



CITIZEN'S CHARTER

PRC Tuguegarao Regional Office

I. BRIEF INFORMATION ABOUT THE AGENCY

The establishment of PRC Tuguegarao City was an answer to an old dream of professionals of the North who need an accessible government service. Through the years, the Regional Office has undoubtedly proven its strong commitment towards quality and excellent public service. In 2015, PRC Tuguegarao was conferred the Citizen's Satisfaction Center Seal of Excellence Award (CSC-SEA) by the Civil Service Commission for the effective implementation of the Anti-Red Tape Act (ARTA). Despite limitations on infrastructure development, PRC Tuguegarao maintained full operation and was able to provide quality and excellent frontline services to its stakeholders. In its desire to expand the services of the Commission to nearby provinces such as Isabela, Quirino, Nueva Viscaya and other nearby municipalities outside Region 02, an Off-Site Delivery Center was established and is currently housed at Robinsons Santiago in Isabela.

II. VISION

The Professional Regulation Commission 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. SERVICE PLEDGE

P-rofessionalism and Integrity

R-esponsibility, Unity and Accountability

C-ompetence and Excellence

V. SERVICES MATRIX

SERVICE APPLIED FOR	WHO MAY AVAIL	DOCUMENTARY REQUIREMENTS	DETAILED STEPS AND DURATION	MAXIMUM PROCESSING TIME	PROCESSING FEE IN Php	PERSON IN CHARGE POSITION UNIT/DIVISION
<p>PROCESSING OF APPLICATION FOR LICENSURE EXAMINATION</p>	<ul style="list-style-type: none"> ➤ Filipino citizen of good moral character; ➤ Has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body; ➤ Appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law. 	<ul style="list-style-type: none"> ❖ Original and photocopy of Official Transcript of Records (OTR) with scanned picture and remarks: "For Board Examination Purposes Only", bearing the exact Date of Graduation and Special Order Number; ❖ NSO/PSA-issued Birth Certificate - Original and photocopy; ❖ NSO/PSA-issued Marriage Certificate (for married female applicant) - Original and photocopy; ❖ For Non-availability of Records of either Birth Certificate or Marriage Certificate or both - Negative Certification issued by NSO/PSA should be accompanied by a Certificate of Live Birth/ Marriage from the Local Civil Registrar (LCR) duly authenticated by the NSO/PSA Statistician. ❖ For Non-Readable Entries in NSO/PSA Birth/Marriage Certificate a clear copy of Form 102 or LCR Form 1A should be submitted. <ul style="list-style-type: none"> ▪ 1 Passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire. ▪ Government issued ID or Community Tax Certificate (Cedula) for the current year. ▪ Original and photocopy of College Diploma if exact date of graduation is not indicated on the Transcript of Records; ▪ CHED recognition or permit to operate for graduates of new schools/programs; ▪ Notarized list of graduates (<i>for 1st timers only</i>) ❖ For Filipino Citizen who finished his/her BS Degree/Course abroad: <ul style="list-style-type: none"> ▪ To submit a Certificate of Equivalency from the Commission on Higher Education (CHED). ❖ For Dual Citizen : <ul style="list-style-type: none"> ▪ To submit Certificate of Recognition as Filipino Citizen from the Bureau of Immigration and Photocopy of Philippine Passport/Certificate of Dual Citizenship. ❖ For Recognized Filipino Citizens : <ul style="list-style-type: none"> ▪ Certificate of Re-acquisition/Retention of Citizenship; Oath of Allegiance and Photocopy of Philippine Passport <p>NOTE:</p> <ul style="list-style-type: none"> ❖ Other additional documentary requirements can be referred from the list of requirements per profession as prescribed by respective Professional Regulatory laws ❖ 2 Documentary Stamps 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Processing – evaluation and tagging (<i>15 minutes</i>) *Payment of fees 2. Issuance of Notice of Admission (NOA) (<i>5 minutes</i>) *Printing and Releasing of NOA 	<p>Simple Transaction- Within the day</p>	<p>Bacc=900.00 Non-Bacc=600.00 Cond/Removal=450</p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i></p> <p>Gliceria G. Natividad <i>(Senior Professional Regulations Officer-Application Section-Licensure and Registration Division)</i></p> <p>Jolilyn G. Tayag <i>(Professional Regulations Officer III-Application Section-Licensure and Registration Division)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p> <p>For Special Lane:</p> <p>Juana A. Astudillo <i>(Professional Regulations Officer III- Registration Section- Licensure and Registration Division)</i></p> <p>Peregrino I. Simangan <i>(Administrative Aide I-Finance and Administrative Division)</i></p>

