



**PROFESSIONAL REGULATION COMMISSION
ZAMBOANGA SATELLITE OFFICE**

#80 Diamond Street, Johnston Subdivision, San Jose Rd.,
Baliwasan, Zamboanga City

CITIZEN'S CHARTER

Schedule of Availability of Service:

24/7 Online Services via PRC Official Website(www.prc.gov.ph)

Monday to Friday @ 8:00AM to 5:00PM (No Noon Break)

I. BRIEF INFORMATION ABOUT THE AGENCY

The Professional Regulation Commission was first created as a national government agency by Presidential Decree (P.D.) No. 223 dated June 22, 1973, signed by then President Ferdinand E. Marcos, mandated to enforce the laws regulating the various professions. It was previously called the Office of the Board of Examiners, which was created by Republic Act No. 546 on June 17, 1950, under the aegis of the Civil Service Commission.

The PRC became operational on January 4, 1974. The office was attached to the Office of the President for general direction and coordination. On December 9, 1974, the Implementing Rules and Regulations of P.D. No. 223 were promulgated, paving the way for standardization of rules and procedures for the thirty-three (33) professions then under the CSC.

On December 5, 2000, President Joseph Ejercito Estrada signed Republic Act No. 8981 otherwise known as the PRC Modernization Act of 2000. The Implementing Rules and Regulations were adopted on February 15, 2001 through PRC Resolution No. 1 series of 2001. With the passing of RA 8981, the Commission exercises three functions: 1) executive functions; 2) quasi-legislative functions; and 3) quasi-judicial functions. It had also set its new thrusts and priorities such as customer-focused service, modernization through full computerization and re-structuring, integrity of licensure examinations, good governance, protection and promotion of Filipino professionals and support to national development priorities.

In fulfillment of its legal mandate, the PRC performs two important functions, which are: 1) to conduct and administer licensure examinations to aspiring professionals, and 2) to regulate and supervise the practice of the professions exercised in partnership with the forty-three (43) Professional Regulatory Boards (PRBs) in the fields of health, business, education, social sciences, engineering and technology. The PRBs govern their respective professions' practice and ethical standards and accredit the professional organization representing the professionals.

On September 11, 2006, as supplemented by Executive Order No. 565-A, PRC was attached to the Department of Labor and Employment (DOLE) for administrative supervision and control. Being an attached agency of the DOLE, the PRC works closely to the mandate of its mother agency.

The PRC serves more than 4.3 million professionals from 43 various regulated professions and the hundreds of thousands of aspiring professionals who take the licensure examinations every year. Thus, PRC stakeholders include the professionals, would-be professionals, accredited professional organizations, foreign professionals seeking temporary permit to practice their professions in the country, schools and academe, and other government agencies.

In January 1999, the PRC Regional Office IX was established in Zamboanga City. In 2005, the Region opened its Satellite Office in Pagadian City through shifting of two(2) personnel, one for collection and one for processing of all PRC services.

Pursuant to Memorandum Circular No. 11 signed last 22 December 2010 by Executive Secretary Paquito Ochoa by the authority of President Benigno Simeon Aquino III directing a moratorium of the transfer of regional offices of all departments and agencies from Zamboanga City to Pagadian City, the Regional Office was transferred to Pagadian City in 2010.

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

We, the officials and employees of the ***Professional Regulation Commission Pagadian Regional Office*** pledge to:

- P** rovide quality service to stakeholders and with special concern to differently-abled, pregnant/nursing women and senior citizens from Monday to Friday, 8:00A.M. to 5:00 P.M. without noon break;
- R** egulate the practice of all Professions through the strict adherence to the rules and regulations embodied in Republic Act 8981 (PRC Modernization Act of 2000) and various professional regulatory laws;

Commit to the ideals of integrity, competence, and transparency through an effective customer feedback mechanism and easy access to information through our website (www.prc.gov.ph), email address prc9armm@gmail.com and telephone numbers (062) 925-0080.

All these we pledge, because YOU deserve IT.

