



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF ACCOUNTANCY

PROGRAM OF THE OCTOBER 14, 15 & 16, 2022 CERTIFIED PUBLIC ACCOUNTANTS LICENSURE EXAMINATION (LECPA) IN NCR, BAGUIO, CAGAYAN DE ORO, CEBU, DAVAO, ILOILO, KORONADAL, LEGASPI, LUCENA, PAGADIAN, PAMPANGA, ROSALES, TACLOBAN, TUGUEGARAO AND ZAMBOANGA CITIES

<u>DATE AND TIME</u>	<u>SUBJECTS</u>
<u>FRIDAY, OCTOBER 14, 2022</u>	
7:00 A.M. - 7:45 A.M.	General Instructions/Filling out of Forms
8:00 A.M. - 11:00 A.M.	Management Services
1:00 P.M. - 4:00 P.M.	Auditing
<u>SATURDAY, OCTOBER 15, 2022</u>	
8:00 A.M. - 11:00 A.M.	Taxation
1:00 P.M. - 4:00 P.M.	Regulatory Framework for Business Transactions
<u>SUNDAY, OCTOBER 16, 2022</u>	
8:00 A.M. - 11:00 A.M.	Financial Accounting and Reporting
1:00 P.M. - 4:00 P.M.	Advanced Financial Accounting and Reporting

GENERAL INSTRUCTIONS:

1. Check or verify your school/building assignments at the PRC official website (www.prc.gov.ph) or through the Notices/Announcements to be posted at the PRC premises two (2) to three (3) working days before the date of examination.
2. Report to the school/building assignment before 5:30 a.m. on the first day of the examination to verify your room and seat number. **BE PUNCTUAL. LATE EXAMINEES WILL NOT BE ADMITTED.**
3. Examinees are required to wear the following attire every examination day.

Male Examinees - White polo shirt with collar (without any seal, logo, or mark) Decent pants or slacks
Female Examinees - White blouse or shirt with collar (without any seal, logo or mark) Decent pants or slacks
4. Bring the following on examination day:
 - a. Notice of Admission
 - b. Official Receipt
 - c. One (1) piece metered-stamped window mailing envelope
 - d. Two (2) or more pencils (No. 2)
 - e. One (1) piece long brown envelope
 - f. One (1) piece transparent plastic envelope (for keeping your valuables and other allowed items).
 - g. Ball pens with BLACK ink only
 - h. **Health Forms (Pursuant to Memorandum No. 68, series of 2020)**
 - i. Negative RT-PCR Test Results, if applicable, or Certificate of Quarantine or Certificate or copy of the Complete Vaccination Card for fully vaccinated examinees to the submitted to the proctor on the examination day.

5. Personal belongings must be placed in a transparent plastic envelope/ container and must be placed near the proctor's table while the examination is going on.
6. Only basic calculators are allowed. A basic calculator is one which only contains the keys for the basic functions (+, -, x and /). It may also have the memory keys (M+, M-, MR and MC). Calculators with TAX functions are also allowed.
7. Books, notes, review materials, and other printed materials containing coded data/information /formula are **PROHIBITED** inside the examination premises/rooms.
8. Per Joint Administrative Order No. 01 (s 2021)¹, the following Health Standards for Examinees and PRC Examination personnel shall be observed.
 - 8.1 All examinees and examination personnel shall enforce the following precautionary measures among themselves:
 - 8.1.1 Observe physical distancing of at least two (2) meters between examinees. Examinees shall be restricted to their assigned seat;
 - 8.1.2 Wear face mask (at least 3-ply surgical mask, preferably N95 mask) and face shield² at all times;
 - 8.1.3 Bring 70% ethyl alcohol for hand disinfection;
 - 8.1.4 Wear latex gloves for exam personnel handling the test questionnaires;
 - 8.1.5 Avoid close contacts like "beso-beso", hugging, handshake, and directly touching other persons;
 - 8.1.6 Avoid touching one's eyes, nose, and mouth;
 - 8.1.7 When sneezing and/or coughing, facial tissues must be used to wipe the nose and mouth areas. Dispose of used facial tissues properly; and
 - 8.1.8 Avoid spitting in public, on floors, and along corridors.
 - 8.2 Examinee shall submit the duly accomplished Informed Consent (Annex "A") and Health Declaration (Annex "B") forms with the Notice of Admission (NOA) and the negative RT-PCR test result/Quarantine Certificate or copy of the Complete Vaccination Card to the proctor on the examination day.

