



Professional Regulation Commission

CITIZEN'S CHARTER

(as of March 2022)



III. Agency Profile

I. Mandate

Administers, implements, and enforces the laws and policies with respect to the regulation and licensing of the various professions and occupations, including the enhancement and maintenance of professional and occupational standards and ethics.

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 commit to:

- ☐ **P**rovide quality service to stakeholders and with special concern to differently-abled, pregnant/nursing women, senior citizens, and Overseas Filipino Workers (OFWs) from Mondays to Fridays, 8:00 a.m. to 5:00 p.m;
- ☐ **R**egulate the practice of all Professionals through the strict adherence to the rules and regulations embodied in Republic Act No. 8981 (PRC Modernization Act of 2000) and various professional regulatory laws;
- ☐ **C**ommit the ideals of integrity, competence, and transparency through an effective customer feedback mechanism and easy access to information through our PRC Central Office website (www.prc.gov.ph), email address (pimru@prc.gov.ph) and social media pages (facebook.com/professionalregulationcommission and twitter.com/PRCMain)

All these we pledge, because YOU deserve IT.



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Central Office

External Services



1. APPLICATION FOR REGISTRATION WITHOUT EXAMINATION (WALK-IN)

Submission and evaluation of necessary documents to ensure that only qualified applicants for registration without examination with approved resolution are included in the roster of Professionals in accordance with the provisions of Republic Act No. 8981, its implementing rules and regulations, and the pertinent provisions of the professional regulatory laws.

Office or Division:	Regional Offices – Application Section	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<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; - with appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. original and a photocopy of Official Transcript of Records (ToR) with scanned picture and remarks: “For Board Examination Purposes Only”, bearing the exact date of graduation and Special Order Number or Board of Regents/Trustees Resolution Number when applicable. Submit/present Diploma if the date of graduation is not printed in the OTR		from the applicant
2. Philippine Statistics Authority (PSA) – issued birth certificate - original and photocopy. If Birth Certificate issued by (PSA) is not readable, submit Birth Certificate issued by the Local Civil Registrar		Philippine Statistics Authority
3. Philippine Statistics Authority (PSA -issued marriage certificate (for married female applicant) original and photocopy		Philippine Statistics Authority
4. Documentary Stamps Tax (DST)		Bureau of Internal Revenue



5. one (1) passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire taken within the last six (6) months	from the applicant
6. any valid government-issued ID or valid NBI Clearance	
Additional Requirements (if applicable):	
1. non-availability of records of either birth certificate or marriage certificate or both: Negative Certification issued by Philippine Statistics Authority (PSA) should be accompanied by a certificate of live birth/ marriage from the Local Civil Registrar (LCR) duly authenticated by the PSA statistician	
2. non-readable entries in Philippine Statistics Authority PSA: birth/marriage certificate a clear copy of Form 102 or Local Civil Registrar Form 1A/3A should be submitted	
3. if exact date of graduation is not indicated on the transcript of records: original and a photocopy of college diploma	
4. Filipino citizen who finished his/her BS degree/course abroad: Certificate of Equivalency from the Commission on Higher Education (CHED)	
5. 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 and Deportation (BID); b. Oath of Allegiance from Philippine Consular Office; c. Photocopy of valid Philippine passport d. Philippine Voter's Certificate or Voter's Identification Card	
NOTE: other additional documentary requirements can be referred from the list of requirements per profession as prescribe by respective professional regulatory laws	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Download application form for registration without examination with list of requirements from PRC official website		None	Based on system response time	
Step 2: Proceed and submit duly accomplished application form and all the requirements to the Application Section of the Licensure and Registration Division of any PRC regional office	Process and verify completeness of submitted application and documentary requirements, assesses required fees	None	10 minutes	Regional Offices Receiving Officer
Step 3: Pay the required fees to the PRC Cashier	Issue official receipt of payment	Baccalaureate: Php 900.00 non-Baccalaureate: Php 600.00	5 minutes	Cashier

Step 4: Submit all the documents with proof of payment to the Application Section	4.1. Receive complete application documents, and instruct the applicant when and where to verify the status of his/her application thru online/phone/e-mail.	None	4 minutes	Regional Offices Receiving Officer
	4.2. Forward the application documents by batch with electronic copy of draft Board Resolution to the concerned PRB thru the PRB Secretariat for the preparation and final approval of the resolution.	None	4 days	
	PRB: 4.3. Conduct the technical evaluation.	None	10 days	PRB Focal Person
	Central Office - PRB Secretariat: 4.4 Edit the draft Board Resolution in accordance with the action taken by the PRB Focal Person	None	1 day	PRB Secretary
	PRB: 4.5. Approve the Board Resolution.	None	1 day	PRB
	Central Office - PRB Secretariat: 4.6. Forward the Board Resolution to the Commission Secretariat.	None	4 hours	PRB Secretary