<p>APPLICATION WITHOUT EXAMINATION (Walk-in)</p>	<p>➤ Filipino citizen of good moral character; ➤ Has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body; ➤ Appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law.</p>	<p>❖ Application Form</p> <ul style="list-style-type: none"> • Additional requirements per board • For female married applicants, marriage contract in security paper. • To present valid Government issued ID) 	<p><u>Frontline</u> 1. Review and Evaluation of documentary requirements (20 minutes) *Payment of fees *Issuance of Claim slip</p>	<p>Simple Transaction- Within the day</p>	<p>Application fee=900.00 Medrep/ Salesperson=450.00</p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i> Glicería G.Natividad <i>(Senior Professional Regulations Officer-Application Section-Licensure and Registration Division)</i> Jolilyn G. Tayag <i>(Professional Regulations Officer III-Application Section- Licensure and Registration Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>
<p>APPLICATION THAT NEEDS APPROVAL FROM THE BOARD (Online)</p>	<p>➤ Filipino citizen of good moral character; ➤ Has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body; ➤ Appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law.</p>	<p>❖ Original and photocopy of Official Transcript of Records (OTR)with scanned picture and remarks: "For Board Examination Purposes Only", bearing the exact Date of Graduation and Special Order Number; ❖ NSO/PSA-issued Birth Certificate - Original and photocopy; ❖ NSO/PSA-issued Marriage Certificate (for married female applicant) - Original and photocopy; ❖ For Non-availability of Records of either Birth Certificate or Marriage Certificate or both - Negative Certification issued by NSO/PSA should be accompanied by a Certificate of Live Birth/ Marriage from the Local Civil Registrar (LCR) duly authenticated by the NSO/PSA Statistician. ❖ For Non-Readable Entries in NSO/PSA Birth/Marriage Certificate a clear copy of Form 102 or LCR Form 1A should be submitted.</p> <ul style="list-style-type: none"> ▪ 1 Passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire. ▪ Government issued ID or Community Tax Certificate (Cedula) for the current year. ▪ Original and photocopy of College Diploma if exact date of graduation is not indicated on the Transcript of Records; ▪ CHED recognition or permit to operate for graduates of new schools/programs; ▪ Notarized list of graduates <i>(for 1st timers only)</i> <p>❖ For Filipino Citizen who finished his/her BS Degree/Course abroad:</p> <ul style="list-style-type: none"> ▪ To submit a Certificate of Equivalency from the Commission on Higher Education (CHED). 	<p><u>Frontline</u> 1. Review/Evaluation of documentary requirements (15 minutes) 2. Processing (5 minutes)</p>	<p>Simple Transaction- Within the day</p>	<p>Bacc=900.00 Non-Bac=600.00</p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i> Glicería G.Natividad <i>(Senior Professional Regulations Officer-Application Section-Licensure and Registration Division)</i> Jolilyn G. Tayag <i>(Professional Regulations Officer III-Application Section-Licensure and Registration Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>