Informed Consent and Health Declaration Forms can be downloaded from the PRC official website (www.prc.gov.ph);

- 8.3 Examinees and examination personnel shall bring their own meals (pre-packed meal/snack and drink) to be eaten during breaks, on their assigned seats. Face masks and face shields will only be removed when taking meals or drinks.
- 8.4 Windows will be opened to improve ventilation during breaks.
- 8.5 Examinees shall bring their own pens, pencils, and erasers. Borrowing from a seatmate is strictly not allowed.
- 8.6 Talking and loitering are prohibited in the hallways or in the examination room.
- 8.7 Physical distancing shall be strictly observed in the queuing of the examinees entering the testing venues;
- 8.8 All examinees and examination personnel shall undergo temperature scanning:
 - 8.8.1 Only examinees with a temperature of less than or equal to 37.5 degrees Celsius (37.5°C) shall be allowed to enter the testing venue;
 - 8.8.2 Examinee with a temperature of more than 37.5 degrees Celsius (37.5°C) shall be referred to the Building Supervisor, who shall refer the concerned examinee to onsite medical doctor/personnel for assessment. The examinee will not be allowed to take the rest of the examination.
- 8.9 Examinees shall proceed immediately to their designated examination rooms after the thermal scanning/screening.
- 8.10 During the examination proper, the following shall be strictly observed:

¹ PRC, DOH and PNP JAO, entitled "Revised Standard Guidelines on the Strict Observance of Health Protocols in the Conduct of Licensure Examinations during Public Health Emergency and/or Pandemic"

² Because the exam room is an enclosed area for approx. 8 hours, it is highly advisable for the examinees to wear their face shields at all times.

- 8.10.1 Watchers/Proctors and examinees shall practice social distancing measures at all times within the examination rooms, particularly when examinees submit their answer sheets and test booklets/questionnaires; only one examinee at a time shall be accommodated;
 - 8.10.2 Any examinee who needs to use the restroom shall be accompanied by a room watcher/proctor, always maintaining social distancing measures. Only one examinee at a time shall be allowed to go to the restroom. Proper hand hygiene shall be observed particularly every after use of the restrooms; and
 - 8.10.3 Protective facemasks and handkerchiefs/tissue shall be inspected by room watchers/proctors before the start of every subject and, if necessary, during the conduct of examination to ensure that they are not used to conceal codigos. In compliance with social distancing measures, the inspection shall be done one at a time, while the rest of the examinees are seated. Examinees must show all the angles of their facemasks and handkerchiefs to the room watcher/proctor for inspection, from a distance of at least one (1) meter from the examinee.
9. In addition to the above, pursuant to Memorandum No. 68 (s. 2020), the examinees are required to submit RT-PCR Test Results, if falling under the groups stated in DOH Memorandum 2020-258A, or Certificate of Quarantine. Only those examinees with negative results shall be allowed to take the examination. Please see this link <https://www.prc.gov.ph/sites/default/files/2020-68Memo.pdf> for detailed information.
10. Read carefully and follow the instructions on your Notice of Admission and Examinees Guide.

NOTE: PERSONAL BELONGINGS BROUGHT BY AN EXAMINEE SHALL BE FOR HIS/HER OWN ACCOUNT. THE PRC WILL NOT BE ANSWERABLE FOR ANY SUCH ITEM OR PERSONAL BELONGING THAT MIGHT BE LOST DURING THE EXAM WITHOUT FAULT OR NEGLIGENCE ON ITS PART

Manila, Philippines
July 2022

APPROVED:



NOE G. QUINANOLA

Chairman

CERTIFIED CORRECT:


Atty. Lovelika T. Bautista
Chief, PRB Secretariat Division