	Commission: 4.7. Approve the Board Resolution	None	3 days	Commissioner II Commissioner I PRC Chairman
	Central Office – Archives and Records Division (ARD): 4.8. Docket and disseminate resolution	None	15 minutes	ARD Docket Officer
Step 5: Verify status of application thru online/phone/e-mail provided by the PRC, if application is approved, gets a copy of Resolution for Registration without examination from the concerned Regional Office.		None		
TOTAL:		for Baccalaureate: Php 900.00 for non-Baccalaureate: Php 600.00	19 days, 4 hours and 34 minutes	
END OF TRANSACTION				



2. APPLICATION FOR ACCREDITATION AS:

A. Accounting Teacher

B. Individual CPA/Firm/Partnership of CPAs in the Practice of Public Accountancy

Processing of application for accreditation as Accounting Teacher or CPAs in the Practice of Public Accountancy.

Office or Division:	Regional Office/Accreditation and Compliance Division	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business	
Who may avail:	Individual CPAs and Firm/Partnership of CPAs in the Practice of Public Accountancy	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Accounting Teacher		
A. Initial application for accreditation		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices	
2. photocopy of certificate of registration – 1 copy		
3. certified copy of diploma / transcript of records of the relevant graduate degree program – 1 copy		
4. photocopy of valid Professional Identification Card (PIC) – 1 copy		
5. duly notarized certificate of employment / appointment as faculty member from the educational institution the CPA applicant is currently teaching, which includes among others a statement that he or she has submitted his/her NBI clearance, diploma, professional tax receipt (PTR) and transcript of records from the accounting school where the CPA has graduated and in its custody – 1 original copy	from the applicant	
6. 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 detailed description of such work experience (affix two (2) documentary stamps) – 1 original copy		



7. certificate/s of CPD credit units earned – present the original and submit 1 photocopy for each certificates	
8. payment of accreditation fee (in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission)	from the applicant
9. short brown envelope for the certificate of accreditation – 1 piece	
10. four (4) pcs. Documentary Stamps Tax (DST)	Bureau of Internal Revenue
B. Renewal of accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. photocopy of the expired certificate of accreditation – 1 copy	from the applicant
3. photocopy of valid Professional Identification Card (PIC) – 1 copy	
4. duly notarized certificate of employment / appointment as faculty member from the educational institution the CPA applicant is currently teaching which includes among others a statement that he or she has submitted his/her NBI clearance, diploma, professional tax receipt (PTR) and transcript of records from the accounting school where the CPA has graduated and in its custody – 1 original copy	
5. 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) – 1 original copy	
6. certificate/s of CPD credit units earned – present the original and submit 1 photocopy for each certificates	
7. payment of accreditation fee (in cash, postal money order, manager's check or bank draft payable to the professional regulation commission)	Bureau of Internal Revenue
8. short brown envelope for the certificate of accreditation – 1 piece	
9. four (4) pcs. Documentary Stamps Tax (DST)	



Individual CPA/Firm/Partnership of CPAs in the Practice of Public Accountancy:	
Sole Practitioner	
A. Initial application for accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. photocopy of valid professional identification card (PIC) – 1 copy	
3. duly signed code of good governance of the individual CPA – 1 original copy	
4. duly signed copy of internal quality review procedures – 1 original copy	
5. picture of the principal office – 1 copy	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05 – 1 original copy	
7. duly signed ethical and technical standards required of the practice of public accountancy – 1 original copy	
8. sworn statement by the CPA; (notarize and affix documentary stamps on the original copy): - 1 original copy <ul style="list-style-type: none"> • has a meaningful participation in their respective internal quality review process; • 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; • is of good moral character; • had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and • has at least three (3) years meaningful experience in any of the areas of public practice including taxation as defined in section 4 rule 4 of the IRR of R. A. 9298 	from the applicant



9. CPA Integrity Pledge – 1 original copy	from the applicant
10. detailed description of work – 1 original copy	
11. certificates of CPD units earned – present the original and submit 1 photocopy for each certificates	
12. payment of accreditation fee. (in cash, postal money order, manager’s check or bank draft payable to the Professional Regulation Commission)	
13. Original copy of authority to practice profession issued by employer, printed in the official letter head of the institution/agency (for government employee only)	
14. short brown envelope for the certificate of accreditation – 1 piece	Bureau of Internal Revenue
15. four (4) pcs. Documentary Stamps Tax (DST)	
B. Renewal of accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. photocopy of the expired certificate of accreditation – 1 copy	from the applicant
3. photocopy of valid professional identification Card (PIC) – 1 copy	
4. certificates for CPD credit units earned – present the original and submit 1 photocopy for each certificates	
5. picture of the principal office – 1 copy	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05 – 1 original copy	
7. payment of accreditation fee. (in cash, postal money order, manager’s check or bank draft payable to the Professional Regulation Commission)	Bureau of Internal Revenue
8. short brown envelope for the certificate of accreditation – 1 copy	
9. two (2) pcs. Documentary Stamps Tax (DST)	
Firm/Partnership	
A. Initial application for accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices



2. photocopy of valid business permit – 1 copy	from the applicant
3. certificates of CPD credit units earned – present the original and submit 1 photocopy for each certificates	
4. photocopy of valid Professional Identification Card (PIC) of all partners – 1 copy for each PIC	
5. pictures of the principal office – 1 copy	
6. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05 – 1 original copy	
7. duly signed code of good governance of the individual CPA – 1 original copy	
8. duly signed copy of internal quality review procedures – 1 original copy	
9. duly signed ethical and technical standards required of the practice of public accountancy – 1 original copy	
10. sworn statement by the managing partner of the firm/partnership (notarize and affix documentary stamps on the original copy) – 1 original copy <ul style="list-style-type: none"> • has a meaningful participation in their respective internal quality review process; • 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; • is of good moral character; • had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices; and has at least three (3) years of meaningful experience in any of the areas of public practice including taxation as defined in section 4 rule 4 of the IRR of R. A. 9298.	from the applicant



11. authenticated copy of current articles of partnership (Should correspond with the application form) – 1 copy	from the applicant
12. certified copy of the documents showing the correspondent relationship, membership or business dealings with foreign CPA firm(s) including complete address & postal address, telephone number and facsimile numbers, e-mail address and website, if applicable – 1 copy	
13. if applicable, sworn statement stating that: (affix documentary stamps to the original copy) – 1 original copy <ul style="list-style-type: none"> 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; 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 the rights and obligation of the parties in specific terms 	
14. payment of accreditation fee (in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission)	
15. short brown envelope for the certificate of accreditation – 1 piece	
16. authenticated copy of the certificate of registration issued by the SEC – 1 copy	SEC
17. four (4) pcs. Documentary Stamps Tax	Bureau of Internal Revenue
B. Renewal of accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. authenticated copy of current articles of partnership issued by the SEC must be submitted in case of addition/withdrawal of partners – 1 copy	SEC
3. photocopy of expired certificate of accreditation – 1 copy	from the applicant



4. photocopy of valid PRC identification card (PIC) of all partners – 1 copy for each PIC	from the applicant
5. Photocopy of valid business permit – 1 copy	
6. certificates of CPD of credit units earned – present the original and submit 1 photocopy for each certificates	
7. pictures of principal office – 1 copy	
8. duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05 – 1 original copy	
9. for members, associates or correspondent firms of international CPA, submit the following for any change of correspondent foreign CPA firms, or change of information of the foreign CPA firm/s: - 1 copy <ul style="list-style-type: none"> a. certified copy of documents showing the correspondent relationship, membership, or business dealings with foreign CPA firm(s), if any, including complete address & postal address, telephone number facsimile number, e-mail address and website, and b. duly notarized sworn statement with metered documentary stamps, stating that: <ul style="list-style-type: none"> • 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; and • 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 the rights and obligations of the parties are in specific terms 	
10. payment of prescribed fee in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission – P2,000.00	



11. short brown envelope for the certificate of accreditation – 1 piece	from the applicant			
12. one (1) set of paper fastener for the application				
13. four (4) pcs. Documentary Stamps Tax	Bureau of Internal Revenue			
For government employees:				
1. original copy of authority to practice issued by employer printed in the official letter head of the institution / agency – 1 original copy	from the applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Download form from this link: www.prc.gov.ph . Fill-out Application Form and then proceed to Regulation Division processing window for evaluation and assessment.	Regional Office, Regulation Division: Check the completeness of the documentary submissions.	None	15 minutes	Processing Officer, Regulation Division
Step 2: Proceed to Registration Section for verification of License/s.	Verify the registration number and validity of Professional Identification Card (PIC) of registered CPA. If found valid, affix signature on the space provided in the application form.	None	15 minutes	Verifying Officer, Registration Section
Step 3: Proceed to the Office of the Legal Officer for clearance of no derogatory record.	Verify if the professional is with or without pending case. Notes the status of PIC.	None	15 minutes	Legal Officer, Legal Division/Office of the Director



Step 4: Proceed to cashier to pay the accreditation fee.	Accept payment and issue Official Receipt (OR) and affix signature on the space provided in the application form.	Processing Fee: Accounting Teacher/Sole Practitioner: Php 1,500.00 Sole practitioner: Php 2,000.00	5 minutes	Cashier, Cash Division
Step 5: Submit application form with all the required documents and photocopy of official receipt to the Regulation Division designated window.	5.1. Receive application including the complete documentary submissions and transmit to Central Office, Accreditation and Compliance Division (ACD).	None	2 days	Processing Officer, Regulation Division
	Central Office - ACD:			
	5.2. Receive all processed applications transmitted by the Regulation Division.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Transmit the applications for approval to the Board's Focal Person.	None	1 day	Processing Officer, Accreditation and Compliance Division
	Board Focal Person:			
	5.4. Evaluate the application, if found to be in order, and sign on the application form.	None	2 hours	
	5.5. Return the application to the ACD Processing Officer.	None	15 minutes	Board Focal Person, PRB Secretariat Division



