



# Professional Regulation Commission

## **CITIZEN'S CHARTER**

2024 (1<sup>st</sup> Edition)

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# I. AGENCY PROFILE





## **I. MANDATE**

The Professional Regulation Commission (PRC) administers, implements and enforces the regulatory laws and policies of the country with respect to the regulation and licensing of the various professions and occupations under its jurisdiction, including the enhancement and maintenance of professional and occupational standards and ethics and the enforcement of the rules and regulations relative thereto.

## **II. VISION**

The PRC is the instrument of the Filipino people in securing for the nation a reliable, trustworthy and progressive system of determining the competence of professionals by credible and valid licensure examinations and standards of professional practice that are globally recognized.

## **III. MISSION**

To deliberately, scientifically and consistently determine the competence of professionals through the provision of professional standards and judicious issuance of professional license.

## **IV. CORE VALUES**

The PRC commits to embody:

- P** – rofessionalism and Integrity
- R** – esponsibility, Unity and Accountability
- C** – ompetence and Excellence



# II. EXTERNAL SERVICES



### 1. APPLICATION FOR LICENSURE EXAMINATION (FOR FILIPINO CITIZENS)

Refers to the process of admitting qualified applicant for the licensure examination upon evaluation that they complied with the qualification requirements under Republic Act (RA) No. 8981 and relevant Professional Regulatory Law (PRL)

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division - Application Section
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	<p>Applicants who meet the following qualifications:</p> <ul style="list-style-type: none"> <li>– Filipino citizen;</li> <li>– with appropriate degree as required by the specific Professional Regulatory Law; and</li> <li>– have no criminal record or have never been convicted by final judgment by any court, military tribunal or administrative body; and</li> <li>– other qualification or eligibility requirements as prescribed in the PRL (e.g. age).</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>	
1. Proof of system-generated Application Form	online.prc.gov.ph
2. Original and photocopy of official transcript of records (TOR) with remarks: “For Board Examination Purposes Only”, bearing the exact date of graduation and special order number.	Applicant
3. Original and a photocopy of PSA-issued birth certificate (BC) or clear copy of Form 1A from the Local Civil Registrar (LCR).	Philippine Statistics Authority (PSA) / LCR
4. Original and a photocopy of PSA-issued marriage certificate (MC) (for married female applicant) or a clear copy of Form 3A from the LCR.	
5. Documentary Stamp Tax (DST)	Bureau of Internal Revenue
6. One (1) 2” x 2” clear picture in white background and in decent attire taken within the last six (6) months	Applicant
<b>Other Requirements</b>	
1. For a Filipino citizen who finished his/her degree/course abroad, submit the Certificate of Equivalency from the Commission on Higher Education (CHED)	CHED
2. For those born abroad, with dual citizenships/ for recognized Filipino citizens, any of the	



following shall be submitted: a. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration (BI); b. Oath of allegiance from the Philippine Consular Office; c. Photocopy of a valid Philippine passport d. Philippine Voter's certificate or Voter's Identification Card.				BI  PCO DFA COMELEC
3. For additional documentary requirements, refer to the list of requirements per profession as prescribed by the concerned Professional Regulatory Board (PRB) posted in the website				<a href="https://www.prc.gov.ph/list-of-requirements">https://www.prc.gov.ph/list-of-requirements</a>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using LERIS account ( <a href="https://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel	1. System generates Application Form	Post Baccalaureate/ Baccalaureate: Php 900.00  Non-Baccalaureate: Php 600.00  Conditional/Removal: Php 450.00  DST: Php 30.00 each	5 minutes	Applicant
2. Present the proof of system-generated Application Form and other documentary requirements to the designated window.	2. Receive, verify, and evaluate documents	None	3 minutes	Processing Officer
3. Receive the Notice of Admission (NOA)	3. Print and release NOA	None	2 minutes	Releasing Officer
<b>TOTAL</b>		<b>for examinees with Baccalaureate degree:          Php 900.00</b>	<b>10 minutes</b>	



	<p><b>for Baccalaureate degree holder taking conditional/removal exam: Php 450.00</b></p> <p><b>for examinees with non-Baccalaureate degree: Php 600.00</b></p> <p><b>DST: Php 30.00 each</b></p>		
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**END OF TRANSACTION**

*Note: Repeater examinees need not submit basic documentary requirements, however, additional documentary requirements as prescribed by specific Professional Regulatory Board shall be submitted online, if applicable.*



## 2. APPLICATION FOR LICENSURE EXAMINATION FOR BOARD APPROVAL

Refers to the process of admitting qualified applicants for the licensure examination but which due to legal or technical issues involved require the approval of the Professional Regulatory Board (PRB) concerned.

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division - Application Section
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	<p>Applicants who meet the following qualifications:</p> <ul style="list-style-type: none"> <li>– Filipino citizen;</li> <li>– with appropriate degree as required by the specific Professional Regulatory Law (PRL);</li> <li>– have no criminal record or have never been convicted by final judgment by any court, military tribunal or administrative body; and</li> <li>– other qualification or eligibility requirements as prescribed in the PRL (e.g. age).</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>	
1. Proof of system-generated Application Form	online.prc.gov.ph
2. Original and photocopy of official transcript of records (TOR) with remarks: “For Board Examination Purposes Only”, bearing the exact date of graduation and special order number.	Applicant
3. Original and a photocopy of PSA-issued birth certificate (BC) or clear copy of Form 1A from the Local Civil Registrar (LCR).	Philippine Statistics Authority (PSA)/LCR
4. Original and a photocopy of PSA-issued marriage certificate (MC) (for married female applicant) or a clear copy of Form 3A from the LCR.	
5. Documentary Stamp Tax (DST)	Bureau of Internal Revenue
6. One (1) 2” x 2” clear picture in white background and in decent attire taken within the last six (6) months	Applicant
<b>Other Requirements</b>	
1. For a Filipino citizen who finished his/her degree/course abroad, submit the Certificate of Equivalency from the Commission on Higher Education (CHED)	CHED
2. For those born abroad, with dual citizenships, or recognized Filipino citizens, any of the following shall be submitted:	



a. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration (BI); b. Oath of allegiance from the Philippine Consular Office; c. Photocopy of a valid Philippine passport; and d. Philippine Voter's certificate or Voter's Identification Card.			BI  PCO DFA COMELEC	
3. For additional documentary requirements, refer to the list of requirements per profession as prescribed by the concerned Professional Regulatory Board (PRB) posted in the website			<a href="https://www.prc.gov.ph/list-of-requirements">https://www.prc.gov.ph/list-of-requirements</a>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using LERIS account ( <a href="https://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel	1. System generates Application Form	Baccalaureate: Php 900.00  Non-Baccalaureate: Php 600.00  DST: Php 30.00 each	5 minutes	Applicant
2. Present the proof of system-generated Application Form and other documentary requirements to the designated window.	2.1. Receive, verify, and evaluate documents, and instruct the applicant when and where to verify the status of application and issuance of NOA.	None	3 minutes	Receiving Officer
	2.2. Transmit the application documents to the concerned PRB thru the PRB Secretariat for the final approval of the application.  <b>PRB:</b>	None	2 working days	Receiving Officer



	2.3. Conduct the technical evaluation.  <b>Central Office - PRB Secretariat:</b>	None	10 working days	PRB Focal Person
	2.4. Transmit scanned Action Sheet to the Regional Office.	None	1 working day	PRB Secretary
3. Receive the Notice of Admission (NOA)	3. If application is approved, print and issue NOA; if denied, inform the applicant via SMS, email, or phone call.	None	15 minutes	Releasing Officer
<b>TOTAL</b>		<b>Baccalaureate: Php 900.00</b>  <b>Non-Baccalaureate: Php 600.00</b>  <b>DST: Php 30.00 each</b>	<b>13 working days &amp; 23 minutes</b>	
<b>END OF TRANSACTION</b>				





### 3. APPLICATION FOR REGISTRATION WITHOUT EXAMINATION (WALK-IN) (FOR FILIPINO CITIZENS)

Refers to the process of admitting qualified applicants for registration without licensure examination upon evaluation that they complied with the qualification requirements under Republic Act (RA) No. 8981 and relevant Professional Regulatory Law (PRL).

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division - Application Section
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	<p>Applicants who meet the following qualifications:</p> <ul style="list-style-type: none"> <li>– Filipino citizen;</li> <li>– with appropriate degree as required by the specific Professional Regulatory Law;</li> <li>– have no criminal record or have never been convicted by final judgment by any court, military tribunal or administrative body; and</li> <li>– other qualification or eligibility requirements as prescribed in the PRL (e.g. age).</li> </ul>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>	
1. Proof of system-generated Application Form	online.prc.gov.ph
2. Original and photocopy of official transcript of records (TOR) with remarks: “For Board Examination Purposes Only”, bearing the exact date of graduation and special order number.	Applicant
3. Original and a photocopy of PSA-issued birth certificate (BC) or clear copy of Form 1A from the Local Civil Registrar (LCR).	PSA/LCR
4. Original and a photocopy of PSA-issued marriage certificate (MC) (for married female applicant) or a clear copy of Form 3A from the LCR.	
5. Documentary Stamp Tax (DST)	Bureau of Internal Revenue
6. One (1) 2” x 2” picture in white background and in decent attire taken within the last six (6) months	Applicant
<b>Other Requirements</b>	
1. For a Filipino citizen who finished his/her degree/course abroad, submit the Certificate of Equivalency from the Commission on Higher Education (CHED)	CHED
2. For those born abroad, with dual citizenships, or recognized Filipino citizens, any of the following shall be submitted: <ul style="list-style-type: none"> <li>a. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of</li> </ul>	



Immigration (BI) b. Oath of allegiance from the Philippine Consular Office c. Photocopy of a valid Philippine passport d. Philippine Voter's certificate or Voter's Identification Card				BI  PCO DFA COMELEC
3. For additional documentary requirements, refer to the list of requirements per profession as prescribed by the concerned Professional Regulatory Board (PRB) posted in the website				<a href="https://www.prc.gov.ph/list-of-requirements">https://www.prc.gov.ph/list-of-requirements</a>
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using LERIS account ( <a href="https://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel	1. System generates Application Form	Baccalaureate: Php 900.00  Non-Baccalaureate: Php 600.00  DST: Php 30.00 each	5 minutes	Applicant
2. Present the proof of system-generated Application Form and other documentary requirements to the designated window.	2.1. Receive, verify, evaluate documents and advise the applicant to verify the status of his/her application through official email of the regional office and telephone number.	None	3 minutes	Processing Officer
	2.2. Forward the application documents by batch with electronic copy of draft Board Resolution to the concerned PRB through the PRB Secretariat for the preparation and final approval of the resolution.  <b>PRB:</b>	None	4 working days	Processing Officer



	<p>2.3. Conduct the technical evaluation</p> <p><b>Central Office – PRB Secretariat:</b></p>	None	10 working days	PRB Focal Person
	<p>2.4. Edit the draft Board Resolution in accordance with the action taken by the PRB Focal Person</p> <p><b>PRB:</b></p>	None	1 working day	PRB Secretary
	<p>2.5. Approve the Board Resolution</p> <p><b>Central Office - PRB Secretariat:</b></p>	None	1 working day	PRB Concerned
	<p>2.6. Forward the Board Resolution to the Commission Secretariat</p> <p><b>Commission Secretariat:</b></p>	None	4 hours	PRB Secretary
	<p>2.7. Endorse to the Commission Proper for consideration / approval.</p> <p><b>Commission:</b></p>	None	4 hours	Commission Secretary
	<p>2.8. Approve the Board Resolution</p>	None	3 working days	PRC Chairperson and Commissioners



	<b>Central Office – Archives and Records Division (ARD):</b>			
	2.9. Docket and disseminate resolution	None	15 minutes	ARD Docket Officer
3. Verify status of application thru online/phone/e-mail provided by the PRC.  If application is approved, get a copy of Resolution for Registration without examination from the concerned Regional Office.		None		Applicant
<b>TOTAL</b>		<b>Baccalaureate: Php 900.00</b>  <b>Non-Baccalaureate: Php 600.00</b>  <b>DST: Php 30.00 each</b>	<b>19 working days, 8 hours &amp; 23 minutes</b>	
<b>END OF TRANSACTION</b>				



#### 4. APPLICATION FOR REGISTRATION

Refers to the process that provides the steps in the registration and inclusion of names of those who passed the licensure examination to the registry of professionals, or whose names are included in the Approved Resolution to register without examination in the case of some professions.

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division - Registration Section
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	<p>Applicants who meet the following qualifications:</p> <ul style="list-style-type: none"> <li>- Filipino citizen licensure examination passers, of legal age on the date of registration as prescribed by their respective Professional Regulatory Law (PRL);</li> <li>- with approved board resolutions for registration without examination; and</li> <li>- with no criminal record or have never been convicted in a final judgment by any court, military tribunal or administrative body.</li> </ul>

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE/SOURCES		
<b>Basic Requirements:</b>					
1. Proof of system-generated oath form			online.prc.gov.ph		
2. Documentary Stamp Tax (1 piece of DST per registration)			Bureau of Internal Revenue		
<b>Other Requirements Required by Professional Regulatory Laws:</b>					
1. For Real Estate Broker/Consultant - surety bond			Applicant		
2. For Real Estate Appraiser - surety bond (for those employed in private firm)/Notarized Certificate of Employment (for government employee)					
3. PEE/REE/RME/ARCHITECT - official receipt of membership fee payment			Accredited Integrated Professional Organization (AIPO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Log in using LERIS account ( <a href="http://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment	1. System generates Action Sheet	Baccalaureate: Php 1,050.00	5 minutes	Applicant	



date and place, and select payment option/channel.		Non-Baccalaureate: Php 870.00  DST: Php 30.00 each		
2. Present the proof of system-generated Action Sheet and other documentary requirements to the designated window.	2. Receive, verify, and evaluate documents	None	3 minutes	Registration Officer
3. Sign in the Registry Sheet and receive the PIC and COR and/or Claim Slip for COR	3. Release the claim slip for COR and instruct the professional to sign in the Registry Sheet.	None	2 minutes	
<b>TOTAL</b>		<b>Baccalaureate: Php 1,050.00  Non-Baccalaureate: Php 870.00  DST: Php 30.00 each</b>	<b>10 minutes</b>	
<b>END OF TRANSACTION</b>				



## 5. REQUEST FOR THE ISSUANCE OF AUTHENTICATION (CERTIFIED TRUE COPY) OF PROFESSIONAL IDENTIFICATION CARD (PIC) AND/OR CERTIFICATE OF REGISTRATION (COR)

Refers to the process that provides the steps in requesting for the issuance of Authenticated (Certified True Copy) of Professional Identification Card (PIC) and/or Certificate of Registration (COR) which ensures that the registered practicing professional is in good standing, no derogatory records and has valid and authentic credentials issued by the Commission and the concerned PRB.

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division - Registration Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered professionals with valid Professional Identification Card (PIC) / Electronic-PIC (e-PIC)			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>				
1. Proof of system-generated Action Sheet				<a href="http://online.prc.gov.ph">online.prc.gov.ph</a>
2. Valid PIC / e-PIC				Applicant
3. Original copy and number of photocopy of PIC and/or COR				
4. Documentary Stamp Tax (1 piece of DST per copy)				Bureau of Internal Revenue
<b>Requirements for Representative:</b>				
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant				Representative
2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in using LERIS account ( <a href="http://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel.	1. System generates Action Sheet	Authentication fee: Php75.00/copy  DST: Php 30.00 each	5 minutes	Applicant



2. Present the proof of system-generated Action Sheet and other documentary requirements to the designated window.	2.1. Receive, verify, and evaluate documents and stamp “certified true copy” on the photocopy for signature of the authorized officer.	None	3 minutes	Authentication Officer
	2.2. Sign authenticated copies.	None	2 minutes	
3. Receive signed authenticated copy/ies and sign on the releasing log sheet	3. Release signed authenticated copy/ies.	None	2 minutes	Releasing Officer
<b>TOTAL</b>		<b>Authentication fee: Php75.00/copy</b>	<b>12 minutes</b>	
		<b>DST: Php 30.00 each</b>		
<b>END OF TRANSACTION</b>				





## 6. REQUEST FOR THE ISSUANCE OF DUPLICATE PROFESSIONAL IDENTIFICATION CARD (PIC)

Refers to the process that provides the steps in requesting for the issuance of duplicate Professional Identification Card (PIC) due to loss or damaged, or to the professional with an approved petition for updating of data/record.

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division – Registration Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Applicants who meet the following qualifications: <ul style="list-style-type: none"> <li>- Registered Professional with Professional Identification Card (PIC) / Electronic-PIC (e-PIC);</li> <li>- with Loss or Damaged PICs; and</li> <li>- with approved petition for updating of data/record.</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>				
1. Proof of system-generated Action Sheet				<a href="https://online.prc.gov.ph">online.prc.gov.ph</a>
2. Affidavit of Loss or submission of damaged PIC				Notary public
<b>Requirements for Representative:</b>				
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant				Representative
2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in using LERIS account ( <a href="https://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel.	1. System generates Action Sheet	Duplicate fee: Php 250.00	5 minutes	Applicant



2. Present the proof of system-generated Action Sheet for Duplicate PIC and other documentary requirements to the designated window.	2. Receive, verify, and evaluate documents	None	3 minutes	Registration Officer
3. Receive duplicate PIC and sign on the releasing log sheet.	3. Print and release duplicate PIC	None	2 minutes	Printing/Releasing Officer
<b>TOTAL</b>		<b>Duplicate fee: Php 250.00</b>	<b>10 minutes</b>	
<b>END OF TRANSACTION</b>				



## 7. APPLICATION FOR RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)

Refers to the process that provides the steps in application for Renewal of Professional Identification Card (PIC) of professionals.

<b>Office or Division:</b>	Regional Office –Registration Section	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	<p>Applicants who meet the following qualifications:</p> <ul style="list-style-type: none"> <li>- Registered professionals whose Professional Identification Card (PIC) is already expired and will expire in less than a year; and</li> <li>- Have no criminal record or never been convicted in a final judgment by any court, military tribunal or administrative body</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. Proof of system generated signed application form for the renewal of Professional Identification Card (PIC).		<a href="http://online.prc.gov.ph">online.prc.gov.ph</a>
2. Certificate of attendance to accredited Continuing Professional Development (CPD) seminars (Annex A) validated through the CPD Accreditation System (CPDAS).		Certificate of attendance to accredited CPD seminars – from the training provider
3. Other documents as may be prescribed by the Professional Regulatory Law of the concerned profession i.e. Certificate of Good Standing, Surety Bond for Real Estate.		Accredited Professional Organization (APO) / Accredited Integrated Professional Organization (AIPO)/Insurance Company
<b>Additional Requirements:</b>		
1. For Overseas Filipino Professionals (OFPs), in lieu of CPD Certificates shall submit any of the following: <ul style="list-style-type: none"> <li>a. Overseas Employment Certificate (OEC) from Philippine Overseas Employment Administration (POEA);</li> <li>b. Passport and working visa or permit (in a foreign country);</li> <li>c. Contract of Service or Employment Overseas;</li> </ul>		Applicant



<ul style="list-style-type: none"> <li>d. Company Identification Card (foreign company);</li> <li>e. Residence permit/permit to stay in a foreign country; or</li> <li>f. Other credible proof/s of identity or status as OFP</li> </ul>				
<ul style="list-style-type: none"> <li>2. For former Filipino professional who has reacquired Philippine citizenship shall submit the following: <ul style="list-style-type: none"> <li>a. Certificate of Reacquisition/Retention of Philippine Citizenship (CRPC) issued by the Bureau of Immigration (BI); and</li> <li>b. Copy of new Oath Form duly signed by any authorized Administering Officer except if the same is system-generated (Panunumpa ng Propesyonal).</li> </ul> </li> </ul>		Applicant		
<ul style="list-style-type: none"> <li>3. For professionals with dual citizenship, shall submit any of the following: <ul style="list-style-type: none"> <li>a. Proof of Philippine citizenship (e.g. valid Philippine passport)</li> <li>b. Oath of Allegiance from Philippine Consulate and Identification Certificate of Philippine Citizenship issued by the BI; and</li> <li>c. Certificate of Retention or Re-acquisition issued by BI.</li> </ul> </li> </ul>				
<b>Requirements for Representative:</b>				
<ul style="list-style-type: none"> <li>1. Non-registered professional - any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant</li> </ul>		Representative		
<ul style="list-style-type: none"> <li>2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the concerned applicant.</li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>1. Log in using LERIS account (<a href="http://online.prc.gov.ph">online.prc.gov.ph</a>) to secure an appointment date and place, and select payment option/channel.</li> </ul> <p>After confirmation of payment, the electronic PIC becomes viewable and printable on the LERIS account of the client, except for PRBs requiring additional requirements.</p>	<ul style="list-style-type: none"> <li>1. System generates Application Form and electronic PIC.</li> </ul>	<p>Baccalaureate: Php 450.00</p> <p>Non-Baccalaureate: Php 420.00</p>	5 minutes	Applicant



If the client opts for the delivery of printed PRC PIC, select shipping button, input shipping details and select payment options.				
2. Present the proof of system-generated Application Form for the Renewal of PIC and other documentary requirements to the designated window	2. Receive, verify, and evaluate documents	None	3 minutes	Registration Officer
3. Receive the valid PIC or and sign on the releasing log sheet.	3. Print and release the valid PIC.	None	2 minutes	Printing and Releasing Officer
<b>TOTAL</b>		<b>For Bacalaureate: Php 450.00</b>  <b>For non-Bacalaureate: Php 420.00</b>	<b>10 minutes</b>	
<b>END OF TRANSACTION</b>				
<i>Note: For failure to renew 20 days after the date of expiration of PIC, penalties/surcharges will be imposed.</i>				



## 8. REQUEST FOR ISSUANCE OF DUPLICATE CERTIFICATE OF REGISTRATION (COR)

Refers to the process provides that the steps in the issuance of duplicate COR to registered professionals or to those professionals with approved petition for change of maiden name or updating of professional's data/record.

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Applicants who meet the following qualifications: <ul style="list-style-type: none"> <li>- Registered professionals with Professional Identification Card (PIC) / Electronic-PIC (e-PIC);</li> <li>- with lost or damaged COR; and</li> <li>- with approved petition for change of maiden name or updating of Professional's data/record.</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Duly accomplished Action Sheet			Public Assistance Counter/ <a href="http://www.prc.gov.ph">www.prc.gov.ph</a>	
2. Documentary Stamp Tax (1 piece of DST per COR)			Bureau of Internal Revenue	
3. Original copy of Affidavit of Loss/Damaged COR			Notary public	
4. Valid PIC / e-PIC			Applicant	
5. Passport size ID picture with white background and complete name tag				
6. Copy of Resolution of correction of name, if applicable				
<b>Other Requirements for Representative:</b>				
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant			Representative	
2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Action Sheet from Public Information Counter/Desk and accomplish according to request	1. Issue action sheet/application form	None	2 minutes	Public Information Officer/ <a href="http://www.prc.gov.ph">www.prc.gov.ph</a>



2. Submit the duly accomplished Action Sheet to the designated window of the Regional Office/s for the verification of fees	2. Evaluate the prescribed fees	None	2 minutes	Receiving Officer
3. Pay the prescribed fees at PRC cashier	3. Receive payment and issues official receipt	Processing fee: Php300.00  DST: Php 30.00 each	5 minutes	Cashier
4. Submit duly accomplished Action Sheet, Official Receipt and all the documentary requirements to the designated window of the Regional Office/s and receive the claim slip.	4.1. Evaluate action sheet and the completeness of all documentary requirements and issue claim slip	None	2 minutes	Regional Office- Receiving Officer
	4.2. Email to Professional Registry Division (PRD) the scanned copy of duly accomplished Action Sheet, Affidavit of Lost/Damaged COR.	None	1 working day	Concerned Regional Office/s
	4.3. Receive/ check the transmitted copy of scanned Action Sheet with the Affidavit of Lost/Damaged COR.	None	30 minutes	PRD – COR Unit Staff
	4.4. Prepare and print of Certificate of Registration	None	2 working days	Printing Officer



	4.5. Transmit the printed COR to Regional Offices.	None	5 working days	Mailing Officer/Courier Service
5. On the scheduled date of release, present the claim slip at the releasing window and wait for name to be called to receive the requested duplicate copy of certificate and sign on the releasing log sheet	5.1. Receive the claim slip	None	5 minutes	Regional Office- Releasing Officer
	5.2. Issue the requested duplicate certificate and instruct the professional / representative to sign in the releasing log sheet	None		
<b>TOTAL</b>		<b>Processing fee: Php300.00</b>	<b>8 days &amp; 46 minutes</b>	
		<b>DST: Php 30.00 each</b>		
<b>END OF TRANSACTION</b>				
<i>Note: Original copies of affidavit of lost/damaged COR with duly accomplished action sheet shall be transmitted to PRD. Duplicate COR shall only be mailed upon receipt of the original copies of documentary requirements.</i>				





## 9. REQUEST FOR THE ISSUANCE OF CERTIFICATE OF GOOD STANDING (COGS)

Refers to the process that provides the steps in requesting for the issuance of Certificate of Good Standing (COGS) to registered professionals with valid Professional Identification Card (PIC).

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division – Registration Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered professionals with valid Professional Identification Card (PIC) / Electronic-PIC (e-PIC)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Proof of system-generated Action Sheet			<a href="http://online.prc.gov.ph">online.prc.gov.ph</a>	
2. Documentary Stamp Tax (1 piece per copy)			Bureau of Internal Revenue	
<b>Requirements for Representative:</b>				
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant			Representative	
2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in using LERIS account ( <a href="http://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel.	1. System generates Action Sheet	Certification fee: Php 75.00/copy  DST: Php 30.00 each	5 minutes	Applicant
2. Present the proof of system-generated Action Sheet and other documentary requirements to the designated window	2. Receive, verify, and evaluate documents	None	3 minutes	Registration Officer



3. Receive COGS and sign on the releasing log sheet	3. Release COGS	None	2 minutes	Releasing Officer
<b>TOTAL</b>		<b>Certification fee: Php75.00/copy</b>	<b>10 minutes</b>	
		<b>DST: Php 30.00 each</b>		
<b>END OF TRANSACTION</b>				



## 10. APPLICATION FOR STATEBOARD VERIFICATION/VALIDATION OF LICENSE/REGISTRATION

Refers to the process that provides the steps in the verification/validation of professional's registration data from foreign entities/agencies.

<b>Office or Division:</b>	Regional Office – Licensure and Registration Division	
<b>Classification:</b>	Complex Transaction / Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Applicants who meet the following qualifications: <ul style="list-style-type: none"> <li>- Filipino Registered professionals with valid Professional Identification Card (PIC) / Electronic-PIC (e-PIC) whose registration data are subject to verification by foreign entities/agencies; and</li> <li>- foreign government and non-government agencies or private entities who require verification of license/board rating of an applicant.</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. Proof of system-generated Stateboard Verification Request	<a href="https://online.prc.gov.ph">online.prc.gov.ph</a>	
2. Verification Form from foreign entities/agencies		
3. Valid PIC / e-PIC		
4. Documentary Stamp Tax (DST as may require)	Bureau of Internal Revenue	
<b>Additional Requirements as may be Required by Requesting Party/ies:</b>		
1. Certificate of Good Standing	Applicant	
2. Certificate of Rating		
3. One (1) photocopy of Transcript of Records (TOR)		
4. Receipt of courier or postage stamps		
5. For professionals with dual citizenship, shall submit any of the following: <ul style="list-style-type: none"> <li>a. Proof of Philippine citizenship (i.e. valid Philippine passport)</li> <li>b. Oath of Allegiance from Philippine Consulate and Identification Certificate of Philippine Citizenship issued by the Bureau of Immigration; and</li> <li>c. Certificate of Retention or Re-acquisition issued by Bureau of Immigration</li> </ul>		
<b>Other Requirements for Representative:</b>		
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant	Representative	



2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using LERIS account ( <a href="http://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel	1. System generates form	Stateboard Verification fee: Php 75.00/copy  DST: Php 30.00 each	5 minutes	Applicant
2. Present the proof of system-generated Action Sheet and all other documentary requirements to the designated window	2.1. Receive, verify, and evaluate documents	None	10 minutes	Receiving Officer
	2.2. Request for the proof of payment for the chosen mode of transmittal	None	5 minutes	
	2.3. Encode the needed entries in the form required by the foreign government/non-government entities/agencies	None	10 minutes	
	2.4. Check the encoded entries in the verification form	None	5 minutes	
	2.5. Forward all the documents to the authorized signatory	None	5 minutes	
	2.6. Review and sign the verification form	None	20 minutes	Authorized Officer Processor



	<p>2.7. Segregate verification slips according to place/country of destination, affix documentary stamps, dry seal and scan for back-up</p> <p>2.8. Consolidate all the documents, and insert in the PRC envelope</p> <p>2.9. Seal the PRC envelope and prepare the transmittal</p> <p>2.10. Check the entries in the transmittal/ encode in the outgoing log sheet</p> <p>2.11. Send the documents to the concerned foreign entity/agency through the chosen courier/mails of the client.</p> <p>*Through courier (DHL, FedEx) *Through registered mail</p>		<p>20 minutes</p> <p>20 minutes</p> <p>15 minutes</p> <p>5 minutes</p> <p>3 days</p> <p>45 days</p>	<p>Releasing Officer</p>
<b>TOTAL</b>		<p><b>Php 75.00</b></p> <p><b>Additional fee of Php 150.00 is</b></p>	<p><b>Through courier- 3 days, 2 hours</b></p>	



	<p><b>required if both COGS and Certificate of Rating are required by the international regulatory agency.</b></p> <p><b>DST: Php 30.00 each</b></p>	<p><b>Through registered mail-45 days, 2 hours</b></p>	
<b>END OF TRANSACTION</b>			
<p><i>Note: For CGFNS, NNAS and NMC, Verification Form and documentary requirements shall be transmitted online.</i></p>			



## 11. APPLICATION FOR PETITION FOR CHANGE OF STATUS / CHANGE OF REGISTERED NAME DUE TO MARRIAGE / UPDATING OF DATA/RECORD

Refers to the updating of information of all registered professionals in the database and permanent record upon approval of the application.

<b>Office or Division:</b>	Regional Office–Regulation Division	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	G2C–Government to Citizen	
<b>Who may avail:</b>	Applicants who meet the following qualifications: <b>For correction and updating of date of birth/name:</b> - registered professionals with erroneous entries <b>For change of status:</b> - married female professional; - who opted to use her married name; and - who will revert back to maiden name.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>A. Change of Name/Status</b>		
<b>Basic Requirements:</b>		
1. Duly accomplished petition form for change of status without change of name due to change of status due to marriage	Public Assistance Counter	
2. Original certificate of marriage or report of marriage (if contracted abroad) from the Philippine Statistics Authority (PSA)	Applicant	
3. Photocopy of Professional Identification Card (PIC) / e-PIC		
4. Documentary Stamp Tax (DST)	Bureau of Internal Revenue	
<b>Other Requirements:</b>		
1. Original PSA copy of certificate of live birth (in case there is a discrepancy)	Applicant	
2. Certificate of Marriage issued by the Local Civil Registrar (in case the PSA Certificate of Marriage presented is unreadable)		
3. Affidavit of discrepancy (in case there is a discrepancy in the PSA MC)		
<b>Requirements for Representative:</b>		
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant	Representative	



2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant	
<b>B. Updating of Data/Record</b>	
<b>I. Name/Date of Birth</b>	
1. Duly accomplished and notarized petition form for updating of data/record	Applicant
2. Original certificate of live birth from the Philippine Statistics Authority (PSA)	
3. Original certificate of marriage (for married female only)	
4. Affidavit to for discrepancy containing the (a) true and correct name or date of birth of the applicant and (b) a request address to the respective Professional Regulatory Board to correct his/her name or date of birth	
5. Photocopy of Professional Identification Card (PIC) / e-PIC	
<b>II. For the Reversion to use Maiden Name on the ground of Judicial Declaration of Nullity of Marriage or Annulment of Marriage</b>	
1. Duly accomplished and notarized petition form for updating of data/record	Public Assistance Counter
2. Original PSA copy of certificate of live birth	Applicant
3. Original PSA copies of certificate of marriage with annotations (on the decision of NULLITY or presumptive death)	
4. Original PSA copy of Certificate of Death (in case death of spouse)	
5. Photocopy of Professional Identification Card (PIC) / e-PIC	
<b>III. For the Reversion to the use of Maiden Name on the ground of Death of Spouse</b>	
1. Duly accomplished and notarized petition form for updating of data/record	Public Assistance Counter
2. Original PSA copy of certificate of live birth	Applicant
3. Original PSA copy of certificate of marriage with annotations (on the decision of NULLITY or presumptive death)	
4. Original PSA copy of certificate of death (in case death of spouse)	
5. Photocopy of Professional Identification Card (PIC) / e-PIC	
<b>IV. For Remarriage on the ground of nullity or annulment of the previous marriage</b>	
1. Duly accomplished and notarized petition form for updating of data/record	Public Assistance Counter
2. Original PSA copy of certificate of live birth	Applicant
3. Original PSA copy of certificate of first marriage with annotations (on the decision of NULLITY or presumptive death)	
4. Certified true copy of decision/decree of nullity/annulment decree of marriage or certified true copy of finality of judgment	





5. Photocopy of Professional Identification Card (PIC) / e-PIC	
<b>Other Requirements:</b>	
1. Original certificate of marriage from the Local Civil Registrar, if the entries in the certificate of marriage from PSA are unreadable	Applicant
2. Original PSA certificate of live birth, if there are erroneous entries in the PSA certificate of marriage	
3. Original certificate of live birth from Local Civil Registrar, if the entries in the certificate of marriage from PSA are unreadable	
4. Affidavit of discrepancy, if discrepancy exists in the documents submitted	
<b>Requirements for Representative:</b>	
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant	Representative
2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For Updating of Data/Record (Name due to revision/remarriage and date of birth)</b>				
1. Submit the duly accomplished and notarized petition form together with the documentary requirements at the Regional Office-Regulation Division.	1. Receive, verify, and evaluate documents	None	10 minutes	Receiving and Verifying Officer
2. Pay the prescribed fees at any of the Cashier Windows and get the Official Receipt.	2. Receive the payment and issue an Official Receipt.	Php 225.00 DST: Php 30.00 each	5 minutes	Cashier
3. Submit the duly accomplished petition form together with the	3.1. Review the petition form together with the attached requirements.	None	10 minutes	Receiving Officer



Official Receipt and other documentary requirements to the Regional Office–Regulation Division.	3.2. Advise client to check the online verification after 7 working days if the petition is granted.			Receiving Officer
Check the online verification after 7 working days if the petition is granted.	3.3. Prepare draft order/resolution.	None	3 working days	Receiving Officer
	3.4. Review and finalize order/resolution.	None		Chief/ OIC- Regulation Division
	3.5. Review, approve and sign order/resolution.	None	Regional Director	
	3.6. Docket approved order/resolution.	None	Regional Docket Officer	
	3.7. Email to PRD the approved scanned order/resolution with the transmittal.	None	30 minutes	Concerned Regional Office/s
	3.8. Receive, check, forward the approved scanned order/resolution with the transmittal	None	1 working day	PRD Staff
	3.9. Amend entries involving petitioner in the database of the Commission	None	30 minutes	ICT Staff

Note:

- a. All original approved order/resolution with supporting documentary requirements shall be transmitted to PRD.
- b. PRD shall reflect the changes in the PERRC of registered professional.