V. SERVICES MATRIX

Services Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person In Charge, Position, Unit/Division
PROCESSING OF APPLICATION FOR LICENSURE EXAMINATION (ON-LINE APPOINTMENT)	<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 Board. 	<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 (for 1st timers only) 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 	<p><i>Frontline</i></p> <ol style="list-style-type: none"> Processing – evaluation and tagging (2 minutes) *Payment of fees Issuance of Notice of Admission (NOA) (1 minute) *Printing and Releasing of NOA <p>NOTE: * processing time under normal circumstances</p>	<p>Simple Transaction – Within the day</p> <p>NOTE: As per ARTA, simple transaction may be rendered for up to 3 days</p>	<p>Baccalaureate: P900.00</p> <p>Non- Baccalaureate: P600.00</p> <p>Conditioned/ Removal: P450.00</p>	<p>Processors/Evaluators: Gladys F. Bantillo Job Order Application Section</p> <p>Issuing Officers: Nora A. Siason Supervising PRO Licensure & Registration Division– Application Section</p> <p>Ahmadreza S. Abdulla PRO III Regulation Division</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division</p> <p>Shiene F. Gantalao Job Order Finance and Admin. Division</p>

		from the list of requirements per profession as prescribed by respective Professional Regulatory laws (https://www.prc.gov.ph/list-of-requirements) • 2 Documentary Stamps				
PROCESSING OF APPLICATION WITHOUT EXAMINATION (WALK-IN)	<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"> Application Form Additional requirements per board; For female married applicants, marriage contract in security paper; To present valid Government issued IDs 	<p><i>Frontline</i></p> <p>1. Review and Evaluation of documentary requirements (3 minutes) *Payment of fees *Issuance of Claim slip</p> <p>NOTE: * processing time under normal circumstances</p>	Simple Transaction – Within the day	Application fee: P900.00 Medical Representative/ Salesperson: P450.00	<p>Processors/Evaluators: Gladys F. Bantillo Job Order Application Section</p> <p>Issuing Officers: Nora A. Siason Supervising PRO Licensure & Registration Division– Application Section</p> <p>Ahmadreza S. Abdulla PRO III Regulation Division</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division</p> <p>Shiene F. Gantalao Job Order Finance and Admin. Division</p>
APPLICATION FOR LICENSURE EXAMINATION REQUIRING BOARD'S APPROVAL (ON-LINE APPOINTMENT)	<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 (for 1st timers only) 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: 	<p><i>Frontline</i></p> <p>1. Review/Evaluation of documentary requirements (5 minutes)</p> <p>2. Processing (5 minutes)</p> <p>NOTE: * processing time under normal circumstances</p>	15 days or prior to posting of room assignment	Baccalaureate: P900.00 Non- Baccalaureate: P600.00	<p>Processors/Evaluators: Gladys F. Bantillo Job Order Application Section</p> <p>Issuing Officers: Nora A. Siason Supervising PRO Licensure & Registration Division– Application Section</p> <p>Ahmadreza S. Abdulla PRO III Regulation Division</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division</p> <p>Shiene F. Gantalao Job Order Finance and Admin. Division</p>

		<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. • <i>For Recognized Filipino Citizens :</i> <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 				
INITIAL REGISTRATION (ON-LINE APPOINTMENT)	<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><i>Additional Requirements for:</i></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><i>Frontline</i></p> <ol style="list-style-type: none"> 1. Processing (5 minutes) 2. Issuance of Professional Identification Card (PIC) <p>(5 minutes) *Printing and Releasing</p>	Simple Transaction – Within the day	<p>Baccalaureate: P1,050.00</p> <p>Non- Baccalaureate: P870.00</p> <p>Other transaction fees: Surety Bond (for Real Estate Service) min. of P2,000.00</p> <p>Notarial fee (the fee shall depend on the charge of the Law Firm)</p>	<p>Processors: Cristina V. Rivera Senior PRO Regulation Division</p> <p>Caryll S. Albolario Admin. Asst. III Registration Section</p> <p>April Liza V. Barcelona Admin Asst. I Application Section</p> <p>Cashiers: Rose A. Gangoso-Guevara AO III (Cashier II) Finance and Admin. Division</p> <p>Shiene F. Gantalao Job Order Finance and Admin. Division</p>
RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)	<ul style="list-style-type: none"> • Professionals whose Professional Identification Card (PIC) already expired, or about to expire within the calendar year. 	<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.e <i>Certificate of Good Standing, Surety Bond for Real Estate Services)</i> 	<p><i>Frontline</i></p> <ol style="list-style-type: none"> 1. CPD Evaluation (5 minutes) 2. Processing (10 minutes) <p>*Assessment *Payment</p>	Simple Transaction – Within the day	<p>Baccalaureate: P450.00</p> <p>Non- Baccalaureate: P420.00 *Penalties/Surcharges</p>	<p>Processors: Cristina V. Rivera Senior PRO Regulation Division</p> <p>Caryll S. Albolario Admin. Asst. III Registration Section</p>