	Central - ACD:			Secretary of the PRB, PRB Secretariat Division
	5.6. Receive the approved applications for accreditation and update the database of the accredited CPAs.	None	10 minutes	
	5.7. Print the Certificate of Accreditation for signature of the Chairman of PRB of Accountancy.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.8. Chairman of PRB of Accountancy signs the Certificate of Accreditation.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.9. Forward the Certificate of Accreditation to the Office of PRC Chairman for signature.	None	1 day	PRB Chairman, PRB Secretariat Division
	Commission:			Secretary of the PRB, PRB Secretariat Division
	5.10. Sign the Certificate of Accreditation.	None	10 minutes	PRC Chairman, Office of the Chairman
	5.11. Return the signed Certificates of Accreditation to the ACD.	None	5 minutes	Staff, Office of the Chairman



	Central – ACD:			
	5.12. Receive the duly signed Certificates of Accreditation from the Commission.	None	20 minutes	Processing Officer, Accreditation and Compliance Division
	5.13. Affix documentary stamps and dry seal to the Certificates.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	5.14. Transmit the Certificates of Accreditation to the Regional Offices, Regulation Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
Step 6: Receive the Certificate of Accreditation.	Regional Office- Regulation Division: Release the Certificate of Accreditation to the applicant.	None	15 minutes	Processing Officer, Regulation Division
TOTAL:		Processing Fee: Accounting Teacher/Sole Practitioner: Php 1,500.00 Partnership: Php 2,000.00	6 days and 5 hours	
END OF TRANSACTION				



3. APPLICATION FOR ACCREDITATION OF REAL ESTATE TRAINING PROVIDER, PROGRAM AND LECTURER

Processing of application for accreditation as Real Estate training providers, their programs and lecturers.

Office or Division:	Regional Offices/Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business / G2C – Government to Citizen	
Who may avail:	Real Estate training provider and professionals applying as lecturer for Real Estate training and CPD programs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
Training Provider		
A. Initial application for accreditation		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded from this link: www.prc.gov.ph /Regulation Division of Regional Offices	
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 – 1 copy	SEC	
3. current mayor's permit – 1 photocopy	LGU	
4. Endorsement from national or head office (if a chapter) – 1 original copy	From the applicant	
5. certificate of recognition issued by CHED (for colleges and universities) – 1 photocopy		



6. certificate of registration as real estate practitioner or the director or officer-in-charge of the training or seminar – 1 photocopy	From the applicant
7. list and photographs of facilities used for the training – 1 original copy	
8. pool of accredited lecturers (at least five) – 1 original copy	
9. syllabi of each activity to be offered -1 original copy	
10. latest financial statements audited by a BOA accredited CPA duly received by SEC – 1 photocopy	
11. short brown envelope – 1 piece	
12. two (2) pcs. Documentary Stamps Tax (DST	Bureau of Internal Revenue
B. Renewal of accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
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 – 1 copy	SEC
3. mayor's permit – 1 photocopy	LGU
4. photocopy of the expired certificate of accreditation – 1 copy	from the applicant
5. endorsement from national or head office (if a chapter)- 1 original copy	
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)-1 copy	
7. syllabi for each activity to be offered -1 original copy	
8. short brown envelope – 1 piece	



9. two (2) pcs. Documentary Stamps Tax (DST)	Bureau of Internal Revenue
Training program	
1. duly accomplished application form – 1 original; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. copy of the certificate of accreditation as training provider – 1 photocopy	From the applicant
3. content/outline/syllabi (topics of training program and number of hours) – 1 original copy	
4. evaluation tool for the training program – 1 original copy	
5. actual program schedule (should include the following: time, topic/s, name of accredited instructor/s/lecturer/s and number of hours per topic) – 1 original copy	
6. estimated cost and projected income of the program – 1 original copy	
7. short brown envelope – 1 piece	
8. two (2) pcs. Documentary Stamps Tax	Bureau of Internal Revenue
Lecturer	
A. Initial application for accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	from the applicant
2. one (1) pc. 2 x 2 photograph (colored, white background) – for file card	
3. resume with latest 2 x 2 photograph (colored, white background) – 1 photocopy	
4. affidavit with a statement of ten (10) years of experience in real estate education or 10 years of experience in the practice of real estate, which in both cases has to be supported by certifications as claimed- 1 original copy	
5. affidavit with a statement of five (5) years of experience in lecturing and teaching real estate topics/subjects and related fields supported by	