TOTAL		Php 225.00 DST: Php 30.00 each	4 working days, 1 hour & 25 minutes	
<b>For change of status without change of registered name due to marriage:</b>				
1. Submit the duly accomplished and notarized petition form together with the documentary requirements at the Regional Office-Regulation Division.	1. Receive, verify, and evaluate documents	None	10 minutes	Receiving and Verifying Officer
2. Pay the prescribed fees at any of the Cashier Windows and get the Official Receipt.	2. Receive the payment and issue an Official Receipt.	Php 225.00 DST: Php 30.00 each	5 minutes	Cashier
3. Submit the duly accomplished petition form together with the Official Receipt and other documentary requirements to the Regional Office-Regulation Division.  Check the online verification after 7 working days if the petition is granted	3.1. Review the petition form together with the attached requirements	None	10 minutes	Receiving Officer
	3.2. Advise client to check the online verification after 7 working days if the petition is granted.	None		Receiving Officer
	3.3. Prepare draft order/resolution.	None	3 working days	Receiving Officer
	3.4. Review and finalize the order/resolution	None		Chief/ OIC-Regulation Division
		None		Regional Director Regional



	3.5. Review, and approve the order/resolution	None		Regional Docket Officer
	3.6. Docket the approved order/resolution	None	30 minutes	Concerned Regional Office/s
	3.7. Email to PRD the approved scanned order/resolution with the transmittal			
	3.8. Receive, check, forward the approved scanned order/resolution with the transmittal	None	1 working day	PRD Staff
	3.9. Amend entries involving petitioner in the database of the Commission	None	30 minutes	ICT Staff

Note:

- a. All original approved order/resolution with supporting documentary requirements shall be transmitted to PRD.
- b. PRD shall reflect the changes in the PERRC of registered professional.

<b>TOTAL</b>	<b>Php 225.00</b> <b>DST: Php 30.00 each</b>	<b>4 working days, 1 hour &amp; 25 minutes</b>	
<b>END OF TRANSACTION</b>			



**12. APPLICATION FOR THE ISSUANCE OF CERTIFICATION OF:**

**A. PASSING**

**B. BOARD RATING (PASSED OR FAILED)**

Refers to the process of verifying / confirming that a person passed the licensure examination (Certificate of Passing) or has obtained a particular rating in the licensure examination (Certificate of Board Rating).

<b>Office or Division:</b>	Regional Office – Finance and Administrative Division - Records Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All examinees who took licensure examination/s			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>				
1. Proof of system-generated Action Sheet				online.prc.gov.ph
2. Documentary Stamp Tax (DST)				Bureau of Internal Revenue
<b>Requirements for Representative:</b>				
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant				Representative
2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log in using LERIS account ( <a href="http://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel	1. System generates Action Sheet	Certification fee: Php 75.00/copy  DST: Php 30.00 each	5 minutes	Applicant
2. Present the proof of system-generated Action Sheet and other documentary requirements to the designated window.	2.1. Receive, verify, and evaluate documents	None	3 minutes	Receiving Officer
	2.2. Sign certification	None	2 minutes	Authorized Officer



3. Receive signed certification and sign on the releasing log sheet	3. Release signed certification	None	2 minutes	Releasing Officer
<b>TOTAL</b>		<b>Php 75.00/copy</b> <b>DST: Php 30.00 each</b>	<b>12 minutes</b>	
<b>END OF TRANSACTION</b>				



**13. APPLICATION FOR THE AUTHENTICATION OF CERTIFICATION OF:**  
**A. PASSING**  
**B. BOARD RATING (PASSED OR FAILED)**

Refers to the process of issuing authenticated copies of the Certificate of Passing and Board Rating.

<b>Office or Division:</b>	Regional Office – Finance and Administrative Division - Records Section
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All examinees who took licensure examination/s

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>	
1. Proof of system-generated Action Sheet	<a href="http://online.prc.gov.ph">online.prc.gov.ph</a>
2. Original copy and number of photocopy of Certification of Passing and/or Board Rating (passed or failed)	Applicant
3. Documentary Stamp Tax (DST)	Bureau of Internal Revenue

<b>Other Requirements for Representative:</b>	
1. Non-registered professional-any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant	Representative
2. Registered professional - valid PIC/e-PIC and authorization letter duly signed by the applicant	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using LERIS account ( <a href="http://online.prc.gov.ph">online.prc.gov.ph</a> ) to secure an appointment date and place, and select payment option/channel	1. System generates Action Sheet	Certification fee: Php 75.00/copy  DST: Php 30.00 each	5 minutes	Applicant
2. Present the proof of system-generated Action Sheet and other documentary requirements to the designated window.	2.1. Receive, verify, and evaluate documents	None	3 minutes	Authentication Officer
	2.2. Sign authenticated certification	None	2 minutes	



3. Receive signed authenticated copy/ies of certification of rating and/or passing	3. Release signed authenticated certification	None	2 minutes	Releasing Officer
<b>TOTAL</b>		<b>Php 75.00/copy</b> <b>DST: Php 30.00 each</b>	<b>12 minutes</b>	
<b>END OF TRANSACTION</b>				





#### 14. APPLICATION FOR THE ACCREDITATION OF SELF-DIRECTED AND LIFELONG LEARNING ACTIVITIES

Refers to the process of awarding of Continuing Professional Development (CPD) credit units for Self-Directed and Lifelong Learning activities.

<b>Office or Division:</b>	Continuing Professional Development Division and Regional Offices – Regulation Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Registered Professionals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>		
1. Registration with the Continuing Professional Development Accreditation System (CPDAS). Access credentials (username and password) to access own CPDAS account	cpdas.prc.gov.ph	
2. Copy of required documents saved in one (1) file, PDF format, and arrange according to list below:	Applicant	
<p><b>2.1. Formal Learning</b></p> <p><b>a. Doctoral and Master’s Degree</b></p> <ul style="list-style-type: none"> <li>- University Certification or Diploma from the College/ University and Transcript of Records (authenticated copy)</li> </ul> <p><b>b. Post-graduate Diploma/ Certificate/ Diplomate/ Fellowship Program</b></p> <ul style="list-style-type: none"> <li>- Diploma/ Certification from the Institution (authenticated copy)</li> </ul> <p><b>2.2. Self-Directed Activities</b></p> <p><b>a. As a Participant:</b></p> <ul style="list-style-type: none"> <li>- Certificate as Participant and Copy of Program</li> </ul> <p><b>b. As a Keynote Speaker/Resource Person/Panelist/Reactor/Discussant/Moderator/Facilitator</b></p> <ul style="list-style-type: none"> <li>- Certificate as Speaker/Panelist etc and Copy of the Program</li> </ul> <p><b>c. As Poster Presenter</b></p> <ul style="list-style-type: none"> <li>- Certificate as Poster Presenter</li> <li>- Description of Activity, including results (if applicable)</li> </ul> <p><b>d. Research and Development</b></p> <ul style="list-style-type: none"> <li>- Research Report</li> </ul> <p><b>e. Demonstration/Training/Advisory Services/Information Dissemination</b></p>		



- Certificate from agency/community
- Copy of Training Program
- f. CSR Related to the Profession/ Community-Related Services**
  - Certificate from agency/community
  - Photos
- g. Inventions**
  - Certified Copy of Patent
  - Utility Models
  - Certification from Intellectual Property Office
- h. Authorship (Refereed/Peer Reviewed Journal)**
  - Copy of published article in professional journals, table of contents and proof of indexing
- i. Peer Reviewer**
  - Invitation from the publisher to review such article
- j. Authorship (Literary Works/Article in Magazine, Newspaper/Newsletter)**
  - Published article
- k. Authorship (Pamphlet/Monograph/Book) or as Editor**
  - Copy of the published pamphlet/book/monograph
- l. Module/Training Materials Development (including online materials)**
  - Copy of Module and Evaluation
- m. Technical Paper**
  - Copy of the Technical Paper
- n. Other Creative Works**
  - Copy of the product/design/photograph
- o. Tutorial/Coaching and Mentoring/Accrediting an Evaluating HEIs Programs**
  - Report including the process in the conduct of coaching and mentoring and result.
- p. Policy Development**
  - Report including the policy formulation
  - Certification from Employer
  - Acknowledgement of Policy Submission
- q. Consultancy**
  - Consultancy Report
  - Certificate of Appointment as Consultant
- r. As a Monitor:**
  - Monitoring Report
  - Certificate of Appearance

Applicant



<ul style="list-style-type: none"> <li>- Authority to Monitor/Travel Order/Office Order</li> </ul> <p><b>s. As an Evaluator</b></p> <ul style="list-style-type: none"> <li>- Evaluation Report</li> <li>- Attendance Report</li> <li>- Certificate as Evaluator issued by the PRC</li> </ul> <p><b>2.3. Informal Learning</b></p> <p><b>a. Government/Business Private/Academe/Civil Society</b></p> <ul style="list-style-type: none"> <li>• Diagnostic Assessment – To establish personal development needs with evidence of prior learning. <ul style="list-style-type: none"> <li>- Curriculum Vitae</li> <li>- Certification of performance from direct supervisor or client/self- declaration for the self-employed</li> </ul> </li> <li>• Formative Assessment – To monitor the progress of an individual’s learning and establish that learning has occurred. <ul style="list-style-type: none"> <li>- Photo documentation with brief write-up</li> <li>- Reference letter from supervisor</li> <li>- Performance appraisal from employer</li> <li>- Certification of performance from direct supervisor or client/self- declaration for the self-employed.</li> </ul> </li> <li>• Summative Assessment – To measure the learning outcomes and demonstration of evidence or application of such learning.</li> <li>• Documentary Evidence – Portfolio which demonstrates acquisition of knowledge skills and values and application with appropriate degree of independence</li> </ul>	<p>Applicant</p>
<p>3. Softcopy of Professional Identification Card (PIC)</p>	
<p>4. "CPDD-03" Application Form for Crediting Activities that Did Not Go Through the CPD Council for Accreditation</p> <p>Upload PDF form of your compiled copy of certificate/s and other requirements needed.</p>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using the CPDAS account ( <a href="http://cpdas.prc.gov.ph">cpdas.prc.gov.ph</a> )	1. The system will accept the registration of the applicant-professional	None	5 minutes	Applicant
2. Fill out the required fields and upload the required documents in one file in PDF format.	2. System receives the file uploaded	None	10 minutes	
3. Pay the prescribed processing fee within the prescribed period	3.1. Check the completeness and accuracy of the uploaded documents	Processing Fee: Php 500.00	1 hour	Processing Officer
	3.1.1. If found in order, forward the same to the concerned CPD Council. Otherwise, send deferment notice.	None	1 working day	Processing Officer
	3.2. Conduct content and technical evaluation	None	15 working days	CPD Council Members
	3.2.1. For disapproved application - inform the applicant on the grounds for disapproval	None		CPD Council Secretary
	3.2.2. For deferred application, inform the applicant to submit the compliance	None		
<b>TOTAL</b>		<b>Processing Fee: Php 500.00</b>	<b>16 working days, 1 hour and 15 minutes</b>	
<b>END OF TRANSACTION</b>				



### 15. APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

Refers to the accreditation of Continuing Professional Development (CPD) program.

<b>Office or Division:</b>	Continuing Professional Development Division and Regional Office – Regulation Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Accredited CPD providers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>		
1. Prescribed Application Form signed by the Focal Person	Applicant	
2. Prescribed Instructional Design or the template prescribed by specific Council		
3. Program of Activities showing the time/duration and the assigned resource person per topic		
4. Evaluation tool to measure learning outcomes		
5. Prescribed Resume of the Resource Person/s, signed and with attached valid Professional Identification Card/Receipt of Renewal (if licensed professional) or valid Government/Company-issued ID		
6. Prescribed Financial Plan		
7. For Online or Video-On-Demand Learning: <ul style="list-style-type: none"> <li>a. Declaration of Minimum Technical Requirements</li> <li>b. Data Privacy Notice (Composed by the Provider)</li> </ul>		
8. Prescribed Certificate to be issued to Participants		
9. Documentary Stamp Tax (DST)		
<b>Additional Requirement, if applicable:</b>		
1. Valid Special Temporary Permit (STP) if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions		
<b>Note:</b>		
<ol style="list-style-type: none"> <li>1. Application for accreditation shall be filed at least 30 working days before the offering of the program/training</li> <li>2. Representative/s claiming the certificate of accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative – 1 copy of the required documents</li> <li>3. In the case of national organizations with chapters/councils, endorsement from the national board</li> <li>4. If additional requirement/s is/are needed, a period of 2 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.</li> </ol>		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using the CPDAS account ( <a href="http://cpdas.prc.gov.ph">cpdas.prc.gov.ph</a> )	1. The system will accept the registration of the applicant-professional	None	5 minutes	Applicant
2. Fill out the required fields and upload the required documents in one file in PDF format.	2. System receives the file uploaded	None	10 minutes	
3. Pay the prescribed processing fee within the prescribed period	3.1. Check the completeness and accuracy of the uploaded documents	Processing Fee: Program (per offering): Php 1,000.00  DST: Php 30.00 each	1 hour	Processing Officer
	3.1.1. If found in order, forward the same to the concerned CPD Council. Otherwise, send deferment notice.	None	2 working days	Processing Officer
	3.2. Conduct content and technical evaluation	None	10 working days	CPD Council Members
	3.2.1. For disapproved application - inform the applicant on the grounds for disapproval	None	1 working day	CPD Council Secretary
	3.2.2. For deferred application, inform the applicant to submit the compliance	None		
	3.3. Issue certificate of	None	1 working day	CPDAS



	program accreditation to the concerned applicant through the system			
<b>TOTAL</b>		<b>Processing Fee: Php 1,000.00/offering  DST: Php 30.00 each</b>	<b>14 working days, 1 hour &amp; 15 minutes</b>	
<b>END OF TRANSACTION</b>				



## 16. APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROVIDER

Refers to the process of accrediting entities (which could be individual / sole proprietor, firm / partnership / corporation, and government institutions / agency) to offer Continuing Professional Development (CPD) program and activities.

<b>Office or Division:</b>	Continuing Professional Development Division and Regional Office – Regulation Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business	
<b>Who may avail:</b>	Natural person / juridical person / government agencies applying as CPD providers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Local CPD Provider</b>		
<b>Basic Requirements:</b>		
<b>For New/Initial Registration</b>		
<b>A. Individual / Sole Proprietor</b>		
1. Registration with the Continuing Professional Development Accreditation System (CPDAS) Save separately the following documents in PDF format:	cpdas.prc.gov.ph	
2. Valid Professional Identification Card (PIC) of the proprietor which shall be of the same profession where application is intended to be submitted	Applicant	
2. Prescribed Resume of the Proprietor		
3. Profile of the service provider which includes Mission, Vision, Core Values, and if any, a list with details of previous training programs and activities conducted		
4. List with details and photographs with captions of training equipment and facilities		
5. Three-year annual plan of proposed programs		
6. Instructional Design for the first proposed program using the prescribed template		
7. Affidavit of Undertaking using the prescribed template		
8. Notarized copy of Joint Venture Agreement (JVA) or MOU or MOA, if applicable	DTI	
9. Department of Trade and Industry (DTI) Certificate of Registration (authenticated copy)	NBI	
10. National Bureau of Investigation (NBI) Clearance	BIR	
11. Bureau of Internal Revenue (BIR) Certificate of Registration and Tax Clearance (authenticated copy)	Local Government Unit	
12. Mayor's or Business Permit		
<b>B. Firm / Partnership / Corporation</b>		
1. Registration with the Continuing Professional Development Accreditation System (CPDAS) Save separately the following documents in PDF format:	cpdas.prc.gov.ph	





2. Company Profile with Mission, Vision, Core Values and if any, list with details of previous training programs conducted	Applicant
3. List of officers with their individual valid Professional Identification Card or valid Government/Company-issued ID	
4. List with details and photographs with captions of training equipment and facilities	
5. Three-year annual plan of proposed programs	Applicant
6. Instructional Design for the first proposed program using the prescribed template	
7. Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary's Certificate of a Corporation authorizing an officer to manage CPD Programs	
8. Affidavit of Undertaking using the prescribed template	
9. Notarized copy of JVA or MOU or MOA, if applicable	SEC
10. SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy)	
11. BIR Certificate of Registration and Tax Clearance (authenticated copy)	BIR
12. Mayor's or Business Permit	Local Government Unit
<b>C. Government Institution/Agency</b>	
1. Registration with the Continuing Professional Development Accreditation System (CPDAS) Save separately the following documents in PDF format:	cpdas.prc.gov.ph
2. Copy of Charter or Republic Act establishing the agency	Applicant
3. Three-year annual plan of proposed programs	
4. Instructional Design for the first proposed program using the prescribed template	
5. Office Order or its equivalent from the head of Agency appointing its officer to manage the CPD Program and activities	
<b>For Renewal</b>	
<b>A. Individual/Single Proprietor</b>	
1. Username and Password to access own CPDAS account Save separately the following documents in PDF format:	Applicant
2. List of CPD programs and activities conducted for the last three (3) years	
3. Updated List with details and photographs with captions of training equipment and facilities	
4. Audited Financial Statements for the last three (3) years (receiving copy from the BIR)	
5. Three-year annual plan of proposed programs with corresponding Instructional Design using the prescribed template	



6. Affidavit of Undertaking using the prescribed template	
7. Valid Mayor's or Business Permit (to update registration of the entity)	Local Government Unit

<b>B. Firm/Partnership/Corporation</b>	
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1. Username and Password to access own CPDAS account Save separately the following documents in PDF format:	Applicant
2. List of CPD programs and activities conducted for the last three (3) years	
3. Updated List with details and photographs with captions of training equipment and facilities	
4. Updated General Information Sheet for Partnership or Corporation	
5. Three-year annual plan of proposed programs with corresponding Instructional Design using the prescribed template	
6. Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary's Certificate of a Corporation authorizing an officer to manage CPD programs	
7. Affidavit of Undertaking using the prescribed template	
8. Audited Financial Statements for the last three (3) years (receiving copy from the BIR and SEC)	BIR & SEC
9. Amended Articles of Incorporation or Partnership and their respective By-laws, if any	Applicant
10. Valid Mayor's or Business Permit (to update registration of the entity)	Local Government Unit

<b>C. Government Institution/Agency</b>	
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1. Username and Password to access own CPDAS account Save separately the following documents in PDF format:	Applicant
2. List of CPD programs and activities conducted for the last three (3) years	
3. Three-year annual plan of proposed programs with corresponding Instructional Design using the prescribed template	
4. Appointment paper or Office Order or its equivalent from the Head of the Government Agency appointing its officer to manage the CPD Programs	
5. Affidavit of Undertaking using the prescribed template	

<b>Foreign CPD Provider</b>	
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<b>For New/Initial Registration</b>	
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1. Registration with the Continuing Professional Development Accreditation System (CPDAS). Save separately the following documents in PDF format:	Applicant
2. Company Profile with Mission, Vision, Core Values and if any, list with details of previous training programs conducted	
3. Proof of Registration of its creation in the Country/State of the applicant which must be duly authenticated	



by the Philippine Embassy/Consulate in the said Country/State and accompanied with English translation thereof/Apostille	Applicant
4. List of officers with valid Government/Company-issued ID of each officer	
5. List with details and photographs with captions of training equipment and facilities	
6. Three-year annual plan of proposed programs with corresponding Instructional Design using the prescribed template	
7. Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary's Certificate of a Corporation authorizing an officer or a registered/licensed professional to manage CPD Programs located in the Philippines	
8. Affidavit of Undertaking using the prescribed template, duly subscribed and sworn before Philippine embassy/Consulate in the country/state of the applicant	
<b>Note:</b> If the applicant is under a JVA or Memorandum of Understanding/Agreement (MOU/MOA) with local entities, the Local CPD provider application form shall be used	
<b>For Renewal</b>	
1. Username and Password to access own CPDAS account Save separately the following documents in PDF format:	cpdas.prc.gov.ph
2. List of CPD programs and activities conducted for the last three (3) years	Applicant
3. Updated/Valid Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated in the said country/state and accompanied by an official English translation thereof / Apostille	
4. Affidavit of Undertaking using the prescribed template, duly subscribed and sworn before Philippine embassy/Consulate in the country/state of the applicant	
<b>Additional requirements:</b>	
1. Documentary Stamp Tax (DST) when claiming the Certificate of Accreditation	Bureau of Internal Revenue
<b>Note:</b>	
1. Submission of CPD provider application and payment of the processing fee, if any, shall be done based on the prescribed period, otherwise, non-compliant application will not proceed to the next stage of processing and shall be deleted from the system. Payment made, if any, shall be forfeited in favor of the government.	
2. Application will be initially evaluated by the Regional Office where it was filed for accuracy in terms of the details encoded and completeness of the submitted/uploaded documentary requirements prior forwarding to the concerned CPD Council.	
3. In case of deferment at the level of the Regional Office or the CPD Council, a deferment notice will be sent through the registered e-mail address of the CPD provider. Reason/s for deferment shall be complied within the prescribed period, failure to do so shall be	



construed as abandonment of application and the same shall not proceed to the next level of processing or shall be disapproved. Payment made, if any, shall be forfeited.

4. The CPD Council shall have the right to require additional details, documents, and the like if deemed necessary to properly evaluate the application.
5. For an approved application, an e-mail notification will be sent to the registered e-mail address of the CPD provider containing the access credentials for initial applicants and instructions in claiming the Certificate of Accreditation (CoA). Only the Focal Person shall have the right to claim it, otherwise, a representative shall present an authorization letter duly signed by the Focal Person and photocopies of their valid government-issued identification cards.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using the CPDAS account ( <a href="http://cpdas.prc.gov.ph">cpdas.prc.gov.ph</a> )	1. The system will accept the registration of the applicant-professional	None	5 minutes	Applicant
2. Fill out the required fields and upload the required documents in one file in PDF format.	2. System receives the file uploaded	None	10 minutes	
3. Pay the prescribed processing fee within the prescribed period	3.1. Check the completeness and accuracy of the uploaded documents	Processing Fee: Provider (local): Php 5,000.00 Provider (foreign): Php 8,000.00  DST: Php 30.00 each	1 hour	Processing Officer
	3.1.1. If found in order, forward the same to the concerned CPD Council. Otherwise, send deferment notice.	None	2 working days	Processing Officer
	3.2. Conduct content and technical evaluation	None	10 working days	CPD Council Members



	3.2.1. For approved application – print the certificate of accreditation. The provider will be given a system generated Username and Password to access the CPDAS	None	1 working day	CPD Council Secretary
	3.2.2. For disapproved application - inform the applicant on the grounds for disapproval	None		
	3.2.3. For deferred application, inform the applicant to submit the compliance	None		
	3.3. Issue certificate of accreditation to the concerned applicant through the system	None	1 working day	CPDAS
<b>TOTAL</b>		<b>Processing Fee:</b> <b>Provider (local): Php 5,000.00</b>  <b>Provider (foreign): Php 8,000.00</b>  <b>DST: Php 30.00 each</b>	<b>14 working days,</b> <b>1</b> <b>hour &amp; 15</b> <b>minutes</b>	
<b>END OF TRANSACTION</b>				



- 17. APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF:**
- A. Accreditation of Provider of Real Estate Service Training Program
  - B. Accreditation of Lecturer/Speaker of Real Estate Service Training Program and Seminars, Continuing Professional Development (CPD) and Career Progression and Specialization (CPS) Program
  - C. Accreditation of Real Estate Service Training Program
  - D. Accreditation of Provider of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives
  - E. Accreditation of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives
  - F. Compliance to Mechanical Plants/Establishments
  - G. Compliance to Electrical Engineering Firms/Companies/Associations/Corporations
  - H. Registration of Firm, Company, Partnership, Corporation or Association for the Practice of Architecture
  - I. Registration of Firms/Companies/Associations/Corporations of Civil Engineering
  - J. Registration to Consulting Firm/Partnership/Corporation/Association/Foundation Engaged in Environmental Planning

Refers to the processing of application for accreditation of provider and lecturer/speaker of real estate service training program, compliance of mechanical and electrical engineering establishments and registration of companies for the practice of architecture or engaged in civil engineering and environmental planning.

<b>Office or Division:</b>	Central Office - Accreditation and Compliance Division and Regional Office – Regulation Division	
<b>Classification:</b>	Complex Transaction / Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business	
<b>Who may avail:</b>	<p><b>Real Estate Service/Pharmacy</b></p> <ul style="list-style-type: none"> <li>• Provider of Real Estate Service Training Program</li> <li>• Lecturer/Speaker of Real Estate Service Training Program</li> <li>• Provider of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives</li> </ul> <p><b>Engineering/Architecture/Environmental Planning</b></p> <ul style="list-style-type: none"> <li>• Mechanical Plants/Establishments</li> <li>• Electrical Engineering Firms/Companies/Associations/Corporations</li> <li>• Civil Engineering Firms/Companies/Associations/Corporations</li> <li>• Architectural Firm/Company/Partnership/Corporation/Association</li> <li>• Environmental Planning Consulting Firm/Partnership/Corporation/Association/Foundation</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>REAL ESTATE SERVICE</b>		
<b>Basic Requirements:</b>		
<b>Provider of Real Estate Service Training Program</b>		



<b>A. Initial Application</b>	
1. Authenticated copy of Certificate of Registration, Current Articles of Incorporation, By-Laws and General Information Sheet issued by Securities and Exchange Commission (SEC)/authenticated copy of the Charter of State Colleges and Universities	SEC
2. Endorsement from national or head office (if a chapter)	Applicant
3. Certificate of Recognition issued by Commission on Higher Education (CHED) (for Colleges and Universities)	CHED
4. Current Mayor's Permit	Local Government Unit (LGU)
5. Certificate of Registration as Real Estate Practitioner of the director or officer-in-charge of the training or seminar	Applicant
6. List and photographs of facilities use for the training	
7. Pool of accredited lecturers (at least five)	
8. Syllabi of each activity to be offered	
9. Latest Financial Statements audited by a BOA accredited CPA duly received by SEC	
<b>B. Renewal of Accreditation</b>	
1. Photocopy of the expired Certificate of Accreditation	Applicant
2. Authenticated copy of Certificate of Registration, Current Articles of Incorporation, By-Laws and General Information Sheet issued by SEC /authenticated copy of the Charter of State Colleges and Universities	SEC
3. Endorsement from national or head office, (if a chapter)	Applicant
4. Mayor's Permit	LGU
5. Certificate of Registration as Real Estate Practitioner of the director or officer-in-charge of the training or seminar	Applicant
6. Photocopy of Certificate of Registration as Real Estate Practitioner of the Director or Officer-in-charge of the training or seminar (for newly appointed director of officer-in-charge)	
7. Syllabi of each activity to be offered	
8. Latest Financial Statements audited by a BOA accredited CPA duly received by SEC	
<b>Lecturer/Speaker of Real Estate Service Training Program</b>	
<b>A. Initial Application</b>	
1. Declaration as a competent Speaker/Lecturer with the following details: 1. that he/she has at least seven (7) years active experience in real estate professional practice with supporting documents as claimed, of which at least five (5) years pertain to teaching experience in a real estate subjects either as speaker/lecturer/instructor/mentor in real estate training and	<a href="https://www.prc.gov.ph/acd-downloadable-forms-0">https://www.prc.gov.ph/acd-downloadable-forms-0</a>



seminars, BSREM course, CPD or CPS programs, workshops, real estate reviews and others, with proof as claimed and also attaching the participants/attendees evaluation results (PER) per subject/topic or summary thereof, as Certified by the Training Director and attested by the Provider's President	
2. Original copy of current National Bureau of Investigation (NBI) Clearance	NBI
3. Photocopy of valid Professional Identification Card (PIC) for at least six (6) months	Applicant
4. Current Professional Tax Receipt (PTR) per profession, if more than one (1) license	
5. Certificate of Completion on Trainer's Training attended as Basic Course of Speakers/Trainers	
<b>B. Renewal of Accreditation</b>	
1. Declaration as an expert speaker/lecturer with the following details: lectures conducted with subjects and hours taught during the validity of the accreditation with proof as claimed and also attaching the participants'/attendees' evaluation results (PER) per subject/topic or summary thereof, as Certified by the Training Director and attested by the Provider's President (ACD-RES-11)	<a href="https://www.prc.gov.ph/acd-downloadable-forms-0">https://www.prc.gov.ph/acd-downloadable-forms-0</a>
2. Original copy of current NBI Clearance	NBI
3. Photocopy of valid PIC for at least six (6) months	Applicant
4. Current PTR per profession, if more than one (1) License	
5. Certificate of Completion of the Speaker's/Lecturer's Enhancement Training Program conducted by Board for the first renewal or proof of attendance to any Speaker's/Lecturer's enrichment program on the subsequent renewal	
<b>Real Estate Service Training Program</b>	
1. Copy of the Certificate of Accreditation as Training Provider	Applicant
2. Content/outline/syllabi (topics of training program and number of hours)	
3. Evaluation tool for the training program	
4. Actual Program Schedule (should include the following: Time, Topic/s, Name of Accredited Instructor/s/Lecturer/s and number of Hours per Topic)	
5. Estimated cost and projected income of the program	
<b>PHARMACY</b>	
<b>Provider of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives</b>	
<b>A. Initial Application</b>	
1. Company Profile	<a href="https://www.prc.gov.ph/acd-downloadable-forms-0">https://www.prc.gov.ph/acd-downloadable-forms-0</a>





2. Authenticated copy of Certificate of Registration, Articles of Incorporation* and By-Laws issued by SEC	SEC	
3. Copy of valid License to Operate from Food and Drug Administration (FDA), if applicable	Applicant	
4. Copy of BIR Certificate of Registration		
5. List of Officers and their valid Professional Identification Cards, if applicable		
6. Training Syllabi with the following core subjects: A. Basic Anatomy, Physiology and Pathophysiology B. Basic Pharmacology C. Pharmaceutical Dosage Forms D. Jurisprudence and Business Ethics E. Communication Skills		
7. Criteria for the selection of training facilitators		
8. List of training facilitators with the following documentary attachments A. Curriculum vitae B. Valid PRC Identification Card (if applicable)		
9. Assessment mechanism for Training Program		
<b>B. Renewal of Accreditation</b>		
1. Photocopy of expired Certificate of Accreditation		Applicant
2. Authenticated copy of Certificate of Registration, Articles of Incorporation* and By-Laws issued by SEC	SEC	
3. Photocopy of valid PIC for at least six (6) months	Applicant	
4. Copy of valid License to Operate from FDA, if applicable		
5. Copy of BIR Certificate of Registration		
6. List of Officers and their valid Professional Identification Card, if applicable		
<b>Accreditation of Training Program for Detailmen/Medical Representatives/Professional Sales Representatives</b>		
1. Description of the program for the following core subjects: A. Basic Anatomy, Physiology and Pathophysiology B. Basic Pharmacology C. Pharmaceutical Dosage Forms D. Jurisprudence and Business Ethics E. Communication Skills	Applicant	
2. Assessment mechanism for the trainees		
3. Assessment mechanism for the training program		



