Technology |
| | 1.5 Issue the signed Certificate of Accreditation through email | None | 5 minutes | CO-D-SPRB Secretary / RO - LRD (Application Section) |
| TOTAL | | | 6 working days and 35 minutes | |
| END OF TRANSACTION | | | | |

51. REQUEST FOR VERIFICATION OF PROFESSIONAL STATUS BY THE HEALTH AND CARE PROFESSIONS COUNCIL (HCPC) AND CORU

Professionals desiring to be registered with the HCPC and/or CORU are required to secure verification of their professional status with the PRC. This transaction covers the filing and processing of requests for verification of professional status to be submitted to the HCPC and the CORU.

| Office or Division: | Central Office - PRB Secretariat Division (CO-D-SPRB) | | | |
|---|--|---|--|--------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | PRC registered professionals seeking to be registered with the HCPC and CORU | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| 1. One (1) copy of the letter from HCPC (sends letter directly to the Secretary) and/or CORU (letter through applicant) | | | Applicant | |
| 2. one (1) original copy of Certificate of Good Standing or the COGS (for HCPC and CORU) | | | Regional Office (Registration Section) | |
| 3. one (1) original copy Certificate of No-Pending Case (for HCPC only) | | | Legal Service and Regional Office (Legal Division) | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit required documents to the D- SPRB | 1.1 Receive, check, evaluate, and endorse complete documentary requirements to the Assistant Chief and Chief for approval and further instructions | None <i>(except for the purpose of securing the COGS and Certificate of No-Pending Case)</i> | 1 hour | D-SPRB Secretary |

| | | | | |
|---------------------------|--|--|--|---|
| | 1.2 Validate, approve and sign the letter-response to the HCPC and/or CORU | None | 2 working days | D-SPRB Secretary, Assistant Chief, Chief, and PRB Chairperson |
| | 1.3 Send the letter-response to HCPC and/or CORU | None | 5 minutes | D-SPRB Secretary |
| TOTAL | | None <i>(except for the purpose of securing the COGS and Certificate of No-Pending Case)</i> | 2 working days, 1 hour, and 5 minutes | |
| END OF TRANSACTION | | | | |

52. REQUEST FOR VERIFICATION OF PROFESSIONAL STATUS FOR REGISTRATION EXAMINATION ELIGIBILITY WITH THE COMMISSION ON DIETETIC REGISTRATION (CDR)

CDR is the credentialing agency for the Academy of Nutrition and Dietetics. Through the PRC-CDR Reciprocity Agreement, a Nutritionist-Dietitian (RND) registered with the PRC may take the RD examination in the US after submitting the credentialing documents required. This transaction covers the filing and processing of requests for verification of professional status of an RND to determine his/her registration examination eligibility with the CDR.

| Office or Division: | Central Office - Professional Regulatory Boards (PRBs), Professional Registry Division (PRD), PRB Secretariat Division (PRBSEC) and Regional Office – Licensure and Registration Division (RO-LRD) | | | |
|---|--|-----------------|-------------------------|----------------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | PRC registered professionals seeking to be registered with the CDR | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| 1. One (1) original and photocopy of valid Professional Identification Card (PIC) | | | Applicant | |
| 2. Resume attesting to the completion of at least two (2) years experience in any field related to nutrition and dietetics. | | | HR/ Employer | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit required documents to the Registration Section in any Regional Offices. | 1. Receive, check, evaluate documentary requirements | None | 30 minutes | Processing Officer, RO-LRD |
| 2. Pay the prescribed fee. | 2. Issue Official Receipt. | Php 75.00 | 15 minutes | Cashier |
| | 2.1 Receive, check, evaluate, and endorse the complete documentary requirements to the PRD of the Central Office. | None | 30 minutes | Processing Officer, RO-LRD |

| | | | | |
|---------------------------|---|--|--------------------------------|---------------------------------|
| | 2.2 Sign the Action Sheet and forward to D-SPRB. | None | 30 minutes | Chief, CO-Regulation Office-PRD |
| | 2.3 Receive, check, evaluate, and endorse the complete documentary requirements to the Chief, D-SPRB. | None | 30 minutes | PRB Secretary, PRBSEC |
| | 2.4 Sign the Action Sheet. | None | 30 minutes | Chief, PRBSEC |
| | 2.5 Prepare the CDR Certificate and endorse the complete documentary requirements to the PRB Chairperson. | None | 1 hour | PRB Secretary, PRBSEC |
| | 2.6 Review, approve and sign the CDR Certificate. | None | 1 working day | PRB Chairperson |
| | 2.7 Send the documents and signed CDR Certificate to the PRC Chairperson. | None | 30 minutes | PRB Secretary, PRBSEC |
| | 2.8 Review, approve and sign the CDR Certificate. | None | 1 working day | PRC Chairperson |
| | 2.9 Transmits the signed CDR Certificate to the PRD. | None | 30 minutes | PRB Secretary, PRBSEC |
| | 2.10 Inform the applicant of the status of the request. | None | 15 minutes | Staff, CO-Regulation Office-PRD |
| TOTAL | | None <i>(except for the purpose of securing the COGS and Certificate of No-Pending Case)</i> | 2 working days, 5 hours | |
| END OF TRANSACTION | | | | |

53. REQUEST FOR ISSUANCE OF CERTIFICATE OF PERFORMANCE OF SCHOOLS

Refers to the process of issuing Certificate of Performance of Schools to requesting Higher Education Institutions or Technical-Vocational Institutions that participated in the Licensure Examinations conducted and administered by the PRC.

| | | | | |
|--|---|--|--|---------------------------|
| Office or Division: | Central Office - PMFS - Research and Statistics Division (CO-PMFS-RSD) and Regional Office – Finance and Administrative Division (RO-FAD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen / G2B – Government to Business | | | |
| Who may avail: | <ul style="list-style-type: none">- Higher Education Institutions; or- Technical-Vocational Institutions. | | | |
| 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.) or at CO-PMFS-RSD/RO-FAD | |
| 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 Stamp Tax (DST) P30.00 face value of DST | | | Bureau of Internal Revenue | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Accomplish and provide a copy of request to RSD Processing Officer/ Regional Office - FAD: <ul style="list-style-type: none">• FOI Request Form; and• RSD Form No. 8 | 1. Provide request form to the applicant. | None | 5 minutes | Staff, CO-PMFS-RSD/RO-FAD |
| | 1.1 Evaluate the request and prepare action sheet and billing statement. | Php 75.00 per page (except for the list of examinees, first page is Php 75.00, | 30 minutes | Staff, CO-PMFS-RSD/RO-FAD |

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| | | succeeding pages are Php 50.00 each) DST: Php 30.00/certificate | | |
| 2. Pay the prescribed fee at the cashier. | 2. Issue official receipt. | None | 5 minutes | PRC Regional Offices Cashier |
| 3. Submit the documents to the Archives and Records Division (ARD)/ Regional Office - FAD | 3. Issue claim slip to the client and forward the documents to RSD. | None | 15 minutes | Receiving/ Releasing Officer CO-ARD/RO-FAD |
| | 3.1. Process, prepare and review the requested documents. | None | 30 minutes | Staff/Statistician, CO-PMFS-RSD |
| | 3.2. Sign the documents. | None | 5 minutes | Authorized Signatory, CO- PMFS |
| | 3.3. Forward the signed documents to ARD. | None | 15 minutes | Releasing Officer, CO-PMFS-RSD |
| | 3.4. If the document is to be released through the Regional Office, send through mail to concerned Regional Office. | None | 15 minutes | Releasing Officer, ARD |
| 4. Present the claim slip to ARD/Regional Office - FAD on the scheduled date of release. | 4. Release the documents to the clients. | None | 15 minutes | Issuing/Releasing Officer, CO- ARD/RO-FAD |

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| TOTAL | <p>Php 75.00 per page (except for the list of examinees, first page is Php 75.00, succeeding pages are Php 50.00 each.)</p> <p>DST: Php 30.00/certificate</p> | 2 hours and 15 minutes | |
| END OF TRANSACTION | | | |
| <p>Note: The computed processing time is for one (1) examination schedule only. Thus, the processing time is extended for Steps 1.1, 3.1, 3.2, and 4 when there are two (2) or more schedule being requested.</p> | | | |

54. REQUEST FOR CERTIFICATION / AUTHENTICATION OF CERTIFICATE OF ACCREDITATION OF REGISTERED INDIVIDUAL CPA / FIRM / PARTNERSHIP

Refers to the process of issuing Certification or Authentication of Accreditation upon verification / confirmation that a registered Certified Public Accountant (CPA) / Firm / Partnership is in good standing, has no derogatory record, and has valid and authentic credentials issued by the PRC and the concerned PRB.

| | | | | |
|--|---|-----------------|--|----------------------------|
| Office or Division: | Regional Office – Regulation Division | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Registered CPAs, Firms, and Partnerships with valid Certificate of Accreditation issued by the PRB of Accountancy | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| Basic Requirements: | | | | |
| 1. Duly accomplished Process and Action Sheet | | | Download at www.prc.gov.ph | |
| 2. <i>For BOA Certificate of Accreditation Authentication:</i> Original and photocopy pies of Certificate of Accreditation <i>For BOA Certification of Accreditation:</i> a. Request letter signed by the managing partner for Certification of qualifying partners. b. Copy of SEC Articles of Partnership for Certification of qualifying partners. | | | Applicant | |
| 3. One (1) piece Documentary Stamps Tax (DST) | | | Bureau of Internal Revenue | |
| Additional Requirement, if applicable: | | | | |
| 1. Any valid government-issued ID or valid NBI Clearance | | | Applicant | |
| 2. If the representative is a PRC registered professional: authorization letter and PIC; if not registered professional, Special Power of Attorney | | | Professional being represented | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Secure and accomplish Process and Action Sheet at the PRC Customer Service | 1. Issue Process and Action Sheet to applicant | None | 2 minutes | Public Information Officer |

| | | | | |
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| 2. Proceed to cashier to pay the authentication/certification fee. | 2. Accept payment and issue Official Receipt (OR) and affix signature on the space provided in the application form | Authentication/certification fee:Php75.00/copy | 2 minutes | Cashier |
| 3. Submit the duly accomplished Process and Action Sheet and all the documentary requirements to the designated window of the Regional Offices. | 3. Receive and evaluate the completeness of documents submitted | None | 2 minutes | Authentication Officer, Regulation Division |
| | 3.1 Authentication: Verify and validate from the database of the Central Office - Accreditation and Compliance Division (ACD) the status of the Certification of Accreditation and stamp "certified true copy" on the photocopy for signature of the authorized officer. | None | 10 minutes | Verifying Officer, RO - Regulation Division |
| | 3.2 Certification Verify and validate from the database of the ACD the list of accredited qualified partners and prepare the Certification for signing by the Authorized Signatory. | None | 10 minutes | Verifying Officer, RO - Regulation Division |
| | 3.3 Sign certification /authenticated copies. | None | 5 minutes | Authorized Signatory |
| | 3.4 Affix documentary stamp and dry seal to the | None | 5 minutes | Releasing Officer, RO- |



| | | | | |
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| | Certificate/s. | | | Regulation Division |
| 4. Receive signed certification / authenticated copy/ies and sign on the releasing log sheet | 4. Issue the signed Certification / Authenticated copy/ies to the applicant | None | 2 minutes | Releasing Officer, RO-Regulation Division |
| TOTAL | | Php 75.00 | 38 minutes | |
| END OF TRANSACTION | | | | |

55. REQUEST FOR REPLACEMENT OF ACCREDITATION OF INDIVIDUAL PROFESSIONAL, FIRMS OR PARTNERSHIP DUE TO CHANGE OF NAME AND/OR ADDRESS

Refers to the process of issuing replacement of the lost or damaged certificate of accreditation to accredited professionals.