		<ul style="list-style-type: none"> ❖ For Dual Citizen : <ul style="list-style-type: none"> ▪ To submit Certificate of Recognition as Filipino Citizen from the Bureau of Immigration and Photocopy of Philippine Passport/Certificate of Dual Citizenship. ❖ For Recognized Filipino Citizens : <ul style="list-style-type: none"> ▪ Certificate of Re-acquisition/Retention of Citizenship; Oath of Allegiance and Photocopy of Philippine Passport <p>NOTE:</p> <ul style="list-style-type: none"> ❖ Other additional documentary requirements can be referred from the list of requirements per profession prescribed by respective Professional Regulatory laws ❖ 2 documentary stamps per copy 				
INITIAL REGISTRATION OF SUCCESSFUL EXAMINEES	<ul style="list-style-type: none"> ➤ Those who passed the Licensure Examinations and/or ➤ Those whose applications for Registration without Examination have been approved by the Board through Board Resolutions. 	<ul style="list-style-type: none"> ❖ Passport size ID picture ❖ Documentary Stamps (2 pcs.) ❖ Window envelop with Postal Stamps ❖ Any Government issued ID/Community Tax Certificate (Cedula) <p>Additional Requirements for:</p> <ul style="list-style-type: none"> ❖ Registration without Exam <ul style="list-style-type: none"> ▪ Photocopy of approved resolution ❖ Real Estate Broker/Consultant <ul style="list-style-type: none"> ▪ Surety Bond ❖ Real Estate Appraiser <ul style="list-style-type: none"> ▪ Surety Bond (for those employed in private firm) ▪ Notarized Cert. Of Employment (for Government employee) ❖ PEE/REE/RME/ARCHITECT <ul style="list-style-type: none"> ▪ Official Receipt of payment Membership fee ❖ Professional Agricultural Engineer (PAE) <ul style="list-style-type: none"> ▪ Bio-data of PAE ▪ At Least 18 years of age on the Date of Registration: Midwife <p>NOTE: THE PROFESSIONAL IDENTIFICATION CARD (PIC) SHALL BE ISSUED ONLY AFTER OATH TAKING</p> <ul style="list-style-type: none"> ❖ Under Section 39, Article III of the Rules and Regulations Governing the Regulation and Practice of Professionals, "every successful examinee must, before exercising the rights and privileges of a professional, take his professional oath in the form prescribed by the Professional Regulation Commission, before any person authorized to administer the same." ❖ 2 doc. stamps/Oath form Documents as may be required by various Boards, i.e Certificate of Membership ❖ Duly notarized Certificate of Employment for Real Estate Appraiser, etc. 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Processing (10 minutes) 2. Issuance of Professional Identification Card (PIC) (5 minutes) <p>*Printing and Releasing</p>	Simple Transaction- Within the day	<p>Bacc=1,050.00 Non-Bacc=870.00</p> <p>Other transaction fees: Surety Bond (for Real Estate Service) min. of P2,000.00</p> <p>Notarial fee <i>(the fee shall depend on the charge of the Law Firm)</i></p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i></p> <p>Rowena T. Anzia <i>(Supervising Professional Regulations Officer-Registration Section- Licensure and Registration Division)</i></p> <p>Daisy A.Acorda <i>(Senior Professional Regulations Officer- Registration Section- Licensure and Registration Division)</i></p> <p>Juana A. Astudillo <i>(Professional Regulations Officer III- Registration Section- Licensure and Registration Division)</i></p> <p>Juliven M. Tabangcura <i>(Professional Regulations Officer I- Registration Section- Licensure and Registration Division)</i></p> <p>Pablito M. Cosme, Jr. <i>(Professional Regulations Officer I- Registration Section- Licensure and Registration Division)</i></p> <p>Cristy A. Tumalian <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p> <p>For Special Lane: Juana A. Astudillo <i>(Professional Regulations Officer III- Registration Section- Licensure and Registration Division)</i></p> <p>Peregrino I. Simangan <i>(Administrative Aide I-Finance and Administrative Division)</i></p>