4. Résumé of Speakers (With three (3) years' experience in academe / field in Pharmacy)	
5. Valid Professional Identification Card(s) of Speakers/Training Facilitators	
6. List of References of the subjects / topics	
7. Proposed Budget	
<b>MECHANICAL/ELECTRICAL ENGINEERING</b>	
<b>Certificate of Compliance of Mechanical Plants/Establishments and Electrical Engineering Firms / Companies / Associations / Corporations</b>	
1. Duly accomplished and notarized Affidavit/s of Professional/Registered Mechanical Engineer/s or Professional /Registered Electrical Engineer/s	<a href="https://www.prc.gov.ph/abcd-downloadable-forms-0">https://www.prc.gov.ph/abcd-downloadable-forms-0</a>
2. Photocopy/ies of the valid Professional Identification Card(s) of Professional/Registered Mechanical Engineer/s or Professional/Registered Electrical Engineer/s	Applicant
3. Photocopy/ies of valid Professional Tax Receipt (PTR) issued by the city/province where the principal office is located	
<b>ARCHITECTURE</b>	
<b>Certificate of Registration of Firm, Company, Partnership, Corporation or Association for the Practice of Architecture</b>	
1. Photocopy/ies of PRC Certificate of Registration of sole practitioner, all partners of the partnership, and all members of the association	Applicant
2. Photocopy/ies of current PRC Professional Identification Card(s) of sole practitioner, all partners of the partnership, and all members of the association	
3. Photocopy/ies of current PTR of sole practitioner, all partners of the partnership, and all members of the association issued by the local government unit	
4. Certified true copy of Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI); (For sole practitioner)	DTI
5. Authenticated copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC); (For Partnership and Association);	SEC
6. Authenticated copy of Articles of Partnership / Corporation, By-Laws, and General Incorporation Sheet (GIS) issued by the Securities and Exchange Commission. (For Partnership / Corporation)	SEC
7. Original and photocopy of the current Business Permit of the firm/ company, partnership, corporation or association	LGU



8. Original and photocopy of the Tax Identification Number of the firm/company, partnership, corporation or association	Applicant			
9. Original copy of Board Resolution or Secretary's Certificate (as applicable) appointing representative of Architectural Firm to file the application				
10. Copy of firm's current or organizational chart and plantilla / listing of registered and licensed Architects (and their respective positions) and staff				
<b>CIVIL ENGINEERING</b>				
<b>Certificate of Registration of Firms / Companies / Associations / Corporations for the practice of Civil Engineering</b>				
1. Photocopy/ies of PRC Certificate of Registration of sole practitioner, all partners of the partnerships, and all members of the association	Applicant			
2. Photocopy/ies of current Professional Identification Card(s) of sole practitioner, all partners of the partnership, and all members of the association				
3. Photocopy/ies of current PTR of sole practitioner, all partners of the Partnership, and all members of the association issued by the City/Province where the principal office is located				
4. Authenticated copy of Certificate of Registration, issued by Securities and Exchange Commission (SEC); (For Partnership and Association)	SEC			
5. Authenticated copy of Articles of Partnership and B-Laws issued by Securities and Exchange Commission (SEC); (For Partnership and Association)				
<b>ENVIRONMENTAL PLANNING</b>				
<b>Certificate of Registration of Consulting Firm / Partnership / Corporation / Association / Foundation for the practice of Environmental Planning</b>				
1. Authenticated copy of the Certificate of Registration, Articles of Incorporation/Partnership and By-laws issued by Securities and Exchange Commission (SEC)	SEC			
2. Photocopy/ies of the valid Professional Identification Card/s of Environmental Planner	Applicant			
3. Organizational Chart, with the names of the incumbent holders of existing environmental planning positions in the partnership, corporation, association or foundation				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





	Planning.			
	1.2.2. If disapproved/deferred, enter into the system the reason/s for disapproval/deferment and forward to the PRC-RO staff for appropriate action	Civil Engineering Firms/Companies • <b>Php 2,500.00</b> - Architectural Firm/Company/Partnership/Corporation/Association		Processing Officer, ACD
	1.3. Draft a Resolution and forward the same to the concerned PRB, through the system.	<b>Php 3,000.00</b> - Environmental Planning Consulting Firm/Partnership/Corporation/Association	2 hours	Processing Officer, ACD
	1.4. Review the draft Resolution.	None	3 hours	PRB Concerned
	1.4.1. If approved, affix the e-signatures of the PRB's Chairperson and Members into the draft and forward to the Commission for approval.	None		PRB Secretary
	1.4.2. If disapproved/ deferred, enter into the system the reason/s for disapproval/deferment and forward to the ACD for appropriate action.	None		Processing Officer, ACD
	1.5. Review the signed Resolution.	None	3 working days	



	1.5.1. If approved, affix the e-signatures of the PRC Commissioners and Chairperson into the signed Resolution.	None		Chairperson and Commissioners, Commission Offices Staff, Commission Offices
	1.5.2. If disapproved/ deferred, enter into the system the reason/s for disapproval/deferment and forward to the PRB for appropriate action	None		Processing Officer, ACD
	1.6. Enter into the system the dates of effectivity and expiration of accreditation and print the certificate.	None	30 minutes	Processing Officer, ACD
	1.7. Transmit the Certificate to the Board Chairperson through the PRB Secretariat Division	None	1 working day	Processing Officer, ACD
	1.8. Sign the Certificate	None	1 working day	PRB Chairperson Concerned  PRB Secretary
	1.9. Forward the signed Certificate to the Office of the Chairperson	None		
	1.10. Sign the Certificate	None	1 working day	
	1.11. Forward the signed Certificate to ACD	None		Chairperson, Commission Office



	1.12. Receive and transmit the Certificate to the Regional Office	None	1 working day	Staff, Office of the Chairperson Processing Officer, ACD
	1.13. Inform the applicant on the availability of the Certificate	None	15 minutes	Processing Officer, Regional Office - Regulation Division
2. Receive the Certificate of Accreditation and sign on the releasing logbook.	2. Release the Certificate to the applicant and record the same on the releasing logbook.	None	15 minutes	Processing Officer, Regional Office - Regulation Division
<b>TOTAL</b>		Real Estate Service <ul style="list-style-type: none"> <li>• <b>Php 5,000.00</b> - Provider</li> <li>• <b>Php 1,500.00</b> - Lecturer/Speaker</li> <li>• <b>Php 3,000.00</b> - Training Program</li> </ul> Pharmacy <ul style="list-style-type: none"> <li>• <b>Php 5,000.00</b> - Provider</li> <li>• <b>Php 3,000.00</b> - Training Program</li> </ul> Engineering/Architecture/Environmental Planning <ul style="list-style-type: none"> <li>• <b>Php 2,000.00</b> - Mechanical</li> </ul>	<b>7 working days and 10 hours</b>  <b>For Mechanical</b>  <b>4 working days and 5 hours</b>	



	Plants/Establishments <ul style="list-style-type: none"> <li>• <b>Php 2,000.00</b> - Electrical Engineering Firms/Companies/Associations/Corporations</li> <li>• <b>Php 5,000.00 (Initial/Reinstatement) / Php 3,000.00 (Renewal)</b> - Civil Engineering Firms/Companies</li> <li>• <b>Php 2,500.00</b> - Architectural Firm/Company/Partnership/Corporation/Association</li> <li>• <b>Php 3,000.00</b> - Environmental Planning Consulting Firm/Partnership/Corporation/Association</li> </ul>		
<b>END OF TRANSACTION</b>			





**18. APPLICATION FOR ISSUANCE OF CERTIFICATE OF:**

**A. Accreditation to Integrated Professional Organizations (AIPOs)**

**B. Accreditation to Professional Organizations (APOs)**

Refers to the process of accrediting professional organizations and integrated professional organizations.

<b>Office or Division:</b>	Central Office - Accreditation and Compliance Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business	
<b>Who may avail:</b>	Professional Organizations	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
<b>A. Initial Application</b>		
1. Duly notarized petition signed by the authorized representative of the professional organization which has to be in accordance with the prescribed rules	<a href="https://www.prc.gov.ph/acd-downloadable-forms-0">https://www.prc.gov.ph/acd-downloadable-forms-0</a>	
2. Secretary's Certificate or Board Resolution granting authority to a person to represent the professional organization	Applicant	
3. Complete list of incumbent officers of the professional organization, including its chapter officers (if any), with photocopies of their PICs		
4. Authenticated copy of the latest certificate of registration issued by SEC	SEC	
5. Authenticated copy of the latest certificate of registration issued by BIR	BIR	
6. Authenticated copy of the professional organization's current Articles of Incorporation/Constitution and By-Laws	SEC	
7. Copy of the latest audited financial statements submitted to SEC duly signed by a CPA authorized to practice public accountancy, and its chapter organizations if applicable	Applicant	
8. Complete list of members in good standing with the association and provided with membership in alphabetical order and numbered, their respective COR numbers, date of registration, and indication of valid or expired PICs		
<b>B. Renewal of Accreditation</b>		
1. Duly notarized petition signed by the authorized representative of the professional organization which is in accordance with the prescribed rules.	<a href="https://www.prc.gov.ph/acd-downloadable-forms-0">https://www.prc.gov.ph/acd-downloadable-forms-0</a>	
2. Secretary's Certificate or Board Resolution granting authority to a person to represent the professional organization.	Applicant	



3. Complete list of incumbent officers of the professional organization, including its chapter officers (if any), with photocopies of their PICs.				
4. Authenticated copy of the professional organization's recent amended Articles of Incorporation/ Constitution and By-Laws, if any.		SEC		
5. Complete list of members in good standing with the APO in alphabetical order and numbered, their respective Certificate of Registration numbers, date of registration and indication of valid or expired PICs. (APO only)		Applicant		
6. Proof of submitted annual reportorial requirements during the validity of its accreditation covering: A. Yearly Audited Financial Statements B. Authenticated copy of the General Information Sheet C. Report on significant achievements as corporate body				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the website <a href="https://acoas.prc.gov.ph">https://acoas.prc.gov.ph</a> , register and/or create a transaction online, upload the documentary requirements, select the preferred Central Office – Accreditation and Compliance Division as the processing office, and pay the prescribed fees online.	1.1. Check the application details, and the correctness and completeness of the documentary requirements uploaded.	Application Fee: Php 3,000.00	4 hours	Processing Officer, ACD
	1.1.1. If correct and complete, prepare a draft Board Resolution and forward the same, together with the application documents, to the concerned Professional Regulatory Board (PRB) through the system.	None		



	1.1.2. If incorrect/incomplete, enter into the system the findings and forward to the applicant through email. Any documents for compliance shall be uploaded in the system.	None		Processing Officer, ACD
	1.2. Review the application documents.	None	1 working day	PRB Concerned
	1.2.1. If approved, affix the e-signatures of the PRB Chairperson and Members on the draft Resolution and forward to the Commission for approval.	None		PRB Secretary
	1.2.2. If disapproved/deferred, enter into the system the reason/s for disapproval/deferment and forward to the PRC-RO staff for appropriate action.	None		Processing Officer, ACD
	1.3. Review the signed Resolution.	None	3 working days	Chairperson, Commissioners,



	1.3.1. If approved, affix the e-signatures of the PRC Commissioners and Chairperson on the signed Resolution.	None		Commission Offices Staff, Commission Offices
	1.3.2. If disapproved, enter into the system the reason/s of disapproval and forward through system to the PRB for appropriate action.	None		Processing Officer, ACD
	1.4. Receive the signed and approved PRB Resolution and print the corresponding certificate.	None	30 minutes	Processing Officer, ACD
	1.5. Transmit the Certificate to the Board Chairperson through the PRB Secretariat Division	None	1 working day	Processing Officer, ACD
	1.6. Sign the Certificate	None	1 working day	PRB Chairperson Concerned
	1.7. Forward the Certificate to the Office of the Chairperson	None		PRB Secretary



	1.8. Sign the Certificate	None	1 working day	Chairperson, Office of the Chairperson	
	1.9. Forward the Certificate to ACD	None		Staff, Office of the Chairperson	
	1.10. Inform the applicant on the availability of the Certificate.	None	15 minutes	Processing Officer, ACD	
2. Receive the Certificate of Accreditation and sign on the releasing logbook.	2. Release the Certificate to the applicant and record the same on the releasing logbook.	None	15 minutes	Processing Officer, ACD	
<b>TOTAL</b>		<b>Application Fee: Php 3,000.00</b>		<b>7 working days and 5 hours</b>	
<b>END OF TRANSACTION</b>					



**19. APPLICATION FOR ISSUANCE OF CERTIFICATE OF:**

**A. Authority to Operate Chemical Laboratory**

**B. Authority to Operate Psychology or Psychometric Office, Center, Clinic or Facility**

Refers to the processing of application for issuance of authority to operate chemical laboratory and authority to operate Psychology or Psychometric Office, Center, Clinic or Facility.

<b>Office or Division:</b>	Central Office - Accreditation and Compliance Division and Regional Office – Regulation Division	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business	
<b>Who may avail:</b>	Chemistry: Owner of chemical laboratory Psychology: Owner of Psychological/Psychometric Office, Center, Clinic or Facility	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements</b>		
<b>CHEMISTRY</b>		
1. Authenticated copy of Certificate of Registration, Articles of Incorporation/Partnership and By Laws issued by the Securities and Exchange Commission (SEC) for corporation or partnership; or authenticated copy of Certificate of Registration from Department of Trade and Industries (DTI) for sole proprietorship	SEC	
2. Pictures of the storage area or room where hazardous, toxic, and flammable chemicals are stored	Applicant	
3. Pictures of the entire laboratory		
4. Valid Professional Identification Cards (PICs) of the Chemists and Registered Chemical Technicians employed		
<b>PSYCHOLOGY</b>		
<b>A. For Government Agencies</b>		
1. Photocopy of the Charter/Law/or equivalent document establishing its existence	Applicant	
2. Profile of the Psychology or Psychometrics office, center, clinic or facility, with a brief statement of the nature of psychological services it provides, existing staffing complement, among others	Applicant	
3. List of facilities, areas, furniture, assessment tools, including but not limited to test materials, questionnaires, reference manuals, etc. and other ancillary equipment necessary for the conduct of competent and professional services		
4. Pictures of the secured storage area or room where psychometric and psychological materials and questionnaires as well as other confidential materials are kept (The pictures submitted by		



the applicant shall be kept confidential and shall not be available for public viewing or inspection unless upon order of competent authorities or with express written consent of the applicant)	
5. Photocopy of the Diploma of the head of PSU for Post Graduate studies (MA, MS or PhD in Psychology)	
6. Transcript of Records of the head of PSU	
7. Photocopies of Certificates of Relevant Training attended by the head of PSU for the last 3 years	
8. Notarized Contract of Employment of the head of PSU. If the head of the PSU is the owner, this is not required	
9. For clinics or facilities attached or part of government institution/agency, shall submit the photocopy of the charter of the entity to which they are attached or part of	
10. For online psychotherapy or assessment, an undertaking as to full accountability in ensuing data security under the client's confidentiality clause and Data Privacy Law must be submitted	
11. For online assessment, copyright usage of online assessment tools and proof of purchase must be submitted	
<b>B. For Private Entities</b>	
1. Authenticated copy of the SEC Certificate of Registration/Authenticated copy of DTI Certificate of Registration	SEC/DTI
2. For SEC registered entities, authenticated copy of the Articles of Incorporated and By-laws	SEC
3. Profile of the Psychology or Psychometrics office, center, clinic or facility, with a brief statement of the nature of psychological services it provides, existing staffing complement, among others	Applicant
4. List of facilities, areas, furniture, assessment tools, including but not limited to test materials, questionnaires, reference manuals, etc. and other ancillary equipment necessary for the conduct of competent and professional services	Applicant
5. Pictures of the secured storage area or room where psychometric and psychological materials and questionnaires as well as other confidential materials are kept (The pictures submitted by the applicant shall be kept confidential and shall not be available for public viewing or inspection unless upon order of competent authorities or with express written consent of the applicant)	
6. Diploma of the head of PSU for Post Graduate studies (MA, MS or PhD in Psychology)	
7. Transcript of Records of the head of PSU	
8. Photocopies of Certificates of Relevant Training attended by the head of PSU for the last 3 years	
9. Notarized Contract of Employment of the head of PSU. If the head of the PSU is the owner, this is not required	



10. For clinics or facilities attached or part of a school/university, church, hospital/health institution, or corporate/ industrial firm shall submit the SEC or DTI registration documents, whichever is applicable, of the entity to which they are attached or part of				
11. For online psychotherapy or assessment, an undertaking as to full accountability in ensuing data security under the client's confidentiality clause and Data Privacy Law must be submitted				
12. For online assessment, copyright usage of online assessment tools and proof of purchase must be submitted				
CLIENT STEPS	AGENCY ACTION	FEES O BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the website <a href="https://acoas.prc.gov.ph">https://acoas.prc.gov.ph</a> , register and/or create a transaction online, upload the documentary requirements, select the preferred PRC-RO as the processing office, and pay the prescribed fees online.	1.1. Check the application details, and the correctness and completeness of the documentary requirements uploaded.	Application Fee: Chemistry • Php 6,500.00  Psychology • Php 6,500.00	1 hour	Processing Officer, ACD
	1.1.1. If correct and complete, forward the application to PRB of Chemistry/ Psychology through the system.	None		Processing Officer, ACD
	1.1.2. If incorrect/incomplete, enter into the system the findings to be forwarded to the applicant through email. Any documents for compliance shall be uploaded in the system.	None		Processing Officer, ACD





	1.2. Review the application documents and schedule the date of inspection.	None	2 working days	PRB Concerned
	1.3. Approve or disapprove/defer application based on the inspection conducted.	None		
	1.3.1. If approved, forward the application to the ACD for inclusion into the list of approved applications for the month.	None		PRB Secretary
	1.3.2. If disapproved/deferred, enter into the system the reason/s for disapproval/deferment and forward to the PRC-RO staff for appropriate action.	None		Processing Officer, ACD
	1.4. Enter into the system the dates of effectivity and expiration of accreditation and print the Certificate of Authority to Operate.	None	30 minutes	Processing Officer, ACD



	1.5. Transmit the Certificate to the Board Chairperson through the PRB Secretariat Division	None	1 working day	Processing Officer, ACD
	1.6. Sign the Certificate	None	1 working day	PRB Chairperson Concerned
	1.7. Forward the Certificate to the Office of the Chairperson	None		PRB Secretary
	1.8. Sign the Certificate	None	1 working day	Chairperson, Office of the Chairperson
	1.9. Forward the Certificate to ACD	None		Staff, Office of the Chairperson
	1.10. Inform the applicant on the availability of the Certificate.	None	15 minutes	Processing Officer, ACD
2. Receive the Certificate of Accreditation and sign on the releasing logbook.	2. Release the Certificate to the applicant and record the same on the releasing logbook.	None	15 minutes	Processing Officer, ACD
<b>TOTAL</b>		<b>Chemistry / Psychology Php 6,500.00</b>	<b>5 working days and 2 hours</b>	
<b>END OF TRANSACTION</b>				



**20. APPLICATION FOR ISSUANCE OF CERTIFICATE OF ACCREDITATION TO:**  
**A. Individual Certified Public Accountant (CPA) engaged in the practice of Public Accountancy**  
**B. Firm / partnership of CPAs in the practice of Public Accountancy**  
**C. Individual partner of firm /partnership of CPAs in the practice of public accountancy**  
**D. Individual CPA as Accounting Teacher**

Refers to the processing of application for issuance of certificate of accreditation to individual CPA engaged in the practice of public accountancy, firm / partnership of CPAs in the practice of public accountancy, individual partner of firm /partnership of CPAs in the practice of public accountancy and individual CPA as Accounting Teacher.

<b>Office or Division:</b>	Central Office - Accreditation and Compliance Division and Regional Office – Regulation Division
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business
<b>Who may avail:</b>	Individual CPAs and Firm / Partnership of CPAs in the practice of Public Accountancy

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
<b>Individual CPA engaged in the practice of public accountancy</b>		
<b>A. Initial Application</b>		
1. Certified true copy of the Certificate of Registration as a CPA		PRC
2. Photocopy of valid Professional Identification Card (PIC)		
3. Duly signed Code of Good Governance of the Individual CPA		
4. Duly signed Copy of internal quality review procedures		
5. Certified true copy of Certificate of QAR Registration		
6. Picture of the principal office		
7. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05		Applicant
8. Duly signed Ethical and technical standards required of the practice of public accountancy		
9. Sworn statement by the CPA stating the following: (Duly notarized with documentary stamp on the original copy) <ul style="list-style-type: none"> <li>a. has a meaningful participation in their respective internal quality review process;</li> <li>b. has undergone adequate and effective training (from organizations duly accredited by the Board or by its duly authorized representatives) on all the current accounting and auditing standards, code of ethics, laws and their implementing rules and regulations, circulars, memoranda, their respective codes of good governance and</li> </ul>		



<p>other related documents that are required in the practice of public accountancy to ensure professional, ethical and technical standards;</p> <p>c. is of good moral character;</p> <p>d. he/she had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and</p> <p>e. had at least three (3) years of meaningful experience in any of the areas of public practice including taxation as defined in Section 28 (A), Rule 4 of the IRR of R. A. 9298.</p>	Applicant
10. CPA Integrity Pledge	
11. Detailed description of work experience (data to include name of company, position, duties and responsibilities and date of employment)	
12. Proof of 120 CPD credit units earned showing compliance with the required Competency Area	PRC
13. Certificate of Membership in Good Standing from the APO/AIPO	APO/AIPO
14. Original copy of authority to practice profession issued by employer, printed in the official letter head of the institution/agency (For Government Employee only)	
15. Short Brown Envelope for the Certificate of Accreditation	
16. Documentary Stamp Tax (DST) (for Certificate of Accreditation)	Bureau of Internal Revenue
<b>B. Renewal of Accreditation</b>	
1. Photocopy of the Certificate of Accreditation	
2. Photocopy of valid Professional Identification Card (PIC)	
<p>3. Certified true copy of any of the following:</p> <p>a. Certificate of Registration if the applicant is not yet subjected to QAR; or</p> <p>b. Provisional Certificate of QAR Compliance, if the applicant is undergoing remediation process; or</p> <p>c. Certificate of QAR Compliance, if the applicant has satisfactorily passed the QAR inspection or has completed and complied with all the findings and recommendations of the QAR Inspection Team</p>	Applicant
4. Proof of 120 CPD credit units earned showing compliance with the required Competency Area	PRC
5. Certificate of Membership in Good Standing from the APO/AIPO	APO/AIPO
6. Picture of the principal office	
7. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05	Applicant



8. Short Brown Envelope for the Certificate of Accreditation	
9. Documentary Stamp Tax (DST) (for Certificate of Accreditation)	Bureau of Internal Revenue
<b>Firm / Partnership of CPAs in the practice of public accountancy</b>	
<b>A. Initial Application</b>	
1. Copy of latest SEC Articles of Partnership	SEC
2. Photocopy of valid Business Permit	Applicant
3. Certified true copy of Certificate of QAR Registration	
4. Pictures of the principal office	
5. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05	
6. Duly signed and approved Code of Good Governance of the firm	
7. Duly signed copy of the internal quality review procedures	
8. Duly signed Ethical and technical standards required of the practice of public accountancy	
9. Certified list of permanent CPA staff members with the following information: name, position, date of employment, Certificates of Registration No. and validity period of the Professional Identification Card No., to be signed by the managing partner	
10. Certified true copy of the documents showing the correspondent relationship, membership or business dealings with foreign CPA firm(s), if any, including complete address & postal address, telephone number and facsimile numbers, e-mail address and website	
11. Sworn statement stating: (Please notarize and affix documentary stamp to the original copy)	
a. the copy of the document showing the correspondent relationship membership, or business dealings with the foreign CPA is the faithful reproduction of its original copy;	
b. the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines, except the authorized foreign CPAs under Section 34 and 35 of R.A. No.9298; and	
c. the rights and obligation of the parties in specific terms	
12. Short Brown Envelope for the Certificate of Accreditation	
13. Documentary Stamp Tax (DST) (for Certificate of Accreditation)	Bureau of Internal Revenue
<b>B. Renewal of Accreditation</b>	
1. Photocopy of Certificate of Accreditation	Applicant
2. Photocopy of valid business permit	
3. Copy of latest SEC Articles of Partnership	SEC
4. Certified true copy of any of the following:	



<ul style="list-style-type: none"> <li>a. Certificate of Registration if the applicant is not yet subjected to QAR; or</li> <li>b. Provisional Certificate of QAR Compliance, if the applicant is undergoing remediation process; or</li> <li>c. Certificate of QAR Compliance, if the applicant has satisfactorily passed the QAR inspection or has completed and complied with all the findings and recommendations of the QAR Inspection Team</li> </ul>	Applicant
5. Pictures of Principal Office	
6. Certified list of permanent CPA staff members with the following information: name, position, date of employment, Certificate of Registration No., and validity period of the Professional Identification Card No., to be signed under oath by the managing partner	
7. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05	
8. Those members, associates or correspondent firms of international CPA firms must submit the following for any change of correspondent foreign CPA firms, or change of information of the foreign CPA firm/s: <ul style="list-style-type: none"> <li>A. Certified copies of documents showing the correspondent relationship, membership, or business dealings with foreign CPA firm(s), if any, including complete address &amp; postal address, telephone number facsimile number, e-mail address and website, and</li> <li>B. Duly notarized sworn statement with metered documentary stamps, stating that:           <ul style="list-style-type: none"> <li>i. the copy of the document showing the correspondent relationship, membership or business dealings with the foreign CPA, is the faithful reproduction of its original copy;</li> <li>ii. the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines except the authorized CPAs under Section 34 and 35, Article IV of RA No. 9298, and</li> <li>iii. the rights and obligations of the parties are in specific terms</li> </ul> </li> </ul>	
9. Short Brown Envelope for the Certificate of Accreditation	
10. Documentary Stamp Tax (DST) (for Certificate of Accreditation)	Bureau of Internal Revenue
11. Original copy of authority to practice issued by employer printed in the official letter head of the institution / agency (For government employees only)	Applicant
<b>Individual partner of firm /partnership of CPAS in the practice of public accountancy</b>	
<b>A. Initial Application</b>	
1. Certified true copy of the Certificate of Registration as a CPA	PRC
2. Photocopy of valid Professional Identification Card (PIC)	Applicant



<p>3. Sworn statement by the CPA; (Please notarize and affix documentary stamp on the original copy)</p> <ol style="list-style-type: none"> <li>has a meaningful participation in their respective internal quality review process;</li> <li>has undergone adequate and effective training (from organizations duly accredited by the Board or by its duly authorized representatives) on all the current accounting and auditing standards, code of ethics, laws and their implementing rules and regulations, circulars, memoranda, their respective codes of good governance and other related documents that are required in the practice of public accountancy to ensure professional, ethical and technical standards;</li> <li>is of good moral character;</li> <li>he/she had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and</li> <li>has at least three (3) years of meaningful experience in any of the areas of public practice including taxation as defined in Section 28 (A), Rule 4 of the IRR of R. A. 9298.</li> </ol>	
<p>4. Detailed description of work experience (data to include name of company, position, duties and responsibilities and date of employment)</p>	
<p>5. Proof of 120 CPD credit units earned showing compliance with the required Competency Area</p>	<p>PRC - CPDD</p>
<p>6. Certificate of Membership in Good Standing from the APO/AIPO</p>	<p>APO/AIPO</p>
<p>7. Short Brown Envelope for the Certificate of Accreditation</p>	<p>Applicant</p>
<p>8. Documentary Stamp Tax (DST) (for Certificate of Accreditation)</p>	<p>Bureau of Internal Revenue</p>
<p><b>B. Renewal of Accreditation</b></p>	
<p>1. Photocopy of the Certificate of Accreditation</p>	<p>Applicant</p>
<p>2. Photocopy of valid Professional Identification Card (PIC)</p>	
<p>3. Proof of 120 CPD credit units earned showing compliance with the required Competency Area</p>	<p>PRC – CPDD</p>
<p>4. Certificate of Membership in Good Standing from the APO/AIPO</p>	<p>APO/IPO</p>
<p>5. Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05</p>	<p>Applicant</p>
<p>6. Short Brown Envelope for the Certificate of Accreditation</p>	
<p>7. Documentary Stamp Tax (DST) (for Certificate of Accreditation)</p>	<p>Bureau of Internal Revenue</p>
<p>8. Original copy of authority to practice issued by employer printed in the official letter head of the institution / agency (For government employees)</p>	<p>Applicant</p>



<b>Individual CPA as Accounting Teacher</b>	
<b>A. Initial Application</b>	
1. Photocopy of the Certificate of Accreditation as a CPA	PRC
2. Photocopy of valid Professional Identification Card (PIC)	Applicant
3. Sworn Statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with a detailed description of such work experience (affix two (2) documentary stamps)	
4. Proof of 120 CPD credit units earned showing compliance with the required Competency Area	PRC - CPDD
5. Certificate of Membership in Good Standing from the APO/AIPO	APO/AIPO
6. Short Brown Envelope for the Certificate of Accreditation	Applicant
7. Documentary Stamp Tax (DST) (for Certificate of Accreditation)	Bureau of Internal Revenue
<b>B. First Renewal of Accreditation</b>	
1. Photocopy of the Certificate of Accreditation	Applicant
2. Copy of Diploma/Transcript of Records of the Master Degree in Accountancy or Master's Degree in other related area of studies	
3. Photocopy of valid Professional Identification Card (PIC)	
4. Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching;	PRC
5. Proof of 120 CPD credit units earned showing compliance with the required Competency Area including 12 units of professional education units;	Applicant
6. Certificate of Membership in Good Standing from the APO/AIPO	APO/IPO
7. Short Brown Envelope for the Certificate of Accreditation	Applicant
8. Documentary Stamp Tax (DST) (for Certificate of Accreditation)	Bureau of Internal Revenue
<b>B. Subsequent Renewal of Accreditation</b>	
1. Photocopy of the Certificate of Accreditation	Applicant
2. Photocopy of valid Professional Identification Card (PIC)	
3. Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching	
4. Proof of 120 CPD credit units earned showing compliance with the required Competency Area	PRC
5. Certificate of Membership in Good Standing from the APO/AIPO	APO/IPO
6. Short Brown Envelope for the Certificate of Accreditation	Applicant
7. Documentary Stamp Tax (DST) (for Certificate of Accreditation)	Bureau of Internal Revenue





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Visit the website <a href="https://acoas.prc.gov.ph">https://acoas.prc.gov.ph</a>, register and/or create a transaction online, upload the documentary requirements, select the preferred PRC-RO as the processing office, and pay the prescribed fees online.</p>	<p>1.1 Check the application details, and the correctness and completeness of the documentary requirements uploaded.</p> <p>1.1.1. If correct and complete, forward the application to PRB of Accountancy through the system.</p> <p>1.1.2. If incorrect/incomplete, enter into the system the findings to be forwarded to the applicant through email. Any documents for compliance shall be uploaded in the system.</p> <p><i>Note: Applicant with derogatory record and expired PIC generated by the system will not be accepted and cannot proceed for payment.</i></p> <p>1.2 Review the application documents.</p>	<p>Application Fee: Individual - Php 1,500.00</p> <p>Firm/Partnership  Php 2,000.00</p> <p>None</p>	<p>1 hour</p> <p>1 working day</p>	<p>Processing Officer, Regional Office- Regulation Division</p> <p>PRB Concerned</p>



	1.2.1 If approved, forward the application documents to the ACD for the preparation of Certificate of Accreditation.	None		PRB Secretary
	1.2.2 If disapproved /deferred, enter into the system the reason/s for disapproval/deferment and forward to the PRC-RO staff for appropriate action.	None		Processing Officer, ACD
	1.3 Enter into the system the dates of effectivity and expiration of accreditation and print the Certificate of Authority to Operate.	None	30 minutes	Processing Officer, ACD
	1.4 Transmit the Certificate to the PRB of Accountancy through the PRB Secretariat Division.	None	1 working day	Processing Officer, ACD
	1.5 Sign the Certificate.	None	1 working day	PRB Concerned
	1.6 Forward the Certificate to the Office of the Chairperson.	None		PRB Secretary



	1.7 Sign the Certificate.	None	1 working day	Chairperson, Office of the Chairperson
	1.8 Forward the Certificate to ACD.	None		Staff, Office of the Chairperson
	1.9 Inform the applicant on the availability of the Certificate.	None	15 minutes	Processing Officer, Regional Office- Regulation Division
2. Receive the Certificate of Accreditation and sign on the releasing logbook.	2. Release the Certificate to the applicant and record the same on the releasing logbook.	None	15 minutes	Processing Officer, Regional Office- Regulation Division
<b>TOTAL</b>		Application Fee: <b>Individual -</b> Php 1,500.00  <b>Firm/Partnership</b>  Php 2,000.00	<b>4 working days and 2 hours</b>	
<b>END OF TRANSACTION</b>				



## 21. REQUEST FOR THE CERTIFICATION OF QUALIFICATION OF FILIPINO MEDICAL TECHNOLOGISTS FOR HAWAII DOH

Refers to the processing of applications of Filipino Registered Medical Technologists who intend to apply as clinical laboratory personnel license in the State of Hawaii pursuant to the Memorandum of Understanding between PRC and Hawaii Department of Health (HDOH).