certifications as claimed – 1 original copy		from the applicant		
6. photocopy of current NBI clearance – 1 copy				
7. PRC certificate of registration, if applicable- 1 photocopy				
8. photocopy of professional identification card, if applicable – 1 copy				
9. current professional tax receipt- 1 photocopy				
10. short brown envelope – 1 piece		Bureau of Internal Revenue		
11. four (4) pcs. Documentary Stamps Tax				
B. Renewal of accreditation				
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving		from the applicant		
2. photocopy of expired certificates of accreditation as instructor/lecturer -1 copy				
3. affidavit summarizing the accomplishments as instructors/lecturers for the past year supported by certificates of recognition or appreciation as claimed – 1 original copy				
4. photocopy of current NBI clearance – 1 copy				
5. photocopy of valid professional identification card, if applicable – 1 copy				
6. photocopy of current professional tax receipt – 1 copy				
7. short brown envelope – 1 piece				
8. four (4) pcs. Documentary Stamps Tax		Bureau of Internal Revenue		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Training provider:				



Step 1: Download form from this link: www.prc.gov.ph . Fill-out Application form then proceed to Regulation Division processing window for evaluation and assessment.	Receive and check the completeness of the required documents	None	15 minutes	Processing Officer, Regulation Division
Step 2: Proceed to Registration Section for verification of license/s;	Verify the Registration No. and check the validity of the Professional Identification Card (PIC)	None	15 minutes	Verifying Officer, Registration Section
Step 3: Proceed to the Office of the Legal Officer for clearance of no derogatory record	Verify whether the professional/s listed in the application have no derogatory record.	None	7 minutes	Legal Officer, Legal Division/Office of the Director
Step 4: Proceed to Cash Section for the payment of accreditation fee.	Accept payment and issue Official Receipt	Processing Fee: Provider (local): Php 5,000.00	5 minutes	Cashier, Cash Division



Step 5: Submit application form with all the required documents and official receipt to the Regulation Division designated window.	5.1. Receive the copy of the applications with the complete documentary requirements and transmit them to the Accreditation and Compliance Division Central Office – Accreditation and Compliance Division (ACD):	None	2 days	Processing Officer, Regulation Division
	5.2. Receive processed applications together with the required documents from the Regional Offices-Regulation Division.	None	5 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Prepare draft Board Resolution approving the application and forward the same to the PRB Secretariat Division.	None	30 minutes	Processing Officer, Accreditation and Compliance Division



	Central Office - PRB Secretariat:			
	5.4. Convene the PRB for the review of the draft Board Resolution.	None	3 days	Secretary of the PRB, PRB Secretariat Division
	5.5. The PRB review and sign the Board Resolution, if satisfied, and forward it to the PRB Secretary for attestation.	None		PRB of Real Estate, PRB Secretariat Division
	5.6. Attest the Board Resolution and forward it to the ACD.	None		Chief, PRB Secretariat Division
	Central Office – ACD:			
	5.7. Forward the Board Resolution to the Commission for approval.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	Central Office - Commission Proper:			
	5.8. Sign the Board Resolution, if approved, and return to the ACD.	None	3 days	Commission II, Office of the Commissioner Commission I, Office of the Commissioner PRC Chairman, Office of the Chairman



	Central Office – ACD: 5.9. Receive the signed Board Resolution and forward it to the Archives and Records Division for docketing.	None	20 minutes	Processing Officer, Accreditation and Compliance Division
	Central Office - Archives and Records Division (ARD): 5.10. Docket the duly signed Board Resolution and provide copies to all concerned offices via g-mail.	None	5 minutes	Docketing Officer, Archives and Records Division
	Central Office – ACD: 5.11. Print the Certificate of Accreditation and forwards the same to the PRB concerned.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	Central Office - PRB Concerned: 5.12. Sign the Certificate of Accreditation and forward it to the ACD.	None	3 days	PRB – RES Chairperson, PRB Secretariat Division
	Central Office – ACD: 5.13. Receive the duly signed Certificate of Accreditation and forwards it to the Commission.	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	Commission:			
	5.14. Sign the Certificates of Accreditation.	None	1 day	PRC Chairman, Office of the Chairman
	5.15. Forward the same to the ACD.	None	15 minutes	Staff of the Office of the Chairman
	Central Office – ACD:			
	5.16. Affix dry seal and documentary stamps to the Certificate.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	5.17. Transmit the Certificate of Accreditation to Regional Offices, Regulation Division thru the Archives and Records Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
Step 6: Receives Certificate of Accreditation	Regional Office-Regulations Division Issue the Certificate of Accreditation to the applicant.	None	15 minutes	Processing Officer, Regulation Division
Total (training provider):		Php 5,000.00	14 days, 3 hours and 7 minutes	