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|--|--|------------------------|--|----------------------------|
| Office or Division: | Central Office – Accreditation and Compliance Division and Regional Office (RO) – Regulation Division | | | |
| Classification: | Complex Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen / G2B – Government to Business | | | |
| Who may avail: | Accredited Individual Professionals, Firms or Partnership with change in the name and/or address of the individual professional/firm/company | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE/SOURCES | |
| Basic Requirements: | | | | |
| 1. Duly accomplished Action Sheet – 1 original copy | | | Public Assistance Counter/ www.prc.gov.ph | |
| 2. One (1) piece Documentary Stamps Tax (DST) | | | Bureau of Internal Revenue | |
| 3. Request Letter for replacement of the Certificate of Accreditation indicating the change in the Name and/or Address of the Individual Professional/Firm/Company | | | Notary public | |
| 4. <i>For Individual Professional:</i> Valid Professional Identification Card (PIC) <i>For Firm/Company:</i> Authenticated Copy of SEC Amended Articles of Partnership /Incorporation and Amended By-Laws | | | Applicant | |
| Additional Requirement, if applicable: | | | | |
| 1. Any valid government-issued ID or valid NBI Clearance | | | Applicant | |
| 2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Secure the Action Sheet from Public Information/Assistance Counter and accomplish according to the request | 1. Issue Action Sheet | None | 2 minutes | Public Information Officer |
| 2. Submit the duly accomplished Action Sheet to the designated | 2. Evaluate the prescribed fees | None | 2 minutes | Receiving Officer |

| | | | | |
|---|--|---------------------------|----------------|---|
| window of the Regional Office/s for the verification of fees | | | | |
| 3. Pay the prescribed fees at PRC cashier | 3. Receive payment and issues the Official Receipt | Processing fee: Php300.00 | 2 minutes | Cashier |
| 4. Submit duly accomplished Action Sheet with all the required documents and photocopy of Official Receipt to the Regulation Division designated window and receive the claim slip. | 4. Receive the duly accomplished Action Sheet and evaluate the completeness of documentary requirements and issue Claim Slip to the applicant. | None | 5 minutes | Receiving Officer-RO - Regulation Division |
| | 4.1 Transmit the Action Sheet including the complete documentary requirements to Central Office -Accreditation and Compliance Division (ACD). | None | 1 working day | Receiving Officer-RO - Regulation Division |
| | 4.2 Receive the duly accomplished Action Sheet and complete documentary requirements transmitted by the Regulation Division. | None | 2 working days | Processing Officer, Accreditation and Compliance Division |
| | 4.3 Print the Certificate of Accreditation for signature of the Chairperson of the PRB concerned. | None | 15 minutes | Processing Officer, Accreditation and Compliance Division |
| | 4.4 Sign the Certificate. | None | 15 minutes | PRB concerned |
| | 4.5 Forward the Certificate of Accreditation to the Office of PRC Chairperson for signature. | None | 1 working day | Processing Officer, Accreditation and Compliance Division |

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|--|--|------|------------|---|
| | 4.6 Sign the Certificate of Accreditation. | None | 10 minutes | PRC Chairperson |
| | 4.7 Return the signed Certificate of Accreditation to the ACD | None | 5 minutes | Staff, Office of the Chairperson |
| | 4.8 Receive the duly signed Certificates of Accreditation from the Commission. | None | 20 minutes | Processing Officer, Accreditation and Compliance Division |
| | 4.9 Transmit the Certificates of Accreditation to the Regional Offices, Regulation Division. | None | 10 minutes | Processing Officer, Accreditation and Compliance Division |
| | 4.10 Receive the duly signed Certificate of Accreditation from the Central Office-ACD | None | 2 minutes | Processing Officer, Accreditation and Compliance Division |
| | 4.11 Affix documentary stamp and dry seal to the signed Certificate of Accreditation | None | 5 minutes | Releasing Officer, RO-Regulation Division |
| 5. Receive the Certificate and sign on the releasing log sheet Note: <i>a. Original copies of affidavit of lost/damaged Certificate of Accreditation (COA) with duly accomplished action sheet shall be transmitted to ACD. Duplicate COA shall only be mailed upon receipt of the original copies of documentary requirements.</i> | 5. Release the requested duplicate certificate. | None | 5 minutes | Releasing Officer, RO-Regulation Division |



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| TOTAL | | Php 300.00 | 4 working days, 1 hour and 38 minutes | |
| END OF TRANSACTION | | | | |

56. ONLINE ACCOUNT TROUBLESHOOTING/UPDATING

This procedure covers the steps involved in the troubleshooting/updating of client's online accounts including account verification, account retrieval and updating of client's details/information in the Licensure Examination and Registration Information System (LERIS).

| | | | | |
|--|---|-----------------|-----------------|---|
| Office or Division: | Central Office-ICTS-Database Management Systems Division (CO-ICTS-DMSD) or Regional Office – Finance and Administrative Division (RO-FAD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Clients with request for LERIS online account troubleshooting/updating | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Basic Requirement: | | | | |
| Valid government-issued identification card | | | PRC Client | |
| Additional Requirement, if applicable: | | | | |
| Any proof of residency (e.g. Billing Statement under the client’s name, etc.) | | | PRC Client | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client proceeds to the designated window at the PRC Regional Office or send request through e-mail. | 1. Evaluates and validates the client’s request. <i>Note: PRC personnel requests the proof of residency if the concern is for change of address.</i> | None | 5 minutes | Verifying Officer, RO-FAD/CO-ICTS-DMSD |
| | 1.1 Updates the client’s account information, upon evaluation and validation of request. | None | 5 minutes | Processing Officer, RO-FAD/CO-ICTS-DMSD |
| | 1.2 Inform the client of the status of request. | None | 5 minutes | Processing Officer, RO-FAD/CO-ICTS-DMSD |
| TOTAL | | None | 15 minutes | |
| END OF TRANSACTION | | | | |

57. REQUEST FOR COPY/IES OF ADMINISTRATIVE ISSUANCES (EXTERNAL USE)

Refers to the release of various administrative issuances to requesting registered professionals and/or stakeholders.

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|--|--|------------------------|------------------------|--|
| Office or Division: | Central Office – Administrative Services – Archives and Records Division (CO-AS-ARD) or Regional Office – Finance and Administrative Division (RO-FAD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Registered Professionals and stakeholders | | | |
| CHECKLIST OF REQUIREMENTS | | | | WHERE TO SECURE/SOURCES |
| Basic Requirements: | | | | |
| 1. Duly filled-out Order of Payment | | | | CO-AS-ARD or RO-FAD |
| 2. Official Receipt | | | | Applicant |
| 3. Valid government-issued ID | | | | Applicant |
| Other Requirements for Representative: | | | | |
| 1. Non-registered professional – any valid government-issued ID and original Special Power of Attorney (SPA) duly executed individually by the applicant. | | | | Representative |
| 2. Registered professional – valid Professional Identification Card/e-PIC and original authorization letter duly signed by the applicant. | | | | Representative |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill-out the Order of Payment Form and present a valid government-issued ID. | 1. Provide client with a copy of Order of Payment. | None | 5 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |
| 2. Submit the Order of Payment Form. | 2. Receive the Order of Payment Form | None | 5 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |

| | | | | |
|---------------------------------------|--|--|------------|--|
| | 2.1 Verify the requested administrative issuance/s whether photocopy only or certified true copy (CTC) format. | None | 5 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |
| 3. Confirm the format of the request. | 3. Retrieve the requested administrative issuance/s through the database. | None | 10 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |
| | 3.1 Assess the costs of reproduced copies as per Memorandum Circular No. 02 (s. 2005) and reflect the same in the Order of Payment Form. | <p>Photocopy: Php50.00/page +Php20.00 per additional page (not exceeding 10 pages) +Php15.00 per additional page (not exceeding 20 pages) +Php10.00 per additional page (not exceeding 50 pages)</p> <p>Certified True Copy: Php75.00/page +Php20 per additional page (not exceeding 20 pages)</p> | 10 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |

| | | | | |
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| | | +Php15 per additional page (not exceeding 50 pages) +Php10 per additional page (more than 50 pages) | | |
| 4. Proceed to PRC Cashier and pay for the assessed fee. | 4. Accept payment and issue official receipt. | None | 5 minutes | Cashier |
| 5. Submit the order of payment and show the official receipt. | 5. Accept the order of payment and check the official receipt. | None | 5 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |
| | 5.1 Print the requested administrative issuance/s | None | 5 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |
| | 5.2 If the request is for certified true copy, stamp the 1 st and last page of the request reflecting its date and official receipt number. | None | 5 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |
| | 5.3 Forward to the authorized signatory for signature. | None | 5 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |
| | 5.4 Sign the documents. | None | 5 minutes | Authorized Signatory, CO-AS-ARD or Records Officer, RO-FAD |

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| 6. Receive the requested issuance/resolution and sign in the releasing logbook. | 6. Release the requested issuance / resolution and record in the logbook and safekeep the order of payment and return the official receipt to the client. | None | 5 minutes | Docket Officer, CO-AS-ARD or Records Officer, RO-FAD |
| TOTAL | | Photocopy: Php50.00 per page Certified-True-Copy: Php75.00 per page (plus fee for additional pages) | 1 hour and 10 minutes | |
| END OF TRANSACTION | | | | |



II. INTERNAL SERVICE (PER DELIVERY UNIT)

1. PAYMENT OF REIMBURSEMENT OF TRAVELLING EXPENSES

This refers to the submission of necessary documents for processing of reimbursement of expenses used for both local and foreign travels

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|---|---|------------------------|
| Office or Division: | Central Office - Budget and Management Division, Accounting Division, Cash Division, PMFS and Authorized Signatories. | |
| Classification: | Simple Transaction | |
| Type of Transaction: | G2G – Government to Government | |
| Who may avail: | Concerned employee | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Basic Requirements: | | |
| 1. Affidavit of Loss or submission of damaged PIC | | Concerned Employee |
| 2. Disbursement Voucher | | |
| 3. Approved Itinerary of Travel | | |
| 4. Approved Certificate of Travel Completed | | |
| 5. Liquidation Report duly received by the Accounting Division (if liquidation with reimbursement) | | |
| 6. Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed (if liquidation with reimbursement) | | |
| 7. Copy of previously approved Itinerary of travel (if liquidation with reimbursement) | | |
| 8. Copy of Office Order and the Supplemental Office Order or any proof supporting the change of schedule | | |
| 9. Certificate of Appearance/Attendance (in accordance w/ AO 326 s.2019) | | |
| 10. Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company | | |
| 11. Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts. | | |

| | |
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| if the expenses incurred for the 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) | |
| 12. OR/eOR or CERR (for expenses amounting to P300 or less) or RER (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future. In case of payment of toll fees, the CERR/RER shall be supported with the toll fee rates. | Concerned Employee |
| 13. 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 Metro Manila Area, if the travel allowances being claimed include hotel room/lodging | |
| 14. Program agenda and logistics information (in case of seminar/workshop/ training) | |
| 15. Acceptance of the nominee as participant (in case of seminar/workshop/ training) | |
| 16. Letter of invitation of the host/sponsoring agency/organization | |
| 17. Duly approved Office Order/Travel Order | |
| 18. For plane ticket not procured from GFA, quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor | |
| B. For Foreign Travel: | |
| 1. Obligation Request and Status | Concerned Employee |
| 2. Disbursement Voucher | |

| | |
|--|--------------------|
| 3. Approved Itinerary of Travel | |
| 4. Approved Certificate of Travel Completed | |
| 5. Liquidation Report duly received by the Accounting Division (if liquidation with reimbursement) | |
| 6. Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed (if liquidation with reimbursement) | |
| 7. Copy of previously approved Itinerary of travel (if liquidation with reimbursement) | |
| 8. Letter of invitation of the host/sponsoring country/ agency/ organization | |
| 9. Flight itinerary issued by the airline ticketing office/travel agency | |
| 10. Where applicable, authority to claim representation expenses | |
| 11. Program agenda and logistics information (in case of seminar/ workshop/ training) | |
| 12. Acceptance of the nominee as participant (in case of seminar/ workshop/ training) | |
| 13. Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company. In the absence thereof other documents such as, but not limited to, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company | Concerned Employee |
| 14. For reimbursement of actual travel expenses in excess of the prescribed rate: <ul style="list-style-type: none"> • Approval by the President • Certification from the Head of the Agency that it is absolutely necessary | Concerned Employee |