<p>RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)</p>	<p>➤ Professionals whose Professional Identification Card (PIC) already expired, or about to expire within the calendar year.</p>	<ul style="list-style-type: none"> ❖ Renewal Form with Undertaking/Certificate of Attendance to accredited CPD seminars) and, ❖ Other documents as may be required by the various Boards, <i>i.e Certificate of Good Standing, Surety Bond for Real Estate Services)</i> 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. CPD Evaluation (5 minutes) 2. Processing (10 minutes) <ul style="list-style-type: none"> *Assessment *Payment 3. Issuance of Professional Identification Card (PIC) (5 minutes) <ul style="list-style-type: none"> *Printing and Releasing 	<p>Simple Transaction- Within the day</p>	<p>Bacc=450.00 Non-Bac=420.00 Penalties/Surcharges</p> <p>Self-Directed and/or Lifelong Learning Fee = P 500.00</p>	<p>For CPD</p> <p>Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i></p> <p>Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i></p> <p>Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i></p> <p>Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i></p> <p>Jayson Tamayao <i>(Job Order-Regulation Division)</i></p> <p>Renewal</p> <p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i></p> <p>Rowena T. Anzia <i>(Supervising Professional Regulations Officer-Registration Section-Licensure and Registration Division)</i></p> <p>Daisy A.Acorda <i>(Senior Professional Regulations Officer- Registration Section-Licensure and Registration Division)</i></p> <p>Juana A. Astudillo <i>(Professional Regulations Officer III- Registration Section-Licensure and Registration Division)</i></p> <p>Juliven M. Tabangcura <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Pablito M. Cosme, Jr. <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Cristy A. Tumuluan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p> <p>For Special Lane:</p> <p>Juana A. Astudillo <i>(Professional Regulations Officer III- Registration Section- Licensure and Registration Division)</i></p> <p>Peregrino I. Simangan <i>(Administrative Aide I-Finance and Administrative Division)</i></p>
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<p>ISSUANCE OF DUPLICATE PIC</p>	<p>➤ Registered professionals who were already issued Professional Identification Card (PIC) but got lost or damaged.</p>	<ul style="list-style-type: none"> ❖ Renewal form ❖ Affidavit of Loss/Damage 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Processing <ul style="list-style-type: none"> * Assessment *Payment of fees 2. Issuance of Professional Identification Card (PIC) (5 minutes) <ul style="list-style-type: none"> *Printing and Releasing 	<p>Simple Transaction- Within the day</p>	<p>Duplicate fee=250.00</p> <p>Other transaction fees: Notarial fee <i>(the fee shall depend on the charge of the Law Firm)</i></p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i></p> <p>Rowena T. Anzia <i>(Supervising Professional Regulations Officer-Registration Section-Licensure and Registration Division)</i></p> <p>Daisy A.Acorda <i>(Senior Professional Regulations Officer- Registration Section-Licensure and Registration Division)</i></p> <p>Juana A. Astudillo <i>(Professional Regulations Officer III- Registration Section-Licensure and Registration Division)</i></p> <p>Juliven M. Tabangcura <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Pablito M. Cosme, Jr. <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>
<p>APPLICATION FOR CHANGE OF STATUS/CORRECTION OF DATE OF BIRTH/ CORRECTION OF NAME</p>	<p>➤ For Change of Status: *A FEMALE Professional who got married and want to use the family name of spouse.</p> <p>➤ For Correction of Date of Birth/Correction of Name: *Registered professionals who need to correct entries/data on PRC Records based on their documents</p>	<ul style="list-style-type: none"> ❖ Petition Form ❖ Marriage contract ❖ Photocopy of PIC ❖ List of requirements as reflected in the Petition Form <ul style="list-style-type: none"> ❖ Petition Form ❖ Birth Certificate ❖ Marriage Contract ❖ Photocopy of PIC ❖ Affidavit ❖ List of requirements as reflected in the Petition Form 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Review/ Evaluation of documentary requirements (15 minutes) 2. Payment of prescribed fees (5 minutes) 3. Submission (25 minutes) <ul style="list-style-type: none"> * Preparation, proof reading and signing of resolution; *Transmittal of signed resolution with attached documentary requirements to PRC-CO 	<p>Simple Transaction- Within the day</p>	<p>225.00</p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i></p> <p>Rowena T. Anzia <i>(Supervising Professional Regulations Officer-Registration Section-Licensure and Registration Division)</i></p> <p>Daisy A.Acorda <i>(Senior Professional Regulations Officer- Registration Section-Licensure and Registration Division)</i></p> <p>Jose Bernabe T. Pauig <i>(Attorney IV-Legal Service-Office of the Regional Director)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>

<p>AUTHENTICATION (PIC, Board Certificate)</p>	<p>➤ Registered professionals with valid license/ updated Professional Identification Card</p>	<ul style="list-style-type: none"> ❖ Action Sheet ❖ To present valid Professional Identification Card (PIC) ❖ 2 documentary stamps per copy 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Receiving of documents (1 minute) 2. Payment of prescribed fees (5 minutes) 3. Releasing of authenticated documents (4 minutes) 	<p>Simple Transaction- Within the day</p>	<p>Authentication fee=75.00</p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i></p> <p>Rowena T. Anzia <i>(Supervising Professional Regulations Officer-Registration Section-Licensure and Registration Division)</i></p> <p>Daisy A.Acorda <i>(Senior Professional Regulations Officer- Registration Section-Licensure and Registration Division)</i></p> <p>Juana A. Astudillo <i>(Professional Regulations Officer III- Registration Section-Licensure and Registration Division)</i></p> <p>Juliven M. Tabangcura <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Pablito M. Cosme, Jr. <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>
<p>REPLACEMENT OF LOST/DAMAGED CERTIFICATE OF REGISTRATION</p>	<p>➤ Registered professionals who were already issued Certificate of Registration (COR) but got lost or damaged.</p>	<ul style="list-style-type: none"> ❖ Action Sheet ❖ Affidavit of Loss/Damage ❖ 2 documentary stamps per copy 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Processing (40 minutes) 2. Payment (5 minutes) 	<p>Simple Transaction- Within the day</p>	<p>Processing fee=300.00</p> <p>Other transaction fees: Notarial fee <i>(the fee shall depend on the charge of the Law Firm)</i></p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i></p> <p>Rowena T. Anzia <i>(Supervising Professional Regulations Officer-Registration Section-Licensure and Registration Division)</i></p> <p>Daisy A.Acorda <i>(Senior Professional Regulations Officer- Registration Section-Licensure and Registration Division)</i></p> <p>Juliven M. Tabangcura <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>