For Real Estate program / lecturer:				
Step 1: Download form from this link: www.prc.gov.ph . Fill-out Application form then proceed to Regulation Division processing window for evaluation and assessment.	Receive and check the completeness of the required documents.	None	15 Minutes	Processing Officer, Regulation Division
Step 2: Proceed to Registration Section for verification of license/s.	Verify the Registration No. and check the validity of the Professional Identification Card (PIC).	None	15 minutes	Verifying Officer, Registration Section
Step 3: Proceed to Legal Officer for clearance of no derogatory record.	Verify whether the professional/s listed in the application have no derogatory record.	None	7 minutes	Legal Officer, Legal Division/Office of the Director
Step 4: Proceed to Cash Section for the payment of accreditation fee.	Accept payment and issue Official Receipt	Processing Fee: Program (per offering): Php 3,000.00 Lecturer: Php 1,500.00	5 minutes	Cashier, Cash Division



Step 5: Submit application form with all the required documents and official receipt to the Regulation Division designated window.	5.1. Receive the copy of the applications with the complete documentary requirements and transmit them to the Accreditation and Compliance Division	None	2 days	Processing Officer, Regulation Division
	Central Office – Accreditation and Compliance Division (ACD): 5.2. Receive processed applications together with the required documents from the Regional Offices-Regulation Division.	None	30 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Forward to the PRB-RES all processed applications thru PRB Secretariat Division.	None	1 hour	Processing Officer, Accreditation and Compliance Division
	Central Office - PRB Secretariat Division: 5.4. Convene the Board for evaluation of applications.	None		Secretary of the PRB, PRB Secretariat Division
	5.5. PRB evaluate all applications and if found in order, approve and sign the application form.	None	3 days	PRB-RES, PRB Secretariat Division



	5.6. Forward to the ACD the duly evaluated applications.	None		Secretary of the PRB, PRB Secretariat Division
	Central Office – ACD:			
	5.7. Receive the duly evaluated applications.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.8. Print the Certificate of Accreditation for approved applications and forward the same to PRB – RES thru the PRB Secretariat Division.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	Central Office – PRB Secretariat Division:			
	5.9. Inform the PRB-RES Chairperson for the signature of the Certificate of Accreditation.	None	3 days	PRB Secretary, PRB Secretariat Division
	5.10. Sign the Certificates of Accreditation and forward the same to ACD.	None		PRB-RES Chairperson, PRB Secretariat Division



	Central Office – ACD: 5.11. Receive the signed Certificates of Accreditation and transmit to the concerned Regional Office, Regulation Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
Step 6: Receive Certificate of Accreditation.	Regional Office-Regulations Division: Issue the Certificate of Accreditation to the applicant.	None	15 minutes	Processing Officer, Regulation Division
Total (program/lecturer):		Processing Fee: Program (per offering): Php 3,000.00 Lecturer: Php 1,500.00	10 days, 3 hours and 2 minutes	
END OF TRANSACTION				



4. APPLICATION FOR ACCREDITATION OF SALESPERSON AND MEDICAL REPRESENTATIVE

To process application for accreditation as salesperson and medical representative in accordance with the pertinent provisions of the professional regulatory laws.

Office or Division:	Regional Offices – Application Section	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<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; - with appropriate Baccalaureate/ non-Baccalaureate graduate as required by the specific professional regulatory law 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
Salesperson:		
1. original and a photocopy of Official Transcript of Records (TOR), bearing the exact date of graduation and special order number	from the applicant	
2. National Bureau of Investigation (NBI) clearance		
3. original certificate of relevant trainings		
4. PSA-issued birth certificate - original and a photocopy		
5. PSA-issued marriage certificate (for married female applicant) - original and a photocopy		
6. two (2) Documentary Stamp Tax (DST)	Bureau of Internal Revenue	
7. one (1) passport size picture (1.8" x 1.8") with complete nametag in white background and in decent attire.	from the applicant	
8. any valid or government-issued ID		
9. a photocopy of broker's PRC License with 3 specimen signatures		

Medical Representative:	
1. original certificate of employment	From the applicant
2. original certificate of relevant trainings	
3. PSA-issued birth certificate - original and a photocopy	
4. PSA-issued marriage certificate (for married female applicant) - original and a photocopy;	
5. two (2) Documentary Stamps Tax	
6. one (1) passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire.	
7. government-issued ID	
Additional Requirements (if applicable)	
1. non-availability of records of either birth certificate or marriage certificate or both: negative certification issued by PSA accompanied by a certificate of live birth/ marriage from the Local Civil Registrar (LCR) duly authenticated by the PSA statistician	From the applicant
2. non-readable entries in NSO/PSA: birth/marriage certificate a clear copy of Form 102 or LCR Form 1A	
3. if exact date of graduation is not indicated on the Transcript of Records: original and a photocopy of college diploma	
4. Filipino citizen who finished his/her BS degree/course abroad: certificate of equivalency from the Commission on Higher Education (CHED)	
5. those with dual citizenships: certificate of recognition as Filipino citizen from the Bureau of Immigration and a photocopy of Philippine passport/certificate of dual citizenship	
6. for recognized Filipino citizens: certificate of re-acquisition/retention of citizenship, oath of allegiance, and a photocopy of Philippine passport.	