| <ul style="list-style-type: none"> Hotel room with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts) Bills/receipts for non-commutable | | | | |
|---|--|--------------------|-----------------|--------------------|
| <p>15. Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo/Transmittal of Back to Office Report/Narrative Report on trip undertaken/Report on Participation addressed to the agency head. The report, duly noted by the agency head or his authorized representative, shall contain, among others, the following information:</p> <ul style="list-style-type: none"> Highlights of the training/activity; Pictures preferably dated; Plan of action for knowledge sharing; and Recommendations | | Concerned Employee | | |
| <p>16. For plane ticket not procured from GFA, quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor</p> | | Concerned Employee | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submit complete documents to BMD. | BUDGET AND MANAGEMENT DIVISION: <ol style="list-style-type: none"> Receive request for funding (ORS), DV with complete documents, assign record number and account electronically the receive request and forward the same to Budget Reviewer. | None | 5 minutes | Receiving Staff |

| | | | | |
|--|---|------|------------|-------------------------|
| | 1.1 Evaluate request for funding (ORS), and forward to the Overall Fund Controller. | None | 30 minutes | Budget Reviewer |
| | 1.2 Assign ORS number and countersign in Box B of the ORS. | None | 15 minutes | Overall Fund Controller |
| | 1.3 Certify the availability of funds in box B (Available Funds) of the ORS. | None | 2 minutes | Chief Budget Officer |
| | 1.4 Endorse approved ORS, DV with complete documents to AD. | None | 2 minutes | Releasing Staff |
| | ACCOUNTING DIVISION: 1.5 Receive approved ORS, DV and complete documents from BMD. | None | 2 minutes | Receiving Staff |
| | 1.6 Evaluate DV and documents, and countersign in Box C of DV. | None | 30 minutes | Accounting Staff |
| | 1.7 Sign in Box C of DV. | None | 2 minutes | Chief Accountant |
| | 1.8 Assign DV number, log in the Registry of Allotment and Notice of Cash Allocation (RANCA) and logbook, and endorse to PMFS. | None | 5 minutes | Releasing Staff |
| | PLANNING, MANAGEMENT AND FINANCIAL SERVICE: 1.9 Receive ORS, DV and complete documents. | None | 2 minutes | Receiving Staff |
| | 1.10 Review and sign box D of DV, if within the assigned threshold. If not, endorse to the concerned authorized signatory. | None | 5 minutes | PMFS Director |

| | | | | |
|--|---|------|------------|----------------------|
| | OTHER AUTHORIZED SIGNATORY: 1.11 Receive and evaluate ORS, DV and complete documents. | None | 2 minutes | Receiving Staff |
| | 1.12 Sign box D of DV. | None | 2 minutes | Authorized Signatory |
| | 1.13 Endorse the signed ORS, DV and complete documents to Cash Division | None | 2 minutes | Releasing Staff |
| | CASH DIVISION: 1.14 Receive ORS, DV and complete documents, and check if the employee is enrolled in the EMDS. | None | 5 minutes | Receiving Staff I |
| | 1.15 Prepare List of Due and Demandable Accounts Payable for – Internal Creditors (LDDAP-IC) DVs. | None | 2 minutes | Disbursing Staff 1 |
| | 1.16 Encode via EMDS all the information needed (payment will be automatically credited to the LBP account of the payee). | None | 10 minutes | Disbursing Staff 2 |
| | 1.17 Print and check two copies of returned “Inquire Issued and Check Details” as proof that the payment has been successfully credited to the account of the payee | None | 5 minutes | Disbursing Officer |

| | | | | |
|---|--|-------------|-------------------------------|--------------------|
| | 1.18 Forward to Authorized Signatories for signature and approval of DV. | None | 2 minutes | Disbursing Staff 2 |
| | 1.19 Receive approved DV and forward to Landbank a copy of the LDDAP-IC. | None | 20 minutes | Disbursing Staff 1 |
| | 1.20 Request employee to sign the DV. | None | 2 minutes | Disbursing Staff 1 |
| Step 2: Sign the DV as proof that first salary has been credited. | | | | |
| TOTAL | | None | 3 hours and 26 minutes | |
| END OF TRANSACTION | | | | |

2. PROCESSING OF REQUEST FOR SUB-ALLOTMENT RELEASE ORDER (SUB-ARO)

This refers to the processing of request for Sub-Allotment Release Order (Sub-ARO) submitted to BMD for budget augmentation in the Regional Offices pursuant to Commission Memorandum Order No. 75 dated October 22, 2021.

| | | | | |
|---|--|------------------|-----------------|--------------------|
| Office or Division: | Central Office - Budget and Management Division, PMFS, Cash Division & Commission Proper | | | |
| Classification: | Complex Transaction | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All Regional Offices | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| Supporting Documents (SDs): | | | | |
| 1. Request letter and supporting documents as enumerated under MO No. 75 dated October 22, 2021 | | Regional Offices | | |
| Additional Requirements per MO No. 75 dated October 22, 2021: | | | | |
| 1. FAR 1/1-A for Continuing and Regular Fund (Updated) | | Regional Offices | | |
| 2. FAR1-B | | | | |
| 3. Budget Estimates with details on the nature of request | | | | |
| 4. Certification of availability of Cash Allocation, if applicable | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submit request for Sub-Allotment Release Order (Sub-ARO) with complete documents. | BUDGET AND MANAGEMENT DIVISION: 1. Receive Sub-ARO request with complete documents and forwards to the assigned Budget Reviewer. | None | 15 minutes | Receiving Staff |

| | | | | |
|--|---|------|----------------|-----------------------|
| | 1.1 Evaluate Sub-ARO request and documents and prepare Budget Evaluation Sheet. | None | 2 working days | Budget Reviewer |
| | 1.2 Forward the Budget Evaluation Sheet and the supporting documents to the assigned officer/s. | None | - | - |
| | 1.3 Review the Sub-ARO request and Budget Evaluation Sheet. | None | 2 hours | Assigned Officer |
| | 1.4 Prepare transmittal letter to the Commission, Modification Advice Form (MAF)/ Advice for use of Personnel Services Allotment (APSA) and Sub- ARO and forwards to the Chief/OIC for review and approval. | None | 15minutes | Assigned Officer/s |
| | 1.5 Review, sign, and recommend for approval of the PMFS Director the transmittal letter to the Commission, MAF/APSA and Sub- ARO. | None | 15 minutes | Chief/Assistant Chief |
| | 1.6 Endorse to the PMFS Director for signature. | None | 2 minutes | Releasing Staff |
| | PLANNING, MANAGEMENT AND FINANCIAL SERVICE: 1.7 Receive the approved MAF/APSA and Sub- ARO | None | 2 minutes | Receiving Staff |

| | | | | |
|---------------------------|---|-------------|---|--|
| | 1.8 Approve and sign the transmittal letter and MAF/APSA, and affix initial on the request for Sub-ARO. | None | 15 minutes | PMFS Director |
| | 1.9 Endorse to the Commission Proper. | None | 1 minute | Releasing Staff |
| | COMMISSION PROPER: 1.10 Receive request for Sub-ARO, MAF/APSA, and transmittal letter. | None | 2 minutes | Receiving Staff |
| | 1.11 Review, and approve the request for Sub-ARO, MAF/APSA, and sign transmittal letter. | None | 3 working days | Executive Assistant and Commission Proper |
| | 1.12 Endorse the approved documents to the BMD. | None | 2 minutes | Releasing Staff, Office of the Chairperson |
| TOTAL | | None | 5 working days, 3 hours and 10 minutes | |
| END OF TRANSACTION | | | | |

3. PROCESSING OF APPLICABLE NOTICE OF TRANSFER ALLOCATION (NTA)

This refers to the processing of Request for Notice of Transfer Allocation (NTA) is submitted by Regional Offices for release of additional cash in the Regional Offices through Notice of Transfer Allocation (NTA) pursuant to Commission Memorandum Order No. 75 dated October 22, 2021.

| | | |
|---|--|------------------|
| Office or Division: | Central Office - Accounting Division, Commission Proper, Cash Division | |
| Classification: | Complex Transaction | |
| Type of Transaction: | G2G – Government to Government | |
| Who may avail: | All Regional Offices | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Basic Requirements: | | |
| Supporting Documents (SDs): | | |
| 1. Request letter and supporting documents as enumerated under MO No. 75 dated October 22, 2021 | | Regional Offices |
| Additional Requirements per MO No. 75 dated October 22, 2021: | | |
| 1. FAR 1/1-A for Continuing and Regular Fund (Updated) | | Regional Offices |
| 2. FAR3, if applicable | | |
| 3. FAR 4 | | |
| 4. BED 3 | | |
| 5. Latest Bank Balance | | |
| 6. List of Due and Demandable Accounts Payable-Advice to Debit Account | | |
| 7. RANCA | | |

| 8. RANTA, if applicable | | | | |
|---|---|-----------------|-------------------------------|------------------------------|
| 9. Computation for Additional Notice of Cash Allocation (NCA) Request | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submit request for Sub-Allotment Release Order (Sub-ARO) with complete documents. | ACCOUNTING DIVISION: 1. Receive Request from Regional Offices. | None | 15 minutes | Receiving Staff |
| | 1.1 Check NTA request and supporting documents: a. Evaluate the NTA request and check the availability of cash allocation for NTA. b. If cash deficiency, informs the concerned Regional Office of request disapproval. c. If not, prepare the NTA form for approval of the Chief. d. Endorse the evaluated NTA form for initial approval of the Chief. | None | 3 working days and 10 minutes | Accounting Staff |
| | 1.2 Affix initial to the NTA. | None | 30 minutes | OIC or Chief of the Division |
| | 1.3 Endorse the NTA to the approving officer / authorized | None | 2 minutes | Releasing Staff |

| | | | | |
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| | signatory, based on assigned threshold. | | | |
| | COMMISSIONER II / AUTHORIZED SIGNATORY: 1.4 Receive and records documents from PMFS. | None | 2 minutes | Receiving Staff |
| | 1.5 Review the documents and forward to Commissioner for approval. | None | 10 minutes | Executive Assistant |
| | 1.6 Affix signature to the NTA. | None | 5 minutes | Authorized Signatory |
| | 1.7 Endorse the approved NTA to Cash Division | None | 5 minutes | Releasing Staff |
| | CASH DIVISION: 1.8 Receive the approved NTA from the designated approving officer / authorized signatory. | None | 15 minutes | Designated Approving Officer/ Authorized Signatory |
| | 1.9 Record the received NTA on the log book, stamps *RECEIVED* at the back of the said document and indicate date and time received, and affixes signature. | None | 10 minutes | Receiving Staff |
| | 1.10 Forward the received NTA to the staff in charge for checking of the following: a. NTA number b. MDS Account no. c. Regional Office | None | 15 minutes | Staff-in-charge of NTA |

| | | | | |
|--|--|------|-----------|-----------------------------------|
| | where the NTA will be forwarded d. Amount in figures and in words e. The validity of NTA Attachment/s | | | |
| | 1.11 If found in order, forward the NTA to the Head of Cash Division for signature. | None | 5 minutes | Staff-in-charge of NTA |
| | 1.12 After signing, return the signed NTA to the staff-in-charge to be forwarded to LBP for the Transfer of Allocation to Regional Office concerned. | None | 5 minutes | Staff-in-Charge and Division Head |
| | 1.13 Endorse to LBP and receive notice of bank confirmation that the NTA was already transferred to concerned RO/s. | None | 2 hours | Division Head and Staff-in-Charge |
| | 1.14 Furnish a copy of NTA to the Accounting and Cash Division, as proof of transferred allocation. | None | 5 minutes | Cash Disbursing Staff |
| | 1.15 File a copy, for reference and audit purpose. | None | 5 minutes | Staff-in-Charge |
| Step 2: Acknowledge receipt of NTA confirmation. | | | | |



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| TOTAL | None | 3 working days, 4 hours and 19 minutes | |
| END OF TRANSACTION | | | |

4. PAYMENT OF INDIVIDUAL CLAIMS – FIRST SALARY AND PERA

This refers to the payment of First Salary and PERA to newly hired employees. 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.

