



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION

RESOLUTION NO. 1284
Series of 2020

**GUIDELINES ON THE ACCEPTANCE AND PROCESSING OF
APPLICATIONS FOR VARIOUS PRC TRANSACTIONS FILED THROUGH
BUNCH/BATCH FILING**

WHEREAS, Section 7(a) of Republic Act (RA) No. 8981 or the "PRC Modernization Act of 2000", among others, mandates 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, Section 7(b) of RA No. 8981 confers upon the Commission the power to issue and promulgate such rules and regulations as may be necessary for the execution and implementation of its functions and the improvement of its services;

WHEREAS, the Commission issued Office Order No. 99-61 dated 25 March 1999 promulgating the guidelines in the acceptance of applications in bunches/batches for admission in licensure examinations;

WHEREAS, the Commission likewise issued Resolution No. 2012-678 (s.2012), and Resolution No. 04-239 (s.2004) allowing the bunch/batch filing of renewal of Professional Identification Cards (PICs) of Professional Teachers employed by the Department of Education (DepEd) through the designated liaison officer, and by other Professionals through the Accredited Professional Organizations (APO), respectively;

WHEREAS, the Commission entered into a Memorandum of Agreement with Capitol Medical Center (CMC) dated 23 April 2012 allowing the acceptance and processing of CMC employees' application for the renewal of their PICs;

WHEREAS, there has been an increasing number of requests for the filing of applications for various PRC services in bunches/batches;

WHEREAS, the Commission is committed to bringing its services to the transacting public in the most convenient and expeditious manner; and

WHEREAS, in conformity with the customer focus thrust of the Commission, there is a need to expand the coverage for batch/bunch filing in addition to those already authorized, and to provide specific processes and procedures in receiving and processing of applications filed in batches/bunches to effectively deliver the services covered.

NOW, THEREFORE, the Commission **RESOLVES**, as it is hereby **RESOLVED**, to promulgate the following guidelines.

Article I
GENERAL PROVISIONS

Section 1. Title. This Resolution shall be known as the "Bunch/Batch Filing Guidelines."

Section 2. Coverage. These guidelines are promulgated to govern the acceptance and processing of applications of the following transactions filed through Batch/Bunch filing:

- a. Verification of Professional License
- b. Renewal of Professional Identification Cards (PICs)
- c. Verification of Rating/Eligibility
- d. State Board Verification
- e. Application for Licensure Examination
- f. Application for Registration Without Examination
- g. Application for Accreditation of Real Estate Salesperson
- h. Application for Accreditation of Medical Representatives
- i. Renewal of Yearly Accreditation of Medical Representatives
- j. Petition for Change of Name
- k. Request for Certificate of Good Standing (COGS)
- l. Board Rating and Certificate of Passing
- m. Duplicate Copy of Certificate of Registration
- n. Authentication of PRC records (Board Rating, Certificate of Passing, Certificate of Registration, Professional Identification Card, and COGS)
- o. CPD Program Accreditation
- p. Application for Accreditation of Training Program for Medical Representatives
- q. Application for Special Temporary Permit (STP)
- r. Application for Registration as ASEAN Architect, ASEAN Chartered Professional Engineer, and ASEAN CPA
- s. Accreditation for Self-Directed Learning

Section 3. Purpose. These guidelines are set to ensure that:

- a. a systematic procedure in the processing of applications filed in bunches/batches is in place.
- b. proper evaluation and authorization of applications for Liaison Officers are being imposed and that only those eligible and authorized can transact with PRC for bunch/batch filing; and
- c. divisions or units concerned implement strict safeguards to prevent corruption in the system.

Article II PRELIMINARY PROVISIONS

Section 4. Bunch/Batch Filing. Bunch/Batch Filing shall refer to the filing of more than three (3) applications for various transactions as enumerated under Section 2 hereof through an accredited Liaison Officer.

Section 5. Entities Allowed for Bunch/Batch Filing. The following entities shall be allowed to avail bunch/batch filing and to apply for the accreditation of their Liaison Officer:

- a. **Government Entities** – referring to government agencies for purposes of the filing of applications of its PRC registered employees/personnel.
- b. **Private Entities** – referring to private entities or organizations for purposes of the filing of applications of its PRC registered employees/personnel, including Accredited Professional

Organization/Accredited Integrated Professional Organizations for their members.