<b>Office or Division:</b>	Central Office - International Affairs Office and Regional Office – Regulation Division			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Filipino Medical Technologists			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. One (1) copy of the duly accomplished Application form (IAO-QRD-47)			Download from this link: <a href="https://www.prc.gov.ph/hawaii-department-health-hdoh">https://www.prc.gov.ph/hawaii-department-health-hdoh</a>	
2. One (1) copy of the duly accomplished HDOH’s Certification of Qualification			Download from this link: <a href="https://www.prc.gov.ph/hawaii-department-health-hdoh">https://www.prc.gov.ph/hawaii-department-health-hdoh</a>	
3. One (1) certified true copy of transcript of records			college/university where the applicant obtained degree	
4. One (1) certified true copy of Certificate of Completion of Internship confirming that the applicant has completed the internship training program from a laboratory in the Philippines which is accredited as a training laboratory by the Philippine Government and affiliated with an academic institution recognized and accepted by HDOH			training laboratory	
5. One (1) passport size picture with name tag			Applicant	
6. One (1) copy of official receipt				
7. One (1) photocopy of updated PRC Professional Identification Card				
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Download application form at <a href="https://www.prc.gov.ph/hawaii-department-health-hdoh">https://www.prc.gov.ph/hawaii-department-health-hdoh</a> and		None	10 minutes	Applicant



fill-out the same.				
2. Submit filled-out application form together with the complete documents to the Regional Office - Regulation Division.	2. Verify, check, and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.	None	35 minutes	Assessing Officer, Regional Office - Regulation Division
3. Pay the prescribed fee.	3. Issue Official Receipt.	<b>Php 1,000.00</b>	5 minutes	Cashier
4. Submit a copy of the Official Receipt together with the complete documents to the Regional Office - Regulation Division.	4.1 Receive copy of the official receipt and complete documents.	None	5 minutes	Receiving Officer, Regional Office - Regulation Division
	4.2 Transmit the application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division
	4.3 Receive the application and prepare a letter to the employer to validate that the applicant has obtained at least two (2) years of fulltime work experience in a tertiary level hospital-based clinical laboratory licensed by the Philippine Government.	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division
	4.4 Receive the letter-reply indicating the duties and responsibilities of	None	5 minutes	Processing Officer, Central Office



	<p>the applicant and a copy of the License to Operate from the employer.</p> <p><i>Note: Processing time may vary depending upon the date of reply of the employer.</i></p> <p>4.5 Process the application and endorse the complete documents to the PRB of Medical Technology through PRB Secretariat Division.</p> <p>4.6 Receive the application and endorse to the PRB of Medical Technology for appropriate action.</p> <p>4.7 Act on the application to determine full compliance with the requirements and sign the HDOH Certification of Qualification.</p> <p><i>Note: If documents are incomplete, inform the applicant by the Regional Office – Regulation Division through IAO-QRD to comply</i></p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 hour</p> <p>10 minutes</p> <p>1 working day</p>	<p>- Qualification Recognition Division</p> <p>Processing Officer, Central Office - Qualification Recognition Division</p> <p>PRB Secretary, Central Office - PRB Secretariat Division</p> <p>Chairperson/ Officer-in-Charge, PRB of Medical Technology</p>
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	<p><i>with the lacking requirements. If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i></p> <p>4.8 Endorse the signed HDOH Certification of Qualification to IAO-QRD.</p> <p>4.9 Receive the signed HDOH Certification of Qualification and send through email copy furnished the Regional Office – Regulation Division concerned.</p>	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
		None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
5. Receive and acknowledge through email that his/her application was endorsed to the HDOH.	5. Inform the applicant that the Certification has been endorsed to the HDOH.	None	5 minutes	Processing Officer, Regional Office - Regulation Division
<b>TOTAL</b>		<b>Php 1,000.00</b>	<b>4 working days, 4 hours and 35 minutes</b>	
<b>END OF TRANSACTION</b>				



## 22. APPLICATION FOR THE ISSUANCE OF SPECIAL PERMIT TO FORMER FILIPINO PROFESSIONALS

Refers to the processing of applications for the issuance of Special Permit to Former Filipino Professionals.

<b>Office or Division:</b>	Central Office - International Affairs Office and Regional Office – Regulation Division			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Former Filipino Professionals who had been issued a Certification of Registration (COR) and a Professional Identification Card (PIC) prior to his/her naturalization as a foreign citizen.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. One (1) copy of duly accomplished application form (IAO-QRD-37)			Download from this link: <a href="https://www.prc.gov.ph/former-filipino-professionals">https://www.prc.gov.ph/former-filipino-professionals</a>	
2. Copy of Certificate of Employment (work must be related to applicant's profession) or proof of compliance with the Continuing Professional Development (CPD) requirement			Applicant	
3. Photocopy of passport as proof of citizenship			Applicant	
4. Certificate of with or with No Pending Administrative Case			Regional Office – Legal Division/Section	
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Download the application form at <a href="https://www.prc.gov.ph/former-filipino-professionals">https://www.prc.gov.ph/former-filipino-professionals</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office - Regulation Division.	2. Verify, check, and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.	None	35 minutes	Assessing Officer, Regional Office - Regulation Division
3. Pay the prescribed fee.	3. Issue Official Receipt.	None	5 minutes	Cashier





4. Submit a copy of the Official Receipt together with the complete documents to the Regional Office - Regulation Division.	4.1 Receive copy of the official receipt and complete documents.	None	5 minutes	Receiving Officer, Regional Office - Regulation Division
	4.2 Transmit the application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division
	4.3 Receive the application, prepare the endorsement letter and Special Permit Certificate for approval of the PRB concerned through the PRB Secretariat Division.	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division
	4.4 Endorse the complete documents to the PRB concerned through the PRB Secretariat Division	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.5 Receive the application and endorse to the PRB concerned for appropriate action.	None	10 minutes	Board Secretary, PRB Secretariat Division
	4.6 Act on the application, validate and sign the Special Permit Certificate then return to IAO-QRD.	None	6 working days	Special Permit Board Focal Person PRB Chairperson



	<p><i>Note: If documents are incomplete, inform the applicant by the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i></p>			
	4.7 Endorse the signed Special Permit Certificate.	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	4.8 Receive the signed Special Permit Certificate and endorse to the PRC Chairperson for approval.	None	1 working day	Processing Officer, Central Office - Qualification Recognition Division
	4.9 Receive the application and endorse to the PRC Chairperson.	None	10 minutes	Staff, Central Office - Office of the Chairperson
	4.10 Sign the Special Permit Certificate.	None	1 working day	PRC Chairperson
	4.11 Endorse the Special Permit Certificate signed by the PRC Chairperson to	None	10 minutes	Staff, Central Office - Office of the Chairperson



	<p>IAO-QRD.</p> <p>4.12 Receive, docket and scan the signed SP Certificate and endorse the STP Certificate to Regional Office – Regulation Division.</p> <p>4.13 Transmit the application to the Regional Office – Regulation Division through Archives and Records Division.</p>	<p>None</p> <p>None</p>	<p>30 minutes</p> <p>3 working days</p>	<p>Processing Officer, Central Office - Qualification Recognition Division</p> <p>Processing Officer, Central Office - Qualification Recognition Division and Mailing Officer, Central Office - Archives and Records Division</p>
5. Pay the prescribed fee	<p>5.1 Receive the signed and docketed Special Permit Certificate and instruct the applicant to pay the prescribed fee at the Cashier.</p> <p>5.2 Issue official Receipt</p>	<p>Permit fee (for each visit or sojourn): P1,250 or Permit fee (for permanent residents): P1,500.00</p> <p>Updating fee: Based on the Year Last Paid of the applicant.</p>	<p>5 minutes</p> <p>5 minutes</p>	<p>Assessing Officer, Regional Office - Regulation Division</p> <p>Cashier</p>



6. Receive the signed SP Certificate and signed on the releasing logbook.	6. Receive the copy of the Official Receipt and release the signed Special Permit Certificate or denial letter to the applicant.	None	5 minutes	Releasing Officer, Regional Office - Regulation Division
<b>TOTAL</b>		Permit fee (for each visit or sojourn): P1,250 or Permit fee (for permanent residents): P1,500.00  and Updating fee	<b>14 working days, 4 hours and 30 minutes</b>	
<b>END OF TRANSACTION</b>				



### 23. APPLICATION FOR REGISTRATION AS ASEAN CHARTERED PROFESSIONAL ACCOUNTANTS (ASEAN CPA)

Refers to the processing of applications for registration as ASEAN Chartered Professional Accountants (ASEAN CPA).

<b>Office or Division:</b>	Central Office - International Affairs Office and Regional Office – Regulation Division			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Filipino Certified Public Accountants			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Two (2) copies of Letter of intent			Applicant	
2. Two (2) copies of duly accomplished application form (IAO-QRD-38)			Download from this link <a href="https://www.prc.gov.ph/asean-mra">https://www.prc.gov.ph/asean-mra</a>	
3. Two (2) copies of Certificate of CPD Compliance			Regional Office – Regulation Division	
4. Two (2) photocopies of valid PRC Professional Identification Card (PIC)			Applicant	
5. One (1) original and one (1) photocopy of certificate of no pending administrative case issued by Regional Office – Legal Division/Section			Regional Office – Legal Division/Section	
6. One (1) original and one (1) photocopy of certificate for ASEAN CPA Registration from PICPA			Philippine Institute of Certified Public Accountants (PICPA)	
7. Two (2) copies of certificates of employment or any documents establishing a proof of professional practice of not less than three (3) years			Applicant	
8. Two (2) passport size pictures with name tag			Applicant	
<b>Note:</b> <i>Two (2) sets of the accomplished application form, including copies of all supporting documents must be submitted; A4 size (8.27" x 11.69") of paper shall be used throughout; Photocopies of large documents shall be reduced accordingly. Each set shall be submitted in in ring-bound with table of contents, tabs and paged accordingly.</i>				
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Download application form (IAO-		None	10 minutes	Applicant



<p>QRD-38) at <a href="https://www.prc.gov.ph/asean-mra">https://www.prc.gov.ph/asean-mra</a> and fill-out the same.</p>				
<p>2. Submit filled-out application form together with the complete documents to the Regional Office - Regulation Division.</p>	<p>2.1 Verify, check and evaluate the complete documents.</p> <p>2.2 Transmit the application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).</p> <p>2.3 Receive the application, prepare consolidated applications for endorsement to the three (3) members of the PRB of Accountancy and PICPA.</p> <p>2.4 Act on the application to determine full compliance with the requirement and endorse to IAO-QRD.</p> <p><b>Note:</b> If the PRB of Accountancy and PICPA determined not compliant, notify the applicant by the Regional Office – Regulation</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>35 minutes</p> <p>3 working days</p> <p>2 hours</p> <p>22 working days</p>	<p>Assessing Officer, Regional Office - Regulation Division</p> <p>Records Officer, Regional Office - Finance and Administrative Division</p> <p>Processing Officer, Central Office -Qualification Recognition Division</p> <p>PRB of Accountancy and PICPA</p>



	<p><i>Division through IAO-QRD to comply with the lacking requirements.</i></p> <p>2.5 Provide results of evaluation of all applicants.</p> <p>2.6 Prepare letter of endorsement and matrix of qualifications of candidates who passed the evaluation to the ASEAN Chartered Professional Accountant Coordinating Committee (ACPACC) for signature of the PRC Chairperson.</p> <p><b>Note:</b> <i>The applicants who did not pass the evaluation will be notified by the Regional Office – Regulation Division through IAO-QRD.</i></p> <p>2.7 Receive the application and endorse to the PRC Chairperson.</p> <p>2.8 Sign the endorsement letter to the ACPACC and return to IAO-QRD.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>1 working day</p> <p>4 hours</p> <p>10 minutes</p> <p>1 working day</p>	<p>PRB of Accountancy and PICPA</p> <p>Processing Officer, Central Office -Qualification Recognition Division</p> <p>Staff, Central Office - Office of the Chairperson</p> <p>PRC Chairperson</p>
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	2.9 Endorse the endorsement letter signed by the PRC Chairperson to IAO-QRD.	None	10 minutes	Staff, Central Office - Office of the Chairperson
	2.10 Send the signed endorsement letter and matrix of qualifications to the ACPACC Secretariat through e-mail.	None	10 minutes	Processing Officer, Central Office- Qualification Recognition Division
	2.11 Act on the endorsement by PRC during the scheduled ACPACC meeting.	None	3 months (the ACPACC meets thrice a year only)	ACPACC (Documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval)
	2.12 Release the ASEAN CPA certificates signed by ACPACC to the Philippine official representatives during the next ACPACC meeting.	None	3 months	ASEAN Secretariat
	2.13 Receive the ASEAN CPA Certificates and	None	10 minutes	Processing Officer,





	<p>endorse to the PRC Chairperson for signature.</p> <p>2.14 Receive the application and endorse to the PRC Chairperson.</p> <p>2.15 Sign the ASEAN CPA Certificates.</p> <p>2.16 Endorse the signed ASEAN CPA Certificate to IAO-QRD.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 minutes</p> <p>1 working day</p> <p>10 minutes</p>	<p>Central Office- Qualification Recognition Division</p> <p>Staff, Central Office - Office of the Chairperson</p> <p>PRC Chairperson</p> <p>Staff, Central Office – Office of the Chairperson</p>
3. Sign the ASEAN CPA Register and receive Certificate.	3. Release the ASEAN CPA Certificates to the professional.	None	2 months	ASEAN Monitoring Committee on Professional Accountancy Services of the Philippines (AMCPASP) through International Development Division
<b>TOTAL</b>		<b>None</b>	<b>8 months, 28 working days, 7 hours and 45 minutes</b>	
<b>END OF TRANSACTION</b>				
For step 2.4: Memorandum of Agreement (MOA) between and among PRC, Philippine Institute of Certified Public Accountants (PICPA), Assessment Statement				



For step 2.11: ACPACC (ASEAN Chartered Professional Accountant Coordinating Committee): composed of Professional Regulatory Authorities from ASEAN Member States

For step 2.11: ACPACC meetings convene thrice a year based on ASEAN schedule (e.g. February/ June/ October)

NOTE: The whole process is governed by ASEAN Mutual Recognition Arrangements on Accountancy Services. Memorandum of Agreement between and among PRC, PICPA dated 12 January 2018 and Assessment Statement.



## 24. APPLICATION FOR EXEMPTION FROM TAKING QUALIFYING ASSESSMENT FOR FOREIGN MEDICAL PROFESSIONAL

Refers to the processing of applications for foreign medical professionals who intend to apply for exemption from taking Qualifying Assessment to undergo residency or fellowship training in the Philippines.

<b>Office or Division:</b>	Central Office – International Affairs Office and Regional Offices – Licensure and Registration Division (Application Section)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen (Foreign)	
<b>Who may avail:</b>	Foreign Medical Professionals who: 1. are from ASEAN Member States who intend to undergo residency or fellowship training; or 2. are from non-ASEAN Member States who passed the Qualifying Assessment and intend to undergo fellowship training in the Philippines.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. One (1) copy of duly accomplished application form (IAO-QRD-33)		Download from this link: <a href="https://www.prc.gov.ph/residency-fellowship-training-forms">https://www.prc.gov.ph/residency-fellowship-training-forms</a>
2. One (1) copy of Letter of Intent to pursue medical residency or fellowship training in the Philippines addressed to the Professional Regulatory Board of Medicine Chairperson detailing therein his/her future professional plans, including place of practice after the completion of the training program <i>(Note: Name of the Chairperson of the PRB of Medicine can be accessed in this link: <a href="https://prc.gov.ph/professional-regulatory-boards">https://prc.gov.ph/professional-regulatory-boards</a>)</i>		Letter of Intent template can be downloaded from this L\link: <a href="https://www.prc.gov.ph/residency-fellowship-training-forms">https://www.prc.gov.ph/residency-fellowship-training-forms</a>
3. One (1) original copy of the transcript of academic records, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification		Applicant
4. One (1) original copy as a registered physician or its equivalent issued by the Ministry of Health/Professional Regulatory Authority or such other appropriate regulatory body in the foreign country/state, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification		Applicant



5. One (1) original copy of the letter of recommendation from the Dean of the College of Medicine from which he/she graduated, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification.				
6. One (1) piece passport size picture with name tag				
7. Photocopy of valid passport as proof of citizenship				
8. Photocopy of the valid 9 (a) or Temporary Visitor's Visa issued by the Bureau of Immigration				
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID		Applicant		
2. Authorization Letter		Representative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download application form (IAO-QRD-33) at <a href="https://www.prc.gov.ph/residency-fellowship-training-forms">https://www.prc.gov.ph/residency-fellowship-training-forms</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office – Licensure and Registration Division (Application Section).	2.1 Verify, check, and evaluate the complete documents.	None	35 minutes	Processing Officer, Regional Office – Licensure and Registration Division (Application Section)
	2.2 Transmit the application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division



	<p>2.3 Receive the application, prepare consolidated applications and certificate of exemption for endorsement to the PRB of Medicine through the PRB Secretariat Division.</p> <p>2.4 Endorse the complete documents to the PRB of Medicine through the PRB Secretariat Division.</p> <p>2.5 Receive and endorse the application to the PRB of Medicine.</p> <p>2.6 Act on the application, validate and sign the Certificate of exemption then return to IAO-QRD.</p> <p><b>Note:</b> <i>If documents are incomplete, inform the applicant by the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant by the Regional</i></p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>2 hours</p> <p>10 minutes</p> <p>10 minutes</p> <p>6 working days</p>	<p>Processing Officer, Central Office - Qualification Recognition Division</p> <p>Processing Officer, Central Office - Qualification Recognition Division</p> <p>PRB Secretary, Central Office - PRB Secretariat Division</p> <p>PRB of Medicine</p>
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	<p><i>Office – Regulation Division through IAO-QRD.</i></p> <p>2.7 Endorse the signed Certificate of Exemption.</p> <p>2.8 Transmit the Certificate of Exemption to the Regional Office - Licensure and Registration Division (Application Section) through the Central Office - Archives and Records Division.</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>3 working days</p>	<p>PRB Secretary, Central Office - PRB Secretariat Division</p> <p>Processing Officer, Central Office - Qualification Recognition Division and Mailing Officer, Central Office - Archives and Records Division</p>
3. Receive Certificate of Exemption or letter of denial and sign on the releasing logbook.	3. Release the signed Certificate or denial letter to the applicant	None	5 minutes	Releasing Office, Regional Office - Licensure and Registration Division (Application Section)
<b>TOTAL</b>		None	<b>12 working days, 3 hours and 20 minutes</b>	
<b>END OF TRANSACTION</b>				



## 25. APPLICATION FOR QUALIFYING ASSESSMENT FOR FOREIGN MEDICAL PROFESSIONALS

Refers to the processing of applications for foreign medical professionals who intend to apply for Qualifying Assessment to undergo residency or fellowship training in the Philippines.

<b>Office or Division:</b>	Central Office - International Affairs Office and Regional Offices – Licensure and Registration Division (Application Section)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Foreign Medical Professionals who are from non-ASEAN Member States	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements</b>		
1. One (1) copy of duly accomplished application form (IAO-QRD-33)	Download from this link: <a href="https://www.prc.gov.ph/residency-fellowship-training-forms">https://www.prc.gov.ph/residency-fellowship-training-forms</a>	
2. One (1) copy of Letter of Intent to pursue medical residency or fellowship training in the Philippines addressed to the Professional Regulatory Board of Medicine Chairperson detailing therein his/her future professional plans, including place of practice after the completion of the training program <i>(Note: Name of the Chairperson of the PRB of Medicine can be accessed in this link: <a href="https://prc.gov.ph/professional-regulatory-boards">https://prc.gov.ph/professional-regulatory-boards</a>)</i>	Downloaded from this link: <a href="https://www.prc.gov.ph/residency-fellowship-training-forms">https://www.prc.gov.ph/residency-fellowship-training-forms</a>	
3. One (1) original copy of the transcript of academic records, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification	Applicant	
4. One (1) original copy as a registered physician or its equivalent issued by the Ministry of Health/Professional Regulatory Authority or such other appropriate regulatory body in the foreign country/state, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification		
5. One (1) original copy of the letter of recommendation from the Dean of the College of Medicine from which he/she graduated, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification		
6. One (1) piece passport size picture with name tag		
7. Photocopy of valid passport as proof of citizenship		
8. Photocopy of the valid 9 (a) or Temporary Visitor's Visa issued by the Bureau of Immigration		



<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Download application form (IAO-QRD-33) at <a href="https://www.prc.gov.ph/residency-fellowship-training-forms">https://www.prc.gov.ph/residency-fellowship-training-forms</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office – Licensure and Registration Division (Application Section).	2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.		5 minutes	Assessing Officer, Regional Office - Licensure and Registration Division (Application Section)
3. Pay the prescribed fee.	3. Issue Official Receipt.	Qualifying Assessment (QA) fee of Php 1,100.00	5 minutes	Cashier
4. Submit copy of the official receipt and complete documents to the Regional Office – Licensure and Registration Division (Application Section).	4.1 Receive complete documents together with a copy of the official receipt.	None	5 minutes	Receiving Officer, Regional Office – Licensure and Registration Division (Application Section)
	4.2 Transmit application and documentary requirements to the International Affairs Office – Qualification	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division





	<p>Recognition Division (IAO-QRD).</p> <p>4.3 Receive the application and prepare consolidated applications for endorsement to the PRB of Medicine through the PRB Secretariat Division.</p> <p>4.4 Endorse the complete documents to the PRB of Medicine through the PRB Secretariat Division.</p> <p>4.5 Receive the application and endorse the application to the PRB of Medicine.</p> <p>4.6 Act on the applications and return to IAO-QRD.</p> <p><i>Note: If documents are incomplete, inform the applicant by the Regional Office – Application Section through IAO-QRD to comply with the lacking requirements. If</i></p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>2 hours</p> <p>10 minutes</p> <p>10 minutes</p> <p>6 working days</p>	<p>Processing Officer, Central Office - Qualification Recognition Division</p> <p>Processing Officer, Central Office - Qualification Recognition Division</p> <p>Board Secretary, Central Office - PRB Secretariat Division</p> <p>PRB of Medicine</p>
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	<p><i>application is denied, send a letter of denial to the applicant by the Regional Office – Application Section through IAO-QRD.</i></p> <p>4.7 Endorse the application.</p> <p>4.8 Transmit the approved application to take the OA to the Regional Office Licensure and Registration Division (Application Section) through the Central Office Archives and Records Division.</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>3 working days</p>	<p>Board Secretary, Central Office - PRB Secretariat Division</p> <p>Processing Officer, Central Office - Qualification Recognition Division and Mailing Officer, Central Office - Archives and Records Division</p>
5. Receive the notification from Regional Office – LRD (Application) to apply for QA through the LERIS.	5. Notify the applicant to apply for QA through LERIS. (Applicant may refer to the process on application for licensure examination) or release denial letter to the applicant.	None	5 minutes	Processing Officer, Regional Office - Licensure and Registration Division (Application Section)
<b>TOTAL</b>		<b>Php 1,000.00</b>	<b>9 working days, 5 hours</b>	
<b>END OF TRANSACTION</b>				



## 26. APPLICATION FOR THE ISSUANCE OF TEMPORARY TRAINING PERMIT TO FOREIGN MEDICAL PROFESSIONALS

Refers to the process of applications for foreign medical professionals who intend to apply for Temporary Training Permit to undergo residency or fellowship training in the Philippines.

<b>Office or Division:</b>	Central Office (International Affairs Office) and Regional Office – Regulation Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Foreign Medical Professionals who passed the Qualifying Assessment (QA) or has Certificate of Exemption from Taking QA	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. One (1) copy of duly accomplished application form (IAO-QRD-32)	Download from this link: <a href="https://www.prc.gov.ph/residency-fellowship-training-forms">https://www.prc.gov.ph/residency-fellowship-training-forms</a>	
2. One (1) copy of the Training Contract signed by the Medical Director or Head of the training institution/hospital (The training contract shall stipulate the duration, terms and conditions of the training, including payment of the prescribed training fees and insurance fees (e.g. medical malpractice insurance), as may be required by the institution/hospital. The contract shall also indicate that the foreign medical profession shall not receive from the training hospital/institution any monetary compensation for the duration of his/her medical residency/fellowship training therein.)	Applicant and training institution/hospital	
3. One (1) original copy of the letter of appointment signed by the Medical Director or Head of the training institution/hospital indicating that the foreign medical professional has been accepted by them	Training institution/hospital	
4. One (1) photocopy of valid passport as proof of citizenship	Applicant	
5. One (1) photocopy of Certificate of Passing/Certificate of Exemption from the qualifying assessment/examination		
6. One (1) piece passport size picture with name tag		
<b>Requirements for Representative:</b>		
1. One (1) photocopy of valid government ID	Applicant	
2. Authorization Letter	Representative	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download application form (IAO-QRD-32) <a href="https://www.prc.gov.ph/residency-fellowship-training-forms">https://www.prc.gov.ph/residency-fellowship-training-forms</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office – Regulation Division.	2.1 Verify, check and evaluate the application.	None	35 minutes	Processing Officer, Regional Office - Regulation Division
	2.2 Transmit the application to the International Affairs Office -Qualification Recognition Division.	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division
	2.3 Receive the application, prepare consolidated applications and TTP Certificates for endorsement to the TTP PRB of Medicine Focal Person and Chairperson of the PRB of Medicine through the PRB Secretariat Division.	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division
	2.4 Receive the application and endorse the	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division



	<p>complete documents to the TTP PRB of Medicine Focal Person and Chairperson of the PRB of Medicine</p> <p>2.5 Act on the application, validate and sign the TTP Certificate then return to IAO-QRD.</p> <p><i>Note: If documents are incomplete, inform the applicant to the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant to the Regional Office – Regulation Division through IAO-QRD.</i></p>	None	6 working days	TTP Board Focal Person and Chairperson, PRB of Medicine
	<p>2.6 Endorse the signed TTP Certificate to IAO-QRD.</p>	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	<p>2.7 Receive the signed TTP certificate and endorse to the PRC Chairperson.</p>	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division



	2.8 Receive the signed STP Certificate and endorse to the PRC Chairperson.	None	10 minutes	Staff, Office of the Chairperson
	2.9 Sign the TTP Certificate	None	1 working day	PRC Chairperson
	2.10 Endorse the TTP Certificate signed by the PRC Chairperson to IAO-QRD	None	10 minutes	Staff, Office of the Chairperson
	2.11 Receive, docket and scan TTP Certificate and endorse the TTP Certificate to Regional Office – Regulation Division	None	30 minutes	Processing Officer, Central Office - Qualification Recognition Division
	2.12 Transmit the signed TTP Certificate to the Regional Office – Regulation Division through Archives and Records Division.	None	3 working days	Mailing Officer, Central Office - Archives and Records Division
3. Receive the TTP Certificate and sign on the releasing logbook.	3. Release the signed TTP Certificate or denial letter to the applicant.	None	5 minutes	Releasing Officer, Regional Office - Regulation Division



<b>TOTAL</b>	<b>None</b>	<b>13 working days, 4 hours and 10 minutes</b>	
<b>END OF TRANSACTION</b>			



## 27. APPLICATION FOR REGISTRATION AS ASEAN CHARTERED PROFESSIONAL ENGINEERS (ACPE)

Refers to the processing of applications for Filipino registered and licensed Engineers who intend to register as ACPE pursuant to ASEAN Mutual Recognition Arrangement on Engineering Services.

<b>Office or Division:</b>	Central Office - International Affairs Office and Regional Offices – Regulation Division			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Filipino registered and licensed Engineers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. One (1) copy of Letter of intent			Applicant	
2. One (1) copy of duly accomplished application form (IAO-QRD-08)			Download from this link <a href="https://www.prc.gov.ph/asean-mra">https://www.prc.gov.ph/asean-mra</a>	
3. One (1) copy of Certificate of CPD Compliance			Regional Office – Regulation Division	
4. One (1) original or one (1) certified true copy of transcript of records			college/university where the applicant obtained degree	
5. One (1) copy valid PRC Professional Identification Card (PIC)			Applicant	
6. One (1) original certificate of no pending administrative case issued by the Legal Regional Office – Legal Division/Section			Regional Office – Legal Division/Section	
7. One (1) original Certificate Good Standing issued by the respective Integrated/Accredited Professional Organization, if applicable			Integrated/Accredited Professional Organization	
8. One (1) Original copy of valid NBI Clearance			National Bureau of Investigation	
9. One (1) original signed, notarized Statement of Compliance with the code of ethics			Applicant	
10. Copies of certificates of employment or any documents establishing a practical and diversified experience of not less than 7 years at least 2 years of which shall be in responsible charge of significant engineering works				
11. One (1) passport size picture with name tag				
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





<p>1. ACPE applicant to access the PRC website online (<a href="http://online.prc.gov.ph">http://online.prc.gov.ph</a>) and create an account if first time user to register; if with existing account and select for payment option.</p>		None	10 minutes	Applicant
<p>2. Applies online and upload documents.</p>	<p>2.1 Verify, check, and evaluate the application and endorse the complete documents to the PRB concerned.</p> <p>2.2 Receive the application and endorse to the PRB concerned for appropriate action.</p> <p>2.3 Act on the application to determine full compliance with the requirements and endorse for interview.</p> <p><i>Note: if the PRB concerned determined not compliant, notify the applicant by the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant to the Regional Office – Regulation Division through IAO-</i></p>	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division
		None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
		None	6 working days	PRB concerned



	<p><i>QRD.</i></p> <p>2.4 Endorse the approved application to IAO-QRD.</p>	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	<p>2.5 Prepare Fact Sheet, Notice of Meeting, invitation Letters and Attendance Sheet and schedule the Panel of Experts' Interview (Panel of Experts is composed of representatives from PRB, CHED and Philippine Technological Council (PTC).</p>	None	22 working days	Processing Officer, Central Office - Qualification Recognition Division
	<p>2.6 Conduct interview on the basis of the qualification and practical experiences of the candidate.</p>	None	20 minutes per candidate	Panel of Experts
	<p>2.7 Provide results after the interview of all applicants.</p>	None	1 working day	Panel of Experts
	<p>2.8 Prepare endorsement letter and matrix of qualifications of candidates who passed the interview to the ASEAN Chartered Professional Engineer Coordinating Committee (ACPECC) for signature of the PRC Chairperson.</p>	None	4 hours	Processing Officer, Central Office - Qualification Recognition Division



	2.9 Receive the endorsement letter with matrix of qualifications of candidates and endorse to the PRC Chairperson.	None	10 minutes	Staff, Central Office - Office of the Chairperson
	2.10 Sign the endorsement letter	None	1 working day	PRC Chairperson
	2.11 Endorse the endorsement letter with matrix of qualifications of candidates signed by the PRC Chairperson to IAO-QRD.	None	10 minutes	Staff, Central Office - Office of the Chairperson
	2.12 Transmit the signed letter of endorsement and matrix of qualifications to the ACPECC Secretariat through email.	None	5 minutes	Processing Officer, Central Office - Qualification Recognition Division
	2.13 Approve names endorsed by PRC during the scheduled ACPECC meeting.	None	3 months (The ACPECC meets thrice a year only.)	ACPECC (documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval)
	2.14 Release ACPECC Certificates signed by the ACPECC Chairman to the Philippine official representatives.	None	3 months	ASEAN Secretariat



	2.15 Receive the ACPE Certificate, and prepare Filipino ACPE Certificates.	None	30 minutes	Processing Officer, Central Office - Qualification Recognition Division
	2.16 Receive the ACPE Certificates and Filipino ACPE Certificates and endorse to the PRC Chairperson for signature	None	10 minutes	Staff, Central Office - Office of the Chairperson
	2.17 Sign the ACPE Certificates and Filipino ACPE Certificates.	None	1 working day	PRC Chairperson
	2.18 Endorse the ACPE Certificates and Filipino ACPE Certificates signed by the PRC Chairperson to IAO-QRD.	None	10 minutes	Staff, Central Office - Office of the Chairperson
3. Sign the ACPE register and receive Certificates.	3. Release the ACPE Certificates and Filipino ACPE Certificates to the professional	None	2 months	ASEAN Monitoring Committee on Engineering Services of the Philippines (AMCESP) through International Development Division
<b>TOTAL</b>		<b>None</b>	<b>9 months, 8 hours and 5 minutes</b>	

**END OF TRANSACTION**

For step 2.6 : The interview is scheduled on the 2<sup>nd</sup> Wednesday of every month based on Office Order No. 496, series of 2015 (Adoption of a Regular Schedule of the Panel of Experts Interview to Candidates of ASEAN Chartered Professional Engineers). The Panel of Experts is composed of representatives from PRB, CHED and PTC.