| | | |
|---|--|---|
| Office or Division: | Central Office - Human Resource Development Division (HRDD), Budget and Management Division (BMD), Accounting Division (AD), Planning, Management and Financial Service (PMFS) and Cash Division | |
| Classification: | Simple Transaction | |
| Type of Transaction: | G2G – Government to Government | |
| Who may avail: | For first salary and PERA: newly appointed personnel (original and transfer) | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Basic Requirements: | | |
| 1. Certified True Copy of Attested Appointment Paper | | HRRD Recruitment, Selection and Placement Section |
| 2. Certified True Copy of the 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 |
| 6. Accomplished Membership Information form (GSIS, DHIC, HDMF, and BIR) | | Employee |
| 7. Payroll information on new employee or any equivalent document | | |
| Requirements for Representative: | | |
| 1. Clearance and/or authority to transfer | | Employee's previous Employer |
| 2. Certification of Last Salary | | |

| 3. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) | | | | |
|---|--|-----------------|-----------------|----------------------|
| 4. Certificate of Leave Credits | | | | |
| 5. Service Record | | | | |
| 6. Assignment or reassignment order, if applicable | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submit the required documents to the HRDD Compensation, Benefit and Welfare Section (CBWS). | HRDD: 1. Receive documents from the employee and forward the same to the CBWS Staff. | None | 2 minutes | HRDD Receiving Staff |
| | 1.1 Evaluate the completeness of documents and compute the number of working days served and deduct the number of days absent and tardy, if there is any. | None | 20 minutes | HRDD CBWS Staff |
| | 1.2 Prepare Disbursement Voucher (DV) and Obligation Request and Status (ORS). <i>Note: Endorse the copy of complete documents to Cash Division for enrollment in the Electronic Modified Disbursing System (EMDS).</i> | None | 10 minutes | HRDD CBWS Staff |

| | | | | |
|--|---|------|------------|-------------------------|
| | 1.3 Review and sign DV and ORS. | None | 5 minutes | Chief, HRDD |
| | 1.4 Endorse complete documents to BMD. | None | 5 minutes | HRDD CBWS Staff |
| | BUDGET AND MANAGEMENT DIVISION: 1.5 Receive request for funding (ORS), DV with complete documents, assign record number and account electronically the receive request and forward the same to the Overall Fund Controller. | None | 5 minutes | Receiving Staff |
| | 1.6 Evaluate request for funding (ORS), assign ORS number and countersign in Box B of the ORS. | None | 45 minutes | Overall Fund Controller |
| | 1.7 Certify the availability of funds in box B (Available Funds) of the ORS. | None | 2 minutes | Chief/ Budget Officer |
| | 1.8 Endorse approved ORS, DV with complete documents to AD. | None | 2 minutes | Releasing Staff |
| | ACCOUNTING DIVISION: 1.9 Receive approved ORS, DV and complete documents from BMD. | None | 2 minutes | Receiving Staff |
| | 1.10 Evaluate DV and documents, and countersign in | None | 15 minutes | Accounting Staff |

| | | | | |
|--|---|------|-----------|----------------------|
| | Box C of DV. | | | |
| | 1.11 Sign in Box C of DV. | None | 2 minutes | Chief Accountant |
| | 1.12 Assign DV number, log in the Registry of Allotment and Notice of Cash Allocation (RANCA) and logbook, and endorse to PMFS. | None | 5 minutes | Releasing Staff |
| | PMFS: 1.13 Receive ORS, DV and complete documents. | None | 2 minutes | Receiving Staff |
| | 1.14 Review and sign box D of DV, if within the assigned threshold. If not, endorse to the concerned authorized signatory. | None | 5 minutes | PMFS Director |
| | OTHER AUTHORIZED SIGNATORY: 1.15 Receive and evaluate ORS, DV and complete documents. | None | 2 minutes | Receiving Staff |
| | 1.16 Sign box D of DV. | None | 2 minutes | Authorized Signatory |
| | 1.17 Endorse the signed ORS, DV and complete documents to Cash Division. | None | 2 minutes | Releasing Staff |

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|--|--|------|------------|--------------------|
| | CASH DIVISION: 1.18 Receive ORS, DV and complete documents, and check if the employee is enrolled in the EMDS. | None | 5 minutes | Receiving Staff 1 |
| | 1.19 Prepare List of Due and Demandable Accounts Payable for – Internal Creditors (LDDAP-IC) DVs. | None | 2 minutes | Disbursing Staff 1 |
| | 1.20 Encode via EMDS all the information needed (payment will be automatically credited to the LBP account of the payee). | None | 10 minutes | Disbursing Staff 2 |
| | 1.21 Print and check two copies of returned “Inquire Issued and Check Details” as proof that the payment has been successfully credited to the account of the payee. | None | 5 minutes | Disbursing Officer |
| | 1.22 Forward to Authorized Signatories for signature and approval of DV. | None | 2 minutes | Disbursing Staff 2 |
| | 1.23 Receive approved DV and forward to Land bank a copy of the LDDAP-IC. | None | 20 minutes | Disbursing Staff 1 |
| | 1.24 Request employee to sign the DV. | None | 2 minutes | Disbursing Staff 1 |



| | | | | |
|---|--|------|------------------------|--|
| Step 2: Sign the DV as proof that first salary has been credited. | | | | |
| TOTAL | | None | 2 hours and 59 minutes | |
| END OF TRANSACTION | | | | |

5. PROCESSING OF CERTIFICATE OF CLEARANCE (WITHIN THE AGENCY)

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

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|--|--|--------------------|--|
| Office or Division: | Central Office - Human Resource Development Division, Procurement and Supply Division, Administrative Service, Commission Proper, Planning, Management and Financial Service, Archives and Records Division, Legal Service, and Agency Accredited Cooperative | | |
| Classification: | Highly Technical Transaction | | |
| Type of Transaction: | G2G – Government to Government | | |
| Who may avail: | Employees who are retiring, resigning, transferring to another government agency, incidental transfer due to promotion from the Central Office to Regional Office and vice versa or from one Regional Office to another Regional Office within the PRC, and leave of absence for 30 days and above | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| Basic Requirements: | | | |
| A. Resignation/Transfer, Early Retirement/Mandatory Retirement | | Concerned Employee | |
| 1. Letter of intent (shall be submitted thirty (30) days prior to effectivity) | | | |
| 2. Duly notarized SALN (dated at least 10 days before the effectivity date) | | | |
| 3. Individual Performance Commitment Review (IPCR) for the last two (2) rating periods | | | |
| 4. Employee ID | | | |
| 5. Accomplished exit interview form (For resignation/transfer only) | | | |
| Additional Requirement/s: | | | |

| | |
|--|----------------------|
| 1. Duly accomplished application for terminal leave, if applicable | Concerned Employee |
| Basic Requirements: | |
| B. Leave (30 days and more) | |
| B. 1 Vacation Leave | |
| 1. Letter of Intent (shall be submitted thirty (30) days prior to effectivity) | Concerned Employee |
| 2. Application for Leave | |
| 3. Certificate of duties and functions of the employees as well as his/her endorse | |
| B.2 Sick Leave | |
| 1. Accomplished Application for Leave | Concerned Employee |
| 2. Medical Certificate issued by a government or non-government physician that bears complete details of the physician | Employee's Physician |
| B.3 Maternity Leave | |
| 1. Accomplished Application for Leave (shall be submitted thirty (30) calendar days prior to effectivity) | Concerned Employee |
| 2. Proof of pregnancy e.g. Ultrasound, doctor's certificate on the expected date of delivery | Employee's Physician |
| 3. Medical Certificate issued by a government or non-government physician that bears complete details of the physician | |
| None: In case of extended maternity leave, a written notice must be submitted to the authorized officer of her agency or the | |

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| authorized officer at least forty-five (45) days before the end of the female worker's maternity leave. | |
| C. Special Leave Benefits for Women Under R.A. No. 9710 (Magna Carta) | |
| 1. Medical Certificate filled out by proper medical authorities | Concerned Employees' Physician/Proper Medical Authority |
| 2. Clinical summary reflecting the gynecological disorder which shall be addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employee's estimated period of recuperation for the same | |
| D. Rehabilitation Privilege | |
| 1. Letter request supported by relevant reports such as police report, if any | Concerned Employee |
| 2. Medical Certificate on the nature of the injuries, course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case maybe | Concerned Employees' Physician/Proper Medical Authority |
| 3. Written concurrence of a government physician relative to the recommendation for rehabilitation if the attending physician is a private practitioner | Government Physician |
| E. Study Leave | |
| 1. Letter of Intent (shall be submitted fifteen (15) calendar days prior to the date of absence | Concerned Employee |
| 2. Accomplished Application for Leave | |
| 3. Central or Regional Personnel Development Committee Recommendation; | |

| 4. Certification of duties and functions of the employee as well as his/her endorsee; | | | | |
|---|---|--------------------|-----------------|---|
| 5. Certificate of no pending administrative case; | | | | |
| 6. Certification of no pending nomination for scholarship grant; | | | | |
| 7. Certification on no outstanding service obligation; | | | | |
| 8. Accomplished Study Leave Contract; and | | | | |
| 9. Individual Performance Commitment Review (IPCR) for the last two (2) rating periods | | | | |
| F. Foreign Travel | | Concerned Employee | | |
| 1. Letter of Intent (shall be submitted thirty (30) days prior to the date of absence. | | | | |
| 2. Accomplished Application for Leave | | | | |
| 3. Certification of actual duties and functions of the employee as well as his/her endorsee | | | | |
| 4. Accomplished Property Transfer Report (PTR) | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submit a letter of intent together with the required documents | 1. Check the completeness of the submitted documents upon receipt and prepare the Certificate of Clearance. | None | 15 minutes | Attendance Monitoring Section (AMS) Staff |
| | 1.1 Prepare covering memorandum and route the Clearance Form to the concerned signatories. | None | 30 minutes | Attendance Monitoring Section (AMS) Staff |

| | | | | |
|--|---|------|-----------------|---|
| | 1.2 Review of the concerned employee's accountabilities and signing of the Clearance Form. | None | 10 working days | (Chief/OIC of Division/Office) PRC Cooperative, Procurement and Supply Division; HRDD; AS, Archives and Records Division, Accounting Division; PMFS; and Legal Service |
| | 1.3 Receive signed Clearance Form from the last concerned accountable office (i.e. Legal Service) and draft the Cover Memorandum for the Commission Proper. | None | 15 minutes | Attendance Monitoring Section (AMS) Staff |
| | 1.4 Forward the signed Clearance Form with the Cover Memorandum to the Office of Commissioner II. | None | 5 minutes | Attendance Monitoring Section (AMS) Staff |
| | 1.5 Review and signing by Commissioner II. | None | 1 working day | Review Officer and the Commissioner II |
| | 1.6 Forward the signed Clearance Form with the Cover Memorandum to the Office of Commissioner I. | None | 5 minutes | Releasing Staff, OCII and Receiving Officer, O-OCI |

| | | | | |
|--|---|-------------|--|---|
| | 1.7 Review and signing by Commissioner I. | None | 1 working day | Review Officer and the Commissioner I |
| | 1.8 Forward the signed Clearance Form to the Chairperson's Office. | None | 5 minutes | Releasing Staff, OCI and Receiving Officer, OCH |
| | 1.9 Review, approval and signing by the Chairperson. | None | 2 working days | Review Officer and the Chairperson |
| | 1.10 Forward the signed Clearance Form to the HRDD. | None | 5 minutes | Releasing Staff, Office of the Chairperson |
| | 1.12 Keep a copy of the Clearance Form in the concerned employee's 201 File | None | 5 minutes | Personnel Database and Records Section Staff |
| Step 2: Receive copy of approved Certificate of Clearance. | 2. Release the signed Clearance Form to the concerned employee. | None | 5 minutes | Personnel Database and Records Section Staff |
| TOTAL | | None | 14 working days, 1 hour, and 35 minutes | |
| END OF TRANSACTION | | | | |

6. DOCKETING, PUBLICATION AND DISSEMINATION OF ADMINISTRATIVE ISSUANCES

This refers to the process of docketing, publication and dissemination of administrative issuances to various Commission offices, Professional Regulatory Boards, concerned agencies, institutions and individuals.