			3. Issuance of Professional Identification Card (PIC) (5 minutes) *Printing and Releasing		Self-Directed and/or Lifelong Learning Fee: P 500.00	April Liza V. Barcelona Admin Asst. I Application Section Cashiers: Rose A. Gangoso-Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
ISSUANCE OF DUPLICATE PIC	<ul style="list-style-type: none"> Registered professionals who were already issued Professional Identification Card (PIC) but got lost or damaged. 	<ul style="list-style-type: none"> Renewal form; Affidavit of Loss/Damage 	<i>Frontline</i> 1. Processing * Assessment *Payment of fees 2. Issuance of Professional Identification Card (PIC) (5 minutes) *Printing and Releasing	Simple Transaction – Within the day	Duplicate fee: P250.00 Other transaction fees: Notarial fee <i>(the fee shall depend on the charge of the Law Firm)</i>	Processors: Cristina V. Rivera Senior PRO Regulation Division Caryll S. Albolario Admin. Asst. III Registration Section April Liza V. Barcelona Admin Asst. I Application Section Cashiers: Rose A. Gangoso-Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
APPLICATION FOR CHANGE OF STATUS/CORRECTION OF DATE OF BIRTH/ CORRECTION OF NAME	<i>For Change of Status:</i> <ul style="list-style-type: none"> A FEMALE Professional who got married and want to use the family name of spouse. <i>For Correction of Date of Birth/Correction of Name:</i> <ul style="list-style-type: none"> Registered professionals who need to correct entries/data on PRC Records based on their documents <ul style="list-style-type: none"> (*For those professionals applying for Reversion and Re-Marriage the Petition for Correction for Data/Entry form shall be accomplished.) 	<ul style="list-style-type: none"> Petition Form; Marriage contract ; Photocopy of PIC; 3 pcs Passport size picture; 2 Documentary Stamps List of requirements as reflected in the Petition Form <ul style="list-style-type: none"> Petition Form; Birth Certificate; Marriage Contract(for registered married names); Photocopy of PIC; 3 pcs Passport size picture; 2 Documentary Stamps Affidavit; List of requirements as reflected in the Petition Form 	<i>Frontline</i> 1. Review/ Evaluation of documentary requirements (15 minutes) 2. Payment of prescribed fees (5 minutes) 3. Submission (25 minutes) * Preparation, proof reading and signing of resolution; *Transmittal of signed resolution with attached documentary requirements to PRC-CO	Simple Transaction – Within the day	Petition Fee: P225.00	Processors: Cristina V. Rivera Senior PRO Regulation Division Caryll S. Albolario Admin. Asst. III Registration Section April Liza V. Barcelona Admin Asst. I Application Section Cashiers: Rose A. Gangoso-Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division

<p>ISSUANCE OF CERTIFICATION</p>	<ul style="list-style-type: none"> Registered professionals with valid license/ updated Professional Identification Card 	<ul style="list-style-type: none"> Action Sheet; To present valid Professional Identification Card (PIC); 2 documentary stamps per copy 	<p><i>Frontline (Walk-in client transaction)</i></p> <ol style="list-style-type: none"> Assessment of fees and checking of availability of records. Payment of prescribed fees (5 minutes) Receiving, processing and releasing of documents. <p>(Online Transaction)</p> <ol style="list-style-type: none"> Payment of prescribed fees (5 minutes) Receiving, processing and releasing of documents. 	<p>Simple Transaction- Within the day or depending on the availability of records.</p> <p>NOTE: As per ARTA, simple transaction may be rendered for up to 3 days</p>	<p>Certification fee: P75.00</p>	<p>Processors: Cris O. Isa PRO I Examination Section</p> <p>Ma. Aiselrose E. Machado PRO I Application Section</p> <p>Gildo D. Nivera Utility I Finance and Admin. Division</p> <p>Jayne Liz S. Climaco Job Order Finance and Admin. Division</p> <p>Analie T. Bernardo Job Order Finance and Admin. Division</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division</p> <p>Shiene F. Gantalao Job Order Finance and Admin. Division</p>
<p>ISSUANCE OF AUTHENTICATION</p>	<ul style="list-style-type: none"> Registered professionals with valid license/ updated Professional Identification Card 	<ul style="list-style-type: none"> Action Sheet; To present valid Professional Identification Card (PIC); 2 documentary stamps per copy 	<p><i>Frontline</i></p> <ol style="list-style-type: none"> Assessment of fees and checking of documentary requirements Payment of prescribed fees (5 minutes) Receiving, processing and releasing of documents 	<p>Simple Transaction – Within the day</p>	<p>Authentication fee=75.00</p>	<p>Processors: Cris O. Isa PRO I Examination Section</p> <p>Ma. Aiselrose E. Machado PRO I Application Section</p> <p>Gildo D. Nivera Utility I Finance and Admin. Division</p> <p>Jayne Liz S. Climaco Job Order Finance and Admin. Division</p> <p>Analie T. Bernardo Job Order Finance and Admin. Division</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II)</p>

						Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
STATEBOARD VERIFICATION/ VALIDATION OF LICENSE/ REGISTRATION	<ul style="list-style-type: none"> 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. 	<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><i>Frontline</i></p> <ol style="list-style-type: none"> Assessment of fees and checking of documentary requirements Payment of prescribed fees (5 minutes) Releasing and/ Submission to the desired Institution *Fill-out the form *Send documents 	<p>Simple Transaction -3 working days/ depending on the availability of records.</p> <p>NOTE: <ul style="list-style-type: none"> As per ARTA, simple transaction may be rendered for up to 3 days </p>	<p>P75.00/copy Other transaction fees: *Shipping Fee (courier of choice of the client) min. of P1,700.00- P3,000.00 (depending on the location, courier and dollar rate)</p>	<p>Processors: Cris O. Isa PRO I Examination Section</p> <p>Ma. Aiselrose E. Machado PRO I Application Section</p> <p>Gildo D. Nivera Utility I Finance and Admin. Division</p> <p>Jayne Liz S. Climaco Job Order Finance and Admin. Division</p> <p>Analie T. Bernardo Job Order Finance and Admin. Division</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division</p> <p>Shiene F. Gantalao Job Order Finance and Admin. Division</p>
REPLACEMENT OF LOST/DAMAGED CERTIFICATE OF REGISTRATION	<ul style="list-style-type: none"> Registered professionals who were already issued Certificate of Registration (COR) but got lost or damaged. 	<ul style="list-style-type: none"> Action Sheet; Affidavit of Loss/Damage 2 documentary stamps per copy Photocopy of PIC 	<p><i>Frontline</i></p> <ol style="list-style-type: none"> Processing/verification of registered Professionals (40 minutes) Payment of prescribed fees (5 minutes) <p>*Transmittal of action sheet with attached documentary requirements to PRC-CO</p>	<p>Simple Transaction – Within the day</p>	<p>Processing fee: P300.00 Other transaction fees: Notarial fee <i>(the fee shall depend on the charge of the Law Firm)</i></p>	<p>Processors: Cristina V. Rivera Senior PRO Regulation Division</p> <p>Ahmadreza S. Abdulla PRO III Regulation Division</p> <p>Caryll S. Albolario Admin. Asst. III Registration Section</p> <p>April Liza V. Barcelona Admin Asst. I Application Section</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division</p>

						Shiene F. Gantalao Job Order Finance and Admin. Division
ISSUANCE OF CERTIFICATE OF SURRENDERED LICENSE AND/OR BOARD CERTIFICATE	<ul style="list-style-type: none"> Registered professionals who no longer want to practice his/her profession 	<ul style="list-style-type: none"> Professional Identification Card (PIC) and/or Certificate of Registration or Board Certificate (COR/BC); 2 documentary stamps per copy 	<i>Frontline</i> 1. Review/Evaluation (5 minutes) 2. Payment (5 minutes) 3. Surrender of documents (5 minutes) 4. Issuance (5 minutes)	Simple Transaction – Within the day	Certification fee: P75.00	Processors: Cristina V. Rivera Senior PRO Regulation Division Ahmadreza S. Abdulla PRO III Regulation Division Caryll S. Albolario Admin. Asst. III Registration Section April Liza V. Barcelona Admin Asst. I Application Section Cashiers: Rose A. Gangoso-Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
PROCESSING OF APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROVIDER <ul style="list-style-type: none"> Individual/Sole Proprietor Firm/Partnership/Corporation Government Institutions/Agencies Foreign Entity/Firm/Association 	<ul style="list-style-type: none"> Registered Professionals, group of professionals and other interested organizations or institutions 	<ul style="list-style-type: none"> Application Form for Accreditation; Pertinent documents as required by the Council 	<i>Frontline</i> 1. Evaluation of documents (35 minutes) 2. Payment of prescribed fees (5 minutes) 3. Submission (5 minutes) * <i>Transmittal</i>	Simple Transaction – Within the day	Accreditation Fee: P5,000.00 (Local, Private) P8,000.00 (Foreign) * <i>For Government/ SUCs (Exempted)</i>	Processors: Cristina V. Rivera Senior PRO Regulation Division Ahmadreza S. Abdulla PRO III Regulation Division Caryll S. Albolario Admin. Asst. III Registration Section April Liza V. Barcelona Admin Asst. I Application Section Cashiers: Rose A. Gangoso-Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division

