



Republic of the Philippines  
Professional Regulation Commission  
Manila



PROFESSIONAL REGULATION COMMISSION  
**RESOLUTION NO. 2020 - 1267**  
Series of 2020

**REVISED GUIDELINES IN THE FILING AND PROCESSING OF APPLICATIONS  
FOR LICENSURE EXAMINATION OF REPEATER EXAMINEES/APPLICANTS**

**WHEREAS**, Section 7 (d) of Republic Act No. 8981 otherwise known as the “PRC Modernization Act of 2000” empowers the Professional Regulation Commission (Commission) to administer, implement and enforce the regulatory policies of the national government with respect to the regulation and licensing of the various professions and occupations under its jurisdiction;

**WHEREAS**, the Commission is likewise mandated under Section 7 (b) of the aforesaid law to perform any and all acts, enter into contracts, make such rules and regulations and issue such other administrative issuances as may be necessary in the execution and implementation of its functions and the improvement of its services;

**WHEREAS**, the Commission issued PRC Resolution No. 76 (s. 2002) adopting the guidelines and procedures in the filing of applications for licensure examinations which includes the requirement of a personal appearance by the applicant-examinee for identity verification and submission of documentary requirements purposes;

**WHEREAS**, the Commission likewise issued PRC Resolution No. 200 (s. 2004), requiring licensure examination applicants for September 2004 exams and onwards to submit Transcript of Records (TOR) with scanned pictures and marked with “FOR BOARD EXAMINATION PURPOSES ONLY”;

**WHEREAS**, to lessen the burden in complying with the documentary requirements and at the same time, to decongest the Commission’s record on examinees, Office Order No. 150 (s. 2011) was subsequently issued by the Commission allowing the conditional-applicants and repeaters to submit Notice of Admission (NOA) /Application Stub, Report of Ratings or Official Receipts (OR) in lieu of TOR and NSO Birth Certificate;

**WHEREAS**, in PRC Resolution No. 1133 (s. 2018), the Commission prescribed the guidelines on the implementation of the In-House Licensure Examination and Registration Information System (LERIS);

**WHEREAS**, in the said Resolution, repeater applicants/examinees are required to submit photocopies of their NOA, or OR of the last examination taken, or to obtain a verification slip from Archives and Records Division if said documents are unavailable, and, in addition, submit documentary requirements as may be further required or prescribed by the concerned PRBs;

**WHEREAS**, Section 1, Rule V of Joint Memorandum Circular No. 2019-001 (s.2019) or the Implementing Rules and Regulations of Republic Act No. 11032 otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” mandates all government agencies to adopt a zero-contact policy wherein public officials and employees shall limit their interactions with an applicant or requesting party to the preliminary assessment and evaluation of the sufficiency of submitted requirements of an application or request, unless such interaction is strictly necessary for the processing of the request application;

**WHEREAS**, the LERIS is capable of: 1) securing a database of repeater examinees, 2) printing of the Notice of Admission of said repeater examinees, and 3) printing of a system-generated Seat Plan with pictures;

**WHEREAS**, given that LERIS is capable of system verification, it is no longer necessary for the repeater examinees to submit the required NOA or OR of the last examination taken;

**WHEREAS**, due to the Corona Virus Disease 2019 (COVID-19), Presidential Proclamation Nos. 922 (s.2020) and 929 (s.2020) were issued declaring a State of Public Health Emergency and State of Calamity throughout the Philippines respectively;

**WHEREAS**, due to the pandemic, the Anti-Red Tape Authority issued Advisory No. 01 (s.2020) for the adoption of fast track measures during the COVID-19 State of Calamity which includes the acceptance of applications through email and other online platforms, and submissions of digital copies of supporting documents subject to post-audits when able;

**WHEREAS**, to conform with the preceding zero-contact policy rule and ARTA Advisory, there is a need for the Commission to adopt or amend the existing guidelines in the filing and processing of applications of repeater examinees;

**NOW, THEREFORE**, in view of the foregoing, the Commission **RESOLVES**, as it so **RESOLVED**, to adopt the following revised guidelines and procedures in the filing and processing of applications for licensure examinations of repeater examinees:


1. Repeater examinees who took the licensure examinations from June 2018 and onwards shall no longer be required to personally file their applications and submit copies of Transcript of Records and NSO Birth Certificates in PRC Regional Offices and PRC Service/Offsite Centers;
2. Upon online submission of application for licensure examination and payment of examination fee through the duly accredited payment channels, the repeater examinee/applicant shall print the system-generated Notice of Admission which shall be presented to the examination personnel/supervision on the day/s of the licensure examination;
3. Scanned copies of other documents required by respective regulatory laws, such as certificate of completion of refresher course, NBI/Police clearance, good moral certificate, and regional trial court clearances shall be submitted through the official email address of the concerned Regional Office/Service Center. Non-submission or failure to submit the required documents within seven (7) days upon online issuance of Notice of Admission shall cause the cancellation of said application for licensure examination.

Original/photocopies of said documentary requirements shall be submitted personally during the initial registration when they passed the licensure examination;

4. System-generated Seat Plan compared with the NOA will be the basis of the examinee's identity during the licensure examination.

This Resolution shall amend the previous issuance inconsistent hereto.

Done this **28<sup>th</sup>** day of August 2020 in the City of Manila.

  
**TEOFILO S. PILANDO, JR.**  
Chairman

  
**YOLANDA D. REYES**  
Commissioner

  
**JOSEY. CUETO, JR.**  
Commissioner