| Office or Division: | Administrative Service - Archives and Records Division | | | |
|---|---|-------------------------------------|-----------------|---|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | Professional Regulatory Boards, PRC Officials and Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Approved administrative issuances | | Office of Origin/ Commission Proper | | |
| 2. Annex/s and attachments, if any | | Office of Origin/ Commission Proper | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Forward the administrative issuance/s subject for docketing | 1. Receive the approved issuances and checks the completeness of signatories, count the number of pages and look for attachments/ annexes, if any. | None | 2 minutes | Docket Officer, Archives and Records Division |
| | 1.1 Receive the approved issuances and checks the completeness of signatories, count the number of pages and look for attachments/ annexes, if any. | None | 3 minutes | Docket Officer, Archives and Records Division |

| | | | | |
|--|--|------------------------|-----------|---|
| | 1.2 Scan the docketed issuances and attachments/ annexes, if any. | None | 2 minutes | Docket Officer, Archives and Records Division |
| | 1.3 Disseminate via official govmail and upload the same in the document repository. | None | 2 minutes | Docket Officer, Archives and Records Division |
| Step 2: Submit a layout of administrative issuance/s for publication | 2. If for publication, request for a layout from the newspaper publication | None | 2 minutes | Docket Officer, Archives and Records Division |
| | 2.1 Once layout receive, thoroughly check the completeness of the issuance. | None | 5 minutes | Docket Officer, Archives and Records Division |
| | 2.2 Upon published, proofread the content, stamp the publication information, date of publication and date of effectivity in administrative issuance. | None | 5 minutes | Docket Officer, Archives and Records Division |
| | 2.3 Disseminate via official govmail and upload the same in the document repository. | None | 2 minutes | Docket Officer, Archives and Records Division |
| | 2.4 Prepare three (3) sets of certified photocopy of the published issuance for UP Law Center –Office of the National Administrative Register (UPLC-ONAR). | Php 20.00 per Issuance | 5 minutes | Docket Officer, Archives and Records Division |

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|---------------------------|--|-------------|-------------------|---|
| | 2.5 Forward the certified photocopies for signature by the Authorized Signatory | None | 2 minutes | Authorized Signatory, Archives and Records Division |
| | 2.6 Deliver the certified photocopies to UP Law Center – Office of the National Administrative Register (UPLC-ONAR) and safekeep the administrative issuance/s and attachments/ annexes, if any. | None | 2 minutes | Docket Officer, Archives and Records Division |
| TOTAL | | None | 32 minutes | |
| END OF TRANSACTION | | | | |

7. ISSUANCE OF PASS SLIP

This refers to the issuance of Pass Slip to all PRC employees requesting to leave the office during office hours.

| Office or Division: | Administrative Service - General Services Division (GSD) | | | |
|---|---|-----------------|-----------------|---------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | PRC Officials and Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Pass Slip Form (PSF) | | GSD | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the accomplished Pass Slip Form (PSF) | 1. Receive and review the accomplished PSF. | None | 5 minutes | GSD Staff |
| | 1.1 Determine completeness of the required data in the PSF of the requesting employee. | None | 5 minutes | GSD Staff |
| | 1.2 Docket the PSF for control and tracking purposes. | None | 5 minutes | GSD Staff |
| | 1.3 Review the PSF as to the completeness of needed data and affixes initials of the GSD Assistant Chief. | None | 5 minutes | GSD Assistant Chief |



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|----------------------------------|---|------|------------|-----------|
| | 1.4 Sign the PSF after checking its completeness and return to the requesting employee. | None | 5 minutes | GSD Chief |
| 2. Receive the signed Pass Slip. | 2. Release the signed Pass Slip. | None | 5 minutes | GSD Staff |
| TOTAL | | None | 30 minutes | |
| END OF TRANSACTION | | | | |

8. ISSUANCE OF SUPPLIES AND MATERIALS

This refers to the issuance of Supplies and Materials to various delivery units.

| Office or Division: | Administrative Service – Procurement and Supply Division (PSD) | | | |
|---|--|---------------------------------------|-----------------|--------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | All Offices/Divisions/Sections/Units with approved documentary requirements. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Duly accomplished and approved Requisition and Issue Slip (RIS) | | Procurement and Supply Division (PSD) | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit approved Requisition and Issue Slip (RIS) to the Issuance and Warehouse Section (IWS) of PSD. | 1. Receive the duly approved RIS. | None | 5 minutes | Staff, IWS |
| | 1.1 Instruct the requesting office to claim the requested SMAF on the scheduled date and time | None | 5 minutes | Staff, IWS |
| | 1.2 Check/validate if the requested items are indicated in office/ division's respective Project Procurement Management Plan (PPMP). | None | 2 hours | Staff, IWS |
| | 1.3 Indicate the status of the requested supplies and material, if available and the | None | 1 hour | Staff, IWS |

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| | actual quantity to be issued. | | | |
| | 1.4 Retrieve and prepare the items based on the evaluated RIS. | None | 4 hours and 10 minutes | Staff, IWS |
| 2. Claim the requested Supplies and Materials on the scheduled date or time. | 2. Issue the requested supplies and materials. | None | 30 minutes | Staff, IWS |
| 3. Receive and check the completeness of the requested Supplies and Materials and sign on the "received by" portion of the RIS. | 3. Maintain file of RIS for the preparation of reports and for future reference. | None | 10 minutes | Staff, IWS |
| TOTAL | | None | 1 working day | |
| END OF TRANSACTION | | | | |

9. ISSUANCE OF CERTIFICATE OF NO PENDING OR WITH PENDING CASE (PRC PERSONNEL)

This refers to the issuance of Certificate of No Pending Case or with Pending Case to attest/certify whether or not there is an administrative case filed against employees of the Commission or other Commission personnel.

| Office or Division: | Legal Service- Hearing and Investigation Division (LS-HID) | | | |
|---|---|------------------|---|---|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | Employee/Personnel of the Commission | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Letter-request for Issuance of Certificate of No Pending or With Pending Case | | Requesting party | | |
| 2. One (1) Photocopy of PRC Employee/Personnel Identification Card | | Requesting party | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submit a letter-request for issuance of a certificate of no pending or with pending case to the docket officer/receiving officer of the Hearing and Investigation Division. | 1. Receive the letter-request for issuance of a certificate of no pending or with pending case. | None | 2 minutes | Docket Officer/Receiving Officer (LS-HID) |
| | 1.1 Verify the legal status of the employee/personnel of the Commission. | None | 1 day and 4 hours *includes manual verification of the status of the cases | Docket Officer/Legal Assistant (LS-HID) |

| | | | | |
|--|--|-------------|---------------------------------------|--|
| | 1.2 Prepare the certificate of no pending or with pending case and endorse the same to the Special Prosecution Division for further verification. | None | 1 day and 1 hour | Docket Officer/Legal Assistant (LS-HID) Lawyer/Legal Assistant (Special Prosecution Division) |
| | 1.3 Endorse the certificate of no pending or with pending case to the Chief of the Hearing and Investigation Division or the Director of the Legal Service for approval. | None | 7 minutes | Docket Officer/Legal Assistant (LS-HID) Chief of the Hearing and Investigation Division/Director of the Legal Service |
| Step 2: Receive the certificate of no pending/with pending case. | 2. Release the certificate of no pending/with pending case. | None | 2 minutes | Docket Officer/Legal Assistant (LS-HID) |
| TOTAL | | None | 2 days, 5 hours and 11 minutes | |
| END OF TRANSACTION | | | | |

10. ISSUANCE OF PROGRAMS FOR THE PROFESSIONAL LICENSURE EXAMINATION

This refers to the issuance of Programs for the Professional Licensure Examination (Examination Program)

| Office or Division: | Office of the Commission - Professional Regulatory Board Secretariat Division (PRB Secretariat Division) | | | |
|--|---|--|-----------------|--|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | Employee/Personnel of the Commission | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Commission Resolution on the Calendar/Schedule of Licensure Examination | | Licensure Office/Archives and Records Division | | |
| 2. Official List of Examination Subjects based on the Table of Specifications (TOS) | | Licensure Office-Test Development Division | | |
| 1. Previous Examination Program | | PRB Secretariat Division/PRC website | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submit copies of the Commission Resolution on the Calendar/ Schedule of Licensure Examination, Official List of Examination Subjects per the TOS, and previous Examination Program to the PRB Secretariat Division | 1. Prepare the Examination Program | None | 30 minutes | Board Secretary |
| | 1.1 Review and sign the Examination Program | None | 2 working days | PRB Chairperson Assistant Chief and Chief of the PRB Secretariat Division |
| | 1.2 Release the Examination Program to the Licensure Office, Rating Division, and Information and Communications Technology Service | None | 15 minutes | Board Secretary |



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|--------------------|------|-------------------------------|--|
| TOTAL | None | 2 working days and 45 minutes | |
| END OF TRANSACTION | | | |

11. IMPLEMENTING AND MONITORING OF ACCESS CONTROLS AND OTHER SECURITY PROCEDURES TO ENSURE INTEGRITY OF DATABASE

This refers to the steps involved in requesting for the updating and/or retrieval of access to any PRC information systems by the Central and Regional Offices of the Commission.

| | | | | |
|--|--|-----------------|-----------------|---------------------------|
| Office or Division: | Information and Communications Technology Service - Database Management Systems Division (DMSD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | PRC Central and Regional Offices | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| Access Request: 1. Access Request Form (ARF) | | DMSD | | |
| Account Retrieval/Updating: 1. Information Systems User Account (ISUA) | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submits the accomplished ARF or ISUA to DMSD through email at dmsd@prc.gov.ph. | 1. Dispatch the ARF/ISUA to the assigned officer for the specific access request. | None | 5 minutes | ICTS – DMSD |
| | 2. Verify the completeness, authenticity, validity and appropriateness of the request. 2.1 If found incomplete or not in accordance with the User Access Guidelines (UAG), return the ARF/ISUA to the requesting office | None | 10 minutes | Designated DMSD personnel |

| | | | | |
|---------------------------|--|-------------|---------------|---------------------------|
| | and inform them of the reason for the denial of the request. | | | |
| | 2.2 Endorse the ARF/ISUA to the Chief/OIC of DMSD for review and approval. | None | 5 minutes | Designated DMSD personnel |
| | 2.3 Review and sign ARF/ISUA and endorse the same to the ICT Service Director for approval. | None | 10 minutes | DMSD Chief/OIC |
| | 2.4 Approve the ARF/ISUA request. If ARF/ISUA is not compliant to the UAG disapprove the request. | None | 10 minutes | ICT Service Director |
| | 2.5 Forward the approved/disapproved ARF/ISUA to DMSD. | None | 10 minutes | ICT Service personnel |
| | 2.6 Process the approved ARF/ISUA. 2.7 If disapproved, inform the requesting office of the reason for the disapproval of the request. | None | 10 minutes | Designated DMSD personnel |
| TOTAL | | None | 1 hour | |
| END OF TRANSACTION | | | | |

12. REQUEST FOR TECHNICAL ASSISTANCE ON ICT RESOURCES

This refers to the technical assistance provided by the Network Infrastructure and Information Security Division (NIISD) to end-user/s who need technical assistance on ICT resources. Recommendations and solutions will be provided by the NIISD, and details of the request will be documented in the NIISD Service Request Form.

| Office or Division: | Information and Communications Technology Service - Network Infrastructure and Information Security Division (NIISD) | | | |
|---|--|-----------------|-----------------|--------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | Offices/Divisions in the PRC-Central Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Service Request Form for Hardware / Network (NIISD-01 rev.01 dated 06 May 2022) | | NIISD | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Request for technical assistance thru the accomplished NIISD Service Request Form (NIISD-SRF) through chat, email, letter/memo or walk-in | 1. Receive the NIISD-SRF from the End-user. Log the necessary information on the NIISD Technical Assistance Logbook and assign an ICT Technical Assistance Reference Number. | None | 30 minutes | NIISD personnel |
| | 1.1 Assign a technical personnel | None | 30 minutes | Chief/OIC of NIISD |

| | | | | |
|---|---|-------------|--|-----------------|
| | 1.2 Conduct evaluation/ inquiry to identify and isolate end-user concern/ issue (if any). | None | 1 working day | NIISD personnel |
| | 1.3 Render technical assistance or provide resolution / recommendation based on the information gathered. | None | 1 working day | NIISD personnel |
| Step 2: Accept and provide feedback on the technical assistance rendered and accomplish Client Satisfaction Measurement (CSM) Form. | 2. Secure signature of the end-user in the NIISD-SRF and completely accomplish the documentation. | None | 30 minutes | NIISD personnel |
| TOTAL | | None | 2 working days, 1 hour and 30 minutes | |
| END OF TRANSACTION | | | | |

13. POSTING OF WEBSITE CONTENT

This refers to the posting of website contents to enable all PRC stakeholders to access PRC website information.