Section 6. Accredited Liaison Officer. Whether corporate or government, a Liaison Officer shall be accredited by the Commission upon compliance with the requirements as provided under these guidelines.

For this purpose, only bunch/batch applications filed by the accredited Liaison Officer shall be accepted and processed.

Article III ACCREDITATION OF LIAISON OFFICER

Section 7. Documentary Requirements for Accreditation. The following documentary requirements are required for Accreditation of a Liaison Officer, namely:

a. For Private Liaison Officer

1. Duly filled up Application Form*;
2. Latest SEC Registration/General Information Sheet or DTI Registration and BIR clearance of the Corporation/Institution/Organization;
3. Applicable SEC and BIR Registration / Authority for foreign entities;
4. Corporate Profile (Organizational Structure, Operational Outline including covered areas and professions);
5. Schedule of charges/fees/cost being collected from the public for services rendered and/or documents, if any;
6. Authority, through a Resolution or Certificate, from the Principal of the Liaison Officer;
7. NBI Clearance of Liaison Officer; and
8. Valid Government or Employer issued ID of Liaison Officer.

*The Application Form shall include a declaration by Chief Executive Officer or its duly authorized representative on the truthfulness of the information and authenticity of documents provided.

b. For Government Liaison Officer

1. Letter request duly signed by Head of Agency/Local Government Unit (LGU) or duly authorized representative;
2. Duly filled up Application Form*;
3. Authority duly signed by the Head of Agency/LGU;
4. Photocopy of a valid Employee ID of Liaison Officer (the original shall be required to be presented); and
5. NBI Clearance of Liaison Officer.

*The Application Form shall include a declaration on the truthfulness of the information and authenticity of documents provided.

Section 8. Submission and Evaluation of the application for Accreditation of Liaison Officers. The application for Accreditation, together with the attached documentary requirements, shall be submitted to the Professional Registry Division (PRD) of the Central Office (for transactions before any offices in the Central Office), or with the Licensure and Registration Division (LRD) of the Regional Office (RO) where the Liaison Officer will transact business. A special window for the acceptance of applications for Accreditation shall be designated for such purpose.

Upon submission, the Head of the PRD/LRD shall evaluate compliance and completeness of the documentary requirements. For the Central Office, if the application is found in order, the PRD Chief shall endorse the application to the Director of the Regulation Office for approval. For ROs, the LRD Chief shall endorse the application to the Regional Director/OIC for approval.

Applications with a deficiency or with incomplete documents shall not be accepted.

Section 9. Applicable Fees. The accreditation fee prescribed by the Commission shall be paid prior to acceptance and processing of an application for Accreditation as Liaison Officer. With the assistance of the Planning, Management and Financial Services (PFMS), the PRD shall determine the amount of accreditation fees to be charged and shall endorse the same to the Technical Committee on Fees and Charges for approval purposes.

For this purpose, government Liaison Officers shall be exempted from the payment of accreditation fees.

Section 10. Issuance of an Accreditation ID. Upon approval of the application for Accreditation by the concerned Regional Director, an Accreditation ID with a validity period of one (1) year duly signed by the Oversight Commissioner for Systems and Procedures, and the PRD Chief or Regional Director/OIC, shall be issued by the concerned RO.

For monitoring purposes, the PRD and ROs shall devise a control system in the generation of accreditation numbers. The PRD and ROs shall likewise submit a quarterly report of issued Accreditation ID to the Office of the Oversight Commissioner for recording purposes, and copy furnished the Internal Audit Division.