For step 2.6 : Memorandum of Agreement (MOA) between and among PRC, CHED and PTC, Assessment Statement and Implementing Rules and Regulations (IRR)

For step 2.13 : ACPECC (ASEAN Chartered Professional Engineer Coordinating Committee): composed of Professional Regulatory Authorities from ASEAN Member States

For step 2.13 : ACPECC meetings convene thrice a year based on ASEAN schedule (e.g. February/ June/ October)

NOTE: The whole process is governed by ASEAN Mutual Recognition Arrangements on Engineering Services. Memorandum of Agreement between and among PRC, Commission on Higher Education (CHED) and Philippine Technological Council (PTC) dated 18 December 2019, Assessment Statement and Implementing Rules and Regulations.



## 28. APPLICATION FOR REGISTRATION AS ASEAN ARCHITECTS (AA)

Refers to the processing of applications for Filipino registered and licensed Architects who intend to register as AA pursuant to ASEAN Mutual Recognition Arrangement on Architectural Services.

<b>Office or Division:</b>	Central Office - International Affairs Office and Regional Office – Regulation Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Filipino registered and licensed Architects	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. Three (3) copies of Letter of intent	Applicant	
2. One (1) copy of duly accomplished application form (IAO- QRD-15) and two (2) duplicates	Download from this link <a href="https://www.prc.gov.ph/asean-mra">https://www.prc.gov.ph/asean-mra</a>	
3. One (1) original or one (1) certified true copy of transcript of records and two (2) duplicates	college/university where the applicant obtained degree	
4. One (1) copy of valid PRC Professional Identification Card (PIC) and two (2) duplicates	Applicant	
5. One (1) original certificate of no pending administrative case issued by the Regional Office – Legal Division/Section and two (2) duplicates	Regional Office – Legal Division/Section	
6. One (1) original Certificate of good standing issued by the United Architects of the Philippines and two (2) duplicates	United Architects of the Philippines	
7. One (1) Original copy of valid NBI Clearance and two (2) duplicates	National Bureau of Investigation	
8. One (1) original signed, notarized Statement of Compliance with the code of ethics and two (2) duplicates	Applicant	
9. Copies of certificates of employment or any documents establishing acquired practical and diversified architectural experience of not less than seven (7) years of continuous architectural practice after graduation, of which at least two (2) years of post-graduate architectural experiences and five (5) years post-licensure architectural practice; Spent at least two (2) years in responsible charge of significant architectural works within the five (5) years of professional architectural practice and two (2) duplicates		
10. Three (3) passport size pictures with name tag		
11. Three (3) photocopies of official receipt		
<b>Requirements for Representative:</b>		



1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download application form (IAO-QRD-15) at link <a href="https://www.prc.gov.ph/asean-mra">https://www.prc.gov.ph/asean-mra</a> and fill-out the same		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office - Regulation Division.	2. Verify, check, and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.	None	35 minutes	Assessing Officer, Regional Office – Regulation Division
3. Pay the prescribed fee.	3. Issue Official Receipt.	Processing Fee: Php 2,000.00	5 minutes	Cashier
4. Submit copy of the official receipt and complete documents to the Regional Office - Regulation Division.	4.1 Receive the complete documents together with a copy of the official receipt.	None	5 minutes	Receiving Officer, Regional Office - Regulation Division.
	4.2 Transmit the application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division
	4.3 Receive the application, prepare consolidated applications for endorsement to the PRB of Architecture.	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division



	<p>4.4 Receive the application and endorse to the PRB of Architecture for appropriate action.</p> <p>4.5 Act on the application to determine full compliance with the requirements and endorse for interview.</p> <p><i>Note: if the PRB of Architecture determined not compliant, notify the applicant by the Regional Office – Regulation Division through IAO-QRD to comply with the lacking requirements. If application is denied, send a letter of denial to the applicant to the Regional Office – Regulation Division through IAO-QRD</i></p> <p>4.6 Endorse the approved application to IAO-QRD.</p> <p>4.7 Prepare Fact Sheet, Notice of Meeting, invitation Letters and Attendance Sheet and schedule the Panel of Experts' Interview (Panel of Experts is composed of representatives from PRB,</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>10 minutes</p> <p>6 working days</p> <p>10 minutes</p> <p>22 working days</p>	<p>PRB Secretary, Central Office - PRB Secretariat Division</p> <p>PRB of Architecture</p> <p>PRB Secretary, Central Office - PRB Secretariat Division</p> <p>Processing Officer, Central Office - Qualification Recognition Division</p>
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	CHED and United Architects of the Philippines (UAP).			
	4.8 Conduct interview on the basis of the qualification and practical experiences of the candidate.	None	20 minutes per candidate	Panel of Experts
	4.9 Provide results after the interview of all applicants.	None	1 working day	Panel of Experts
	4.10 Prepare endorsement letter and matrix of qualifications of candidates who passed the interview to the ASEAN Architect Council (AAC) for signature of the PRC Chairperson.	None	4 hours	Processing Officer, Central Office - Qualification Recognition Division
	4.11 Receive the endorsement letter with matrix of qualifications of candidates and endorse to the PRC Chairperson.	None	10 minutes	Staff, Central Office - Office of the Chairperson
	4.12 Sign the endorsement letter.	None	1 working day	PRC Chairperson
	4.13 Endorse the endorsement letter with matrix of qualifications of candidates signed by the PRC Chairperson to IAO-QRD.	None	10 minutes	Staff, Central Office - Office of the Chairperson



	4.14 Transmit the signed letter of endorsement and matrix of qualifications to the AAC Secretariat through email.	None	5 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.15 Approve names endorsed by PRC during the scheduled AAC meeting.	None	3 months (the AAC meets thrice a year only)	AAC (documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval)
	4.16 Prepare AA Certificates for signature of the PRC Chairperson.	None	30 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.17 Receive the AA Certificates and endorse to the PRC Chairperson.	None	10 minutes	Staff, Central Office - Office of the Chairperson
	4.18 Sign the AAC Certificates.	None	1 working day	PRC Chairperson
	4.19 Endorse the AA Certificates signed by the PRC Chairperson to IAO-QRD	None	10 minutes	Staff, Central Office - Office of the Chairperson
5. Sign the AA register and receive Certificate.	5. Release the AA Certificate to the professional.	Registration fee as AA: P5,000.00	2 months	ASEAN Monitoring Committee on Architectural Services of the Philippines (AMCASP) through International Development Division



<b>TOTAL</b>	<b>Php 5,000.00</b>	<b>6 months, 3 working days, 8 hours, and 50 minutes</b>	
<b>END OF TRANSACTION</b>			
<p>For step 4.7 : Memorandum of Agreement (MOA) between and among PRC, CHED, UAP, Assessment Statement and Implementing Rules and Regulations (IRR)</p> <p>For step 4.14: The ASEAN Architect Council (AAC) is composed of Professional Regulatory Authorities from the ASEAN Member States;</p> <p>For step 4.15: AAC meetings convene thrice a year based on ASEAN schedule (e.g. February/ June/ October)</p> <p>NOTE: The whole process is governed by ASEAN Mutual Recognition Arrangements on Architectural Services. Memorandum of Agreement between and among PRC, Commission on Higher Education and United Architects of the Philippines dated 8 February 2013, Assessment Statement and Implementing Rules and Regulations.</p>			



## 29. APPLICATION FOR REGISTRATION OF FOREIGN PROFESSIONALS WITHOUT EXAMINATION BY VIRTUE OF FOREIGN RECIPROCITY OR INTERNATIONAL AGREEMENT (CATEGORY A2)

Refers to the processing of application for registration without examination filed by foreign professionals who intend to permanently practice a regulated profession in the Philippines, if allowed by the professional regulatory law.

<b>Office or Division:</b>	Central Office – International Affairs Office and Regional Office – Licensure and Registration Division (Application Section)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Foreigners who want to obtain permanent registration in the Philippines	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. One (1) copy of duly accomplished application form (IAO-QRD-01)	Download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> .	
2. One (1) original Letter or any document signed by or under the official seal of the appropriate official of the foreign state or country requesting the professional Regulatory Board (PRB) concerned indicating the following: <ul style="list-style-type: none"> <li>i. allowing the foreign applicant to register without examination pursuant to the provision of the applicable regulatory law; and</li> <li>ii. declaration/statement that the requirements for the registration and licensing of professionals in such foreign state or country are substantially the same as those provided of under the Philippine laws.</li> </ul> <i>(Note: Names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>)</i>	Applicant	
3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification	Professional Regulatory Authority (Foreign Counterpart)	
4. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country authenticated by the Philippine Embassy/Consulate or with Apostille Certification		
5. One (1) photocopy of valid passport as proof of citizenship	Applicant	
6. One (1) passport size picture		



<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Download the application form (IAO-QRD-01) at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office – Licensure and Registration Division (Application Section).	2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.	None	35 minutes	Assessing Officer, Regional Office - Licensure and Registration Division (Application Section)
3. Pay the prescribed fee.	3. Issue Official Receipt.	Processing fee: Php 3,000.00	5 minutes	Cashier
4. Submit copy of the official receipt and complete documents to the Regional Office – Licensure and Registration Division (Application Section).	4.1 Receive complete documents together with a copy of the official receipt.	None	5 minutes	Receiving Officer, Regional Office – Licensure and Registration Division (Application Section)
	4.2 Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division



	4.3 Receive the application and prepare endorsement letter for the PRB of Medicine through the PRB Secretariat Division.	None	2 working days	Processing Officer, Central Office - Qualification Recognition Division
	4.4 Endorse the complete documents to the PRB concerned through the PRB Secretariat Division.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.5 Receive the application and endorse to the PRB concerned for appropriate action.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	4.6 Determine if reciprocity is established between the Philippines and applicant's country and return to IAO-QRD.	None	6 working days	PRB concerned
	<i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i>			
	4.7 Endorse the approved application to IAO-QRD	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division



	4.8 Prepare a Resolution.	None	1 working day	Processing Officer, Central Office - Qualification Recognition Division
	4.9 Endorse the Resolution to the PRB concerned.	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	4.10 Review and sign the Board Resolution.	None	1 working day	PRB concerned
	4.11 Forward the same to the Chief/Officer-in-Charge, Central Office - PRB Secretariat Division for attestation.	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	4.12 Attest the Board Resolution.	None	30 minutes	Chief/Officer-in- Charge, Central Office - PRB Secretariat Division
	4.13 Endorse the attested Board Resolution to the Commission Secretariat for approval of the Commission Proper	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.14 Endorse the attested Board Resolution to the Commission Proper for approval and signature	None	3 working days	Commission Secretariat



	4.15 Approve and sign the Board Resolution and return to the IAO-QRD.	None		Assistant Commissioner, Commissioner, Office of Commissioner II, Commissioner, Office of Commissioner I, and PRC Chairperson, Office of the Chairperson
	4.16 Receive and forward the duly approved and signed Board Resolution to the Central Office - Archives and Records Division for docketing.	None	4 hours	Processing Officer, Central Office - Qualification Recognition Division
	4.17 Docket the approved and signed Board Resolution and disseminate through official email.	None	5 minutes	Docketing Officer, Central Office - Archives and Records Division
5. Receive the Board Resolution or denial letter and signed on the releasing logbook.	5. Release the Resolution or denial letter to the applicant. (Applicant may refer to the process of registration as a professional).	None	5 minutes	Releasing Officer, Regional Office – Licensure and Registration Division (Application Section)
<b>TOTAL</b>		<b>Php 3,000.00</b>	<b>16 working days, 6 hours and 30 minutes</b>	
<b>END OF TRANSACTION</b>				





### 30. APPLICATION TO TAKE THE LICENSURE EXAMINATION BY A FOREIGNER BY VIRTUE OF FOREIGN RECIPROCITY OR INTERNATIONAL AGREEMENT (CATEGORY A1)

Refers to the process of registering foreign professionals to permanently practice a regulated profession in the Philippines by passing the licensure examination, subject to the reciprocity requirement under the PRL.

<b>Office or Division:</b>	Central Office – International Affairs Office and Regional Office – Licensure and Registration Division (Application Section)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Foreigners who want to obtain permanent registration in the Philippines	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. One (1) copy of duly accomplished application form (IAO-QRD-01)		Download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> .
2. One (1) original Letter or any document signed by or under the official seal of the appropriate official of the foreign state or country requesting the Professional Regulatory Board (PRB) concerned to allow the foreign applicant to take the licensure examination and indicate the following that by express provision of the law of the foreign state or country or international agreement to which the applicant's state or country is a signatory, the citizens of the Philippines are allowed to take the licensure examination and to register as [professional in such foreign state or county.  <i>(Note: Names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>)</i>		Applicant
3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation , authenticated by the Philippine Embassy/Consulate or with Apostille Certification		Professional Regulatory Authority (Foreign Counterpart)
4. One (1) copy of Original or certified true copy of the transcript or records issued by the institution of higher learning where the foreigner graduated. The course taken and the degree obtained shall be certified by the Commission on Higher Education to be equivalent to the pertinent course accredited/recognized in the Philippines.		Applicant



5. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country authenticated by the Philippine Embassy/Consulate or with Apostille Certification, if required by the professional regulatory law				
6. One (1) photocopy of valid passport as proof of citizenship				
7. One (1) passport size picture				
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID		Applicant		
2. Authorization Letter		Representative		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download the application form (IAO-QRD-01) at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office – Licensure and Registration Division (Application Section).	2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.	None	35 minutes	Assessing Officer, Regional Office - Licensure and Registration Division (Application Section)
3. Pay the prescribed fee.	3. Issue Official Receipt.	Processing fee: Php 3,000.00	5 minutes	Cashier
4. Submit copy of the official receipt and complete documents to the Regional Office – Licensure and Registration Division (Application Section).	4.1. Receive copy of the official receipt and complete documents.	None	5 minutes	Receiving Officer, Regional Office – Licensure and Registration Division (Application Section)
	4.2. Transmit application and documentary requirements to the International Affairs	None	3 working days	Records Officer, Regional Office - Finance and Administrative



	Office – Qualification Recognition Division (IAO-QRD).			Division
	4.3. Receive the application and prepare endorsement letter for the PRB concerned.	None	2 working days	Processing Officer, Central Office - Qualification Recognition Division
	4.4. Endorse the complete documents to the PRB concerned through the PRB Secretariat Division.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.5. Receive the application and endorse to the PRB concerned for appropriate action.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	4.6. Determine if reciprocity is established between the Philippines and applicant's country and return to IAO-QRD.	None	6 working days	PRB concerned
	<i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i>			
	4.7. Endorse the approved	None	10 minutes	PRB Secretary,



	application to IAO-QRD			Central Office - PRB Secretariat Division
	4.8. Prepare a Resolution.	None	1 working day	Processing Officer, Central Office - Qualification Recognition Division
	4.9. Endorse the Resolution to the PRB concerned.	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	4.10. Review and sign the Board Resolution.	None	1 working day	PRB concerned
	4.11. Forward the same to the Chief/Officer-in-Charge, Central Office - PRB Secretariat Division for attestation.	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	4.12. Attest the Board Resolution.	None	10 minutes	Chief/Officer-in-Charge, Central Office - PRB Secretariat Division
	4.13. Endorse the attested Board Resolution to the Commission for approval.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.14. Approve and sign the	None	3 working days	Assistant



	Board Resolution and return to the IAO-QRD.			Commissioner, Commissioner, Office of Commissioner II, Commissioner, Office of Commissioner I, and PRC Chairperson, Office of the Chairperson
	4.15. Receive and forward the duly approved and signed Board Resolution to the Central Office - Archives and Records Division for docketing.	None	4 hours	Processing Officer, Central Office - Qualification Recognition Division
	4.16. Docket the approved and signed Board Resolution and disseminate through official email.	None	5 minutes	Docketing Officer, Central Office - Archives and Records Division
5. Receive the Board Resolution or denial letter and signed on the releasing logbook.	5. Release the Resolution or denial letter to the applicant. (Applicant may refer to the process of registration as a professional).	None	5 minutes	Releasing Officer, Regional Office – Licensure and Registration Division (Application Section)
<b>TOTAL</b>		<b>Php 3,000.00</b>	<b>16 working days, 6 hours and 10 minutes</b>	
<b>END OF TRANSACTION</b>				



### 31. REQUEST FOR EXEMPTION OR EXCLUSION FROM THE REQUIREMENTS OF SPECIAL TEMPORARY PERMIT (STP) TO FOREIGNERS

Refers to the process of granting exemption or exclusion from Special Temporary Permits requirements to foreigners whose activities are not considered practice of profession.

<b>Office or Division:</b>	Central Office – International Affairs Office and Regional Office – Licensure and Registration Division			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Foreigners			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. One (1) original Letter request addressed to the Professional Regulatory Board (PRB) requesting for an exemption or exclusion from the STP requirements (revise the application form) by citing clear factual and/or legal basis for an exemption or exclusion.  <i>(Note: Names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>)</i>			Download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> .	
2. One (1) photocopy of valid passport as proof of citizenship			Applicant	
3. One (1) copy Contract of Employment or Services, or Memorandum of Agreement between the employer and the foreigner, indicating the terms of reference, nature of engagement, scope, duration and other project or contract details				
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request together with the complete documents to the Regional Office – Regulation Division.	1. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.	None	35 minutes	Applicant
2. Pay the prescribed fee.	2. Issue Official Receipt.	None	5 minutes	Cashier



3. Submit copy of the official receipt and complete documents to the Regional Office – Licensure and Registration Division	3.1 Receive copy of the official receipt and complete documents.	None	5 minutes	Receiving Officer, Regional Office – Licensure and Registration Division
	3.2 Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division
	3.3 Receive the application, consolidate application and prepare the endorsement letter for the PRB concerned through the PRB Secretariat Division.	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division
	3.4 Endorse the complete documents to the STP PRB Focal Person.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	3.5 Receive the application and endorse to the PRB concerned for appropriate action.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	3.6 Approve or deny the application and return to IAO-QRD.	None	10 minutes	PRB Secretary, PRB Secretariat Division



	<i>Note: If application is denied, send a letter to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i>			
	3.7 Endorse the approved application to IAO-QRD.	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	3.8 Prepare the letter of exemption or exclusion from the STP requirements.	None	30 minutes	Processing Officer, Central Office - Qualification Recognition Division
	3.9 Endorse the letter to the PRB concerned.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	3.10 Review and sign the letter of exemption or exclusion from the STP requirements.	None	1 working day	PRB Chairperson
	3.11 Receive and endorse the letter to IAO-QRD.	None	10 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	3.12 Transmit the letter of exemption or exclusion to the Regional Office – Regulation Division through the Central Office - Archives and Records Division.	None	3 working days	Processing Officer, Central Office - Qualification Recognition Division and Mailing Officer, Central Office - Archives and





				Records Division
4. Receive the letter of exemption or exclusion or denial letter and signed on the releasing logbook.	4. Release the letter of exemption or exclusion or denial letter to the applicant.	None	5 minutes	Releasing Officer, Regional Office – Licensure and Registration Division
<b>TOTAL</b>		<b>None</b>	<b>7 working days, 4 hours and 20 minutes</b>	
<b>END OF TRANSACTION</b>				



### 32. REQUEST FOR THE ISSUANCE OF CERTIFICATION OF INELIGIBILITY TO TAKE LICENSURE EXAMINATION BY A NON-FILIPINO CITIZEN

Refers to the process of issuing Certificate of Ineligibility to a non-Filipino citizen stating that he/she is not qualified to take the licensure examination in the Philippines due to his/her foreign citizenship.

<b>Office or Division:</b>	Central Office – International Affairs Office and Regional Office – Licensure and Registration	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen2	
<b>Who may avail:</b>	Foreigners who obtained degrees in professional courses	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. One (1) copy of duly accomplished application form (IAO-QRD-02)	Download from this link <a href="https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens">https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens</a>	
2. One (1) photocopy of valid passport as proof of citizenship	Applicant	
3. One (1) Original copy or Certified True Copy of Transcript of Records indicating the degree obtained	College/university where the applicant obtained degree	
4. Documentary Stamps Tax (DST)	Applicant	
5. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country authenticated by the Philippine Embassy/Consulate or with Apostille Certification, if required by the professional regulatory law		
6. One (1) photocopy of valid passport as proof of citizenship		
7. One (1) passport size picture		
<b>Requirements for Representative:</b>		
1. One (1) photocopy of valid government ID	Applicant	
2. Authorization Letter	Representative	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download application form (IAO-QRD-02) at <a href="https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens">https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form and complete documents to the Regional Office - Regulation Division.	2. Verify, check, and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier	None	35 minutes	Processing Officer, Regional Office – Regulation Division
3. Pay the prescribed fee.	3. Issue Official Receipt.	Processing fee: Php 75.00	5 minutes	Cashier
4. Submit copy of the Official Receipt and complete documents to the Regional Office – Regulation Division.	4.1. Receive copy of the Official Receipt and complete documents.	None	5 minutes	Receiving Officer, Regional Office – Regulation Division
	4.2. Transmit the application and documentary requirements to the International Affairs Office- Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division
	4.3. Receive the application and prepare the Certificate of Ineligibility.	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division



	4.4.	Endorse the certificate to the PRB concerned through the PRB Secretariat Division.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.5.	Received and endorse the complete documents to the PRB concerned.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	4.6.	Approve or deny the application. Sign the Certificate and return to IAO-QRD.  <i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i>	None	6 working days	PRB Chairperson
	4.7.	Endorse the signed Certificate to IAO-QRD.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	4.8.	Receive and endorse the Certificate to IAO-QRD.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	4.9.	Transmit the Certificate to the Regional Office – Regulation Division through the Central	None	3 working days	Processing Officer, Central Office - Qualification Recognition Division



	Office - Archives and Records Division.			and Mailing Officer, Central Office - Archives and Records Division
5. Receive the Certificate or letter of denial and sign on the releasing logbook.	5. Release the Certificate or denial letter to the applicant.	None	5 minutes	Releasing Officer, Regional Office – Regulation Division
<b>TOTAL</b>		<b>Php 75.00</b>	<b>12 working days, 3 hours and 40 minutes</b>	
<b>END OF TRANSACTION</b>				



### 33. APPLICATION FOR ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO FOREIGN PROFESSIONALS (CATEGORIES C, D AND E)

Refers to the process of issuing Special Temporary Permits to foreign professionals who intend to practice a regulated profession in the Philippines for a limited period of time and for a specific purpose on the following categories:

Category C – Foreign professionals who are to be engaged as consultants in foreign-funded, joint venture or foreign assisted projects of the government

Category D – Foreign professionals who are to be employed by local or foreign private firms or institutions

Category E – Foreign professionals engaged in humanitarian mission

<b>Office or Division:</b>	Central Office – International Affairs Office and Regional Office – Regulation Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Foreign professionals who intend to practice a regulated profession in the Philippines	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. One (1) copy of duly accomplished application form (IAO-QRD-01)	Download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> .	
2. One (1) original copy of letter request to Professional Regulatory Board (PRB) Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venues of the undertaking.  <i>(Note: Names of PRBs can be accessed in this link: <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>)</i>	Applicant	
3. One (1) photocopy of valid passport as proof of citizenship		
4. One (1) Copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country which include Certificate of Training/Competency in the discipline of area of specialization for which the foreigner is to be engaged in the Philippines, authenticated by the Philippine Embassy/Consulate or with Apostille Certification	Professional Regulatory Authority (Foreign Counterpart)	
5. One (1) Copy of updated Professional Identification Card of Filipino professional as understudy/counterpart	Applicant	



6. Two (1) passport size picture				
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download the application form (IAO-QRD-01) at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office – Regulation Division	2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.	None	35 minutes	Processing Officer, Regional Office – Regulation Division
3. Pay the prescribed fee.	3. Issue Official Receipt.	Processing fee: Php 3,000.00	5 minutes	Cashier
4. Submit copy of the official receipt and complete documents to the Regional Office – Regulation Division	4.1. Receive copy of the official receipt and complete documents.	None	5 minutes	Receiving Officer, Regional Office – Regulation Division
	4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division



	4.3. Receive the application and prepare the Certificate.	None	2 hours	Processing Officer, Central Office - Qualification Recognition Division
	4.4. Endorse the complete documents to the STP PRB Focal Person.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.5. Receive the application and endorse to the STP PRB Focal Person concerned for appropriate action.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	4.6. Determine if the activities of foreign professional are practice of profession or not; if practice of profession, validate and sign the STP Certificate and return to IAO-QRD.	None	6 working days	STP PRB Focal Person concerned
	<i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i>			
	4.7. Endorse the signed STP Certificate to IAO-	None	10 minutes	PRB Secretary, PRB Secretariat Division





	QRD.			
	4.8. Receive the signed STP Certificate and endorse to the PRC Chairperson.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.9. Receive the signed STP Certificate and endorse to the PRC Chairperson.	None	10 minutes	Staff, Office of the Chairperson
	4.10. Sign the STP Certificate.	None	1 working day	PRC Chairperson
	4.11. Endorse the STP Certificate signed by the PRC Chairperson to IAO-QRD	None	10 minutes	Staff, Office of the Chairperson
	4.12. Receive, docket and scan STP Certificate and endorse the STP Certificate to Regional Office – Regulation Division together with the blank STP ID for Categories C and D.	None	30 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.13. Transmit the signed STP Certificate to the Regional Office – Regulation Division through the Central Office - Archives and	None	3 working days	Mailing Officer, Central Office - Archives and Records Division



	Records Division.			
5. Pay the prescribed fee	5.1. Notify the applicant of the approval of his/her application and instruct to pay the prescribed fee.	None	5 minutes	Releasing Officer, Regional Office – Regulation Division
	5.2. Issue Official receipt	Category C and D: Permit fee – Php 8,000.00	5 minutes	Cashier
6. Submit the copy of the Official Receipt and receive the signed STP certificate and STP ID (For Categories C and D) and signed on the releasing logbook.	6. Release the STP Certificate and ID (for Categories C and D) or denial letter to the applicant.	None	5 minutes	Releasing Officer, Regional Office – Regulation Division
<b>TOTAL</b>		Categories C and D: <b>Php 11,000.00</b>	<b>13 working days, 4 hours and 40 minutes</b>	
		Category E: <b>Php 1,250.00</b>		
<b>END OF TRANSACTION</b>				



### 34. APPLICATION FOR THE ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO FOREIGN PROFESSIONALS BY VIRTUE OF RECIPROCITY OR INTERNATIONAL AGREEMENT (CATEGORY B)

Refers to the process of issuing Special Temporary Permit to foreign professionals who intend to practice a regulated profession in the Philippines for limited period of time and for specific venue subject to reciprocity or international agreement on the practice of profession between the Philippines and foreigner's country.

<b>Office or Division:</b>	Central Office (International Affairs Office) and Regional Office – Regulation Division	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Foreign professionals who intend to practice a regulated profession in the Philippines	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. One (1) copy of duly accomplished application form (IAO-QRD-01)	Download from this link <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> .	
2. One (1) original copy of letter request to Professional Regulatory Board (PRB) Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venues of the undertaking.  <i>(Note: Names of PRBs can be accessed in this link; <a href="https://www.prc.gov.ph/professional-regulatory-boards">https://www.prc.gov.ph/professional-regulatory-boards</a>)</i>	Applicant	
3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation, authenticated by the Philippine Embassy/Consulate or with Apostille Certification	Professional Regulatory Authority (Foreign Counterpart)	
4. One (1) copy of the Contract of Employment or Services or Memorandum of Agreement indicating the terms of reference, nature of engagement, scope, duration of the project	Applicant	
5. One (1) copy of official document showing that the applicant is legally qualified to practice the profession in his/her own country which include Certificate of Training/Competency in the discipline of area of specialization for which the foreigner is to be engaged in the Philippines authenticated by the Philippine Embassy/Consulate or with Apostille Certification	Professional Regulatory Authority (Foreign Counterpart)	
6. One (1) copy of updated Professional Identification Card of Filipino professional as understudy/counterpart	Applicant	



7. One (1) photocopy of valid passport as proof of citizenship				
8. Two (2) passport-size pictures with name tag				
<b>Requirements for Representative:</b>				
1. One (1) photocopy of valid government ID			Applicant	
2. Authorization Letter			Representative	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download the application form (IAO-QRD-01) at <a href="https://www.prc.gov.ph/special-temporary-permits">https://www.prc.gov.ph/special-temporary-permits</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit filled-out application form together with the complete documents to the Regional Office – Regulation Division	2. Verify, check and evaluate the complete documents and instruct the applicant to pay the prescribed fee at the Cashier.	None	35 minutes	Processing Officer, Regional Office – Regulation Division
3. Pay the prescribed fee.	3. Issue Official Receipt.	Processing fee: Php 3,000.00	5 minutes	Cashier
4. Submit copy of the official receipt and complete documents to the Regional Office – Regulation Division	4.1. Receive copy of the official receipt and complete documents.	None	5 minutes	Receiving Officer, Regional Office – Regulation Division
	4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	3 working days	Records Officer, Regional Office - Finance and Administrative Division
	4.3. Receive the application and prepare the	None	2 working days	Processing Officer, Central Office -



	<p>endorsement letter for the PRB concerned through the PRB Secretariat Division.</p> <p>4.4. Endorse the complete documents to the PRB concerned through the PRB Secretariat Division.</p> <p>4.5. Receive the application and endorse to the STP PRB Focal Person concerned for appropriate action.</p> <p>4.6. Determine if reciprocity is established between the Philippines and applicant's country and if the activity is a practice of profession or not and the activity is a practice of profession and return to IAO-QRD.</p> <p><i>Note: If application is denied, send a letter of denial to the applicant by the Regional Office – Regulation Division through IAO-QRD.</i></p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 minutes</p> <p>10 minutes</p> <p>4 working days</p>	<p>Qualification Recognition Division</p> <p>Processing Officer, Central Office - Qualification Recognition Division</p> <p>PRB Secretary, PRB Secretariat Division</p> <p>PRB concerned</p>
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	4.7. Endorse the signed STP Certificate to IAO-QRD.	None	10 minutes	PRB Secretary, PRB Secretariat Division
	4.8. Prepare a Board Resolution and STP Certificate.	None	1 working day	Processing Officer, Central Office - Qualification Recognition Division
	4.9. Endorse the Board Resolution and STP Certificate to the PRB concerned.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division
	4.10. Review and sign the Board Resolution and STP Certificate.	None	1 working day	PRB concerned PRB Chairperson
	4.11. Forward the same to the Chief/Officer-in-Charge, Central Office - PRB Secretariat Division for attestation.	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	4.12. Attest the Board Resolution.	None	10 minutes	Chief/Officer-in-Charge, Central Office - PRB Secretariat Division
	4.13. Endorse the attested Board Resolution to the Commission for approval.	None	10 minutes	Processing Officer, Central Office - Qualification Recognition Division



	4.14. Approve and sign the Board Resolution with the STP Certificate and return to the IAO-QRD.	None	3 working days	Assistant Commissioner, Commissioner, Office of Commissioner II, Commissioner, Office of Commissioner I, and PRC Chairperson, Office of the Chairperson
	4.15. Receive and forward the duly approved and signed Board Resolution to the Central Office - Archives and Records Division for docketing	None	4 hours	Processing Officer, Central Office - Qualification Recognition Division
	4.16. Docket the approved and signed Board Resolution and disseminate through official email.	None	5 minutes	Docketing Officer, Central Office - Archives and Records Division
	4.17. Transmit the signed STP Certificate and STP ID to the Regional Office – Regulation Division through the Central Office - Archives and Records Division.	None	3 working days	Processing Officer, Central Office - Qualification Recognition Division and Mailing Officer, Central Office - Archives and Records Division



5. Pay the prescribed fee	5.1. Notify the applicant of the approval of his/her application and instruct to pay the prescribed fee.	None	5 minutes	Releasing Officer, Regional Office – Regulation Division
	5.2. Issue Official receipt	Permit fee – Php 8,000.00	5 minutes	Cashier
6. Receive the Board Resolution or denial letter and signed on the releasing logbook.	6. Release the STP Certificate and STP ID or denial letter to the applicant.	None	5 minutes	Releasing Officer, Regional Office – Regulation Division
<b>TOTAL</b>		<b>Php 11,000.00</b>	<b>17 working days, 6 hours and 20 minutes</b>	
<b>END OF TRANSACTION</b>				





### 35. FILING OF COMPLAINT AGAINST A PROFESSIONAL

Refers to the process of filing and receiving of administrative complaints.

<b>Office or Division:</b>	Central Office - Legal Service – Hearing and Investigation Division or Regional Office – Legal Division/Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Any person			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Two (2) original copies of the Complaint-Affidavit with verification and certification of non-forum shopping plus such original additional copies for each respondent			Filing Party/Complainant	
<b>Additional Requirement, if applicable:</b>				
1. Certificate of Indigency (for indigents)			Office of the Punong Barangay / Department of Social and Welfare Development (DSWD) or City/Municipal Social Welfare and Development Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents for evaluation and secure an order of payment from the Hearing and Investigation Division or Legal Division/Section.	1. Check the completeness of the documents and issue an order of payment.	None	3 minutes	Docket Officer or Receiving Officer
2. Pay the prescribed fees to the Cashier.	2. Issue an official receipt.	Docket fee: Php 235.00  Legal Research Fee: Php 10.00	2 minutes	Cashier
3. Submit the Complaint-Affidavit with Official Receipt to the Docket Officer/Receiving Officer.	3. Receive the Complaint-Affidavit and Official Receipt.	None	2 minutes	Docket Officer/ Receiving Officer
<b>TOTAL</b>		<b>Docket Fee: Php 245.00</b>	<b>7 minutes</b>	



	<b>Legal Research Fee: Php 10.00</b>		
<b>END OF TRANSACTION</b>			



### 36. REQUEST FOR THE ISSUANCE OF CERTIFICATE OF FINALITY OF JUDGEMENT

Refers to the process of issuing Certificate of Finality of Judgment to attest/certify that the judgement in an administrative case has become final and executory.