<p>ISSUANCE OF CERTIFICATE OF SURRENDERED LICENSE AND/OR BOARD CERTIFICATE</p>	<p>➤ Registered professionals who no longer want to practice his/her profession</p>	<ul style="list-style-type: none"> ❖ Copy of Decision ❖ Professional Identification Card (PIC) and/or Certificate of Registration or Board Certificate (COR/BC) ❖ 2 documentary stamps per copy 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Review/Evaluation (5 minutes) 2. Payment (5 minutes) 3. Surrender of documents (5 minutes) 4. Issuance (5 minutes) 	<p>Simple Transaction- Within the day</p>	<p>Certification fee=75.00</p>	<p>Alice L. Baclig <i>(Chief Professional Regulations Officer-Licensure and Registration Division)</i></p> <p>Rowena T. Anzia <i>(Supervising Professional Regulations Officer-Registration Section-Licensure and Registration Division)</i></p> <p>Daisy A.Acorda <i>(Senior Professional Regulations Officer- Registration Section-Licensure and Registration Division)</i></p> <p>Juliven M. Tabangcura <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Pablito M. Cosme, Jr. <i>(Professional Regulations Officer I- Registration Section-Licensure and Registration Division)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>
<p>ISSUANCE OF CERTIFICATION- Passing and Board Rating</p>	<p>➤ Registered professionals with valid license/ updated Professional Identification Card</p>	<ul style="list-style-type: none"> ❖ Action Sheet ❖ To present valid Professional Identification Card (PIC) ❖ 2 documentary stamps per copy 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Receiving (1 minute) 2. Payment of prescribed fees (5 minutes) 3. Releasing (4 minutes) 	<p>Simple Transaction- Within the day</p>	<p>Certification fee=75.00</p>	<p>Juan G. Alilam, Jr. <i>(Chief Administrative Officer- Finance and Administrative Division)</i></p> <p>Ma. Concepcion C. Matagay <i>(Administrative Officer III-Archives and Records Section-Finance and Administrative Division)</i></p> <p>Richardo P. Turingan <i>(Administrative Assistant III- Archives and Records Section- Finance and Administrative Division)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p> <p>For Special Lane:</p> <p>Juana A. Astudillo <i>(Professional Regulations Officer III- Registration Section- Licensure and Registration Division)</i></p> <p>Peregrino I. Simangan <i>(Administrative Aide I-Finance and Administrative Division)</i></p>

<p>AUTHENTICATION (Passing and Board Rating)/DFA RED RIBBON</p>	<p>➤ Registered professionals with valid license/ updated Professional Identification Card</p>	<ul style="list-style-type: none"> ❖ Action Sheet ❖ To present valid Professional Identification Card (PIC) ❖ 2 documentary stamps per copy <ul style="list-style-type: none"> ❖ Action Sheet ❖ To present valid Professional Identification Card (PIC) ❖ 2 documentary stamps per copy ❖ Authenticated copy of the following PRC documents: Board Rating or Passing, PIC, Board Certificate, Good Standing 	<p><u>Frontline</u> (Passing and Board Rating)</p> <ol style="list-style-type: none"> 1. Receiving of documents (1 minute) 2. Payment of prescribed fees (5 minutes) 3. Releasing of authenticated documents (4 minutes) <p><u>Frontline</u> (DFA Red Ribbon)</p> <ol style="list-style-type: none"> 1. Receiving of documents (1 minute) 2. Payment of prescribed fees (5 minutes) 3. Filling-out and receive DFA claim stub with Control Number and expected date of release (1 minute) 	<p>Simple Transaction- Within the day</p>	<p>Certification fee=75.00</p>	<p>Juan G. Alilam, Jr. (Chief Administrative Officer- Finance and Administrative Division) Ma. Concepcion C. Matagay (Administrative Officer III-Archives and Records Section-Finance and Administrative Division) Richardo P. Turingan (Administrative Assistant III- Archives and Records Section- Finance and Administrative Division) Cristy A. Tumaliuan (Cashier II-Finance and Administrative Division) Evelyn G. Esquibil (Cashier I-Finance and Administrative Division) For Special Lane: Juana A. Astudillo (Professional Regulations Officer III- Registration Section- Licensure and Registration Division) Peregrino I. Simangan (Administrative Aide I-Finance and Administrative Division)</p>
<p>REQUEST FOR PERFORMANCE OF SCHOOL, LIST OF EXAMINEES WITH RATINGS, AND REQUEST FOR CERTIFICATION OF INSTITUTIONAL PERFORMANCE WITH NATIONAL PERCENTAGE</p>	<p>➤ Any authorized official/ representative from Higher Education Institutions (HEIs) within the region</p>	<ul style="list-style-type: none"> ❖ FOI form ❖ Photocopy of Valid ID ❖ Action Sheet ❖ Request Form ❖ Letter of Request 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Processing (50 minutes) <ul style="list-style-type: none"> *Research *Billing 2. Payment (5 minutes) 3. Submission (5 minutes) <ul style="list-style-type: none"> *Scanning 	<p>Simple Transaction- Within the day</p>	<p>The computation per request depends on the number of examinees/pages</p>	<p>Katlyn C. Mangupag (Supervising Professional Regulations Officer -Finance and Administrative Division) Dina Joy C. Guzman (Administrative Assistant I-Office of the Regional Director) Cristy A. Tumaliuan (Cashier II-Finance and Administrative Division) Evelyn G. Esquibil (Cashier I-Finance and Administrative Division)</p>