| Office or Division: | Information and Communications Technology Service – Systems Development and Maintenance Division (SDMD) | | | |
|--|---|--------------------------|-----------------|--------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | Internal clients (Central Office and Regional Office) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Service Request Form (SRF) | | SDMD Office/Email | | |
| 2. Articles to be posted | | Internal clients | | |
| 3. PRC Memorandum Order No. 5 s. 2020 Annex B Request for Posting of New Information | | SDMD Office/Email, PIMRU | | |
| 4. PRC Memorandum Order No. 5 s. 2020 Annex C Request for Updating of Content | | SDMD Office/Email, PIMRU | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Content Type A (Transparency Seal, Room Assignment, Procurement, Vacant Positions, PRC Service Centers, Moving Banner, etc) Step 1: Prepare content for posting (with appropriate file type. e.g. pdf, jpg or word) | None | None | None | |

| | | | | |
|---|--|-------------|----------------|-----------------|
| Step 2: Send content to official webmasters email with duly accomplished SRF | 1. Post the website content per approved request. | None | 2 hours | SDMD Webmasters |
| Step 3: Double check the posted article and inform the webmaster of any clarification/ correction/ and deletion of the request. | None | None | None | |
| TOTAL | | None | 2 hours | |
| Content Type B (News articles) | | | | |
| Step 1: Prepare articles and attachments for posting (with appropriate file type. e.g. pdf, jpg or word) | None | None | None | |
| Step 2: Submit request and articles to MRM (PIMRU) with duly accomplished Annex B attached | 1. The MRM shall then endorse the information and request to the WCM for review and to the ICA for approval. | None | None | PIMRU |
| | 1.1 The MRM shall send approved articles to official webmasters email for posting. | None | None | PIMRU |
| | 1.2 Post the website content per approved request | None | 2 hours | SDMD Webmasters |
| Step 3: Double check the posted article and inform the webmaster of any clarification/ correction/ and deletion of the request. | None | None | None | |
| TOTAL | | None | 2 hours | |
| Content Type C: | None | None | None | |

| | | | | |
|---|--|-------------|----------------|-----------------|
| (Official Release of Exam Results) | | | | |
| Step 1: Prepare and submit memorandum of notice of release to the webmaster | | | | |
| Step 2. Prepare articles and attachments for posting after Correction and Releasing of New Board Exam Result | None | None | None | |
| Step 3. Submit articles and attachments for posting | 1. Post the website content per approved request | None | 2 hours | SDMD Webmasters |
| TOTAL | | None | 2 hours | |
| END OF TRANSACTION | | | | |

14. REQUEST FOR THE LIST OF ACCREDITED PROFESSIONAL ORGANIZATIONS AND INTEGRATED PROFESSIONAL ORGANIZATIONS

This refers to the process of obtaining a comprehensive list of Accredited Professional Organizations (APOs) and Integrated Professional Organizations

| Office or Division: | Regulation Office – Accreditation and Compliance Division (ACD) | | | |
|--|--|---------------------------|-----------------|--------------------|
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | Internal clients (Central Office and Regional Office) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Request letter indicating the purpose of the request | | Concerned Office/Division | | |
| Requirement for Representative or Additional Requirements: | | | | |
| 1. Request letter indicating the purpose of the request | | Concerned Office/Division | | |
| 2. Photocopy of valid ID | | Concerned Office/Division | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submit the letter request in hard copy or through the ACD's official email | 1. Receive request for the list of Accredited Professional Organizations and Integrated Professional Organizations. | None | 2 minutes | Receiving Staff |
| | 1.2 Check the complete details and purpose of the request. | None | 1 minute | Processing Officer |
| | 1.3 Prepare the list of the Accredited Professional Organizations and Integrated Professional Organizations in the database. | None | 30 minutes | Processing Officer |

| | | | | |
|--|---|-------------|-------------------|---------------------|
| | 1.4 Check the accuracy of the details and information of the list of the Accredited Professional Organizations (APOs) and Integrated Professional Organizations (AIPOs). 1.4.1 If there is a discrepancy/incorrect, returns the documents to the processing officer for appropriate action | None | 15 minutes | Supervising Officer |
| | 1.5 Review and signed the prepared list of APOs/AIPOs. 1.5.1 If approved, affix the signature and forward the same to the processing officer for appropriate action. | None | 5 minutes | ACD Chief |
| Step 2: Release the Certificate to the applicant and record the same on the releasing logbook. | 2. The processing shall immediately inform the concerned personnel within the day of the receipt signed list of APOs/AIPOs and release the same to the applicant. | None | 1 minute | Processing Officer |
| TOTAL | | None | 54 minutes | |
| END OF TRANSACTION | | | | |

15. REQUEST FOR ISSUANCE OF OFFICE/TRAVEL ORDERS FOR INSPECTION AND MONITORING ACTIVITIES OF ESTABLISHMENTS AND HIGHER EDUCATIONAL INSTITUTIONS (HEIs)

This refers to the processing of requests for the issuance of office/travel orders to the Chairpersons, Members of Professional Regulatory Boards, and Representatives from the PRC for the purpose of conducting inspection and monitoring activities.

| Office or Division: | Central Office – Accreditation and Compliance Division (ACD), Regulation Office, Human Resource Development Division (HRDD), Regional Office – Regulation Division and Office of the Oversight Commissioner | |
|---|---|--|
| Classification: | Complex Transaction | |
| Type of Transaction: | G2G - Government to Government | |
| Who may avail: | Professional Regulatory Boards (PRBs), PRC Officers and Employees concerned | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Basic Requirements: | | |
| <ol style="list-style-type: none"> 1. Encode the following details through google sheet: <ol style="list-style-type: none"> a. Name/s of PRB Representatives b. Name of PRC Representative and Driver (in case by land travel or the travel is outside the jurisdiction of the Regional Office. c. Itinerary of the Inspection Team d. Email address of the concerned Regional Office e. Profession/Board f. Date of Inspection g. Mode of Travel (Physical/Virtual/Blended) h. Remarks/Special Instructions (if any) i. Airline (in case by Air Travel) j. Departure (Origin-Destination) <div> <input type="checkbox"/> Date and Time of Departure and Arrival </div> k. Return (Origin-Destination) <div> <input type="checkbox"/> Date and Time of Departure and Arrival </div> l. Remarks/Special Instructions (if any) 2. Signed Notice of Inspection and Monitoring (NIM) | | Professional Regulatory Boards (PRBs)/Regional Offices (ROs) |

| Acknowledgement receipt from the Establishments/Higher Educational Institutions (HEIs) | | | | |
|--|--|-----------------|-----------------|--|
| 3. Acknowledgement receipt from the Establishments/Higher Educational Institutions (HEIs) | | | | |
| Requirements for Representative or Additional Requirements: | | | | |
| 1. Letter request from the concerned PRBs or Regional Office (in case of random inspection or surprise visit) | | Representative | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Submission of request for the issuance of travel/office order, together with the required documents to the ACD through the google sheet. | 1. ACD receives documents from the concerned Regional Office (RO). | None | 5 minutes | Professional Regulation Officer (PRO), ACD |
| | 1.1 Evaluation of the completeness and correctness of uploaded documents, including the names and addresses of establishments/HEIs to be inspected and monitored, and the date of inspection and monitoring. | None | 30 minutes | Professional Regulation Officer (PRO), ACD |
| | 1.2 Verify in the approved Calendar of Inspection and Monitoring the names and addresses of establishments/HEIs to be inspected and monitored. | None | 10 minutes | Professional Regulation Officer (PRO), ACD |
| | 1.3 If the submitted documents are correct/complete upon evaluation, the ACD officer shall prepare a draft Office/ Travel | None | 1 hour | Professional Regulation Officer (PRO), ACD |

| | | | | |
|--|---|------|---------------|--|
| | Order. However, if there is a discrepancy in the submitted documents, the officer shall coordinate with the concerned RO for appropriate action. | | | |
| | 1.4 The draft Office/Travel Order shall be reviewed by the immediate supervisor to determine if the same is in accordance with the submitted request for issuance of Office/Travel Order, itinerary of travel, and other related documents. | None | 15 minutes | Supervising/Chief PRO, ACD |
| | 1.5 After being reviewed, the draft shall be transmitted by the officer, together with the attached documents, to the Human Resource Development Division (HRDD) for routing. | None | | PRO, ACD |
| | 1.6 The HRDD verifies the name/s of PRC personnel indicated on the draft. If in order, the chief/supervising officer of HRDD shall attach his or her initial on the draft and route the same, together with the submitted documents, to the Office of the Oversight Commissioner (OOC), for approval and signature. | None | 1 working day | Chief/Supervising Administrative Officer, HRDD |

| | | | | |
|---|---|------|----------------|-----------------------------|
| | 1.7 The OOC approves and signs the draft Office/Travel Order. | None | 2 working days | OCC |
| | 1.8 The approved and signed Office/Travel Order shall be forwarded to the Archives and Records Division for docketing and dissemination. | None | 5 minutes | Staff, OCC |
| | 1.9 In case of travel by air, the ACD's Travel Arranger (TA) shall make an online reservation of flight and purchase of plane ticket for the travel of the concerned Member/s of the Board. | None | 15 minutes | PRO (designated as TA), ACD |
| Step 2: Release of purchased e-plane ticket | 2. The ACD officer shall transmit through e-mail the purchased e-plane ticket to the concerned Member/s of the Board and RO. | None | 5 minutes | PRO (designated as TA), ACD |
| TOTAL | | | | |
| END OF TRANSACTION | | | | |

16. ISSUANCE OF OFFICE ORDER OF THE PRBs AND CPD COUNCILS INVITED AS RESOURCE PERSONS IN ACCREDITED CPD PROGRAMS

This refers to the procedure on the issuance of Indorsement and Office Order of the Professional Regulatory Boards (PRBs) and/or Continuing Professional Development (CPD) Councils who are invited to speak, lecture or serve as a resource person in accredited CPD Programs.

| | | | | |
|---|---|--|-----------------|--|
| Office or Division: | Regulation Office through its CPD Division | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | PRBs and/or CPD Councils | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirements: | | | | |
| 1. Signed Indorsement | | PRB or CPD Council Secretary Inviting Organization Inviting Organization | | |
| 2. Invitation Letter accepted and approved by the concerned PRB and/or CPD Council | | | | |
| 3. Program of Activities containing the details on Assigned Topics and Time Slots for PRBs and/or CPD Councils | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Forward the approved invitation letter and program of activities to the concerned PRB or CPD Council Secretary. | None | None | None | PRB Chairperson and Members or CPD Council Chairperson and Members |
| | 1. Submit a signed endorsement to the CPD Division through cpdd@prc.gov.ph, along with the accepted and approved invitation letter and program of activities. | None | 1 working day | PRB or CPD Council Secretary |

| | | | | |
|---------------------------|--|-------------|----------------------------------|--|
| | 1.1 Verify the details of the accredited CPD Program based on system's records, and if found accurate, draft Office Order accompanied by a Cover Memorandum addressed to the Oversight Commissioner to be forwarded to the Administrative Service (AS) through the Human Resource Development Division (HRDD). | None | 1 working day | Documentation & Communications Unit Head of CPDD CPD Division Chief Regulation Office Director |
| | 1.2 Review forwarded documents, if found in order, indorse the same to the AS. | None | 2 working days | HRDD/AS |
| | 1.3 Upon indorsement of the AS, approve the request and sign the Office Order. | None | 1 working day | Oversight Commissioner for CPD |
| | 1.4 Forward the signed and docketed Office Order to the PRB/ Council Secretary concerned. | None | 10 minutes | DCU Staff of CPDD |
| TOTAL | | None | 5 working days 10 minutes | |
| END OF TRANSACTION | | | | |

17. ISSUANCE OF MEMORANDUM ON THE REQUEST FOR VERIFICATION OF REGISTRATION IN THE ROSTER OF PROFESSIONALS OF FOREIGN NATIONALS

This refers to the Issuance of Memorandum to the Archives and Records Division (ARD) relative to the requests of concerned National Government Agencies (NGA) for the verification of registration of foreign nationals.