NOTE: other additional documentary requirements can be referred from the list of requirements per profession as prescribe by respective professional regulatory laws.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Download application form for accreditation with list of requirements from PRC official website.		None	Based on system response time	Applicant
Step 2: Proceed and submit duly accomplished application form and all the requirements to the Application Section of the Licensure and Registration Division of any PRC regional office.	Process and verify completeness of submitted application and documentary requirements, assesses required fees.	None	10 minutes	Receiving Officer
Step 3: Pay to PRC Cashier.	Issue official receipt of payment.	Accreditation fee: Php 450.00	5 minutes	Cashier
Step 4: Submit all the documents with proof of payment to the application section.	Receive complete application documents and instructs the applicant when and where to verify the status of his/her application thru online/phone/e-mail.	None	3 minutes	Receiving Officer

Step 5: 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.	5.1. Forward the application documents to the concerned PRB thru the PRB Secretariat for the preparation and final approval of the resolution.	None	19 days	Receiving Officer
	5.2. Docket and disseminate resolution.	None	5 minutes	Docketing Officer
TOTAL:		Php 450.00	19 days and 26 minutes	
END OF TRANSACTION				



5. APPLICATION FOR ACCREDITATION OF TRAINING PROVIDER AND PROGRAM FOR MEDICAL REPRESENTATIVES

To process applications for accreditation as training providers and training programs for medical representatives.

Office or Division:	Regional Offices/Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Pharmaceutical companies employing medical representatives	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
Training Provider		
A. Initial application for accreditation		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form downloaded from this link: www.prc.gov.ph /Regulation Division of Regional Offices	
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC - 1 copy	SEC	
3. copy of valid license to operate from FDA, if applicable – 1 photocopy	FDA, if applicable	
4. copy of BIR certificate of registration- 1 photocopy	BIR	
5. company profile – 1 original copy	from the applicant	
6. list of officers and photocopy of their valid professional identification cards, if applicable – 1 copy		



7. training syllabi with the following core subjects: - original copy <ul style="list-style-type: none"> a. Basic Anatomy, Physiology and Pathophysiology b. Basic Pharmacology c. Pharmaceutical Dosage Forms d. Jurisprudence and Business Ethics e. Communication Skills 	from the applicant
8. criteria for the selection of training facilitators – 1 original copy	
9. list of training facilitators with the following documentary attachments: - 1 photocopy <ul style="list-style-type: none"> a. curriculum vitae b. valid PRC Identification Card, if applicable 	
10. assessment mechanism for training program -1 original copy	
11. short brown envelope – 1 piece	
12. two (2) pcs. of Documentary Stamps Tax (DST)	Bureau of Internal Revenue
B. Renewal of accreditation	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC – 1 copy	SEC
3. copy of valid License to Operate from FDA, if applicable – 1 photocopy	FDA, if applicable
4. copy of BIR certificate of registration – 1 photocopy	BIR
5. photocopy of expired certificate of accreditation – 1 copy	from the applicant
6. list of officers and copy of their valid Professional Identification Card, if applicable – 1 copy	
7. short brown envelope – 1 piece	
8. two (2) pcs of Documentary Stamps Tax (DST)	Bureau of Internal Revenue
Training Program	
1. duly accomplished application form -1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices



2. description of the program for the following core subjects: - 1 original copy a. Basic Anatomy, Physiology and Pathophysiology b. Basic Pharmacology c. Pharmaceutical Dosage Forms d. Jurisprudence and Business Ethics to include RA 10918 and aligned with Mexico City Principles and Kuala Lumpur Principles e. Communication Skills		from the applicant		
3. assessment mechanism for the trainees – 1 original copy				
4. assessment mechanism for the training program – 1 original copy				
5. resume of speakers (with three (3) years of experience in academe / field in Pharmacy) – 1 photocopy				
6. photocopy of valid Professional Identification Card/s (PICs) of speakers/training facilitators – 1 copy per PIC				
7. list of references of the subjects / topics- 1 original copy		Bureau of Internal Revenue		
8. two (2) pcs of Documentary Stamps Tax (DST)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Download the application form from this link: www.prc.gov.ph . Fill-out Application form then proceed to Regulation Division processing window for evaluation and assessment.	Receive and check the completeness of the required documents.	None	15 Minutes	Processing Officer, Regulation Division



Step 2: Proceed to Registration Section for verification of license/s.	Verify the Registration No. and check the validity of the Professional Identification Card (PIC).	None	15 minutes	Verifying Officer, Registration Section
Step 3: Proceed to the Office of the Legal Officer for clearance of no derogatory record.	Verify whether the professional/s listed in the application have no derogatory record.	None	30 minutes	Legal Officer, Legal Division/Office of the Director
Step 4: Proceed to Cash Section for the payment of accreditation fee.	Accept payment and issue Official Receipt.	Processing Fee: Provider (local): Php 5,000.00 Program (per offering): Php 3,000.00	5 minutes	Cashier, Cash Division
Step 5: Submit application form with all the required documents and official receipt to the Regulation Division designated window.	5.1. Receive the copy of the applications with the complete documentary requirements and transmit to Central Office-ACD.	None	2 days	Processing Officer, Regulation Division
	Central Office – ACD: 5.2. Receive processed application together with the required documents from the Regional Offices-Regulation Division.	None	5 minutes	Processing Officer, Accreditation and Compliance Division