<p>ISSUANCE OF CERTIFICATION- Good Standing</p>	<p>➤ Registered Professionals whose License/Professional Identification Card is subject to verification by foreign/local entities/agencies; and Local/Foreign government and non-government agencies or private entities that require Certification of Good Standing of an applicant/employee.</p>	<ul style="list-style-type: none"> ❖ Action Sheet ❖ To present valid Professional Identification Card (PIC) ❖ 2 documentary stamps per copy 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Receiving (1 minute) 2. Payment of prescribed fees (5 minutes) 3. Releasing (4 minutes) 	<p>Simple Transaction- Within the day</p>	<p>Certification fee=75.00</p>	<p>Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i> Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i> Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Jayson Tamayao <i>(Job Order-Regulation Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>
<p>AUTHENTICATION (Good Standing)</p>	<p>➤ Registered Professionals whose License/Professional Identification Card is subject to verification by foreign/local entities/agencies; and Local/Foreign government and non-government agencies or private entities that require Certification of Good Standing of an applicant/employee.</p>	<ul style="list-style-type: none"> ❖ Action Sheet ❖ To present valid Professional Identification Card (PIC) ❖ 2 documentary stamps per copy 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Receiving (1 minute) 2. Payment of prescribed fees (5 minutes) 3. Releasing (4 minutes) 	<p>Simple Transaction- Within the day</p>	<p>Certification fee=75.00</p>	<p>Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i> Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i> Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Jayson Tamayao <i>(Job Order-Regulation Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>

<p>STATEBOARD VERIFICATION/ VALIDATION OF LICENSE/ REGISTRATION</p>	<p>➤ Registered Professionals whose License/Professional Identification Card is subject to verification by foreign entities/agencies; and Foreign government and non-government agencies or private entities who require verification of license/board rating of an applicant/employee.</p>	<ul style="list-style-type: none"> ❖ Action Sheet ❖ Action Sheet, Application Form from the international regulatory agency ❖ Photocopy of TOR (as may be required) ❖ Photocopy of valid PIC) ❖ 2 doc. stamps per copy 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Processing <ul style="list-style-type: none"> *Secure the required PRC documents-Rating or license (20 minutes) 2. Payment of prescribed fees (5 minutes) 3. Submission to the desired Institution (15 minutes) <ul style="list-style-type: none"> *Fill-out the form *Send documents thru courier 	<p>Simple Transaction- 3 days</p>	<p>200.00/copy</p> <p>Other transaction fees: *Shipping Fee (courier of choice of the client) min. of P1,700.00-P2,000.00 (depending on the location, courier and dollar rate)</p>	<p>Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i> Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i> Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Jayson Tamayao <i>(Job Order-Regulation Division)</i> Maria Concepcion C. Callo <i>(Administrative Officer III-Archives and Records Section-Finance and Administrative Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>
<p>PROCESSING OF APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROVIDER</p> <ul style="list-style-type: none"> ❖ Individual/Sole Proprietor ❖ Firm/Partnership/Corporation ❖ Government Institutions/Agencies ❖ Foreign Entity/Firm/Association 	<p>➤ Registered Professionals, group of professionals and other interested organizations or institutions</p>	<ul style="list-style-type: none"> ❖ Application Form for Accreditation ❖ Pertinent documents as required by the Council 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Evaluation of documents (25 minutes) 2. Payment of prescribed fees (5 minutes) 3. Submission (5 minutes) <ul style="list-style-type: none"> *Transmittal 	<p>Simple Transaction- Within the day</p>	<p>5,000.00 (Local, Private)</p> <p>8,000.00 (Foreign)</p> <p>*Government/ SUCs (Exempted)</p>	<p>Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i> Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i> Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Jayson Tamayao <i>(Job Order-Regulation Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>