<b>Office or Division:</b>	Central Office - Legal Service – Hearing and Investigation Division or Regional Office – Legal Division/Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>Any party to the case;</li> <li>Counsel on record; and</li> <li>any person other than those above enumerated, subject to the written approval of the Legal Service Director or Officer-in-Charge/Regional Director.</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Letter-request			Parties to the case/ Counsel on record/ Any authorized individual	
2. Original and one (1) valid government ID				
<b>Requirements for Representative:</b>				
1. Special Power of Attorney (SPA) duly signed by the party to the case or Authorization Letter duly signed by counsel-on-record.				
2. Original and one (1) valid government ID of the authorized representative.				
<b>Requirements for Persons other than Authorized Representative of a Party to the Case</b>				
1. A written request addressed to the Legal Service Director or Officer-in-Charge/Regional Director indicating client’s contact details and the purpose of request.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents for evaluation and secure an order of payment from the Hearing and Investigation Division or Legal Division/Section.	1. Check the completeness of the documents and issue an order of payment.	None	3 minutes	Docket Officer / Receiving Officer
2. Pay the prescribed fees to the Cashier.	2. Issue an Official Receipt.	Certification Fee: Php 75.00	2 minutes	Cashier
3. Submit the letter-request with Official Receipt to the Hearing	3.1 Receive the letter-request and verify the status of the case.	None	2 days, 23 hours and 55 minutes	Docket Officer and



and Investigation Division or Legal Division/Section.	3.2 Prepare the Certificate and endorse the same for the approval and signature of the Chief of the Hearing and Investigation Division or the Officer-in-Charge/Director of the concerned Regional Office.	None	*Includes retrieval of case records and manual verification of the status of the case.	Chief of the Hearing and Investigation Division or the Officer-in-Charge/Director of the concerned Regional Office
<b>TOTAL</b>		<b>Php 75.00</b>	<b>3 days</b>	
<b>END OF TRANSACTION</b>				



### 37. REQUEST FOR THE ISSUANCE OF CERTIFICATE OF NO PENDING CASE OR WITH PENDING CASE

Refers to the process of issuing Certificate of No Pending Case or with Pending Case is issued to attest/certify whether or not there is an administrative case filed against a professional.

<b>Office or Division:</b>	Central Office - Legal Service – Hearing and Investigation Division or Regional Office – Legal Division/Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Registered professional with valid Professional Identification Card (PIC) <sup>1</sup>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Duly accomplished request form			Legal Service- Hearing and Investigation Division/ Regional Office - Legal Division/Section / PRC official website	
2. One (1) photocopy of updated Professional Identification Card			Requesting party	
3. Documentary Stamp Tax (DST)			Bureau of Internal Revenue/ Local City/Municipal Office	
<b>Requirements for Representative:</b>				
1. Special Power of Attorney (SPA) in favor of representative who is not a registered professional, or Authorization Letter, if the authorized personnel is a registered professional before this Commission, duly signed by the requesting party. Letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes.				
2. Letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes.				
3. Original and one (1) valid government ID of the authorized representative.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents for evaluation and secure an order of payment from the Hearing and Investigation Division or Legal Division/Section.	1. Issue an order of payment.	None	5 minutes	Docket Officer / Receiving Officer
2. Pay the prescribed fees to	2. Issue an official receipt.	Certification fee:	2 minutes	Cashier

<sup>1</sup> Except for former Filipino professionals who may present a certification/confirmation of professional registration pursuant to Resolution No. 1225, Series of 2020.



the Cashier.		Php 75.00		
3. Submit documents with Official Receipt to the Hearing and Investigation Division or Legal Division/Section	3.1. Receive the letter request and verify the legal status of the registered professional.	None	1 day and 11 hours and 53 minutes	Docket Officer / Receiving Officer
	3.2. Prepare the Certificate and endorse the same for the approval and signature of the Chief of the Hearing and Investigation or the Officer-in-Charge/Director of the concerned Regional Office.	None	*Includes retrieval of case records and manual verification of the status of the case.	Chief of the Hearing and Investigation or the Officer-in-Charge/Director of the concerned Regional Office
<b>TOTAL</b>		<b>Php 75.00</b>	<b>1 day, 12 hours</b>	
<b>END OF TRANSACTION</b>				



**38. REQUEST FOR THE ISSUANCE OF CERTIFICATE OF SERVICE OF PENALTY**

Refers to the processing of requests for the issuance of Certificate of Service of Penalty to a professional who has completed the service of the penalty of suspension of license.

<b>Office or Division:</b>	Central Office - Legal Service – Hearing and Investigation Division or Regional Office – Legal Division/Section
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Professional meted with a penalty of suspension <sup>2</sup>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>	
1. Letter-request	Respondent-professional
2. One (1) valid government ID	
3. Certificate of Surrender (Certificate of Registration and Professional Identification Card)	Legal Service- Hearing and Investigation Division or Regional Office – Legal Division/Section upon surrender of Certificate of Registration and Professional Identification Card

<b>Requirements for Representative:</b>	
1. Special Power of Attorney (SPA) in favor of representative who is not a registered professional, or Authorization Letter, if the authorized personnel is a registered professional before this Commission, duly signed by the requesting party.	
2. Valid government ID of the authorized representative.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents for evaluation to the Hearing and Investigation Division or Legal Division/Section.	1.1. Receive the certificate of surrender and verify if the respondent served the penalty.	None	1 day, 12 hours	Docket Officer
	1.2 Prepare the Certificate & endorse the same for the approval and signature of the Chief of the Hearing and	None		Chief of the Hearing and Investigation or the Officer-in-Charge/Director of

<sup>2</sup> Rule XIV, Section 6 of Revised Rules on Proceedings



	Investigation Division or the Officer-in-Charge/Director of the concerned Regional Office.			the concerned Regional Office
2. Receive the signed Certificate.	2. Release the signed Certificate to the requesting party.	None	5 minutes	Releasing Officer, Central Office – Legal Service – HID or Regional Office - Legal Division/Section
<b>TOTAL</b>		<b>Php 75.00</b>	<b>1 day, 12 hours, and 5 minutes</b>	
<b>END OF TRANSACTION</b>				





**39. REQUEST FOR THE ISSUANCE OF CERTIFICATE OF SURRENDERED CERTIFICATE OF REGISTRATION (COR) AND PROFESSIONAL IDENTIFICATION CARD (PIC)**

Refers to the processing of requests for the issuance of Certificate of Surrendered COR and PIC for professional who has surrendered his/her COR and PIC by reason of a final judgment of suspension or revocation of license.

<b>Office or Division:</b>	Central Office - Legal Service – Hearing and Investigation Division or Regional Office – Legal Division/Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Professional who has been meted with a penalty of suspension or revocation of license			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Original copy of Certificate of Registration (COR) and Professional Identification Card (PIC), or Notarized Affidavit of Loss, in case of lost COR and/or PIC			Respondent-professional	
<b>Requirements for Representative:</b>				
1. Special Power of Attorney (SPA) in favor of representative who is not a registered professional, or Authorization Letter, if the authorized personnel is a registered professional before this Commission, duly signed by the respondent-professional.				
2. Valid government ID of the authorized representative.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Hearing and Investigation Division or Legal Division/Section and surrender the COR and PIC.	1.1 Receive the COR and PIC and verify the records of the case.	None	3 hours	Docket Officer
	1.2 Prepare the Certificate and endorse the same for the approval and initials of the Chief of the Hearing and Investigation Division or the Officer-in-Charge/Director of the concerned Regional Office.	None	15 minutes	Docket Officer / RO – Legal Division/Section
	1.3 Approve and affix initials on the Certificate.	None	10 minutes	Chief of the Hearing and Investigation or



	1.4 Forward the Certificate to the Board concerned for review and signature	None	10 minutes	the Officer-in-Charge/Director of the concerned Regional Office
	1.5 Approve and sign the Certificate.	None	2 days and 20 hours and 10 minutes	Docket Officer / RO – Legal Division/Section PRB concerned
	1.6 Receive the signed Certificate for release to the requesting party.	None	10 minutes	Docket Officer / RO – Legal Division/Section
2. Receive the signed Certificate.	2. Release the signed Certificate to the requesting party.	None	5 minutes	Docket Officer / RO – Legal Division/Section
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	
<b>END OF TRANSACTION</b>				



#### 40. REQUEST FOR THE ISSUANCE OF CERTIFIED TRUE COPY OF PLEADINGS AND OTHER LEGAL DOCUMENTS

Refers to the processing of requests for the issuance of certified true copies of pleadings and legal documents upon the request of a party.

<b>Office or Division:</b>	Central Office - Legal Service – Hearing and Investigation Division or Regional Office – Legal Division/Section			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Any party to the case</li> <li>2. Counsel on record</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Letter request (to include intent)			Parties to the case/ Counsel on record	
2. Original and one (1) photocopy of valid government ID				
<b>Requirements for Representative:</b>				
1. Special Power of Attorney (SPA) duly signed by the party to the case or Authorization Letter duly signed by counsel-on-record				
2. Original and one (1) valid government ID of the authorized representative.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the documents for evaluation to the Hearing and Investigation Division or Legal Division/Section.	1. Check the completeness of the documents and issue an order of payment.	None	5 minutes	Docket Officer/ Receiving Officer
2. Pay the prescribed fees to the Cashier.	2. Issue an Official Receipt.	Certification Fee: Php 75.00/document	2 minutes	Cashier
3. Submit documents with Official Receipt to the Hearing and Investigation Division or Legal Division/Section.	3.1 Receive the letter-request and retrieve pleadings and legal documents from the records of the case.	None	1 day, 23 hours, and 48 minutes	Docket Officer, and Chief of the Hearing and Investigation Division or the Officer-in-Charge/ Director of the concerned Regional Office.
	3.2 Prepare copies of the documents to be certified and endorse the same for	None	**Includes retrieval of case records and verification of pleadings and legal documents.	



	the approval and signature of the Chief of the Hearing and Investigation Division or the Officer-in-Charge/Director of the concerned Regional Office.			
4. Receive certified true copies of pleadings.	4. Release the certified true copies of pleadings.	None	5 minutes	Docket Officer/ Regional Office – Legal Division/Section
<b>TOTAL</b>		<b>Php 75.00/document</b>	<b>2 days</b>	
<b>END OF TRANSACTION</b>				



#### 41. REQUEST FOR THE ISSUANCE OF CERTIFIED TRUE COPY OF PLEADINGS AND OTHER LEGAL DOCUMENTS (APPEALED CASES)

Refers to the processing of requests for the issuance of certified true copies of pleadings and legal documents upon the request of a party for appeal cases.

<b>Office or Division:</b>	Central Office - Commission Secretariat-Legal Appeals Unit (LAU)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Any party to the case</li> <li>2. Counsel on record</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Letter of request			Parties to the case/ Counsel on record	
2. Original and one (1) photocopy of valid government ID				
<b>Requirements for Representative:</b>				
1. Special Power of Attorney (SPA) or Authorization Letter duly signed by the counsel-on-record.				
2. Original and one (1) photocopy of valid government ID of the representative.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the letter requesting for the certified true copies of the pleadings and other legal documents to the LAU office or through email at lau@prc.gov.ph	1. Check the completeness of the documents and verify if case folder is within the custody of LAU;	None	2 working days  <i>**Includes retrieval and verification of legal documents</i>	LAU Staff
2. Receive Order of Payment and pay the prescribed fees	<ol style="list-style-type: none"> <li>2.1 Prepare the assessment form and issue Order of Payment</li> <li>2.2 Issue an Official Receipt</li> </ol>	Certification Fee: Php 75.00/document		LAU Staff
3. Submit documents with Official Receipt to the LAU Staff	<ol style="list-style-type: none"> <li>3.1 Receive the documents and retrieve the legal document from the records of the case.</li> <li>3.2 Prepare copies of the</li> </ol>	None	1 working day, 23 hours, and 58 minutes  <i>** Includes retrieval</i>	LAU Staff and Unit Head



	documents to be certified and endorse the same for approval and signature of the Unit Head		<i>and verification of legal documents</i>	
4. Receive the request Certified True Copy of pleadings and legal documents from the LAU Office	4. Issue the request signed Certified True Copy of pleadings and legal documents.	None	2 minutes	LAU Staff
<b>TOTAL</b>		<b>Php 75.00/document</b>	<b>4 working days</b>	
<b>END OF TRANSACTION</b>				



## 42. REQUEST FOR REMOVAL FROM THE CONTROL LIST

Refers to the procedure of removal of the name of a professional from the Control List of the PRC.

<b>Office or Division:</b>	Central Office - Legal Service – Hearing and Investigation Division			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Professional with decided case/s who served their suspension and/or whose license was revoked and later reinstated to practice.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
1. Letter-request letter from the professional			Respondent Professional	
2. One (1) valid government ID				
3. Copy of Final Judgment of Suspension/Revocation and Order of Reinstatement in case of Professional's Reinstatement to Practice				
4. Copy of Certificate of Service of Penalty				
<b>Requirements for Representative:</b>				
1. Special Power of Attorney (SPA) in favor of representative who is not a registered professional, or Authorization Letter, if the authorized personnel is a registered professional before this Commission, duly signed by the respondent-professional.				
2. Valid government ID of the authorized representative.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Proceed in person to the Hearing and Investigation Division or Legal Division/Section to request for removal of his/her name in the Control List of the Commission.</p> <p>The client may also send his/her request for untagging of legal status in the database through electronic mail with attached supporting</p>	<p>1.1. Verify the legal status of the professional from the database.</p> <p>1.2. Prepare the Service Request Form (SRF) and endorse the same for the approval and signature of the Chief of the Hearing and Investigation Division or the Officer-in-Charge/Director of the concerned Regional</p>	None	<p>6 days</p> <p>*Includes manual verification of status of the case.</p>	<p>Docket Officer, and Chief of the Hearing and Investigation Division or the Officer-in-Charge/Director of the concerned Regional Office</p>



documents.	<p>Office.</p> <p>1.3. Forward the SRF to the Information and Communication Technology Service.</p> <p>1.4. Remove the name of the professional in the PRC Database if he/she has already served the penalty of suspension or revocation or subsequently reinstated.</p> <p>1.5. Inform the requestee through email that his/her name was already removed from the control list.</p>			<p>Docket Officer</p> <p>Database Management Systems Division</p> <p>Docket Officer</p>
<b>TOTAL</b>		<b>None</b>	<b>6 days</b>	
<b>END OF TRANSACTION</b>				





### 43. REQUEST FOR REMOVAL FROM THE CONTROL LIST (APPEALED CASES)

Refers to the procedure of removal of the name of a professional from the Control List of the PRC for appeal cases.

<b>Office or Division:</b>	Central Office - Commission Secretariat-Legal Appeals Unit (LAU)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Professionals with pending appeal case/s who served their suspension, or those who have elevated their case to the higher court levels.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>	
1. Letter-request letter from the professional	Respondent Professional
2. One (1) valid government ID	
3. Copy of actual receipt of summons or copy of Answer, or Copy of Decision/Service of Penalty	
4. Certification on the status of the case from the higher court	

<b>Requirements for Representative:</b>
1. Special Power of Attorney (SPA) in favor of representative who is not a registered professional, or Authorization Letter, if the authorized person is a registered professional before this Commission, duly signed by the respondent-professional
2. Valid government ID of the authorized representative

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed in person to the Legal Appeals Unit to request for removal of name in the Control List of the Commission and present supporting documents.  Send the request for removal of legal status in the database through electronic mail with attached supporting documents.	1.1. Verify the status of the professional from the appealed case database.	None	6 days *Includes manual verification of status of the case.	LAU Staff and Unit Head
	1.2. Receive and get a copy of the PIC of the professional. If through representative, receive the original copy of the authorization letter or SPA if the representative is not a professional.	None		LAU Staff



	1.3. Prepare and sign the SRF for removal of the professional from the control list upon instruction of the Unit Head.	None		LAU Staff
	1.4. Sign the SRF and endorses the same to the Commission Secretary for signature.	None		Unit Head and Commission Secretary
	1.5. Forward the request to the ICT Division for removal of the concerned professional from the control list.	None		LAU Staff
	1.6. Remove the name of the professional in the PRC Database if he/she has already served the penalty of suspension or revocation or subsequently reinstated.	None		Database Management Systems Division
	1.7. Inform the requestee through email that his/her name was already removed from the control list.	None		LAU Staff
2. Receive information on the removal of name from the Control List	2. Once removed from the control list, notify the professional/representative	None		LAU Staff



	through email.			
<b>TOTAL</b>		<b>None</b>	<b>6 days</b>	
<b>END OF TRANSACTION</b>				



#### 44. REQUEST FOR SPECIAL OATHTAKING OF NEW PROFESSIONALS (FACE-TO-FACE AND ONLINE)

Refers to the process of conducting the special oathtaking for the passers of the licensure examination and those who qualify for registration without examination to take their oath as professionals which is a requirement prior to the practice. The special oathtaking may be done via the face-to-face or online modality.

<b>Office or Division:</b>	Central Office - PRB Secretariat Division (D-SPRB) and Regional Offices – Regulation Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. A passer of a licensure examination</li> <li>2. An applicant of registration without examination duly approved by the concerned PRB and Commission</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Letter request for special oath taking			Applicant	
2. Application No. (passer of licensure examination) or Approved Board Resolution (registration without examination)			Notice of Admission (passer of licensure examination) or PRC website (registration without examination)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send request for special oath taking to the Board.	1.1. Receive, check, evaluate and endorse the request to the PRB concerned, through the PRB Secretariat Division	None	15 minutes (Note: Needs coordination with the Regional Office and the PRB concerned for availability of schedule)	Regional Office – Regulation Division
	1.2. Receive, check, and evaluate the request	None	6 hours	PRB Secretary, Division, Assistant Chief, Chief, and PRB Concerned



	1.3. Endorse the request to the Oversight Commissioner	None	15 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	1.4. Act on the request	None	30 minutes	Oversight Commissioner
	1.5 Inform the applicant of the date of the oathtaking (through website announcements) and give instructions to secure the online oathtaking slot	None	6 hours	Regional Office – Regulation Division
2. Log-in using LERIS account through online.prc.gov.ph to secure an oath taking appointment slot		None	5 minutes	Applicant
3. Receive the link through email	3. Send the link through email	None	5 minutes	Regional Office – Regulation Division
<b>TOTAL</b>		<b>None</b>	<b>13 hours, and 10 minutes</b>	
<b>END OF TRANSACTION</b>				



**45. REQUEST FOR THE ISSUANCE OF CERTIFICATES OF NO-OBJECTION, NO-JURISDICTION, AND NON-CONCURRENCE TO PROFESSIONAL ORGANIZATION ASSOCIATION FOR PURPOSES OF REGISTRATION WITH THE SECURITIES AND EXCHANGE COMMISSION (SEC)**

Refers to the process of issuing Certificates of No-Objection, No-Jurisdiction, or Non-Concurrence to the registration of professional organizations / associations with the Securities and Exchange Commission (SEC), upon verification that their Articles of Incorporation and/or By-Laws conform with the provisions of the PRLs and other pertinent laws, rules and regulations.

<b>Office or Division:</b>	Central Office - PRB Secretariat Division (D-SPRB)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Professional organizations/associations and other covered organizations/associations pursuant to PRC Memorandum Order No. 18 (s 2017) and the 2002 Memorandum of Agreement between the SEC and PRC

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>	
1. One (1) copy of Request (also referred to as the First Endorsement)	SEC Company Registration and Monitoring Division
2. One (1) copy License verification certificate	Professional Registry Division (PRD)
3. One (1) copy of By-laws or their amendments, if any	Applicant
4. One (1) copy of Articles of Incorporation or their amendments, if any	
<b>Specific Requirements of the PRBs of Medicine and Dentistry</b>	
1. One (1) copy of the updated list of the Members of the Board of Trustees (BOT) 2. One (1) copy of proof of training and board certification of each BOT Member, if applicable 3. One (1) copy of the valid Professional Identification Card (PIC) of each BOT Member 4. One (1) copy of Certificate of No-Pending Case of each BOT Member 5. One (1) copy of the list of activities to be undertaken to achieve organizational purposes	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to the PRB Secretariat Division	1.1. Receive, check, and evaluate complete documents and request PRD to issue License Verification Certificate  Note: If some information cannot be verified, or in case of expired PIC, contacts the organization. The PRB Concerned may also call for clarificatory meetings with the applicant, if necessary.	None	15 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	1.2. Issue the License Verification Certificate	None	3 working days	Processing Officer, Professional Registry Division
	1.3 Endorse the complete documents to the Assistant Chief, Chief/OIC and PRB Focal Person.	None	15 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	1.4 Review submitted documents	None	4 working days	Assistant Chief, Chief, and PRB Focal Person



	1.5. Approve, sign, and issue the Certificate of No-Objection, No Jurisdiction, and Non-Concurrence	None	2 working days	PRB Focal Person, and PRC Chairperson
	1.6 Endorse the signed Certificate to Archives and Records (ARD) for transmittal to SEC	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	1.7 Receive the signed Certificate and transmit to SEC	None	3 working days	Mailing Officer, ARD
<b>TOTAL</b>		<b>None</b>	<b>12 working days, and 35 minutes</b>	
<b>END OF TRANSACTION</b>				





**46. APPLICATION FOR THE PROFESSIONAL ELECTRICAL ENGINEER'S (PEE) ORAL EXAMINATION'S (FACE-TO-FACE AND ONLINE)**

Refers to the process of administering the PEE Oral Examination via the face-to-face and online modalities.

<b>Office or Division:</b>	Central Office - PRB Secretariat Division (D-SPRB) and Regional Office -Licensure and Registration Division (Application Section)	
<b>Classification:</b>	Preliminary Screening (Complex Transaction) Final Oral Interview (Highly Technical Transaction)	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Qualified PEE Applicant	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
<b>A. Preliminary Screening</b>		
1. One (1) copy of Technical Engineering Report (TER) Cover	Applicant	
2. One (1) copy of Letter of Intent		
3. One (1) copy of Resume with passport size picture, white background		
4. One (1) copy of Introduction/Autobiography		
5. Qualification requirements: <ul style="list-style-type: none"> <li>• One (1) copy of valid professional identification card (pic)</li> <li>• One (1) copy of valid id issued by the accredited integrated professional organization</li> <li>• One (1) copy of certificates/awards/other significant achievements</li> </ul>		
6. Proposed Title with Description and project Profile with Single Line Diagram. <ul style="list-style-type: none"> <li>• Proposed Title</li> <li>• Project Profile</li> <li>• Project Description</li> <li>• Project Photos, Perspectives, or the process of the factory</li> <li>• Single Line Diagram</li> </ul>		
7. Certificate of Mentoring		
8. Introduction to Oneself <u>through powerpoint Presentation</u> (must not exceed 15 slides) Contents: <ul style="list-style-type: none"> <li>• Summary of Autobiography in essay form</li> <li>• Perspective and Photos relevant to the proposed TER.</li> </ul>		



<b>B. Final oral examination</b>				
1. Five (5) copies of TER (hardbound books and USB)			Applicant	
2. One (1) copy of Application Form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Preliminary Screening</b>				
1. Submit complete documentary requirements (items 1-7) in pdf format to the designated official email address	1.1 Receive, check, evaluate, and endorse the complete documentary requirements to the Board, though the D-SPRB	None	15 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	1.2 Evaluate the application and fill- out the Action Sheet containing the decision of the Board on the application	None	5 working days	PRB of Electrical Engineering
	1.3 Issue and send the Notice of Preliminary Screening and link To the Board and the applicants.	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division
	1.4 Conduct Preliminary Screening	None	1 hour and 30 minutes	PRB of Electrical Engineering
	<i>Note: The schedule of the Preliminary Screening is subject to the availability of the PRB</i>			
	1.5 Issues Letter of Approval (LOA) to the applicant 3	None	10 minutes	PRB Secretary, Central Office -



	days after the screening schedule.  <i>Note: Applicants are given 6 months to submit the complete TER for the Final Oral Interview</i>			PRB Secretariat Division, and PRB of Electrical Engineering
<b>TOTAL</b>			<b>5 working days, and 2 hours</b>	
<b>Final Oral Interview</b>				
1. Accomplish and send the application form, with complete documents (5 copies of hardbound TERs, with its USB) to the Board, through the Regional Office – LRD Application Section  <i>Note: Applicants based abroad may submit the hardbound TERs through their authorized representative.</i>	1. Receive, check, and evaluate the complete documentary requirements (soft and hard copies) and instruct to pay the prescribed fee at the Cashier	None	30 minutes	Regional Office – LRD Application Section
2. Pay the prescribed fee.	2.1. Issue Official Receipt (OR)	Php 900.00	5 minutes	Cashier
	2.2. Receive copy of the OR and complete documents	None	5 minutes	Regional Office – LRD Application Section
	2.3. Transmit the complete documentary requirements (soft and hard copies) to the Board and D-SPRB, through the Archives and Records Section (ARD)	None	3 working days	Regional Office – LRD Application Section



	2.4. Receive and endorse the complete documents to the D-SPRB	None	1 working day	Mailing Officer, ARD
	2.5. Validate and endorse the complete documents to the PRB	None	5 hours	PRB Secretary, Central Office - PRB Secretariat Division
	2.6. Evaluate the application and complete documents and fill-out the Action Sheet containing the decision of the Board on the application	None	5 working days	PRB of Electrical Engineering
	2.7. Schedule the Final Oral Examination, through a Resolution to be issued by the Board and the Commission	None	7 working days	PRB Secretary, Central Office - PRB Secretariat Division, Licensure Office, PRB of Electrical Engineering, and Commission Proper
	<i>Note: The schedule of the Final Oral Examination is subject to the availability of the PRB</i>			
	2.8. Prepare and send the Notice of Final Oral Examination and link.	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division



<b>TOTAL</b>	<b>Php 900.00</b>	<b>16 working days, 5 hours and 45 minutes</b>	
<b>END OF TRANSACTION</b>			



**47. APPLICATION FOR THE PROFESSIONAL ELECTRONICS ENGINEER (PECE) ORAL EXAMINATION (FACE-TO-FACE AND ONLINE)**

Refers to the process of administering the PECE Oral Examination via the face-to-face and online modalities.

<b>Office or Division:</b>	Central Office - PRB Secretariat Division (D-SPRB) and Regional Office -Licensure and Registration Division (Application Section)	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Qualified PECE Applicant	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
1. Letter of intent	Applicant	
2. Resume with passport size picture, white background (coat and tie for men; blazer for women)		
3. Qualification Requirements: <ul style="list-style-type: none"> <li>● Copy of valid PIC</li> <li>● Copy of valid ID issued by the Accredited Integrated Professional Organization (AIPO)</li> <li>● Copy of Certificates/Awards/Other Significant Achievements</li> <li>● Copy of valid AIPO Certificate of Good Standing (COGS) issued by AIPO National Office</li> <li>● Certified experience record of active self-practice and/or employment either in government service or in private sector totaling 7 years of practice and at least 2 years of which are in responsible charge of significant engineering work</li> <li>● Essay not less than 300 words describing the 2 years significant engineering work with emphasis on the involvement in the “independent responsible in-charge” of project or work highlighted with proofs such engineering design or conceptual plans, implementation procedures, technical or engineering accomplishment report, project proposal, or completed project report, etc.</li> <li>● Three (3) Certifications signed by three (3) PECEs (preferably applicant’s senior or mentor) attesting to the veracity of the applicant’s service record</li> <li>● Copy of Diploma</li> <li>● Copy of PRC COR</li> <li>● Original valid National Bureau of Investigation (NBI) Clearance</li> </ul>		



<ul style="list-style-type: none"> <li>Original valid Ombudsman Clearance (if government employee)</li> </ul>				
4. Application Declaration			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Oral Examination</b>				
1. Accomplish and send the application form, with complete documents (5 copies of hard bound TERs, with USB) to the Regional Office – LRD (Application Section)	1. Receive, check, and evaluate the complete documentary requirements (soft and hard copies) and instruct to pay the prescribed fee at the Cashier	None	30 minutes	Regional Office – LRD (Application Section)
2. Pay the prescribed fee.	2.1. Issue Official Receipt (OR)	Php 900.00	5 minutes	Cashier
	2.2. Receive copy of the OR and complete documents	None	5 minutes	Regional Office – LRD (Application Section)
	2.3. Transmit the complete documentary requirements (soft and hard copies) to the Board and D-SPRB, through the Archives and Records Section (ARD)	None	3 working days	Regional Office – LRD (Application Section)
	2.4. Receive and endorse the complete documents to the D-SPRB	None	1 working day	Mailing Officer, ARD



	<p>2.5. Validate and endorse the complete documents to the PRB</p> <p>2.6. Evaluate the application and complete documents and fill-out the Action Sheet containing the decision of the Board on the application</p> <p>2.7. Schedule the Final Oral Examination, through a Resolution to be issued by the Board and the Commission</p> <p><i>Note: The schedule of the Final Oral Examination is subject to the availability of the PRB and subject to confirmation from the Consular Office, if to be conducted overseas</i></p> <p>2.8. Prepare and send the Notice of Final Oral Examination and link.</p>	None	<p>5 hours</p> <p><i>Note: Hard copies to be sent upon request of the Board</i></p> <p>5 working days</p> <p>7 working days</p> <p>5 minutes</p>	<p>PRB Secretary, Central Office - PRB Secretariat Division</p> <p>PRB of Electronics Engineering</p> <p>PRB Secretary, Central Office - PRB Secretariat Division, Licensure Office, PRB of Electronics Engineering, and Commission Proper</p> <p>PRB Secretary, Central Office - PRB Secretariat Division</p>
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<b>TOTAL</b>	<b>Php 900.00</b>	<b>16 working days, 5 hours and 45 minutes</b>	
<b>END OF TRANSACTION</b>			



#### 48. APPLICATION FOR THE PROFESSIONAL MECHANICAL ENGINEERS (PME) ORAL EXAMINATION (FACE-TO-FACE AND ONLINE)

Refers to the process of administering the PME Oral Examination via the face-to-face and online modalities.

<b>Office or Division:</b>	Central Office - PRB Secretariat Division (D-SPRB) and Regional Office – Licensure and Registration Division (Application Section)	
<b>Classification:</b>	First Level Oral Examination (Highly Technical Transaction)	
	Second Level Oral Examination (Highly Technical Transaction)	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Qualified PME Applicant	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
<b>A. First Level Oral Examination</b>		
1. Accomplished PRC Application Form	Applicant	
2. Certificate of Competence under oath by a PME		
3. Affidavit of the Applicant		
4. Certificate of Experience under oath executed by his superior		
5. Detailed Description of Machineries and Equipment		
6. List of Designs (if any) undertaken with the supervision of a PME		
7. Curriculum Vitae		
8. At least two (2) titles of Proposed Reports, each with a short write-up and table of contents. Reports must be pertinent, allied or relevant to the experience of the applicant.		
9. Birth Certificate		
10. Transcript of Records		
11. Copy of the Updated Professional Identification Card (PIC)		
<b>B. Second Level</b>		
1. Technical Engineering Report (TER) which includes:	Applicant	
A. Letter of Transmittal addressed to the Board of Mechanical Engineering (Board)		
B. Affidavit of Applicant		
C. Affidavit of Competency		



D. Curriculum Vitae E. Certificate of Experience				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>A. First Level Oral Examination</b>				
1. Accomplish and send the application form with the complete documentary requirements (items 1-11) to the Regional Office – LRD (Application Section)	1. Receive, check, and evaluate the complete documentary requirements (soft and hard copies) and instruct to pay the prescribed fee at the Cashier	None	30 minutes	Regional Office – LRD (Application Section)
2. Pay the prescribed fee.	2.1. Issue Official Receipt (OR)	Php 900.00	5 minutes	Cashier
	2.2. Receive copy of the OR and complete documents	<i>Note: The fee covers both the First and Second Level Oral Examination)</i>	5 minutes	Regional Office – LRD (Application Section)
	2.3. Transmit the complete documentary requirements (soft and hard copies) to the Board and D-SPRB, through the Archives and Records Section (ARD)	None	3 working days	Regional Office – LRD (Application Section)
	2.4. Receive and endorse the complete documents to the D-SPRB	None	1 working day	Mailing Officer, ARD



	2.5. Validate and endorse the complete documents to the PRB	None	5 hours	PRB Secretary, Central Office - PRB Secretariat Division
	2.6. Evaluate the application and complete documents and fill-out the Action Sheet containing the decision of the Board on the application	None	5 working days	PRB of Mechanical Engineering
	2.7. Schedule the Final Oral Examination, through a Resolution to be issued by the Board and the Commission  <i>Note: The schedule of the Final Oral Examination is subject to the availability of the PRB and subject to confirmation from the Consular Office, if to be conducted overseas</i>	None	7 working days	PRB Secretary, Central Office - PRB Secretariat Division, Licensure Office, PRB of Mechanical Engineering, and Commission Proper
	2.8. Prepare and send the Notice of First Oral Examination and link.  <i>Note: Applicants are given 2 months to submit the complete TER for the Second Level Oral Examination, and which may</i>	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division



	<i>be extended upon request for justifiable reasons</i>			
<b>TOTAL</b>		<b>Php 900.00</b>	<b>16 working days, 5 hours and 45 minutes</b>	
<b>B. Second Level Oral Examination</b>				
1. Send the complete documents (5 copies of hardbound TERS, with its USBs) to the Regional Office – LRD (Application Section)	1.1. Receive, check, and evaluate the complete documents (soft and hard copies)	None	30 minutes	Regional Office – LRD (Application Section)
	1.2. Transmit the complete documents (soft and hard copies) to the PRB and D-SPRB, through the Archives and Records Division (ARD)	None	3 working days	Regional Office – LRD (Application Section)
	1.3. Receive and endorse the complete documents to the D-SPRB	None	1 working day	Mailing Officer, ARD
	1.4. Validate and endorse the complete documents to the PRB	None	5 hours	PRB Secretary, Central Office - PRB Secretariat Division
	1.5. Evaluate the application and complete documents and fill-out the Action Sheet containing the	None	5 working days	PRB of Mechanical Engineering



	<p>decision of the Board on the application</p> <p>1.6. Schedule the Final Oral Examination, through a Resolution to be issued by the Board and the Commission</p> <p><i>Note: The schedule of the Final Oral Examination is subject to the availability of the PRB and subject to confirmation from the Consular Office, if to be conducted overseas</i></p> <p>1.7. Prepare and send the Notice of Second Level Oral Examination and link.</p>	None	7 working days	PRB Secretary, Central Office - PRB Secretariat Division, Licensure Office, PRB of Mechanical Engineering, and Commission Proper
		None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division
<b>TOTAL</b>		None	<b>16 working days, 5 hours and 35 minutes</b>	
<b>END OF TRANSACTION</b>				



**49. APPLICATION FOR THE ACCREDITATION OF HIGHER EDUCATIONAL INSTITUTIONS (HEIs) TO OFFER REFRESHER COURSE (CRIMINOLOGY)**

Refers to the process of accrediting HEIs offering refresher course to repeaters of the Licensure Examination for Criminologists (LEC).

