



Republic of the Philippines
Professional Regulation Commission
Manila

RESOLUTION NO. 2017- 1038
Series of 2017

**ESTABLISHING THE TIMETABLE OF ACTIVITIES FOR THE CONDUCT OF THE
SPECIAL PROFESSIONAL LICENSURE EXAMINATIONS (SPLE) FOR OVERSEAS
FILIPINO WORKERS (OFWs) IN THE MIDDLE EAST FOR 2017**

WHEREAS, the Commission is empowered under Sec. 7 (d) of Republic Act (R.A.) 8981 to administer and conduct the licensure examinations of the various regulatory boards in accordance with the rules and regulations promulgated by it, and to determine and fix the places and dates of such examinations;

WHEREAS, Executive Order No. 835 dated October 6, 2009 was issued directing the Professional Regulation Commission (Commission) and other government agencies through the Department of Labor and Employment (DOLE) to conduct yearly Special Professional Board Licensure Examinations (hereinafter referred to as Special Professional Licensure Examination (SPLE)', when so warranted, in the Kingdom of Saudi Arabia, Qatar, the United Arab Emirates and other Middle East countries;

WHEREAS, the Commission and the Professional Regulatory Boards (PRBs) shall conduct the SPLE with the active participation of the Department of Foreign Affairs (DFA) through its Embassies/Consulates and the DOLE through the Philippine Overseas Labor Offices (POLOs), and in cooperation with the overseas chapters of the Accredited Professional Organizations (APOs), Philippine Professional Organizations (PPOs) and the Filipino Communities (FILCOMs);

WHEREAS, the 2017 SPLE shall be scheduled on September 1, 2 and 3, 2017 as prescribed under Resolution No. 2017-1037;

WHEREAS, there is a need to establish the timetable of activities relative to the conduct of the 2017 SPLE for Overseas Filipino Workers (OFWs) to ensure the smooth and orderly conduct of the examinations;

NOW, THEREFORE, the Commission **RESOLVES**, as it is hereby **RESOLVED**, to establish the Timetable of Activities for the conduct of the SPLE for OFWs in the Middle East for year 2017, appended to this Resolution as Annex A.

Let a copy of this Resolution be furnished the Office of the President, DOLE, DFA, Philippine Embassies/Consulates, POLO, Filipino professional organizations in Riyadh, Jeddah, and Al-Khobar in the Kingdom of Saudi Arabia, Doha in Qatar, Dubai and Abu Dhabi in the United Arab Emirates, Al Ahmadi, State of Kuwait, Muscat in Oman and Tel Aviv in Israel.

Done in the City of Manila, this 26th day of April, 2017.

Resolution No. 2017- 1038

Series of 2017

Establishing The Timetable Of Activities For The Conduct Of The

Special Professional Licensure Examinations (SPLE)

For Overseas Filipino Workers (OFWs) In The Middle East For 2017



TEOFILO S. PILANDO, JR.

Chairman



ANGELINE T. CHUA CHIACO

Commissioner



YOLANDA D. REYES

Commissioner

O-CH/O-COI/O-COII/D-LEGAL/O-SPRB/O-LIC/D-APP/D-EXAM
TSP/ATCC/YDR/ELR/LTB/RCG/AGA/SVO/nlas

2017 SPLE - TIMETABLE OF ACTIVITIES

PROPOSED DATES	ACTIVITY/IES	INFORMATION
First week of February	WRITING OF LETTERS TO EMBASSIES/POLOs	Inform embassies/POLOs on the holding of the regular 2017 SPLE with suggested dates, places for their confirmation
Last week of February	ACCEPTANCE OF CONFIRMATION FROM EMBASSIES / POLOs PRE-REGISTRATION OF INTERESTED OFW APPLICANTS	Commitment of Embassies/POLOs Statistics on expected number of applicants
Second week of March	MEETING WITH THE BOARDS RE: RESOLUTION ON FIXING DATES OF EXAMINATIONS	Fix dates and places of examinations
April 3 - 21	ISSUANCE OF PRC RESOLUTION RE: FIXING THE DATES AND VENUES OF SPLE	
April 17-21	POSTING OF ANNOUNCEMENTS AT THE <ul style="list-style-type: none"> • PRC WEBSITE • EMBASSIES/POLOs 	
May 8 - June 9	FILING OF APPLICATIONS VIA ON-LINE APPLICATION (ENHANCED LERIS) <ul style="list-style-type: none"> • APPLICANTS TO SUBMIT PRINTED COPY OF APPLICATION FORM AND PHOTOCOPY* OF REQUIRED DOCUMENTS TO POLO UNTIL <u>JUNE 9, 2017</u> • POLO TO FORWARD DOCUMENTS TO PRC ON OR BEFORE <u>JUNE 23, 2017</u> 	Visit PRC Website (www.prc.gov.ph) for On-line Application *Original copies shall be presented to the Examination Team for verification /authentication at their respective venue of assignment
June 15 – July 15	IDENTIFICATION OF PERSONNEL TO BE ASSIGNED IN VARIOUS TESTING CENTERS ISSUANCE OF TRAVEL ORDER TO COMPOSE THE SPLE TEAM	
June 15 – June 30	PROCESSING OF APPLICATIONS BY THE AUTHORIZED TEAM IN COORDINATION WITH THE APPLICATION DIVISION PRINTING OF NOTICE OF ADMISSION PREPARATION OF ITINERARY	Based on Guidelines; composition/number of delegates based on number of expected examinees; Docketed Travel Order
July 1 - 15	ISSUANCE OF SPECIAL ORDER ON <ul style="list-style-type: none"> • MERGING / EXTRACTION AND PRINTING OF TEST QUESTIONS • PERSONS ASSIGNED AT THE CONFIDENTIAL PRINTING ROOM 	Special Orders for early dissemination to concerned PRBs, officials and employees