<p>PROCESSING OF APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM</p>	<p>➤ Accredited CPD Provider (Local and Foreign)</p>	<p>❖ Application Form for Accreditation ❖ Pertinent documents as required by the Council</p>	<p><u>Frontline</u> 1. Evaluation of documents (25 minutes) 2. Payment of prescribed fees (5 minutes) 3. Submission (5 minutes) *Transmittal</p>	<p>Simple Transaction- Within the day</p>	<p>1,000.00 (per Program)</p>	<p>Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i> Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i> Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Jayson Tamayao <i>(Job Order-Regulation Division)</i> Cristy I. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>
<p>PROCESSING OF APPLICATION FOR SELF-DIRECTED AND/OR LIFELONG LEARNING</p>	<p>➤ Registered Professionals</p>	<p>❖ Application Form for Self-Directed and/or Lifelong Learning</p>	<p><u>Frontline</u> 1. Processing (20 minutes) 2. Payment of prescribed fees (5 minutes) 3. Submission (5 minutes) *Transmittal</p>	<p>Simple Transaction- Within the day</p>	<p>500.00</p>	<p>Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i> Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i> Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Jayson Tamayao <i>(Job Order-Regulation Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>

ACCREDITATION OF INSTRUCTORS/LECTURER REAL ESTATE PROGRAM	➤ Registered Professionals	❖ Application Form ❖ Additional requirements per board	<u>Frontline</u> 1. Evaluation of documents (20 minutes) 2. Payment of fees (5 minutes) 3. Submission (5 minutes) *Transmittal	Simple Transaction- Within the day	1,500.00/offering of Program *Government/SUCs =Exempted	Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i> Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i> Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Jayson Tamayao <i>(Job Order-Regulation Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i>
ISSUANCE OF SPECIAL TEMPORARY PERMIT TO FOREIGN HEALTHCARE PROFESSIONALS PARTICIPATING IN THE HUMANITARIAN MISSION	➤ Foreign Professionals	➤ A duly accomplished STP Application Form; ➤ Letter request for the issuance of the STP to the foreign professional for the conduct of humanitarian or medical, dental or surgical mission, indicating the date and venue of the mission; and ➤ An official document showing that the applicant is a registered and licensed professional in the foreign state or country or any equivalent document * All official documents that are issued or executed abroad must be authenticated by the Philippine Embassy/Consulate/Legation in the state or country where the same was issued or executed.	<u>Frontline</u> 1. Evaluation of documents (25 minutes) 2. Payment of prescribed fees (5 minutes) 3. Submission (5 minutes) *Transmittal	Simple Transaction- Within the day	Category A P3,000.00 Category B,C & D P11,000.00 (P3,000.00 processing fee and P8,000.00 approved STP) Category E P1,250.00	Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i> Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i> Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Jayson Tamayao <i>(Job Order-Regulation Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i>

<p>CERTIFICATE OF ACCREDITATION/ COMPLIANCE/OPERATE CHEMICAL LABORATORY</p>	<ul style="list-style-type: none"> ➤ Corporation ➤ Partnership ➤ Sole Proprietorship Government Institution 	<ul style="list-style-type: none"> ❖ Application Form ❖ Additional requirements per board ❖ To present valid ID 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Evaluation of documents (10 minutes) 2. Payment of fees (5 minutes) 3. Submission to the Board (5 minutes) <p>*Transmittal</p>	<p>Simple Transaction- Within the day</p>	<ul style="list-style-type: none"> •ME/EE=2,000.00 •CHEM LAB=6,500.00 •APO/AIPO -P3,000.00 •BOA -Sole Proprietorship -1,500.00 •Partnership & Firm- 2,000.00 •Pharmacy Provider - 5,000.00 •Pharmacy Program - 3,000.00 •Real Estate Provider - 5,000.00 •Real Estate Program - 3,000.00 •Speaker - 1,500.00 •Environmental Planning - 3,000.00 •Landscape Architecture- 2,000.00 •Civil Engineering Initial - 5,000.00 •Renewal - 3,000.00 •Reinstatement - 5,000.00 	<p>Arnel M. Melad <i>(Chief Professional Regulations Officer-Regulation Division)</i></p> <p>Jack A. Wassig <i>(Supervising Professional Regulations Officer-Regulation Division)</i></p> <p>Floraida A. Bonilla <i>(Professional Regulations Officer III- Regulation Division)</i></p> <p>Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i></p> <p>Jayson Tamayao <i>(Job Order-Regulation Division)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>
<p>FILING OF COMPLAINT AGAINST PROFESSIONAL</p>	<ul style="list-style-type: none"> ➤Any person, whether professional or not with reasons to complain against a registered professional 	<ul style="list-style-type: none"> ❖ Affidavit Complaint with Certification of Non-Forum Shopping 	<p><u>Frontline</u></p> <ol style="list-style-type: none"> 1. Review of documents <ul style="list-style-type: none"> *Submit notarized Affidavit Complaint and Certification of Non-Forum Shopping *Prepare the complaint in 2 copies PLUS additional copy for each and every respondent and 1 receiving copy 2. Payment of fees <ul style="list-style-type: none"> *Secure Order of payment for docket fees from the Legal Division *Pay the docket fees of 245.00 at the Cashier 3. Filing of case <ul style="list-style-type: none"> *File the Complaint with the receipts and signed order of payment at the receiving Section of the Legal Section of the ORD 	<p>Simple Transaction- Within the day</p>	<p>Filing fee=245.00 (235 Docket Fee + 10 Legal Research Fee)</p> <p>Other transaction fees: Notarial fee <i>(the fee shall depend on the charge of the Law Firm)</i></p>	<p>Jose Bernabe T. Pauig <i>(Attorney IV-Legal Service-Office of the Regional Director)</i></p> <p>Girlie Mae D. Cuntapay <i>(Attorney III Legal Service-Office of the Regional Director)</i></p> <p>Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i></p> <p>Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i></p> <p>Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i></p>