Article IV

FILING OF APPLICATIONS

Section 11. Daily maximum number of applications in bunches/batches. For each transaction, the following maximum number of applications shall be strictly implemented for bunch/batch filing purposes:

TRANSACTION	Maximum Number of Applications/Verifications* Per Day	
	Private	Government
Verification of Professional License	3	5

Renewal of Professional Identification Cards (PICs)	3	5
Verification of Rating/Eligibility	3	50
State Board Verification	3	5
Application for Registration Without Examination	3	5
Application for Accreditation of Real Estate Salesperson	3	-
Application for Accreditation of Medical Representatives	3	-
Renewal of Yearly Accreditation of Medical Representatives	3	-
Petition for Change of Name, Correction of Entries	3	5
Request for Certificate of Good Standing (COGS)	3	5
Original Certification (Board Rating and Certificate of Passing)	3	5
Duplicate Copy of Certificate of Registration	3	5
Authentication of PRC records (Board Rating, Certificate of Passing, Certificate of Registration, Professional Identification Card, and COGS)	3	5
CPD Program Accreditation	3	5
Accreditation of Self-Directed Learning	3	5
Application for Accreditation of Training Program for Medical Representatives	3	-
Application for Special Temporary Permit (STP)	20	15
Application for Registration as ASEAN Architect, ASEAN Chartered Professional Engineer and ASEAN CPA	10	10

*(*The number of Application/Verification shall refer to the number of the professionals/program applied, regardless of the number of documents requested for each applicant.)*

Any application exceeding the above number of applications allowed (regardless of the number of documents requested for authentication/certifications) shall not be entertained.

In case any of the above transactions will be included in the online service of the Commission, such that application, processing, and issuance can be made electronically, the transaction of the Liaison Officer shall be limited to the personal submission of required supporting documents (except for those transactions requiring personal appearance of the concerned client), and/or claiming of the applied professional document.

Section 12. Transactions requiring online registration and application.

For applicable transactions requiring online application, applicants must register and apply online and get their appointment date.

All applications to be transacted in bunches/batches before any PRC offices should have the same date and place of appointment; otherwise, these applications shall not be accepted. No transaction with an advance appointment and with different appointment places shall be entertained.

Article V
RECEIVING AND PROCESSING OF APPLICATIONS

Section 13. Receiving of bunch/batch filing applications. All applications for the services under Section 2 hereof shall be submitted to the concerned offices.

Section 14. Documents to be presented by the Liaison Officer. The Liaison Officer shall be required to present his accreditation ID, a valid Identification Card, and to submit in addition to the necessary documentary requirements of the services being transacted, a Special Power of Attorney duly executed by all the concerned individual applicants or an Authorization Letter in case the Liaison Officer is a registered professional, and a photocopy of the Company ID of each of the applicants being represented.

Section 15. Period of Processing. All applications filed in bunches/batches shall be processed based on the number of applications, and in accordance with the PRC Citizen Charter.

Article VI
DOCUMENTATION AND RECORDS

Section 16. Database for Accredited Liaison Officer. The PRD/LRD shall maintain a database of all accredited liaison officers for record purposes.

Article VII
SANCTIONS

Section 17. Non-renewal and Revocation of Accreditation. The accreditation of the Liaison Officer of any entity, private or government, shall be subject to non-renewal and revocation on any of the following grounds:

- a. Engagement in extortion activities against the applicants/professionals;
- b. Engagement in activities involving bribery or connivance with any PRC personnel.

Section 18. Sanction to PRC Officials/Personnel. Any official /personnel who connives or conspires with the Liaison Officer in the conduct of extortion activities, or accepts bribe, money, or any form of consideration in exchange of any favorable preference in the acceptance and processing of applications under the bunch/batch filing, or any violation of these Guidelines, after due notice and hearing, shall be liable administratively, without prejudice to any criminal action the Commission may initiate.

Section 19. Separability Clause. If any provision of these guidelines, or the application of such provision to any person is declared invalid, the remainder shall not be affected by such declaration.

Section 20. Repealing Clause. Any issuance or parts thereof inconsistent herewith are deemed superseded or modified accordingly.

RESOLVED FURTHER that all concerned offices and officials are enjoined to observe these guidelines.

This Resolution, shall be furnished the UP Law Center, and shall take effect upon approval of the required accreditation fees.

Done in the City of Manila, this **11th** day of **November** 2020.


TEOFILO S. PILANDO, JR.
Chairman


YOLANDA D. REYES
Commissioner


JOSE Y. CUETO, JR.
Commissioner