<b>Office or Division:</b>	Central Office - PRB Secretariat Division (D-SPRB)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business
<b>Who may avail:</b>	<p>Qualified HEIs which are recognized and / or accredited by the Commission on Higher Education (CHED) to offer a baccalaureate degree program in Criminology, and which meet any of the following qualifications:</p> <ul style="list-style-type: none"> <li>- a CHED - recognized Center of Excellence or Center of Development; or</li> <li>- with at least a Level I Accreditation Status from any of the CHED-recognized voluntary accrediting agency; or</li> <li>- with an average of at least 40% national passing rate and at least 40 (examinees) in the LEC for the last three (3) years.</li> </ul>

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE/SOURCES	
Basic Requirements:				
1. Letter of intent addressed to the Board to be signed by the President or his duly authorized representative.			HEI Applicant	
2. Certified true copy of the Certificate of Recognition/Accreditation or Certificate of Program Compliance to offer a degree of Bachelor of Science in Criminology.			CHED	
3. Sworn affidavit signed by its President or its Registrar stating that the school meets the qualifications prescribed under Board Resolution No. 05 (s. 2021): "Guidelines in the Conduct of Refresher Course as a Requirement under Section 14, Rule II of Republic Act No. 11131 and its Implementing Rules and Regulation.			HEI Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send the scanned copy of the complete requirements to the designated official e-mail address and hard copy to the PRB Secretariat Division, PRC Office.	1.1 Receive, check, evaluate, and endorse the complete requirements to the PRB, through its Focal	None	1 working day	PRB Secretary, Central Office - PRB Secretariat Division



	Person			
	1.2 Act on the application	None	5 working days	PRB Focal Person
	1.3 Prepare, route, and sign the draft Certificate of Accreditation for approved applications, Otherwise, issue a letter of disapproval signed by the PRB	None	30 minutes	PRB Secretary, Central Office - PRB Secretariat Division, and PRB of Criminology
	1.4 Issue the signed Certificate of Accreditation through email	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division
<b>TOTAL</b>		<b>None</b>	<b>6 working days, and 35 minutes</b>	
<b>END OF TRANSACTION</b>				





## 50. APPLICATIONS FOR THE ACCREDITATION OF HIGHER EDUCATIONAL INSTITUTIONS (HEIs) TO OFFER REFRESHER COURSE (ACCOUNTANCY)

Refers to the process of accrediting HEIs offering refresher course to repeaters of the Licensure Examination for Certified Public Accountants (LECPA).

<b>Office or Division:</b>	Central Office - PRB Secretariat Division (D-SPRB)			
<b>Classification:</b>	Highly Technical Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business			
<b>Who may avail:</b>	Qualified HEIs which are recognized and/or accredited by the Commission on Higher Education (CHED) to offer a degree of Bachelor of Science in Accountancy (BS in Accountancy) and which obtain an average national passing rate of at least ten (10%) percent per examination year in all the LECPAs administered for the last five (5) years and have fielded an average of at least twenty (20) examinees per examination year in all the LECPAs conducted for the last five (5) years.			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Letter of intent addressed to the Board to be signed by the President or his/her duly authorized representative.			HEI Applicant	
2. Certified true copy of the Certificate of Recognition/Accreditation to offer a degree of BS in Accountancy.			CHED	
3. A sworn affidavit signed by the its President or its Registrar stating that their school obtained an average national passing rate of at least ten (10%) percent per examination year in all the LECPAs administered for the last five (5) years and have fielded an average of at least twenty (20) examinees per examination year in all the LECPAs conducted for the last five (5) years.			HEI Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send scanned copy of complete documentary requirements to the designated official e-mail address and hard copy to the PRB Secretariat Division, PRC Office	1.1 Receive, check, and evaluate the complete requirements to the PRB, through its Focal Person	None	1 working day	PRB Secretary, Central Office - PRB Secretariat Division
	1.2 Act on the application	None	5 working days	PRB Focal Person



	1.3 Prepare, route, and sign the draft Certificate of Accreditation for approved applications, Otherwise, issue a letter of disapproval signed by the PRB	None	30 minutes	PRB Secretary, Central Office - PRB Secretariat Division, and PRB of Criminology
	1.4 Issue the signed Certificate of Accreditation through email.	None	5 minutes	PRB Secretary, Central Office - PRB Secretariat Division
<b>TOTAL</b>		<b>None</b>	<b>6 working days, and 35 minutes</b>	
<b>END OF TRANSACTION</b>				



## 51. REQUEST FOR VERIFICATION OF PROFESSIONAL STATUS BY THE HEALTH AND CARE PROFESSIONS COUNCIL (HCPC) AND CORU

Refers to the process of verifying / confirming the professional's registration data for submission to the HCPC and / or CORU

<b>Office or Division:</b>	Central Office - PRB Secretariat Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	PRC registered professionals seeking to be registered with the HCPC and CORU			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Letter from HCPC (sends letter directly to the Secretary) and/or CORU (letter through applicant)			Applicant	
2. One (1) copy of Certificate of Good Standing or the COGS (for HCPC and CORU)			Regional Office (Registration Section)	
3. One (1) copy Certificate of No-Pending Case (for HCPC only)			Legal Service and Regional Office (Legal Division)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit required documents to the D-SPRB	1.1 Receive, check, evaluate, and endorse complete documentary requirements to the Assistant Chief and Chief for approval and further instructions	None ( <i>except for the purpose of securing the COGS and Certificate of No-Pending Case</i> )	1 hour	PRB Secretary, Central Office - PRB Secretariat Division
	1.2 Validate, approve and sign the letter-response to the HCPC and/or CORU	None	2 working days	PRB Secretary, Central Office - PRB Secretariat Division, Assistant Chief, Chief, and PRB



	1.3 Send the letter-response to HPCPC and/or CORU	None	5 minutes	Chairperson PRB Secretary, Central Office - PRB Secretariat Division
<b>TOTAL</b>		<b>None</b>	<b>2 working days, 1 hour, and 5 minutes</b>	
<b>END OF TRANSACTION</b>				



## 52. REQUEST FOR THE ISSUANCE OF CERTIFICATE OF PERFORMANCE OF SCHOOLS

Refers to the process of issuing Certificate of Performance of Schools to requesting Higher Education Institutions and Technical-Vocational Institutions that participated in the Licensure Examinations conducted and administered by the PRC.

<b>Office or Division:</b>	Central Office - PMFS - Research and Statistics Division and Regional Office – Finance and Administrative Division (FAD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Higher Education Institutions; and</li> <li>- Technical-Vocational Institutions.</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements</b>				
1. FOI request form			FOI request form is at No. 11 (Annex D) of the Transparency Seal PRC official website ( <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> )	
2. Research and Statistics Division (RSD) Form No. 8 (request form for performance of school in various licensure examination)				
3. Action sheet/billing statement			Research and Statistics Division	
4. Proof of payment (Official Receipt)			Regional Offices – Cashier	
5. Documentary Stamp Tax (DST)			Bureau of Internal Revenue	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish and provide a copy of request to RSD Receiving Officer / Regional Office - FAD: <ul style="list-style-type: none"> <li>• FOI Request Form; and</li> <li>• RSD Form No. 8</li> </ul>	1.1. Provide request form to the applicant.	Php 75.00 per page (except for the list of examinees, first page is Php 75.00, succeeding pages are Php 50.00 each.)  DST: Php 30.00 each	5 minutes	RSD/Regional Office –FAD Receiving/Releasing Officer
	1.2. Evaluate the request and prepare action sheet and billing statement.		15 minutes	RSD/Regional Office –FAD Receiving/Releasing Officer



2. Pay the prescribed fee at the cashier.	2. Issue official receipt.	None	5 minutes	Cashier
3. Submit the documents to the Archives and Records Division (ARD)/ Regional Office - FAD	3.1. Issue claim slip, and forward the documents to RSD	None	15 minutes	Archives and Records Division/ Regional Office – FAD Receiving/ Releasing Officer
	3.2. Process and prepare the requested documents and sign.	None	15 minutes	RSD Staff/Statistician and Authorized Signatory
	3.3. Forward all the documents to ARD and send through mail the requests filed at the Regional Offices	None	15 minutes	RSD/ARD Receiving/Releasing Officer
4. Present the claim slip to ARD /Regional Office - FAD on the scheduled date of release.	4. Release the documents to the clients	None	15 minutes	ARD / Regional Office-FAD Receiving/Releasing Officer
<b>TOTAL</b>		<b>Php 75.00 per page (except for the list of examinees, first page is Php 75.00, succeeding pages are Php 50.00 each.)</b>  <b>DST: Php 30.00 each</b>	<b>1 hour and 25 minutes</b>	
<b>END OF TRANSACTION</b>				



**53. APPLICATION FOR ISSUANCE OF CERTIFICATE OF CPD COMPLIANCE FOR ASEAN CHARTERED PROFESSIONAL ENGINEERS (ACPE), ASEAN ARCHITECTS AND ASEAN CHARTERED PROFESSIONAL ACCOUNTANTS (ASEAN CPA)**

Refers to the process of issuing Certificate of CPD Compliance to ensure that only applicant for ASEAN Chartered Professional Engineers (ACPE), ASEAN Architects (AA) or ASEAN Chartered Professional Accountants (ASEAN CPA) have complied with the required CPD units earned in order to be registered in the ASEAN Professional Registry.

<b>Office or Division:</b>	Regional Office – Regulation Division
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Registered professionals seeking to be registered as ACPE, AA, or ASEAN CPA and with valid accredited CPD seminars

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE/SOURCES
<b>Basic Requirements:</b>	
1. Duly accomplished Action Sheet for Certification	Download from this link: <a href="https://www.prc.gov.ph/downloads-0">https://www.prc.gov.ph/downloads-0</a>
2. Valid Professional Identification Card	Applicant
3. Certificates of Trainings/seminars/Certificate of Credit Units earned.	
<b>Additional Requirement, if applicable:</b>	
1. Any valid government-issued ID	Applicant
2. Authorization letter for PRC license holders and Special Power of Attorney for non-holder of PRC license	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download the Action Sheet for Certification from this link: <a href="https://www.prc.gov.ph/downloads-0">https://www.prc.gov.ph/downloads-0</a> and fill-out the same.		None	10 minutes	Applicant
2. Submit the filled-out Action Sheet and complete documents to the Regional Office – Regulation Division.	2.1. Receive, check and evaluate the application and issue the Claim Slip.	None	5 minutes	Receiving Officer, Regional Office – Regulation Division
	2.2. Verify and validate certificates submitted from the CPDAS and	None	30 minutes	Processing Officer, Regional Office – Regulation Division



	<p>prepare the Certificate of CPD Compliance for signature of the Chief/Officer-in-Charge of the Regional Office-Regulation Division.</p> <p>2.3. Sign the Certificate of CPD Compliance</p> <p><i>Note: If CPD credit units are incomplete, return the application to the applicant.</i></p> <p>2.4. Affix dry seal to the Certificate</p>	None	5 minutes	Chief of the Regional Office-Regulation Division
		None	5 minutes	Processing Officer, Regional Office – Regulation Division
3. Receive the Certificate of CPD Compliance and sign on the releasing logbook.	3. Release the Certificate of CPD Compliance	None	5 minutes	Releasing Officer, Regional Office – Regulation Division
<b>TOTAL</b>		<b>None</b>	<b>1 hour</b>	
<b>END OF TRANSACTION</b>				





**54. REQUEST FOR CERTIFICATION / AUTHENTICATION OF CERTIFICATE OF ACCREDITATION OF REGISTERED INDIVIDUAL CPA / FIRM / PARTNERSHIP**

Refers to the process of issuing Certification or Authentication of Accreditation upon verification / confirmation that a registered Certified Public Accountant (CPA) / Firm / Partnership is in good standing, has no derogatory record, and has valid and authentic credentials issued by the PRC and the concerned PRB.

<b>Office or Division:</b>	Regional Office – Regulation Division
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Registered CPAs, Firms, and Partnerships with valid Certificate of Accreditation issued by the PRB of Accountancy

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE/SOURCES
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<b>Basic Requirements:</b>	
1. Duly accomplished Process and Action Sheet	Download at <a href="http://www.prc.gov.ph">www.prc.gov.ph</a>
2. <u>For BOA Certificate of Accreditation Authentication:</u> Original and photocopy pies of Certificate of Accreditation <u>For BOA Certification of Accreditation:</u> a. Request letter signed by the managing partner for Certification of qualifying partners. b. Copy of SEC Articles of Partnership for Certification of qualifying partners.	Applicant
3. One (1) piece Documentary Stamps Tax (DST)	Bureau of Internal Revenue
<b>Additional Requirement, if applicable:</b>	
1. Any valid government-issued ID or valid NBI Clearance	Applicant
2. If the representative is a PRC registered professional: authorization letter and PIC; if not registered professional, Special Power of Attorney	Professional being represented

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and accomplish Process and Action Sheet at the PRC Customer Service	1. Issue Process and Action Sheet to applicant	None	2 minutes	Public Information Officer
2. Proceed to cashier to pay the authentication/certification fee.	2. Accept payment and issue Official Receipt (OR) and affix signature on the space provided in the application form	Authentication/certification fee:Php75.00/copy	2 minutes	Cashier



3. Submit the duly accomplished Process and Action Sheet and all the documentary requirements to the designated window of the Regional Offices	3.1. Receive and evaluate the completeness of documents submitted	None	2 minutes	Authentication Officer, Regulation Division
	3.2. <u>Authentication:</u> Verify and validate from the database of the Central Office - Accreditation and Compliance Division (ACD) the status of the Certification of Accreditation and stamp "certified true copy" on the photocopy for signature of the authorized officer.	None	10 minutes	Verifying Officer, Regulation Division
	3.3 <u>Certification</u> Verify and validate from the database of the ACD the list of accredited qualified partners and prepare the Certification for signing by the Authorized Signatory.	None	10 minutes	Verifying Officer, Regulation Division
	3.4 Sign certification /authenticated copies.	None	5 minutes	Authorized Signatory
	3.5 Affix documentary stamp and dry seal to the Certificate/s.	None	5 minutes	Releasing Officer
4. Receive signed certification / authenticated copy/ies and sign on the releasing log sheet	4. Issue the signed Certification / Authenticated copy/ies to the applicant	None	2 minutes	Releasing Officer
<b>TOTAL</b>		<b>Php 75.00</b>	<b>38 minutes</b>	
<b>END OF TRANSACTION</b>				



## 55. REQUEST FOR REPLACEMENT OF ACCREDITATION OF INDIVIDUAL PROFESSIONAL, FIRMS OR PARTNERSHIP DUE TO CHANGE OF NAME AND/OR ADDRESS

Refers to the process of issuing replacement of the lost or damaged certificate of accreditation to accredited professionals.

<b>Office or Division:</b>	Central Office – Accreditation and Compliance Division and Regional Office – Regulation Division			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2B – Government to Business			
<b>Who may avail:</b>	Accredited Individual Professionals, Firms or Partnership with change in the name and/or address of the individual professional/firm/company			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>	
<b>Basic Requirements:</b>				
1. Duly accomplished Action Sheet – 1 original copy			Public Assistance Counter/ <a href="http://www.prc.gov.ph">www.prc.gov.ph</a>	
2. One (1) piece Documentary Stamps Tax (DST)			Bureau of Internal Revenue	
3. Request Letter for replacement of the Certificate of Accreditation indicating the change in the Name and/or Address of the Individual Professional/Firm/Company			Notary public	
4. <i>For Individual Professional:</i> Valid Professional Identification Card (PIC) <i>For Firm/Company:</i> Authenticated Copy of SEC Amended Articles of Partnership /Incorporation and Amended By-Laws			Applicant	
<b>Additional Requirement, if applicable:</b>				
1. Any valid government-issued ID or valid NBI Clearance			Applicant	
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure the Action Sheet from Public Information/Assistance Counter and accomplish according to the request	1. Issue Action Sheet	None	2 minutes	Public Information Officer
2. Submit the duly accomplished Action Sheet to the designated window of the Regional Office/s for the verification of fees	2. Evaluate the prescribed fees	None	2 minutes	Receiving Officer



3. Pay the prescribed fees at PRC cashier	3. Receive payment and issues the Official Receipt	Processing fee: Php300.00	2 minutes	Cashier
4. Submit duly accomplished Action Sheet with all the required documents and photocopy of Official Receipt to the Regulation Division designated window and receive the claim slip.	4.1 Receive the duly accomplished Action Sheet and evaluate the completeness of documentary requirements and issue Claim Slip to the applicant.	None	5 minutes	Receiving Officer-Regulation Division
	4.2 Transmit the Action Sheet including the complete documentary requirements to Central Office -Accreditation and Compliance Division (ACD).	None	1 day	Receiving Officer-Regulation Division
	4.3 Receive the duly accomplished Action Sheet and complete documentary requirements transmitted by the Regulation Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
	4.4 Print the Certificate of Accreditation for signature of the Chairperson of the PRB concerned.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	4.5 Sign the Certificate.	None	15 minutes	PRB concerned
	4.6 Forward the Certificate of Accreditation to the Office of PRC Chairman for signature.	None	1 day	Processing Officer, Accreditation and Compliance Division



	4.7 Sign the Certificate of Accreditation.	None	10 minutes	PRC Chairperson
	4.8 Return the signed Certificate of Accreditation to the ACD	None	5 minutes	Staff, Office of the Chairperson
	4.9 Receive the duly signed Certificates of Accreditation from the Commission.	None	20 minutes	Processing Officer, Accreditation and Compliance Division
	4.10 Transmit the Certificates of Accreditation to the Regional Offices, Regulation Division.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	4.11 Receive the duly signed Certificate of Accreditation from the Central Office-ACD	None	2 minutes	Processing Officer, Accreditation and Compliance Division
	4.12 Affix documentary stamp and dry seal to the signed Certificate of Accreditation	None	5 minutes	Releasing Officer, Regulation Division
5. Receive the Certificate and sign on the releasing log sheet  <b>Note:</b> <i>a. Original copies of affidavit of lost/damaged Certificate of Accreditation (COA) with duly accomplished action sheet shall be transmitted to ACD.</i>	5. Release the requested duplicate certificate.	None	5 minutes	Regional Office-Releasing Officer



<i>Duplicate COA shall only be mailed upon receipt of the original copies of documentary requirements.</i>				
<b>TOTAL</b>		<b>Php 300.00</b>	<b>4 days, 1 hour and 38 minutes</b>	
<b>END OF TRANSACTION</b>				



# I. INTERNAL SERVICES



**1. PAYMENT OF INDIVIDUAL CLAIMS – FIRST SALARY AND PERA**

This refers to the payment of First Salary and PERA to newly hired employees. Personal Economic Relief Allowance (PERA) is part of the standard allowances and benefits in the amount of two thousand pesos (Php 2,000.00) per month given to all employees across agencies to supplement pay due to the rising cost of living.

<b>Office or Division:</b>	Central Office - Human Resource Development Division (HRDD), Budget and Management Division (BMD), Accounting Division (AD), Planning, Management and Financial Service (PMFS) and Cash Division				
<b>Classification:</b>	Simple Transaction				
<b>Type of Transaction:</b>	G2G – Government to Government				
<b>Who may avail:</b>	For first salary and PERA: newly appointed personnel (original and transfer)				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE/SOURCES</b>		
<b>Basic Requirements:</b>					
1. Certified True Copy of Attested Appointment Paper			HRRD Recruitment, Selection and Placement Section		
2. Certified True Copy of the Oath Of Office					
3. Certificate of Assumption					
4. Statement of Assets, Liabilities, and Net Worth (SALN)			Employee		
5. Duly Approved Daily Time Record (DTR)			HRDD Attendance Monitoring Section		
6. Accomplished Membership Information form (GSIS, DHIC, HDMF, and BIR)			Employee		
7. Payroll information on new employee or any equivalent document					
<b>Requirements for Representative:</b>					
1. Clearance and/or authority to transfer			Employee's previous Employer		
2. Certification of Last Salary					
3. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld)					
4. Certificate of Leave Credits					
5. Service Record					
6. Assignment or reassignment order, if applicable					
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	





1. Submit the required documents to the HRDD Compensation, Benefit and Welfare Section (CBWS).	<b>HRDD:</b>			
	1.1 Receive documents from the employee and forward the same to the CBWS Staff.	None	2 minutes	HRDD Receiving Staff
	1.2 Evaluate the completeness of documents and compute the number of working days served and deduct the number of days absent and tardy, if there is any.	None	20 minutes	HRDD CBWS Staff
	1.3 Prepare Disbursement Voucher (DV) and Obligation Request and Status (ORS).	None	10 minutes	HRDD CBWS Staff
	<i>Note: Endorse the copy of complete documents to Cash Division for enrollment in the Electronic Modified Disbursing System (EMDS).</i>			
	1.4 Review and sign DV and ORS.	None	5 minutes	Chief, HRDD
	1.5 Endorse complete documents to BMD.	None	5 minutes	HRDD CBWS Staff
<b>BUDGET AND MANAGEMENT DIVISION:</b>				
1.6 Receive request for funding (ORS), DV with complete documents, assign record number and account electronically the receive request and forward the same to the Overall Fund Controller.	None	5 minutes	Receiving Staff	



	1.7 Evaluate request for funding (ORS), assign ORS number and countersign in Box B of the ORS.	None	45 minutes	Overall Fund Controller
	1.8 Certify the availability of funds in box B (Available Funds) of the ORS.	None	2 minutes	Chief/ Budget Officer
	1.9 Endorse approved ORS, DV with complete documents to AD.	None	2 minutes	Releasing Staff
	<b>ACCOUNTING DIVISION:</b>			
	1.10 Receive approved ORS, DV and complete documents from BMD.	None	2 minutes	Receiving Staff
	1.11 Evaluate DV and documents, and countersign in Box C of DV.	None	15 minutes	Accounting Staff
	1.12 Sign in Box C of DV.	None	2 minutes	Chief Accountant
	1.13 Assign DV number, log in the Registry of Allotment and Notice of Cash Allocation (RANCA) and logbook, and endorse to PMFS.	None	5 minutes	Releasing Staff
	<b>PMFS:</b>			
	1.14 Receive ORS, DV and complete documents.	None	2 minutes	Receiving Staff
	1.15 Review and sign box D of DV, if within the assigned threshold.	None	5 minutes	Director of PMFS



	If not, endorse to the concerned authorized signatory.			
	<b>OTHER AUTHORIZED SIGNATORY:</b>			
	1.16 Receive and evaluate ORS, DV and complete documents.	None	2 minutes	Receiving Staff
	1.17 Sign box D of DV.	None	2 minutes	Authorized Signatory
	1.18 Endorse the signed ORS, DV and complete documents to Cash Division.	None	2 minutes	Releasing Staff
	<b>CASH DIVISION:</b>			
	1.19 Receive ORS, DV and complete documents, and check if the employee is enrolled in the EMDS.	None	5 minutes	Receiving Staff 1
	1.20 Prepare List of Due and Demandable Accounts Payable for – Internal Creditors (LDDAP-IC) DVs.	None	2 minutes	Disbursing Staff 1
	1.21 Encode via EMDS all the information needed (payment will be automatically credited to the LBP account of the payee).	None	10 minutes	Disbursing Staff 2
	1.22 Print and check two copies of returned “Inquire Issued and Check Details” as proof that the payment has been successfully credited to the account of the	None	5 minutes	Disbursing Officer



	payee.			
	1.23 Forward to Authorized Signatories for signature and approval of DV.	None	2 minutes	Disbursing Staff 2
	1.24 Receive approved DV and forward to Land bank a copy of the LDDAP-IC.	None	20 minutes	Disbursing Staff 1
	1.25 Request employee to sign the DV.	None	2 min utes	Disbursing Staff 1
2. Sign the DV as proof that first salary has been credited.				
<b>TOTAL</b>		<b>None</b>	<b>2 hours and 59 minutes</b>	
<b>END OF TRANSACTION</b>				



## 2. PAYMENT OF REIMBURSEMENT OF TRAVELLING EXPENSES

This refers to the submission of necessary documents for processing of reimbursement of expenses used for both local and foreign travels

<b>Office or Division:</b>	Central Office - Budget and Management Division, Accounting Division, Cash Division, PMFS and Authorized Signatories.	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Concerned employee	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
<b>A. For Local Travel:</b>		
1. Affidavit of Loss or submission of damaged PIC	Concerned Employee	
2. Disbursement Voucher		
3. Approved Itinerary of Travel		
4. Approved Certificate of Travel Completed		
5. Liquidation Report duly received by the Accounting Division (if liquidation with reimbursement)		
6. Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed (if liquidation with reimbursement)		
7. Copy of previously approved Itinerary of travel (if liquidation with reimbursement)		
8. Copy of Office Order and the Supplemental Office Order or any proof supporting the change of schedule		
9. Certificate of Appearance/Attendance (in accordance w/ AO 326 s.2019)		
10. Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company		
11. Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for the official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)		



12. OR/eOR or CERR (for expenses amounting to P300 or less) or RER (for expenses amounting to more than P300 but not exceeding P1,000), pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or other amount that may be prescribed in the future. In case of payment of toll fees, the CERR/RER shall be supported with the toll fee rates.	Concerned Employee
13. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by Metro Manila Area, if the travel allowances being claimed include hotel room/lodging	
14. Program agenda and logistics information (in case of seminar/ workshop/ training)	
15. Acceptance of the nominee as participant (in case of seminar/ workshop/ training)	
16. Letter of invitation of the host/sponsoring agency/organization	
17. Duly approved Office Order/Travel Order	
18. For plane ticket not procured from GFA, quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor	
<b>B. For Foreign Travel:</b>	
1. Obligation Request and Status	Concerned Employee
2. Disbursement Voucher	
3. Approved Itinerary of Travel	
4. Approved Certificate of Travel Completed	
5. Liquidation Report duly received by the Accounting Division (if liquidation with reimbursement)	
6. Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed (if liquidation with reimbursement)	
7. Copy of previously approved Itinerary of travel (if liquidation with reimbursement)	
8. Letter of invitation of the host/sponsoring country/ agency/ organization	
9. Flight itinerary issued by the airline ticketing office/travel agency	
10. Where applicable, authority to claim representation expenses	
11. Program agenda and logistics information (in case of seminar/ workshop/ training)	
12. Acceptance of the nominee as participant (in case of seminar/ workshop/ training)	



<p>13. Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company. In the absence thereof other documents such as, but not limited to, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company</p>	Concerned Employee			
<p>14. For reimbursement of actual travel expenses in excess of the prescribed rate:</p> <ul style="list-style-type: none"> <li>● Approval by the President</li> <li>● Certification from the Head of the Agency that it is absolutely necessary</li> <li>● Hotel room with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts)</li> </ul> <p>Bills/receipts for non-commutable</p>	Concerned Employee			
<p>15. Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo/Transmittal of Back to Office Report/Narrative Report on trip undertaken/Report on Participation addressed to the agency head. The report, duly noted by the agency head or his authorized representative, shall contain, among others, the following information:</p> <ul style="list-style-type: none"> <li>● Highlights of the training/activity;</li> <li>● Pictures preferably dated;</li> <li>● Plan of action for knowledge sharing; and</li> </ul> <p>Recommendations</p>	Concerned Employee			
<p>16. For plane ticket not procured from GFA, quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor</p>	Concerned Employee			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit complete documents to BMD.	<b>BMD:</b>			
	1.1 Receive request for funding (ORS), DV with complete documents, assign record number and account electronically the receive request and forward the same to Budget Reviewer.	None	5 minutes	Receiving Staff
	1.2 Evaluate request for funding (ORS), and forward to the Overall Fund Controller.	None	30 minutes	Budget Reviewer
	1.3 Assign ORS number and countersign in Box B of the ORS.	None	15 minutes	Overall Fund Controller
	1.4 Certify the availability of funds in box B (Available Funds) of the ORS.	None	2 minutes	Chief Budget Officer
	1.5 Endorse approved ORS, DV with complete documents to AD	None	2 minutes	Releasing Staff
	<b>ACCOUNTING DIVISION:</b>			
	1.6. Receive approved ORS, DV and complete documents from BMD.	None	2 minutes	Receiving Staff
	1.7. Evaluate DV and documents, and countersign in Box C of DV.	None	30 minutes	Accounting Staff





	1.8. Sign in Box C of DV.	None	2 minutes	Chief Accountant
	1.9. Assign DV number, log in the Registry of Allotment and Notice of Cash Allocation (RANCA) and logbook, and endorse to PMFS.	None	5 minutes	Releasing Staff
	<b>PMFS:</b>			
	1.10. Receive ORS, DV and complete documents.	None	2 minutes	Receiving Staff
	1.11. Review and sign box D of DV, if within the assigned threshold.  If not, endorse to the concerned authorized signatory.	None	5 minutes	Director of PMFS
	<b>OTHER AUTHORIZED SIGNATORY:</b>			
	1.12. Receive and evaluate ORS, DV and complete documents.	None	2 minutes	Receiving Staff
	1.13. Sign box D of DV.	None	2 minutes	Authorized Signatory
	1.14. Endorse the signed ORS, DV and complete documents to Cash Division.	None	2 minutes	Releasing Staff



<b>CASH DIVISION:</b>				
1.15. Receive ORS, DV and complete documents, and check if the employee is enrolled in the EMDS.	None	5 minutes	Receiving Staff 1	
1.16. Prepare List of Due and Demandable Accounts Payable for — Internal Creditors (LDDAP-IC) DVs.	None	2 minutes	Disbursing Staff 1	
1.17. Encode via EMDS all the information needed (payment will be automatically credited to the LBP account of the payee).	None	10 minutes	Disbursing Staff 2	
1.18. Print and check two copies of returned “Inquire Issued and Check Details” as proof that the payment has been successfully credited to the account of the payee.	None	5 minutes	Disbursing Officer	
1.19. Forward to Authorized Signatories for signature and approval of DV.	None	2 minutes	Disbursing Staff 2	
1.20. Receive approved DV and forward to Land bank a copy of the LDDAP-IC.	None	20 minutes	Disbursing Staff 1	
1.21. Request employee to sign the DV.	None	2 minutes	Disbursing Staff 1	



2. Sign the DV as proof that first salary has been credited.				
<b>TOTAL</b>		<b>None</b>	<b>3 hours and 26 minutes</b>	
<b>END OF TRANSACTION</b>				



### 3. PROCESSING OF CERTIFICATE OF CLEARANCE (WITHIN THE AGENCY)

This refers to certification that signifies an employee is clear of all accountabilities in money & property and has no pendency of criminal or administrative cases.