ISSUANCE OF INELIGIBILITY TO TAKE THE LICENSURE EXAMINATION BY A NON-FILIPINO CITIZEN	➤ Non-Filipinos who graduated in the Philippines	Action Sheet, Original or Certified True Copy of TOR, passport or photocopy of Alien Registration Certificate	<u>Frontline</u> 1. Evaluation of documents (15 minutes) *Assessment *Payment of fees 2. Submission (5 minutes) *Transmittal	Simple Transaction- Within the day	75.00	Jose Bernabe T. Paug <i>(Attorney IV-Legal Service-Office of the Regional Director)</i> Girlie Mae D. Cuntapay <i>(Attorney III Legal Service-Office of the Regional Director)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i> Cristy A. Tumaliuan <i>(Cashier II-Finance and Administrative Division)</i> Evelyn G. Esquibil <i>(Cashier I-Finance and Administrative Division)</i>
APPLICATION TO TAKE THE LICENSURE EXAMINATION BY FOREIGN GRADUATE BY VIRTUE OF FOREIGN RECIPROCITY	➤ Foreign National	Application for Authority to Practice by Non-Filipino Citizens and other documents as may be required by the PRB under Memo No. 3, series of 2016)	<u>Frontline</u> 1. Evaluation of documents (15 minutes) *Assessment *Payment of fees 2. Submission (5 minutes) *Transmittal	Simple Transaction- Within the day	P3,000.00	Jose Bernabe T. Paug <i>(Attorney IV-Legal Service-Office of the Regional Director)</i> Girlie Mae D. Cuntapay <i>(Attorney III Legal Service-Office of the Regional Director)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i>
APPLICATION OF REGISTRATION OF FOREIGN PROFESSIONALS WITH OR WITHOUT EXAMINATION THROUGH FOREIGN RECIPROCITY OR INTERATIONAL	➤ Foreign National	Application for Authority to Practice by Non-Filipino Citizens and other documents as may be required by the PRB under Memo No. 3, series of 2016	<u>Frontline</u> 1. Evaluation of documents (15 minutes) *Assessment *Payment of fees 2. Submission (5 minutes) *Transmittal	Simple Transaction- Within the day	P3,000.00	Jose Bernabe T. Paug <i>(Attorney IV-Legal Service-Office of the Regional Director)</i> Girlie Mae D. Cuntapay <i>(Attorney III Legal Service-Office of the Regional Director)</i> Mark Vincent J.Gocal <i>(Professional Regulations Officer II- Regulation Division)</i>

VI. CONTACT INFORMATION OF THE AGENCY

1. Directly e-mail us to prc.tuguegarao@gmail.com;
2. Call us at (078) 304-0701 and/or CP No. 0936-811-0786;

VII. PROCEDURE FOR FILING COMPLAINTS

Please let us know how we have served you by doing any of the following:

1. Accomplish our feedback form available at the service counters and drop at the Suggestion box;
2. Directly e-mail us to prc.tuguegarao@gmail.com;
3. Call us at (078) 304-0701 and/or CP No. 0936-811-0786;
4. Talk to our *Officer of the Day* at the Public Assistance Desk

VIII. OTHER INFORMATION

PRC Tuguegarao is now certified with ISO 9001:2015 that paved the way for the establishment of an orderly procedure, standardized forms and documents, and the provision of additional office supplies and equipment of the regional office.