<p>PROCESSING OF APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM</p>	<ul style="list-style-type: none"> Accredited CPD Provider (Local and Foreign) 	<ul style="list-style-type: none"> Application Form for Accreditation Pertinent documents as required by the Council 	<p><i>Frontline</i></p> <ol style="list-style-type: none"> Evaluation of documents (35 minutes) Payment of prescribed fees (5 minutes) Submission (5 minutes) <i>*Transmittal</i> 	<p>Simple Transaction – Within the day</p>	<p>Accreditation Fee: P1,000.00 (per Program)</p> <p><i>*For Government/ SUCs (Exempted)</i></p>	<p>Processors: Cristina V. Rivera Senior PRO Regulation Division</p> <p>Ahmadreza S. Abdulla PRO III Regulation Division</p> <p>Caryll S. Albolario Admin. Asst. III Registration Section</p> <p>April Liza V. Barcelona Admin Asst. I Application Section</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division</p> <p>Shiene F. Gantalao Job Order Finance and Admin. Division</p>
<p>PROCESSING OF APPLICATION FOR SELF-DIRECTED AND/OR LIFELONG LEARNING</p>	<ul style="list-style-type: none"> Registered Professionals 	<ul style="list-style-type: none"> Application Form for Self-Directed and/or Lifelong Learning 	<p><i>Frontline</i></p> <ol style="list-style-type: none"> Processing (20 minutes) Payment of prescribed fees (5 minutes) Submission (5 minutes) <i>*Transmittal</i> 	<p>Simple Transaction – Within the day</p>	<p>Accreditation Fee: P500.00</p>	<p>Processors: Cristina V. Rivera Senior PRO Regulation Division</p> <p>Ahmadreza S. Abdulla PRO III Regulation Division</p> <p>Caryll S. Albolario Admin. Asst. III Registration Section</p> <p>April Liza V. Barcelona Admin Asst. I Application Section</p> <p>Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division</p> <p>Shiene F. Gantalao Job Order Finance and Admin. Division</p>
<p>ACCREDITATION OF INSTRUCTORS/LECTURER REAL ESTATE PROGRAM</p>	<ul style="list-style-type: none"> Registered Professionals 	<ul style="list-style-type: none"> Application Form Additional requirements per board 	<p><i>Frontline</i></p> <ol style="list-style-type: none"> Evaluation of documents (20 minutes) 	<p>Simple Transaction – Within the day</p>	<p>1,500.00/offering of Program <i>*Government/SUCs =Exempted</i></p>	<p>Processors: Cristina V. Rivera Senior PRO Regulation Division</p>

			2. Payment of fees (5 minutes) 3. Submission (5 minutes)			Ahmadreza S. Abdulla PRO III Regulation Division Caryll S. Albolario Admin. Asst. III Registration Section April Liza V. Barcelona Admin Asst. I Application Section Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
ISSUANCE OF SPECIAL TEMPORARY PERMIT TO FOREIGN HEALTHCARE PROFESSIONALS PARTICIPATING IN THE HUMANITARIAN MISSION	<ul style="list-style-type: none"> Foreign Professionals 	<ul style="list-style-type: none"> 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. 	<i>Frontline</i> 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	Processors: Cristina V. Rivera Senior PRO Regulation Division Ahmadreza S. Abdulla PRO III Regulation Division Caryll S. Albolario Admin. Asst. III Registration Section April Liza V. Barcelona Admin Asst. I Application Section Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
CERTIFICATE OF ACCREDITATION/ COMPLIANCE/OPERATE CHEMICAL LABORATORY	<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 	<i>Frontline</i> 1. Evaluation of documents (10 minutes) 2. Payment of fees (5 minutes) 3. Submission to the Board (5 minutes) *Transmittal	Simple Transaction – Within the day	ME/EE - P2,000.00 CHEM LAB - P6,500.00 APO/AIPO - P3,000.00 BOA-Sole Proprietorship- P1,500.00 Partnership & Firm 2,000.00 Pharmacy Provider	Processors: Cristina V. Rivera Senior PRO Regulation Division Ahmadreza S. Abdulla PRO III Regulation Division Caryll S. Albolario Admin. Asst. III