PROPOSED DATES	ACTIVITY/IES	INFORMATION
July 15 – August 15	<p>PREPARATION OF EXAM MATERIALS</p> <p>COORDINATION WITH DFA AND EMBASSIES/CONSULATES</p> <ul style="list-style-type: none"> FACILITATION OF TRAVEL DOCUMENTS AND ENTRY VISAs; SENDING OF EXAM MATERIALS AND TEST QUESTIONS VIA DIPLOMATIC POUCH <p>PROCESSING OF OFFICIAL PASSPORTS, TRAVEL TAX EXEMPTIONS</p> <p>MEETING OF PRC SPLE TEAMS</p> <ul style="list-style-type: none"> GUIDE-ACTUAL SCHEDULE OF EXAMINATIONS CHECKLIST OF ACTIVITIES/INSTRUCTIONS 	<p>Identify responsible person</p> <p>Tentative Schedule of deliveries of sealed boxes</p> <p>Complete supporting documents submitted by SPLE Teams</p>
July 21	<p>DETERMINATION OF THE FINAL NUMBER OF EXAMINEES</p> <p>CONFIRMATION OF VENUES</p>	<p>Confirmation on the final number of examinees for each licensure examination as basis for the printing of TQs</p>
July 24-31	<p>PREPARATION AND APPROVAL OF PRINTING ORDER</p>	
August 1 - 15	<p>SECURING OF PERMITS / CLEARANCES / EXAM FACILITIES BY <u>EMBASSY/CONSULAR OFFICIALS WITH THE ASSISTANCE OF POLOs</u></p> <p>PREPARATION OF CASH ADVANCES</p> <p>AIRLINE RESERVATIONS</p>	<p>Confirmation on Availability of schools/venues/rooms</p> <p>Hotel reservations of SPLE Teams</p> <p>Estimate weight of Answer Sheets to be brought back</p> <p>Approximate cost of accompanied baggage</p>
August 1 – August 22	<p>MERGING , EXTRACTION AND PRINTING OF TEST QUESTIONS</p>	<p>Should not coincide or overlap with other examinations</p>
August 24	<p>DELIVERY OF SEALED BOXES OF TESTBOOKLETS AND EXAM SUPPLIES AND FORMS TO EXAM VENUES VIA DIPLOMATIC POUCH</p>	
August 22-25	<p>ENCASHMENT OF CHECKS AND FOREIGN EXCHANGE OF SPLE TEAMS</p> <p>APPROVED VISAS</p> <p>PURCHASE PLANE TICKETS</p>	
August 25	<p>PRE-DEPARTURE MEETING OF PRC SPLE TEAMS WITH COMMISSION PROPER</p> <ul style="list-style-type: none"> REVIEW OF DIPLOMATIC PROTOCOL PROCEDURES ON HOW TO HANDLE PROBLEMS THAT MAY ARISE CELL PHONE ROAMING PROCEDURES 	<p>Contact person in the Philippines should be identified</p>

PROPOSED DATES	ACTIVITY/IES	INFORMATION
August 27	DEPARTURE OF SPLE TEAMS	<ul style="list-style-type: none"> • Assembly place and time should be determined before departure to meet with the team members • Transportation from PRC to Airport
August 27-30	UPON ARRIVAL <ul style="list-style-type: none"> • COURTESY CALL TO PHILIPPINE EMBASSY • OCCULAR INSPECTION OF VENUE • EVALUATION OF ORIGINAL COPIES OF APPLICANTS DOCUMENTS • START OF ISSUANCE OF NOTICE OF ADMISSIONS (NOAs) 	Arrange internet connection, computers and printers with POLO
August 30	ORIENTATION OF PROCTORS AND OTHER EXAM PERSONNEL	Examination Teams shall make an ocular inspection of the identified venue proposed by POLO
August 31	EXAM PREPARATION ON-SITE <ul style="list-style-type: none"> • ARRANGEMENT OF SEATS • POSTING OF ROOM/SEAT ASSIGNMENT LIST, AND OTHER SIGNAGES 	
September 1 - 3	EXAMINATION PROPER FILL-UP EXAM DOCUMENTS PACKING OF ANSWER SHEETS, AND SHREDDING OF TEST QUESTIONNAIRES, AFTER THE EXAM	
September 4	PREPARATION OF EXAMINATION REPORTS ACCOUNTING OF ALL ANSWER SHEET PACKS AND COMPLETION OF OTHER POST EXAM PROCEDURES	Prepare sufficient cash for excess baggage
September 5	RETURN OF SPLE TEAM TO THE PHILIPPINES	<ul style="list-style-type: none"> • Inform the team if required to report to PRC Central Office or may proceed directly to their homes/regions • Transportation arrangement