<b>Office or Division:</b>	Central Office - Human Resource Development Division, Procurement and Supply Division, Administrative Service, Commission Proper, Planning, Management and Financial Service, Archives and Records Division, Legal Service, and Agency Accredited Cooperative	
<b>Classification:</b>	Highly Technical Transaction	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Employees who are retiring, resigning, transferring to another government agency, incidental transfer due to promotion from the Central Office to Regional Office and vice versa or from one Regional Office to another Regional Office within the PRC, and leave of absence for 30 days and above	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>		
<b>A. Resignation/Transfer, Early Retirement/Mandatory Retirement</b>		
1. Letter of intent (shall be submitted thirty (30) days prior to effectivity)	Concerned Employee	
2. Duly notarized SALN (dated at least 10 days before the effectivity date)		
3. Individual Performance Commitment Review (IPCR) for the last two (2) rating periods		
4. Employee ID		
5. Accomplished exit interview form (For resignation/transfer only)		
<b>Additional Requirement/s:</b>		
1. Duly accomplished application for terminal leave, if applicable	Concerned Employee	
<b>Basic Requirements:</b>		
<b>B. Leave (30 days and more)</b>		
<b>B. 1 Vacation Leave</b>		
1. Letter of Intent (shall be submitted thirty (30) days prior to effectivity)	Concerned Employee	
2. Application for Leave		
3. Certificate of duties and functions of the employees as well as his/her endorse		
<b>B.2 Sick Leave</b>		
1. Accomplished Application for Leave	Concerned Employee	
2. Medical Certificate issued by a government or non-government physician that bears complete details of the physician	Employee's Physician	



<b>B.3 Maternity Leave</b>	
1. Accomplished Application for Leave (shall be submitted thirty (30) calendar days prior to effectivity)	Concerned Employee
2. Proof of pregnancy e.g. Ultrasound, doctor's certificate on the expected date of delivery	Employee's Physician
3. Medical Certificate issued by a government or non-government physician that bears complete details of the physician	
None: In case of extended maternity leave, a written notice must be submitted to the authorized officer of her agency or the authorized officer at least forty-five (45) days before the end of the female worker's maternity leave.	
<b>D. Special Leave Benefits for Women Under R.A. No. 9710 (Magna Carta)</b>	
1. Medical Certificate filled out by proper medical authorities	Concerned Employees' Physician/Proper Medical Authority
2. Clinical summary reflecting the gynecological disorder which shall be addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employee's estimated period of recuperation for the same	
<b>E. Rehabilitation Privilege</b>	
1. Letter request supported by relevant reports such as police report, if any	Concerned Employee
2. Medical Certificate on the nature of the injuries, course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be	Concerned Employees' Physician/Proper Medical Authority
3. Written concurrence of a government physician relative to the recommendation for rehabilitation if the attending physician is a private practitioner	Government Physician
<b>F. Study Leave</b>	
1. Letter of Intent (shall be submitted fifteen (15) calendar days prior to the date of absence)	Concerned Employee
2. Accomplished Application for Leave	
3. Central or Regional Personnel Development Committee Recommendation;	
4. Certification of duties and functions of the employee as well as his/her endorsee;	
5. Certificate of no pending administrative case;	
6. Certification of no pending nomination for scholarship grant;	
7. Certification on no outstanding service obligation;	
8. Accomplished Study Leave Contract; and	
9. Individual Performance Commitment Review (IPCR) for the last two (2) rating periods	
<b>G. Foreign Travel</b>	
1. Letter of Intent (shall be submitted thirty (30) days prior to the date of absence.	Concerned Employee
2. Accomplished Application for Leave	



3. Certification of actual duties and functions of the employee as well as his/her endorsee				Concerned Employee
4. Accomplished Property Transfer Report (PTR)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of intent together with the required documents	1.1. Check the completeness of the submitted documents upon receipt and prepare the Certificate of Clearance.	None	15minutes	Recruitment, Selection and Placement Section (RSPS) Staff
	1.2. Prepare covering memorandum and route the Certificate of Clearance to concerned signatories.	None	15 minutes	Career Development and Training Section (CDTS) Staff
	1.3. Sign certificate of clearance	None	5 working days	(Chief/OIC of Division/Office) PRC Cooperative, Procurement and Supply Division; HRDD; AS, Archives and Records Division, Accounting Division; PMFS; and Legal Service
	1.4. Forward the signed certificate of clearance to the Office of the Commissioner II.	None	2 minutes	Career Development and Training Section (CDTS) Staff
	1.5. Receive certificate of clearance.	None	2 minutes	Receiving Staff , O-OCI and O-OCII Commissioners I and II



	1.6. Affix initials under the name of the Chairperson on the certificate of clearance.	None	1 working day	
	1.7. Forward the signed certificate of clearance to the Chairperson's Office.	None	2 minutes	Releasing Staff, O-OCI and O-OCII
	1.8. Receive signed certificate of clearance from the Office of Commissioner I.	None	2 minutes	Receiving Staff, Office of the Chairperson
	1.9. Approve and sign the Certificate of Clearance.	None	1 working day	Chairperson
	1.10. Forward the signed certificate of clearance to HRDD.	None	2 minutes	Releasing Staff, Office of the Chairperson
	1.11. Release a copy of the approved Certificate of Clearance to the concerned employee.	None	2 minutes	Recruitment, Selection and Placement Section (RSPS) Staff
	1.12. Keep a copy for his/her 201 File	None	2 minutes	Personnel Database and Records Section Staff
2. Receive copy of approved Certificate of Clearance.				
<b>TOTAL</b>		<b>None</b>	<b>7 working days and 44 minutes</b>	
<b>END OF TRANSACTION</b>				



#### 4. PROCESSING OF REQUEST FOR SUB-ALLOTMENT RELEASE ORDER (SUB-ARO)

This refers to the processing of request for Sub-Allotment Release Order (Sub-ARO) submitted to BMD for budget augmentation in the Regional Offices pursuant to Commission Memorandum Order No. 75 dated October 22, 2021.

<b>Office or Division:</b>	Central Office - Budget and Management Division, PMFS, Cash Division & Commission Proper			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Regional Offices			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>				
<b>Supporting Documents (SDs):</b>				
1. Request letter and supporting documents as enumerated under MO No. 75 dated October 22, 2021				Regional Offices
<b>Additional Requirements per MO No. 75 dated October 22, 2021:</b>				
1. FAR 1/1-A for Continuing and Regular Fund (Updated)				Regional Offices
2. FAR1-B				
3. Budget Estimates with details on the nature of request				
4. Certification of availability of Cash Allocation, if applicable				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for Sub-Allotment Release Order (Sub-ARO) with complete documents	<b>BUDGET AND MANAGEMENT DIVISION:</b>			
	1.1. Receive Sub-ARO request with complete documents and forwards to the assigned Budget Reviewer.	None	15 minutes	Receiving Staff
	1.2. Evaluate Sub-ARO request and documents and prepare Budget Evaluation Sheet.	None	2 working days	Budget Reviewer
	1.3. Forward the Budget	None		





	Evaluation Sheet and the supporting documents to the assigned officer/s.			
	1.4. Review the Sub-ARO request and Budget Evaluation Sheet.	None	2 hours	Assigned Officer
	1.5. Prepare transmittal letter to the Commission, Modification Advice Form (MAF)/ Advice for use of Personnel Services Allotment (APSA) and Sub-ARO and forwards to the Chief/OIC for review and approval.	None	15 minutes	Assigned Officer/s
	1.6. Review, sign, and recommend for approval of the PMFS Director the transmittal letter to the Commission, MAF/APSA and Sub- ARO.	None	15 minutes	Chief/Assistant Chief
	1.7. Endorse to the PMFS Director for signature.	None	2 minutes	Releasing Staff
	<b>PLANNING, MANAGEMENT AND FINANCIAL SERVICE:</b>			
	1.8. Receive the approved MAF/APSA and Sub- ARO.	None	2 minutes	Receiving Staff
	1.9. Approve and sign the	None	15 minutes	PMFS Director



	transmittal letter and MAF/APSA, and affix initial on the request for Sub-ARO.			
	1.10. Endorse to the Commission Proper.	None	2 minutes	Releasing Staff
	<b>COMMISSION PROPER:</b>			
	1.11. Receive request for Sub-ARO, MAF/APSA, and transmittal letter.	None	2 minutes	Receiving Staff
	1.12. Review, and approve the request for Sub-ARO, MAF/APSA, and sign transmittal letter.	None	3 working days	Executive Assistant and Commission Proper
	1.13. Endorse the approved documents to the BMD.	None	2 minutes	Releasing Staff, Office of the Chairperson
<b>TOTAL</b>			<b>5 working days, 3 hours and 10 minutes</b>	
<b>END OF TRANSACTION</b>				



### 5. PROCESSING OF APPLICABLE NOTICE OF TRANSFER ALLOCATION (NTA)

This refers to the processing of Request for Notice of Transfer Allocation (NTA) is submitted by Regional Offices for release of additional cash in the Regional Offices through Notice of Transfer Allocation (NTA) pursuant to Commission Memorandum Order No. 75 dated October 22, 2021.

<b>Office or Division:</b>	Central Office - Accounting Division, Commission Proper, Cash Division			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Regional Offices			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE/SOURCES</b>
<b>Basic Requirements:</b>				
<b>Supporting Documents (SDs):</b>				
1. Request letter and supporting documents as enumerated under MO No. 75 dated October 22, 2021				Regional Offices
<b>Additional Requirements per MO No. 75 dated October 22, 2021:</b>				
1. FAR 1/1-A for Continuing and Regular Fund (Updated)				Regional Offices
2. FAR3, if applicable				
3. FAR 4				
4. BED 3				
5. Latest Bank Balance				
6. List of Due and Demandable Accounts Payable-Advice to Debit Account				
7. RANCA				
8. RANTA, if applicable				
9. Computation for Additional Notice of Cash Allocation (NCA) Request				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request for Sub-Allotment Release Order (Sub-ARO) with complete documents.	<b>ACCOUNTING DIVISION:</b>			
	1.1. Receive Request from Regional Offices.	None	15 minutes	Receiving Staff
	1.2. Check NTA request and supporting documents:	None	3 working days and 10 minutes	Accounting Staff



	<p>a. Evaluate the NTA request and check the availability of cash allocation for NTA.</p> <p>b. If cash deficiency, informs the concerned Regional Office of request disapproval.</p> <p>c. If not, prepare the NTA form for approval of the Chief.</p> <p>d. endorses the evaluated NTA form for initial approval of the Chief.</p> <p>1.3. Affix initial to the NTA.</p> <p>1.4. Endorse the NTA to the approving officer / authorized signatory, based on assigned threshold.</p>	<p>None</p> <p>None</p>	<p>30 minutes</p> <p>2 minutes</p>	<p>OIC or Chief of the Division</p> <p>Releasing Staff</p>
	<p><b>COMMISSIONER II / AUTHORIZED SIGNATORY:</b></p> <p>1.5. Receive and records documents from PMFS.</p> <p>1.6. Review the documents and forward to Commissioner for approval.</p>	<p>None</p> <p>None</p>	<p>2 minutes</p> <p>10 minutes</p>	<p>Receiving Staff</p> <p>Executive Assistant</p>



	1.7. Affix signature to the NTA.	None	5 minutes	Authorized Signatory
	1.8. Endorse the approved NTA to Cash Division	None	5 minutes	Releasing Staff
	<b>CASH DIVISION:</b>			
	1.9. Receive the approved NTA from the designated approving officer / authorized signatory.	None	15 minutes	Designated Approving Officer/ Authorized Signatory
	1.10. Record the received NTA on the log book, stamps *RECEIVED* at the back of the said document and indicate date and time received, and affixes signature.	None	10 minutes	Receiving Staff
	1.11. Forward the received NTA to the staff in charge for checking of the following: <ul style="list-style-type: none"> <li>• NTA number</li> <li>• MDS Account no.</li> <li>• Regional Office where the NTA will be forwarded</li> <li>• Amount in figures and in words</li> <li>• The validity of NTA Attachment/s</li> </ul>	None	15 minutes	Staff-in-charge of NTA



	1.12. If found in order, forward the NTA to the Head of Cash Division for signature.	None	5 minutes	Staff-in-Charge of NTA
	1.13. After signing, return the signed NTA to the staff-in-charge to be forwarded to LBP for the Transfer of Allocation to Regional Office concerned.	None	5 minutes	Staff-in-Charge and Division Head
	1.14. Endorse to LBP and receive notice of bank confirmation that the NTA was already transferred to concerned RO/s.	None	2 hours	Division Head and Staff-in-Charge
	1.15. Furnish a copy of NTA to the Accounting and Cash Division as a proof of transferred allocation.	None	5 minutes	Cash Disbursing Staff
	1.16. File a copy, for reference and audit purpose.	None	5 minutes	Staff-in-Charge
2. Acknowledge receipt of NTA confirmation.				
<b>TOTAL</b>			<b>3 working days, 4 hours and 19 minutes</b>	
<b>END OF TRANSACTION</b>				



# **III. FEEDBACK AND COMPLAINTS MECHANISM**



<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send feedback?</b>	<p>Clients may opt any of the following feedback mechanism:</p> <ol style="list-style-type: none"> <li>1. Accomplish the Client Satisfaction Measurement (CSM) form available in physical printed copies onsite or through the Client Relationship Management System (CRMS) online at <a href="https://crms.prc.gov.ph/feedbackform">https://crms.prc.gov.ph/feedbackform</a>.</li> <li>2. Other concerns may be coursed through the PRC Anti-Red Tape Unit (ARTU) through email– <a href="mailto:arta@prc.gov.ph">arta@prc.gov.ph</a> or call the PRC Helpdesk at telephone number– 8736-2253.</li> </ol>
<b>How is feedback processed?</b>	<ol style="list-style-type: none"> <li>1. Regional Offices consolidates the feedback submitted through the CSM form either in physical printed copy or online. Feedback requiring response and/or action are being attended to by concerned office where it was directly coursed through. Each Regional Office and Offsite Service Centers maintain both physical and online CSM form. Monthly summary of feedback is being submitted to the Central Office through the ARTU for consolidation and reporting purposes.</li> <li>2. For feedback or other concerns lodged through email (<a href="mailto:arta@prc.gov.ph">arta@prc.gov.ph</a>) and Helpdesk (8736-2253), the ARTU facilitates endorsement to concerned office for response and/or appropriate action, including monitoring of their response and/or action within the prescribed timeline.</li> </ol>
<b>How to file complaint?</b>	<p>Clients may opt any of the following channel to file a complaint:</p> <ol style="list-style-type: none"> <li>1. By accessing the PRC CRMS and lodging the details of complaint online– <a href="https://crms.prc.gov.ph/feedbackform">https://crms.prc.gov.ph/feedbackform</a> <i>Note: The system (CRMS) has the facility wherein client may select the concerned office where the client transacted; concerned office therefore is notified of the complaint lodged by clients on a real-time basis.</i></li> <li>2. By sending the details of complaint through email– <a href="mailto:arta@prc.gov.ph">arta@prc.gov.ph</a></li> <li>3. By coursing them through external channels: <ol style="list-style-type: none"> <li>a. Office of the President – Hotline 8888 or 8888 Citizen’s Complaint Center</li> <li>b. Presidential Action Center</li> <li>c. Anti-Red Tape Authority – Complaint Action Center</li> </ol> </li> </ol>





<p><b>How are complaints being processed?</b></p>	<p>d. Civil Service Commission – Contact Center ng Bayan</p> <ol style="list-style-type: none"> <li>1. For complaints lodged through PRC CRMS, concerned office where the complaint was directly lodged shall respond and/or take action within the prescribed timeline.</li> <li>2. For complaints lodged through <a href="mailto:arta@prc.gov.ph">arta@prc.gov.ph</a>, the ARTU facilitates endorsement to concerned office for response and/or appropriate action, including monitoring of their response and/or action within the prescribed timeline.</li> <li>3. For complaints lodged through external channels and referred by external channels to PRC, the ARTU facilitates endorsement to concerned office for response and/or appropriate action, including monitoring of their response and/or action within the prescribed timeline.</li> </ol>
<p><b>Contact Information of ARTA, Presidential Action Center (PACe), and CSC Contact Center ng Bayan</b></p>	<p>Anti-Red Tape Act (ARTA):  <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a>  0969-257-7242 / 0928-690-4080</p> <p>Presidential Action Center (PACe):  <a href="mailto:pace@op.gov.ph">pace@op.gov.ph</a>  8249-8310 local 8175</p> <p>CSC Contact Center ng Bayan (CCB):  <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a>  0908-881-6565 / 8932-0111</p>



# IV. LIST OF OFFICES



OFFICE	LOCATION	CONTACT INFORMATION	
		TELEPHONE NUMBER	E-MAIL ADDRESS
<b>CENTRAL OFFICE</b>			
Office of the Chairperson	2/F Main Building, PRC, Sampaloc, Manila	8736-4880	chairman.caz@prc.gov.ph
Office of the Commissioner I	2/F Main Building, PRC, Sampaloc, ManilaZ	5310-0049	commissioner.jyc@prc.gov.ph
Office of the Commissioner II	2/F Main Building, PRC, Sampaloc, Manila	8735-1488	commissioner.eme@prc.gov.ph
Office of the Assistant Commissioner	2/F Main Building, PRC, Sampaloc, Manila		assistant.commissioner@prc.gov.ph
Commission Secretary	3/F Main Building, PRC, Sampaloc, Manila	5310-2009	comsec@prc.gov.ph
Public Information and Media Relations Unit	5/F Main Building, PRC, Sampaloc, Manila	8584-7155	pimru@prc.gov.ph prcpublicinfo@prc.gov.ph
PRB Screening Unit	Philippine International Convention Center		prb.screening@prc.gov.ph
Legal Appeals Unit	Philippine International Convention Center		lau@prc.gov.ph
PRB Secretariat Division	Philippine International Convention Center	8552-0010	prb.secretariat@prc.gov.ph
Internal Audit Services Division	3/F Annex Building, PRC, Sampaloc, Manila	5310-1014	internal.audit@prc.gov.ph
<b>Planning, Management and Financial Service - Office of the Director</b>	2/F Annex Building, PRC, Sampaloc, Manila	5310-4045	pmfs@prc.gov.ph
Monitoring and Evaluation Division	3/F Annex Building, PRC, Sampaloc, Manila	8733-1047	monitoring@prc.gov.ph
Planning Division	3/F Annex Building, PRC, Sampaloc, Manila	8735-4671	planning@prc.gov.ph
Accounting Division	2/F Annex Building, PRC, Sampaloc, Manila	5310-1025	accounting@prc.gov.ph
Budget and Management Division	2/F Annex Building, PRC, Sampaloc, Manila	8735-1513	budget1@prc.gov.ph
Research and Statistics Division	3/F Annex Building, PRC, Sampaloc, Manila	5310-0039	rsd@prc.gov.ph
<b>Administrative Service - Office of the Director</b>	3/F Annex Building, PRC, Sampaloc, Manila	5310-0019	admin.service1@prc.gov.ph
Human Resource Development Division	3/F Annex Building, PRC, Sampaloc, Manila	8736-2246	hrdd@prc.gov.ph
Procurement and Supply Division	G/F Annex Building, PRC, Sampaloc, Manila	5310-2013	procurement@prc.gov.ph
Archives and Records Division	2/F Main Building, PRC, Sampaloc, Manila	5310-2020	records@prc.gov.ph
General Services Division	3/F Annex Building, PRC, Sampaloc, Manila	5310-1046	gsd@prc.gov.ph
Cash Division	G/F Annex Building, PRC, Sampaloc, Manila	5310-0021	cash.division@prc.gov.ph



<b>Information and Communications Technology Service - Office of the Director</b>	2/F Main Building, PRC, Sampaloc, Manila		ict.service@prc.gov.ph
Systems Development & Maintenance Division	2/F Main Building, PRC, Sampaloc, Manila	5310-0017	sdmd@prc.gov.ph
Network Infrastructure and Information Security Division	2/F Main Building, PRC, Sampaloc, Manila		niisd@prc.gov.ph
Database Management Systems Division	2/F Main Building, PRC, Sampaloc, Manila		dmsd@prc.gov.ph
<b>Legal Service - Office of the Director</b>	Philippine International Convention Center	8821-9294	legal.service@prc.gov.ph
Hearing and Investigation Division	Philippine International Convention Center	8821-9294 +63919 664 8567 +63927 985 4488	hearing.investigation@prc.gov.ph
Special Prosecution Division	Philippine International Convention Center	8821-9294	special.prosecution@prc.gov.ph
Legal Research and Opinion Division	3/F Annex Building, PRC, Sampaloc, Manila		legal.research@prc.gov.ph
<b>Licensure Office - Office of the Director</b>	4/F Annex Building, PRC, Sampaloc, Manila	5310-0024	licensure.office1@prc.gov.ph
Licensure Division	4/F Annex Building, PRC, Sampaloc, Manila	8735-4703	licensure.division@prc.gov.ph
Test Development Division	3/F Main Building, PRC, Sampaloc, Manila		tdd@prc.gov.ph
Rating Division	3/F Main Building, PRC, Sampaloc, Manila	8735-1534	rating@prc.gov.ph
<b>International Affairs Office - Office of the Director</b>	Philippine International Convention Center		iao1@prc.gov.ph
International Development Division	Philippine International Convention Center	8244-7674	idd2@prc.gov.ph
Qualification Recognition Division	Philippine International Convention Center		qrd2@prc.gov.ph
International Commitments Negotiation Division	Philippine International Convention Center		icnd1@prc.gov.ph
<b>Regulation Office - Office of the Director</b>	4/F Annex Building, PRC, Sampaloc, Manila	8810-8415	regulation.office@prc.gov.ph
Accreditation and Compliance Division	5/F Main Building, PRC, Sampaloc, Manila	5310-2023	acd2@prc.gov.ph
Professional Registry Division	G/F Main Building, PRC, Sampaloc, Manila		prd@prc.gov.ph



Continuing Professional Development Division	Philippine International Convention Center	8810-8415	cpdd@prc.gov.ph
<b>Regional Offices (ROs)</b>			
<b>National Capital Region (NCR) Office - Manila</b>	P. Paredes St. cor. N. Reyes St. Sampaloc, Manila	5310-1047	ncr@prc.gov.ph
LRD-Application Section (NCR)		5310-0026	
Regulation Division (NCR)		8735-6933	
Records Section (NCR)		5310-1018	
LRD-Registration Section (NCR)		5310-1027	
Cash and Disbursing Section (NCR)		8736-2245	
Legal Division (NCR)		09156727798 09691135960	
1. Robinsons Galleria Quezon City	Ortigas Ave, Ortigas Center, Quezon City	8635-2221	rob.galleria.ortigas@prc.gov.ph
2. Robinsons Place Manila	Pedro Gil, cor M. Adriatico St, Ermita, Manila		rob.manila@prc.gov.ph
3. Robinsons Place Novaliches	Quirino Hwy, Novaliches, Quezon City		rob.novaliches@prc.gov.ph
4. Robinsons Place Las Piñas	Alabang-Zapote Rd, Las Piñas		rob.laspinas@prc.gov.ph
5. Ayala Mall Manila Bay	Diosdado Macapagal Blvd, cor Aseana Ave, Paranaque City		ncr@prc.gov.ph
6. Ayala Mall South Park	South Park district, Alabang, Muntinlupa		
7. Lucky Chinatown, Binondo, Manila	Reina Regente St, Binondo, Manila		
<b>Cordillera Administrative Region (CAR) Office - Baguio City</b>	Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Bgy. Rizal Monument, 2600 Baguio City	(074) 661-9105 (074) 665-4338 (074) 661-9105	car@prc.gov.ph
<b>Regional Office I - Rosales</b>	Government Center, Pangasinan-Nueva Viscaya Road Carmay East, 2441 Rosales, Pangasinan	(075) 649-3798	ro1@prc.gov.ph



1. Robinsons Place Ilocos	Brgy. San Nicolas, Ilocos Norte	0939-859-7820	rob.ilocos@prc.gov.ph
2. Robinsons Place Pangasinan	DAGUPAN—URDANETA Road, Barangay San Miguel Rd, Calasiao, Pangasinan	0930-606-9639	rob.pangasinan@prc.gov.ph
<b>Regional Office II - Tuguegarao City</b>	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	(078) 304-0701 (078) 304-0703 09454005255	ro2@prc.gov.ph
1. Robinsons Place Santiago	Pan-Philippine Hwy, Santiago, 3311 Isabela	09610631067	rob.santiago@prc.gov.ph
<b>Regional Office III - San Fernando City</b>	2nd and 3rd Floor (New) PEO Annex Building Provincial Capitol Compound, Bgry. Santo Niño City of San Fernando, Pampanga	0966-084-9627	ro3@prc.gov.ph
LRD		09060292779	
1. Robinsons Starmills	Brgy. San Jose City of San Fernando, Pampanga	0909-295-7885	rob.starmills@prc.gov.ph
2. My Metro Town Mall Tarlac	MacArthur Highway corner Juan Luna Street, Tarlac City, Tarlac	0956-830-5757	ro3.metrotowntarlac@prc.gov.ph
1. OSSCO Palayan, Nueva Ecija	Business Hub, G/F Gov't. Bldg, Palayan City, Nueva Ecija	0933-212-2517	ossco.palayan@prc.gov.ph
<b>Regional Office IVA - Lucena City</b>	2nd floor Lucena Grand Central Terminal Bldg. Ilayang Dupay, Lucena City	(042) 373 7305 (042) 373-7316	ro4a@prc.gov.ph
1. Robinsons Place Dasmariñas	Emilio Aguinaldo Highway, corner Governor's Dr, Sitio Palapala, Dasmariñas, 4114 Cavite	09054762759	rob.dasmarinas@prc.gov.ph
2. Robinsons place Sta. Rosa	Old National Highway, Barangay Tagapo, Santa Rosa, Laguna	09281649034	rob.starosa@prc.gov.ph



<b>Regional Office IVB - MIMAROPA</b>	4/F Sunnymede IT Center 1614 Quezon Avenue, South Triangle, Quezon City	(02) 8733-1045	ro4b@prc.gov.ph
1. Robinsons Place Palawan	National Highway, Barangay. San Manuel, Puerto Princesa City, Palawan		rob.palawan@prc.gov.ph
2. Mindoro State University (MinSU), Oriental Mindoro	Alcate, Victoria Oriental Mindoro		ro4b@prc.gov.ph
<b>Regional Office V - Legaspi City</b>	Regional Government Center Site Rawis, Legaspi City 4500	(052) 481-3079	ro5@prc.gov.ph
Finance and Administrative Division (RO V)		(052) 481-3323	
1. Robinsons Place Naga	Roxas Avenue cor. Almeda Highway, Brgy. Triangulo, Naga City		rob.naga@prc.gov.ph
<b>Regional Office VI - Iloilo City</b>	2nd Floor, Gaisano Iloilo City Center Mall Benigno Aquino Ave., Mandurriao, Iloilo City	(033) 329-2410	ro6@prc.gov.ph
1. Robinsons Place Bacolod	Lacson Street, Mandalagan, Bacolod City		rob.bacolod@prc.gov.ph
2. GT Town Center Pavia, Iloilo	Pavia, Iloilo		gt.town.center@prc.gov.ph
3. Robinsons Place Iloilo	Corner De Leon & Quezon Sts., Iloilo City		rob.iloilo@prc.gov.ph
4. Festive Walk Mall, Iloilo	Megaworld Blvd, Mandurriao, Iloilo City, Iloilo		festivewalk.iloilo@prc.gov.ph
5. Robinsons Place Antique	National Highway, Brgy.San Angel, San Jose de Buenavista, Antique		rob.antique@prc.gov.ph
<b>Regional Office VII - Cebu City</b>	HVG Arcade, Subangdaku Mandaue City, Cebu	(032) 253-5330	ro7@prc.gov.ph
1. Robinsons Galleria-Cebu	General Maxilom Avenue cor. Sergio Osmena Blvd., Brgy Tejero, Cebu City		rob.galleria.cebuprc.gov.ph



2. Robinsons Place Dumaguete	Dumaguete Business Park, Calindagan, Dumaguete City		rob.dumaguete@prc.gov.ph
3. Tagbilaran, Bohol-LGU	J.A Clarin Street cor. E. Calceta Street, Cogon, Tagbilaran City, Bohol		ro7@prc.gov.ph
<b>Regional Office VIII - Tacloban City</b>	Liceo del Verbo Divino (LVD) Campus, Law Building (former Department of Agrarian Reform - DAR Office)	(053) 832-2519	ro8@prc.gov.ph
1. Robinsons Place Ormoc City	Brgy. Cogon, Ormoc City, Leyte		rob.ormoc@prc.gov.ph
2. Calbayog City Govt. Center Bldg., Samar	3rd floor, Government Center, Brgy. Bagacay, Calbayog City, Samar		ro8@prc.gov.ph
3. Maasin City	City Hall Sports Complex, Tunga-Tunga, Maasin City, Southern Leyte		
4. Robinsons North Tacloban	Tacloban City, Leyte		
<b>Regional Office IX - Pagadian City</b>	4th Floor, C3 Building, Rizal Avenue Pagadian City	(062) 925-0080 0970-0503505	ro9@prc.gov.ph
1. Zamboanga Satellite Office	R.T. Lim Boulevard, San Jose Cawa-Cawa, Zamboanga City (fronting Sangguniang Panlungsod)		zamboanga@prc.gov.ph
<b>Regional Office X - Cagayan de Oro</b>	Skypark, Limketkai Center Cagayan de Oro City, Misamis Oriental	0967-4408-198	ro10@prc.gov.ph
1. Robinsons Place Iligan	Macapagal Ave, Iligan City, Lanao del Norte	0965-5017-773	rob.iligan@prc.gov.ph
2. Robinsons Place Valencia	Sayre Highway, Brgy. Hagkol, Bagontaas Valencia, Bukidnon	0936-0451-874	





<b>Regional Office XI - Davao City</b>	Calamansi St., corner 1st Street Juna Subdivision 8000 Matina, Davao City	(082) 234-0006 to 07	ro11@prc.gov.ph
1. Robinsons Place Tagum	National Highway Tagum City, Davao City	(082) 234-0006 to 07 local 139	rob.tagum@prc.gov.ph
2. Digos Business Center, Digos City, Davao del Sur	2nd Floor, Digos Business Center, Digos City, Davao del Sur	(082) 234-0006 to 07 local 124	ro11@prc.gov.ph
1. OSSCO Gaisano Mall, Davao City	5th floor of Gaisano Mall of Davao located at J.P. Laurel Avenue		
<b>Regional Office XII - Koronadal</b>	Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato 9506	(083) 822-0824	ro12@prc.gov.ph
Finance and Administrative Division (RO XII)		(083) 822-0825	
LRD-Application Section (RO XII)		09474401786	
LRD-Examination Section (RO XII)		(083) 822-0827	
LRD-Registration Section/Regulation Division (RO XII)		(083) 822-0825	
1. Robinson Place GenSan	Jose Catolico Avenue, Lagao, General Santos	09095666184	rob.gensan@prc.gov.ph
2. Kidapawan City, Cotabato	Overland Terminal, Alim Street, Kidapawan City, North Cotabato	09107367700	
<b>Regional Office XIII - Butuan City</b>	Robinsons Place Butuan City Butuan City, Agusan Del Norte	0930-2291-575 (085) 815 0915	ro13@prc.gov.ph
LRD-Examination Section (NCR)		0963-1829-314	



# **V. SURVEY QUESTIONNAIRE**

## **(Client Satisfaction Measurement Form)**





Professional Regulation Commission

CLIENT SATISFACTION MEASUREMENT FORM

The Client Satisfaction Measurement (CSM) tracks the customer experience of government offices. Your feedback on your recently concluded transaction will help this office provide a better service. Personal information shared will be kept confidential and you always have the option to not answer this form.

CLIENT INFORMATION

Client Type:  General Public  Business or Private Organization  Government (Employee or another agency)

Name (optional): \_\_\_\_\_ Email address (optional): \_\_\_\_\_

Date: \_\_\_\_\_ Gender:  Male  Female Age: \_\_\_\_\_

Region of residence: \_\_\_\_\_ Contact No. \_\_\_\_\_

Profession: \_\_\_\_\_

Service/s Availed: \_\_\_\_\_

Application for Licensure Exam  Certification  Duplicate PIC/Board Certificate  ACPE/AA/ASEAN CPA Application

Registration  Authentication  Accreditation  Others (Please specify): \_\_\_\_\_

Professional ID Renewal  STP  Stateboard Verification

INSTRUCTIONS: Check mark (✓) your answer to the Citizen's Charter (CC) questions. The CC is an official document that reflects the services of a government agency/office including its requirements, fees, and processing times among others.

- CC1 Which of the following best describes your awareness of a CC?
1. I know what a CC is and I saw this office's CC.
2. I know what a CC is but I did NOT see this office's CC.
3. I learned of the CC only when I saw this office's CC.
4. I do not know what a CC is and I did not see one in this office. (Answer 'N/A' on CC2 and CC3)
CC2 If aware of CC (answered 1-3 in CC1), would you say that the CC of this office was ...?
1. Easy to see 4. Not visible at all
2. Somewhat easy to see 5. N/A
3. Difficult to see
CC3 If aware of CC (answered codes 1-3 in CC1), how much did the CC help you in your transaction?
1. Helped very much 3. Did not help
2. Somewhat helped 4. N/A

INSTRUCTIONS: For Service Quality Dimensions (SQD) 0-8, please put check mark (✓) on the column that best corresponds to your answer.

Table with 7 columns: Particulars, 1 (Strongly Disagree), 2 (Disagree), 3 (Neither Agree nor Disagree), 4 (Agree), 5 (Strongly Agree), N/A (Not Applicable). Rows include SQD0 through SQD8.

Suggestions on how we can further improve our services (optional):

