



STATEBOARD VERIFICATION

Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
1	Proceed to STATEBOARD counter, secure and fill out Stateboard Verification Slip.	Advise client to read instructions at the back of the form.	5 minutes	Records Verifier	None	StateBoard Verification Slip(RMD-10)
2	Proceed to Legal & Investigation Division for clearance of no derogatory record.	Verify if the applicant has no pending case and affix signature.	15 minutes	Docket Officer	None	StateBoard Verification Slip(RMD-10)
3	Pay prescribed fee/s at the Cashier.	Receive payment and issue official receipt.	5 minutes	Cash Division/Cashier	P200.00 per document	Official Receipt
4	Pay for documentary stamp.	Acknowledge payment for documentary stamp.	5 minutes	Customer Service Center/CSC Staff	P 25.00 per piece	None
5	Submit the following at STATEBOARD counter: 1. Duly accomplished form. 2. Stateboard document from the requesting state/country 3. PRC Official Receipt and documentary stamp 4. Official Receipt for postage stamp or courier service 5. Photocopy of valid Professional Identification Card (PIC)	Receive and check the documents.	5 minutes	Records Verifier	Note: The amount of postage stamp is determined by place of destination.	State Board document , StateBoard Verification Slip(RMD-10) and Official Receipt
6	Affix signature on the log sheet and indicate the chosen mailing service.	Advise claimant to sign on the log sheet.	2 minutes	Records Verifier/ State Board Validation Officer	None	Log sheet
7	Check/monitor the status of mailed delivery via telephone number 310-20-20 or thru on-line verification of courier website. In case of personal delivery as required by requesting state/country, retrieve the documents from Window C and mail it personally.	Verify record in the database and/or Table of Results and Masterlist . Type the professional details based on record, on the form provided by the employer of requesting state/country (may be original or downloaded)	Within the day per batch (40-50 applications)	Records Verifier/ State Board Validation Officer	None	
		Check accuracy of data then affix initials on the Stateboard Verification in batch and prepare transmittal	1 day	Head, CRS, Assistant OIC and OIC of RMD,	None	
		Forward to the Office of Secretariat for signature on the Stateboard Verification.	5 days for signature	OIC-Secretary to the PRBs	None	
		Affix documentary stamp and dry seal, prepare envelope for mailing and deliver to Post Office for Registered Mail and IEMS or courier service.	Within the day per batch (40 to 50 applications)	Records Verifier/ State Board Validation Officer	None	