| | | | | |
|--|--|---------------------------------------|------------------------|---------------------------|
| Office or Division: | International Affairs Office – Qualification and Recognition Division (QRD) | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G - Government to Government | | | |
| Who may avail: | Archives and Records Division – Central Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Basic Requirement: | | | | |
| Official Letter Request from the concerned National Government Agency | | Requesting National Government Agency | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Step 1: Email the International Affairs Office – Qualification Recognition Division (IAO-QRD) the request for verification of the registration of foreign professionals. grd2@prc.gov.ph | 1. Verify the following information on the named foreign national: <ul style="list-style-type: none"> ■ PRC Resolution on the Grant of the Authority to Take the Licensure Examination by virtue of reciprocity / indorsement of DOJ-recognized refugee; ■ Issued Special Temporary Permits / Special Permits ■ Pending applications to take the Licensure Examination; for the | None | 15 minutes | PRO I and PRO III – QRD |

| | | | | |
|---|---|-------------|------------------------------|--|
| | issuance of STP and/or SP. | | | |
| | 1.1 Prepare the draft memorandum. | None | 15 minutes | PRO I – QRD |
| | 1.2 Review the draft memorandum | None | 30 minutes | Supervising PRO and Chief PRO – QRD Director - International Affairs Office |
| | 1.3 Finalize the memorandum, for the issuance of a certification. | None | 5 minutes | PRO I – QRD |
| Step 2: Receive the copy of the memorandum. | 2. Send the signed memorandum to the ARD. | None | 5 minutes | PRO I – QRD |
| TOTAL | | None | 1 hour and 10 minutes | |
| END OF TRANSACTION | | | | |

III. FEEDBACK AND COMPLAINTS MECHANISM

| FEEDBACK AND COMPLAINTS MECHANISM | |
|-----------------------------------|--|
| How to send feedback? | <p>Clients may opt any of the following feedback mechanism:</p> <ol style="list-style-type: none"> 1. Accomplish the Client Satisfaction Measurement (CSM) form available in physical printed copies onsite or through the Client Relationship Management System (CRMS) online at https://crms.prc.gov.ph/feedbackform. 2. Other concerns may be coursed through the PRC Anti-Red Tape Unit (ARTU) through email– arta@prc.gov.ph or call the PRC Helpdesk at telephone number– 8736-2253. |
| How is feedback processed? | <ol style="list-style-type: none"> 1. Regional Offices consolidates the feedback submitted through the CSM form either in physical printed copy or online. Feedback requiring response and/or action are being attended to by concerned office where it was directly coursed through. Each Regional Office and Offsite Service Centers maintain both physical and online CSM form. Monthly summary of feedback is being submitted to the Central Office through the ARTU for consolidation and reporting purposes. 2. For feedback or other concerns lodged through email (arta@prc.gov.ph) and Helpdesk (8736-2253), the ARTU facilitates endorsement to concerned office for response and/or appropriate action, including monitoring of their response and/or action within the prescribed timeline. |
| How to file complaint? | <p>Clients may opt any of the following channel to file a complaint:</p> <ol style="list-style-type: none"> 1. By accessing the PRC CRMS and lodging the details of complaint online– https://crms.prc.gov.ph/feedbackform <i>Note: The system (CRMS) has the facility wherein client may select the concerned office where the client transacted; concerned office therefore is notified of the complaint lodged by clients on a real-time basis.</i> 2. By sending the details of complaint through email– arta@prc.gov.ph 3. By coursing them through external channels: |

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|--|--|
| | <ul style="list-style-type: none"> a. Office of the President – Hotline 8888 or 8888 Citizen’s Complaint Center b. Presidential Action Center c. Anti-Red Tape Authority – Complaint Action Center d. Civil Service Commission – Contact Center ng Bayan |
| How are complaints being processed? | <ul style="list-style-type: none"> 1. For complaints lodged through PRC CRMS, concerned office where the complaint was directly lodged shall respond and/or take action within the prescribed timeline. 2. For complaints lodged through arta@prc.gov.ph, the ARTU facilitates endorsement to concerned office for response and/or appropriate action, including monitoring of their response and/or action within the prescribed timeline. 3. For complaints lodged through external channels and referred by external channels to PRC, the ARTU facilitates endorsement to concerned office for response and/or appropriate action, including monitoring of their response and/or action within the prescribed timeline. |
| Contact Information of ARTA, Presidential Action Center (PACe), and CSC Contact Center ng Bayan | <p>Anti-Red Tape Act (ARTA): complaints@arta.gov.ph 1-ARTA (2782)</p> <p>Presidential Action Center (PACe): pace@op.gov.ph 8249-8310 local 8175</p> <p>CSC Contact Center ng Bayan (CCB): email@contactcenterngbayan.gov.ph 0908-881-6565 / 8932-0111</p> |



IV. LIST OF OFFICES


| DIRECTORY OF PRC OFFICES (As of March 2025) | | | |
|---|---|---------------------------------|-----------------------------------|
| OFFICE | LOCATION | TELEPHONE NUMBER (DIRECT LINES) | E-MAIL ADDRESS |
| Office of the Chairperson | 2/F Main Building, PRC, Sampaloc, Manila | 8736-4880 | chairman.caz@prc.gov.ph |
| Office of the Commissioner I | 2/F Main Building, PRC, Sampaloc, Manila | 8735-1488 | commissioner.eme@prc.gov.ph |
| Office of the Commissioner II | 2/F Main Building, PRC, Sampaloc, Manila | 5310-0049 | |
| Office of the Assistant Commissioner | 2/F Main Building, PRC, Sampaloc, Manila | None | assistant.commissioner@prc.gov.ph |
| Commission Secretary | 3/F Main Building, PRC, Sampaloc, Manila | 5310-2009 | comsec@prc.gov.ph |
| Public Information and Media Relations Unit | 5/F Annex Building, PRC, Sampaloc, Manila | 8584-7155 | pimru@prc.gov.ph |
| PRB Screening Unit | 2/F Main Building, PRC, Sampaloc, Manila | None | prb.screening@prc.gov.ph |
| Legal Appeals Unit | 5/F Annex Building, PRC, Sampaloc, Manila | 5310-2009 | lau@prc.gov.ph |
| PRB Secretariat Division | 5/F Annex Building, PRC, Sampaloc, Manila | 8552-0010 | prb.secretariat@prc.gov.ph |
| Internal Audit Services Division | 3/F Annex Building, PRC, Sampaloc, Manila | 5310-1014 | internal.audit@prc.gov.ph |
| Planning, Management and Financial Service - Office of the Director | 2/F Annex Building, PRC, Sampaloc, Manila | 5310-4045 | pmfs@prc.gov.ph |
| Monitoring and Evaluation Division | 3/F Annex Building, PRC, Sampaloc, Manila | 8733-1047 | monitoring@prc.gov.ph |
| Planning Division | 3/F Annex Building, PRC, Sampaloc, Manila | 8735-4671 | planning@prc.gov.ph |
| Accounting Division | 2/F Annex Building, PRC, Sampaloc, Manila | 5310-1025 | accounting@prc.gov.ph |
| Budget and Management Division | 2/F Annex Building, PRC, Sampaloc, Manila | 8735-1513 | budget1@prc.gov.ph |
| Research and Statistics Division | 3/F Annex Building, PRC, Sampaloc, Manila | 5310-0039 | rsd1@prc.gov.ph |
| Administrative Service - Office of the Director | 3/F Annex Building, PRC, Sampaloc, Manila | 5310-0019 | admin.service1@prc.gov.ph |
| Human Resource Development Division | 3/F Annex Building, PRC, Sampaloc, Manila | 8736-2246 | hrdd@prc.gov.ph |
| Procurement and Supply Division | G/F Annex Building, PRC, Sampaloc, Manila | 5310-2013 | procurement1@prc.gov.ph |
| Archives and Records Division | 2/F Main Building, PRC, Sampaloc, Manila | 5310-2020 | records@prc.gov.ph |
| General Services Division | 3/F Annex Building, PRC, Sampaloc, Manila | 5310-1046 | gsd@prc.gov.ph |
| Cash Division | G/F Main Building, PRC, Sampaloc, Manila | 5310-0021 | cash.division@prc.gov.ph |
| Information and Communications Technology Service - Office of the Director | 2/F Main Building, PRC, Sampaloc, Manila | 5310-0017 | ict.service@prc.gov.ph |
| Systems Development & Maintenance Division | 2/F Main Building, PRC, Sampaloc, Manila | 5310-0017 | sdmd@prc.gov.ph |
| Network Infrastructure and Information Security Division | 2/F Main Building, PRC, Sampaloc, Manila | 5310-0017 | niisd@prc.gov.ph |
| Database Management Systems Division | 2/F Main Building, PRC, Sampaloc, Manila | 5310-0017 | dmtd@prc.gov.ph |
| Legal Service - Office of the Director | G/F Annex Building, PRC, Sampaloc, Manila | 8821-9294 | legal.service@prc.gov.ph |
| Hearing and Investigation Division | G/F Annex Building, PRC, Sampaloc, Manila | 8821-9294 | hearing.investigation@prc.gov.ph |
| Special Prosecution Division | G/F Annex Building, PRC, Sampaloc, Manila | 8821-9294 | special.prosecution@prc.gov.ph |
| Legal Research and Opinion Division | G/F Annex Building, PRC, Sampaloc, Manila | 8821-9294 | legal.research@prc.gov.ph |
| Licensure Office - Office of the Director | 4/F Annex Building, PRC, Sampaloc, Manila | 5310-0024 | licensure.office1@prc.gov.ph |
| Licensure Division | 4/F Annex Building, PRC, Sampaloc, Manila | 8735-4703 | licensure.division@prc.gov.ph |
| Test Development Division | 3/F Main Building, PRC, Sampaloc, Manila | | tdd@prc.gov.ph |
| Rating Division | 3/F Main Building, PRC, Sampaloc, Manila | 8735-1534 | rating@prc.gov.ph |
| International Affairs Office - Office of the Director | 5/F Annex Building, PRC, Sampaloc, Manila | 8244-7674 | iao1@prc.gov.ph |
| International Development Division | 5/F Annex Building, PRC, Sampaloc, Manila | 8244-7674 | idd2@prc.gov.ph |
| Qualification Recognition Division | 5/F Annex Building, PRC, Sampaloc, Manila | 8244-7674 | qrd2@prc.gov.ph |
| International Commitments Negotiation Division | 5/F Annex Building, PRC, Sampaloc, Manila | 8244-7674 | icnd1@prc.gov.ph |
| Regulation Office - Office of the Director | 4/F Annex Building, PRC, Sampaloc, Manila | 8810-8415 | regulation.office@prc.gov.ph |
| Accreditation and Compliance Division | 5/F Annex Building, PRC, Sampaloc, Manila | 5310-2023 | acd2@prc.gov.ph |
| Professional Registry Division | G/F Main Building, PRC, Sampaloc, Manila | | prd@prc.gov.ph |

