



Republic of the Philippines
Professional Regulation Commission
Manila



MEMORANDUM ORDER NO. 28

21 May 2020

TO : CONCERNED PRC OFFICIALS AND EMPLOYEES
Central and Regional Offices

SUBJECT : GUIDELINES ON CORONA VIRUS DISEASE 2019 (COVID-19)
PREVENTION AND CONTROL IN THE CONDUCT OF
LICENSURE EXAMINATIONS

Pursuant to **Presidential Proclamation No. 922 (s. 2020)** entitled, “**Declaring a State of Public Health Emergency throughout the Philippines due to Corona Virus Disease 2019 (COVID-19)**,” which enjoins all government agencies and local government units to adopt appropriate response and measures to eliminate the threat of COVID-19; **Presidential Proclamation No. 929 (s. 2020)** entitled, “**Declaring a State of Calamity throughout the Philippines due to Corona Virus Disease 2019**,” which decrees the entire country under a State of Calamity for a period of six (6) months, unless earlier lifted or extended as circumstances may warrant; and **Republic Act 11649** or the “**Bayanihan to Heal as One Act**,” which aims to mitigate, if not contain, the transmission of COVID-19, and in the interest of public health and for the protection of all examinees and examination personnel, the Professional Regulation Commission hereby issues the following guidelines on the prevention and control of the COVID-19 during licensure examinations.

I. COVERAGE

These guidelines shall apply to all Professional Licensure Examinations conducted nationwide.

II. GUIDELINES

A. *Precautionary Measures*

1. *Before the Examination Day*

- a) The Examination Section of all concerned regional offices should be aware that examinees have been directed to inform them through email or text, if they are showing any flu-like symptoms such as fever, cough and/or colds at least a day before the examination day. They shall be advised to defer taking the licensure examination, but shall be allowed to take the next concerned licensure examination without forfeiture of their payments. This directive, along with the instruction to report as early as 5:30 A.M. considering the social/physical distancing in entering the examination venues, to wear protective face masks and bring alcohol/alcohol-based sanitizers, and the contact information (email and/or cellphone number) of the Examination Section, shall be included in the Notice of Admission and program, for the examinees’ information.
- b) The Examination Section shall strictly apply the social/physical distancing and other infection prevention and control measures imposed in conducting orientations for all examination personnel including volunteer proctors and supply aides. They shall be directed to inform the Examination Section of the concerned regional office through email or text (not by call), at least two days before the examination day if they are showing any flu-like symptoms such as fever, cough and/or colds.
- c) The Examination Section shall require the examination venue administration to provide footbath for use prior to entry to examination venue and, if possible, each examination room, and for the school’s security personnel to conduct body temperature check of all examinees and examination personnel, using school’s thermal scanners to determine if anyone has fever.

- d) The Examination Section shall ensure that the seats / chairs in the examination rooms are arranged to comply with social/physical distancing measures and that the examination rooms shall be limited to the applicable number of examinees per room (area distance of 1.5 meters should be observed in determining the seating arrangement).
- e) The Examination Section may, if available, assign a medical personnel in every licensure examination and shall be provided with personal protective equipment and thermal scanner prior to deployment.

2. During the Examination Day

- a) The Examination Section and all examination personnel shall enforce the following precautionary measures among themselves and among the examinees:
 - 1. Maintain a distance of one (1) meter from each other.
 - 2. Avoid close contact like “beso-beso,” hugging, handshake and directly touching other persons.
 - 3. Wear protective face masks at all times and all throughout the examinations. Bring extra cloth or surgical disposable face masks.
 - 4. Avoid touching one’s eyes, nose and mouth.
 - 5. When sneezing and /or coughing, facial tissues must be used to wipe the nose and mouth areas. Dispose of used facial tissues properly.
 - 6. Avoid spitting in public, on floors and corridors.
 - 7. Always use alcohol/sanitizer, especially before and after transacting with proctors/examinees, e.g. distribution or submission of test materials.
 - 8. During breaks, do not congregate in any part of the examination venue including restrooms. Do not share food and drinks with each other. Always maintain social distancing.

NOTE: These precautionary measures may be communicated to the examinees through tarpaulins at the entrance or through written handouts as they enter the testing venue.

- b) All examination personnel and examinees shall submit themselves to body temperature check at the entrance of every examination venue. Any examinee exhibiting fever, colds and cough shall be advised to defer taking the licensure examination.
- c) The Examination Section shall provide each examination personnel including the volunteers with protective facemasks and latex gloves. Examinees shall be advised to bring and wear their own protective facemask as indicated in item A.1.a. Alcohol/alcohol-based sanitizers shall also be made available in every Floor Supervisor’s post for use of each examination personnel. Everyone is advised to bring his/her own refillable container.
- d) All examination personnel shall disclose to their attendance supervisor/building supervisor before the start of the examination if they are showing fever, colds and cough. In no case shall any examination personnel showing the said symptoms be allowed to serve in the licensure examinations.
- e) The Examination Section shall ensure that enough substitute examination personnel are available in the event that an examination staff is advised to go home for showing symptoms of fever, colds and cough.
- f) All examination personnel shall strictly practice social/physical distancing all throughout the conduct of the examination.
- g) Room 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. One of the two proctors shall receive the test papers while the other proctor shall control and oversee the submission of test papers one after another, to maintain social distancing.

- h) 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.
- i) 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*.¹ 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.
- j) All examinees and examination personnel shall not be allowed to go outside the examination room during break time and lunch time to ensure the strict implementation of social/physical distancing measures. They shall be advised to bring their lunch packs and snacks with them to be placed under their seats, and to be taken out only during break time.

B. Responsibilities

The Regional Office through the Examination Section of its Licensure and Registration Division, shall ensure strict implementation of these guidelines. They shall also ensure that the examinees, examination personnel and volunteers are aware of and likewise strictly implement these guidelines.

The school administration/venue owners shall be responsible for the disinfection and sanitation of the venue after the conduct of the licensure examination. The cost this may incur shall be reasonable and must be reflected in the billing statement of the school. However, for examination venues using government facilities with no payments required from the Commission, the Regional Office shall provide the footbath, and if demanded by the school administration, shall be responsible for the disinfection and sanitation of the used facilities.

The Regional Office through its Procurement and Supply Section, shall ensure the availability of thermal scanners, latex gloves, protective facemasks and face shields, and alcohol/alcohol-based sanitizers for ready use in order to properly implement these guidelines.



The Budget and Management Division (BMD) shall ensure the availability of funds for purposes of the procurement of the above supplies and materials. The BMD shall also ensure that funds for the disinfection and sanitation of the school premises are available, should the school administration/venue owners require such.

Other precautionary measures as may be advised by the WHO, DOH, the Inter-Agency Task Force (IATF) and other health authorities and/or as may be determined by the Commission as necessary shall be deemed included in these guidelines.

All Regional Offices, the ICT, PIMRU and all other concerned delivery units shall be collectively responsible in the effective and prompt dissemination of these guidelines to all concerned through, but not limited to the use of the PRC website and other social media platforms.

These guidelines shall take effect immediately.

For strict compliance.


TEOFILO S. PILANDO, JR.
Chairman


² PRC Resolution No. 163, Nov. 27, 1996