					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	Registration Section April Liza V. Barcelona Admin Asst. I Application Section Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
FILING OF COMPLAINT AGAINST PROFESSIONAL	<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 	Frontline 1. Review of documents *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 *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 *File the Complaint with the receipts and signed order of payment at the receiving Section of the Records Section	Simple Transaction – Within the day	Filing fee=245.00 (235 Docket Fee + 10 Legal Research Fee) Other transaction fees: Notarial fee <i>(the fee shall depend on the charge of the Law Firm)</i>	Processors: Nora A. Siason Supervising PRO Licensure & Registration Division– Application Section Cris O. Isa PRO I Examination Section Cashiers: Rose A. Gangoso- Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division

ISSUANCE OF INELIGIBILITY TO TAKE THE LICENSURE EXAMINATION BY A NON-FILIPINO CITIZEN	<ul style="list-style-type: none"> • Non-Filipinos who graduated in the Philippines 	<ul style="list-style-type: none"> • Action Sheet, • Documentary Stamp • Proof of Citizenship (Valid Passport or photocopy of Alien Registration) • Original or Certified True Copy of TOR, 	<i>Frontline</i> 1. Evaluation of documents (15 minutes) 2. Payment of fees (5 minutes) 3. Submission (5 minutes) ***Transmittal to PRC Central Office***	Simple Transaction – Within the day	Certification fee: P75.00/copy	Processors: Cristina V. Rivera Senior PRO Regulation Division Cashiers: Rose A. Gangoso-Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
APPLICATION TO TAKE THE LICENSURE EXAMINATION BY FOREIGN GRADUATE BY VIRTUE OF FOREIGN RECIPROCITY	<ul style="list-style-type: none"> • Foreign National 	<ul style="list-style-type: none"> • 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) 	<i>Frontline</i> 1. Evaluation of documents (15 minutes) 2. Payment of fees (5 minutes) 3. Submission (5 minutes) ***Transmittal to PRC Central Office***	Simple Transaction – Within the day	Processing fee: P3,000.00	Processors: Cristina V. Rivera Senior PRO Regulation Division Cashiers: Rose A. Gangoso-Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division
APPLICATION OF REGISTRATION OF FOREIGN PROFESSIONALS WITH OR WITHOUT EXAMINATION THROUGH FOREIGN RECIPROCITY OR INTERATIONAL	<ul style="list-style-type: none"> • Foreign National 	<ul style="list-style-type: none"> • 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) 	<i>Frontline</i> 1. Evaluation of documents (15 minutes) 2. Payment of fees (5 minutes) 3. Submission (5 minutes) ***Transmittal to PRC Central Office***	Simple Transaction – Within the day	Processing fee: P3,000.00	Processors: Cristina V. Rivera Senior PRO Regulation Division Cashiers: Rose A. Gangoso-Guevara AO III(Cashier II) Finance and Admin. Division Shiene F. Gantalao Job Order Finance and Admin. Division

VI. CONTACT INFORMATION OF THE OFFICE/AGENCY

PRC RO Pagadian City
Email Address: prc9armm@gmail.com
Telephone Number: (062) 925-0080

PRC SO Zamboanga City

Email Address: prc.zamboanga@gmail.com

Telephone Number: (062) 955-4595

VII. PROCEDURE FOR FILING COMPLAINTS

- a. For any concern/s about our services, you can reach us through the following phone lines:
 - i. PRC RO Pagadian – (062) 925-0080
 - ii. PRC SO Zamboanga – (062) 955-4595
- b. For any comments and suggestions, you can use our Suggestion Box located at our client's waiting area. Also available are Survey forms which you can use to fill out.
- c. For any queries and processing assistance, you can proceed to our Public Assistance and Complaint Counter(PACC) located at the PRC Office lobby.

VIII. OTHER INFORMATION

PRC Official Facebook Page: fb.com/professionalregulationcommission