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| Continuing Professional Development Division | 5/F Annex Building, PRC, Sampaloc, Manila | 8810-8415 | cpdd@prc.gov.ph |
| Regional Offices (ROs) | | | |
| National Capital Region (NCR) Office - Manila | P. Paredes St. cor. N. Reyes St., Sampaloc, Manila | (02) 53101047 | ncr@prc.gov.ph |
| 1. Robinsons Galleria Quezon City | Ortigas Ave, Ortigas Center, Quezon City | none | rob.galleria.ortigas@prc.gov.ph |
| 2. Robinsons Place Manila | Pedro Gil, cor M. Adriatico St, Ermita, Manila | none | rob.manila@prc.gov.ph |
| 3. Robinsons Place Novaliches | Quirino Hwy, Novaliches, Quezon City | none | rob.novaliches@prc.gov.ph |
| 4. Robinsons Place Las Piñas | Alabang-Zapote Rd, Las Piñas | 0917-621-0074 | rob.laspiñas@prc.gov.ph |
| 5. Ayala Mall Manila Bay | Diosdado Macapagal Blvd, cor Aseana Ave, Paranaque City | none | prcncrayalamallsmnilabay@gmail.com |
| 6. Ayala Mall South Park | South Park district, Alabang, Muntinlupa | none | prcayala2021@gmail.com |
| 7. Lucky Chinatown, Binondo, Manila | Reina Regente St, Binondo, Manila | none | luckychinatown2023@gmail.com |
| | | | |
| Cordillera Administrative Region (CAR) Office - Baguio City | Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Bgy. Rizal Monument, 2600 Baguio City | (074) 661-9105 | car@prc.gov.ph |
| | | | |
| Regional Office I - Rosales | Government Center, Pangasinan-Nueva Viscaya Road Carmay East, 2441 Rosales, Pangasinan | (075) 649-3798 | ro1@prc.gov.ph |
| 1. Robinsons Place San Nicolas, Ilocos Norte | Brgy. San Nicolas, Ilocos Norte | 0939-859-7820 | rob.ilocos@prc.gov.ph |
| 2. Robinsons Place Calasiao, Pangasinan | DAGUPAN—URDANETA Road, Barangay San Miguel Rd, Calasiao, Pangasinan | 0930-606-9639 | rob.pangasinan@prc.gov.ph |
| 3. Candon City Arena, Ilocos Sur | Bagani Campo, Bypass Road, Candon City, Ilocos Sur | 0954-263-2966 | ro1.candon@prc.gov.ph |
| | | | |
| Regional Office II - Tuguegarao City | Regional Government Center, Carig Sur, Tuguegarao City, Cagayan | (078) 304-0701 (078) 304-3703 | ro2@prc.gov.ph |
| 1. Robinsons Place Santiago | Pan-Philippine Hwy, Santiago, 3311 Isabela | | rob.santiago@prc.gov.ph |
| 2. OSC - Cauayan City, Isabela | BGD Sports Complex, Cauayan City, Isabela | | ro2@prc.gov.ph |
| | | | |
| Regional Office III - San Fernando City | 2nd and 3rd Floor (New) PEO Annex Building Provincial Capitol Compound, Brgy. Santo Niño City of San Fernando, Pampanga | 0953-238-1915 | ro3@prc.gov.ph |
| 1. Robinsons Starmills | Brgy. San Jose City of San Fernando, Pampanga | 0909-295-7885 | rob.starmills@prc.gov.ph |
| 2. My Metro Town Mall Tarlac | MacArthur Highway corner Juan Luna Street, Tarlac City, Tarlac | | ro3.metrotowntarlac@prc.gov.ph |
| | | | |
| Regional Office IVA - Lucena City | 2nd floor Lucena Grand Central Terminal Bldg. Ilayang Dupay, Lucena City | (042) 373 7316 | ro4a@prc.gov.ph |
| 1. Robinsons Place Dasmariñas | Emilio Aguinaldo Highway, corner Governor's Dr, Sitio Palapala, Dasmariñas, 4114 Cavite | 0905-476-2759 | rob.dasmarinas@prc.gov.ph |
| 2. Robinsons place Sta. Rosa | Old National Highway, Barangay Tagapo, Santa Rosa, Laguna | 0928-164-9034 | rob.starosa@prc.gov.ph |
| | | | |
| Regional Office IVB - MIMAROPA | 4/F Sunnymede IT Center 1614 Quezon Avenue, South Triangle, Quezon City | (02) 8733-1045 | ro4b@prc.gov.ph |
| 1. Robinsons Place Palawan | 2/F Robinsons Place Palawan, National Highway, Barangay. San Manuel, Puerto Princesa City, Palawan | 09059417011 09480145856 | rob.palawan@prc.gov.ph |
| 2. PRC Calapan City Service Center | Mindoro State University, Calapan City Campus, Calapan City, Oriental Mindoro | | calapan.sc@prc.gov.ph |
| | | | |
| Regional Office V - Legaspi City | Regional Government Center Site, Rawis, Legaspi City 4500 | (052) 481-3079 (052) 481-3323 | ro5@prc.gov.ph |
| 1. Robinsons Place Naga | Roxas Avenue cor. Almeda Highway, Brgy. Triangulo, Naga City | | rob.naga@prc.gov.ph |

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| Regional Office VI - Iloilo City | 2nd Floor, Gaisano Iloilo City Center Mall Benigno Aquino Ave., Mandurriao, Iloilo City | (033) 329-2410 | ro6@prc.gov.ph |
| 1. Robinsons Place Bacolod | Lacson Street, Mandalagan, Bacolod City | NONE | rob.bacolod@prc.gov.ph |
| 2. Robinsons Place Iloilo | Corner De Leon & Quezon Sts., Iloilo City | NONE | rob.ililo@prc.gov.ph |
| 3. Festive Walk Mall, Iloilo | Megaworld Blvd, Mandurriao, Iloilo City, Iloilo | NONE | festivewalk.ililo@prc.gov.ph |
| 4. Robinsons Place Antique | National Highway, Brgy. San Angel, San Jose de Buenavista, Antique | NONE | rob.antique@prc.gov.ph |
| Regional Office VII - Cebu City | RVG Arcade, Subangdaku Mandaya City, Cebu | (32) 2535330 | ro7@prc.gov.ph |
| 1. Robinsons Galleria-Cebu | General Maxilom Avenue cor. Sergio Osmena Blvd., Brgy. Tejero, Cebu City | None | rob.galleria.ceb@prc.gov.ph |
| 2. Robinsons Place Dumaguete | Dumaguete Business Park, Calindagan, Dumaguete City | None | rob.dumaguete@prc.gov.ph |
| 3. Tagbilaran, Bohol-LGU | J.A. Clarin Street cor. E. Calceta Street, Cogon, Tagbilaran City, Bohol | None | bohol.servicecenter@prc.gov.ph |
| Regional Office VIII - Tacloban City | Liceo del Verbo Divino (LVD) Campus, Law Building (former Department of Agrarian Reform - DAR Office) | (053) 323-9729 (053) 832-2519 (053) 832-2520 | ro8@prc.gov.ph |
| 1. Robinsons Place Ormoc City | Brgy. Cogon, Ormoc City, Leyte | None | rob.ormoc@prc.gov.ph |
| 2. Calbayog City Govt. Center Bldg., Samar | 3rd floor, Government Center, Brgy. Bagacay, Calbayog City, Samar | None | ro8@prc.gov.ph |
| 3. Maasin City Hall, Southern Leyte | City Hall Sports Complex, Tunga-Tunga, Maasin City, Southern Leyte | None | ro8@prc.gov.ph |
| 4. Robinsons North Tacloban | Tacloban City, Leyte | None | ro8@prc.gov.ph |
| 5. Balangkayan, Eastern Samar | Sabang Brgy 02, Balangkayan Eastern Samar | None | ro8@prc.gov.ph |
| Regional Office IX - Pagadian City | Pres. Corazon Aquino, Regional Government Center Balintawak, Pagadian City, Zamboanga del Sur | (062) 925-0080 | ro9@prc.gov.ph |
| 1. Zamboanga Satellite Office | R.T. Lim Boulevard, San Jose Cawa-Cawa, Zamboanga City (fronting Sangguniang Panlungsod) | (062) 955-4595 | zamboanga@prc.gov.ph |
| Regional Office X - Cagayan de Oro | Skypark, Limketkai Center, Cagayan de Oro City, Misamis Oriental | 0916-528-6221 | ro10@prc.gov.ph |
| 1. Robinsons Place Iligan | Macapagal Ave, Iligan City, Lanao del Norte | 0965-501-7773 | rob.iligan@prc.gov.ph |
| 2. Robinsons Place Valencia | Sayre Highway, Brgy. Hagkol, Bagontaas Valencia, Bukidnon | 0956-045-1874 | prc.valenciaoffsite@gmail.com |
| Regional Office XI - Davao City | Calamansi St., corner 1st Street, Juna Subdivision, Brgy. Matina Crossing, Talomo District, Davao City 8000 | (082) 234-0006 to 07 | ro11@prc.gov.ph |
| 1. Robinsons Place Tagum | 2nd Level, Robinson Place Tagum, National Highway, Tagum City, Davao del Norte 8100 | (082) 234-0006 to 07 local 1390956-950-4879 | rob.tagum@prc.gov.ph |
| 2. Digos Business Center | 2nd Floor, Digos Business Center, Rizal Ave., Digos City, Davao del Sur 8002 | (082) 234-0006 to 07 local 1240956-950-4876 | ro11.digos@prc.gov.ph |
| 3. Mati, Davao Oriental - LGU | Old Governor's Mansion, Capitol Hill, City of Mati, Davao Oriental 8200 | 0964-499-5052 | ro11.mati@prc.gov.ph |
| Regional Office XII - Koronadal | Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato 9506 | (083) 822-0825 | ro12@prc.gov.ph |
| 1. Robinson Place GenSan | Jose Catolico Avenue, Lagao, General Santos | 0909 566 6184 | rob.gensan@prc.gov.ph |
| 2. Kidapawan City, Cotabato | Kidapawan Integrated Transport Terminal (Overland Building), Alim Street, Kidapawan City | 0910 736 7700 | kidapawan@prc.gov.ph |
| 3. BARMM Satellite Office | Door No. 2, 2nd Floor, Mall of Alnor, Sinsuat Avenue, Cotabato City | 0965 840 1667 | barmm@prc.gov.ph |
| Regional Office XIII - Butuan City | Robinsons Place Butuan City Butuan City, Agusan Del Norte | 9302291575 (085) 815 0915 | ro13@prc.gov.ph |
| 1. Patin-ay, Agusan del Sur - LGU | | | |

V. SURVEY QUESTIONNAIRE

(Client Satisfaction Measurement Form)


Professional Regulation Commission

CLIENT SATISFACTION MEASUREMENT FORM

The Client Satisfaction Measurement (CSM) tracks the customer experience of government offices. Your feedback on your recently concluded transaction will help this office provide a better service. Personal information shared will be kept confidential and you always have the option to not answer this form.

CLIENT INFORMATION

Client Type: ☐ General Public ☐ Business or Private Organization ☐ Government (Employee or another agency)

Name (optional): _____ Email address (optional): _____

Date: _____ Gender: ☐ Male ☐ Female Age: _____

Region of residence: _____ Contact No. _____

Profession: _____

Service/s Availed:

☐ Application for Licensure Exam ☐ Certification ☐ Duplicate PIC/Board Certificate ☐ ACPE/AA/ASEAN CPA Application

☐ Registration ☐ Authentication ☐ Accreditation ☐ Others (Please specify): _____

☐ Professional ID Renewal ☐ STP ☐ Stateboard Verification _____

INSTRUCTIONS: Check mark (✓) your answer to the Citizen's Charter (CC) questions. The CC is an official document that reflects the services of a government agency/office including its requirements, fees, and processing times among others.

CC1 Which of the following best describes your awareness of a CC?

☐ 1. I know what a CC is and I saw this office's CC.

☐ 2. I know what a CC is but I did NOT see this office's CC.

☐ 3. I learned of the CC only when I saw this office's CC.

☐ 4. I do not know what a CC is and I did not see one in this office. (Answer 'N/A' on CC2 and CC3)

CC2 If aware of CC (answered 1-3 in CC1), would you say that the CC of this office was ...?

☐ 1. Easy to see ☐ 4. Not visible at all

☐ 2. Somewhat easy to see ☐ 5. N/A





☐ 3. Difficult to see

CC3 If aware of CC (answered codes 1-3 in CC1), how much did the CC help you in your transaction?

☐ 1. Helped very much ☐ 3. Did not help

☐ 2. Somewhat helped ☐ 4. N/A

INSTRUCTIONS: For Service Quality Dimensions (SQD) 0-8, please put check mark (✓) on the column that best corresponds to your answer.

| Particulars |  |  |  |  | N/A | |
|---|---|---|---|---|----------------|----------------|
| | 1 | 2 | 3 | 4 | | |
| | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree | Not Applicable |
| SQD0. I am satisfied with the service/s that I availed. | | | | | | |
| SQD1. I spent a reasonable amount of time for my transaction. | | | | | | |
| SQD2. The office followed the transaction's requirements and steps based on the information provided. | | | | | | |
| SQD3. The steps (including payment) I needed to do for my transaction were easy and simple. | | | | | | |
| SQD4. I easily found information about my transaction from the office or its website. | | | | | | |
| SQD5. I paid reasonable amount of fees for my transaction. | | | | | | |
| SQD6. I feel the office was fair to everyone, or "walang palakasan", during my transaction. | | | | | | |
| SQD7. I was treated courteously by the staff, and (if asked for help) the staff was helpful. | | | | | | |
| SQD8. I got what I needed from the government office, or (if denied) denial of request was sufficiently explained to me. | | | | | | |
| Suggestions on how we can further improve our services (optional): _____ _____ _____ | | | | | | |

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 Rev.01
 February 10, 2023
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