	5.3. Prepare draft Board Resolution approving the application and forward the same to the concerned PRB thru PRB Secretariat.	None	30 minutes	Processing Officer, Accreditation and Compliance Division
	Central Office – PRB Secretariat Division:			
	5.4. Convene the PRB for review of the draft Board Resolution.	None		Secretary of the PRB, PRB Secretariat Division
	5.5. The PRB review and sign the Board Resolution, if satisfied, and forward it to the PRB Secretary for attestation.	None	3 days	PRB of Pharmacy, PRB Secretariat Division
	5.6. Attest the Board Resolution and forward it to the ACD.	None		Chief of the PRB Secretariat Division
	Central Office – ACD:			
	5.7. Forward the Board Resolution to the Commission for approval.	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	<p>Central Office – Commission Proper:</p> <p>5.8. Sign the Board Resolution, if approved, and return to the ACD.</p>	None	3 days	<p>Commission II, Office of the Commissioner</p>
	<p>Central Office – ACD:</p> <p>5.9. Receive the signed Board Resolution and forward it to the Archives and Records Division for docketing.</p>	None	20 minutes	<p>Commission I, Office of the Commissioner</p> <p>PRC Chairman, Office of the Chairman</p> <p>Processing Officer, Accreditation and Compliance Division</p>
	<p>Central Office – Archives and Records Division (ARD):</p> <p>5.10. Docket the duly signed Board Resolution and provide copies to all concerned offices via g- mail.</p>	None	5 minutes	<p>Docket Officer, Archives and Records Division</p>
	<p>Central Office – ACD:</p> <p>5.11. Print the Certificate of Accreditation and forward it to the concerned PRB.</p>	None	15 minutes	<p>Processing Officer, Accreditation and Compliance Division</p>



	Central Office – PRB Concerned: 5.12. Sign the Certificate of Accreditation and forward it to the ACD.	None	3 days	Chairperson of the PRB of Pharmacy, PRB Secretariat Division
	Central Office – ACD: 5.13. Receive the duly signed Certificate of Accreditation and forward it to the Commission.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	Commission: 5.14. Sign the Certificates of Accreditation.	None	1 day	PRC Chairman, Office of the Chairman
	5.15. Forward the same to the ACD	None	15 minutes	Staff, Office of the Chairman
	Central Office – ACD: 5.16. Affix dry seal and documentary stamps to the Certificate.	None	10 minutes	Processing Officer, Accreditation and Compliance Division



	5.17. Transmit the Certificate of Accreditation to the concerned Regional Offices, Regulation Division.	None	2 days	Processing Officer, Accreditation and Compliance Division
Step 6: Receives Certificate of Accreditation	Regional Office-Regulations Division: Issue the Certificate of Accreditation to the applicant.	None	15 minutes	Processing Officer, Regulation Division
TOTAL:		Processing Fee: Provider (local): Php 5,000.00 Program (per offering): Php 3,000.00	14 days, 3 hours and 30 minutes	
END OF TRANSACTION				



6. APPLICATION FOR AUTHENTICATION (CERTIFIED TRUE COPY) OF PROFESSIONAL IDENTIFICATION CARD (PIC) AND/OR CERTIFICATE OF REGISTRATION (COR)

To ensure that the registered practicing professional is in good standing or no derogatory records and has valid and authentic credentials issued by the Commission and the concerned PRB.

Office or Division:	Regional Offices – Registration Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professionals with valid license/updated PIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Proof of duly accomplished online Application Form		http://online.prc.gov.ph		
2. Valid Professional Identification Card		from the applicant		
3. Original and photocopy/ies of PIC and/or COR				
4. Documentary Stamps Tax (DST)		Bureau of Internal Revenue		
Requirements for Representative:				
1. any valid government-issued ID or valid NBI Clearance		from the applicant		
2. If the representative is a PRC registered professional: authorization letter and PIC; if not registered professional, Special Power of Attorney		Professional being presented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website online (http://online.prc.gov.ph) and create an account if first time user.	System activates user	NONE	Based on system response time	Applicant
Step 2: Select an appointment place for application for authentication of PIC/COR, and payment	2.1 System issues reference number	Authentication fee:Php75.00/copy		Applicant/ online payment channel



option/channel then download application form.	2.2 Online payment channel confirms payment.			
Step 3: On the scheduled date, submit the duly accomplished online Application Form and all the documentary requirements to the designated window of the concerned regional office/offsite service center.	3.1. Receive and evaluate completeness of documents submitted	NONE	5 minutes	Authentication Officer
	3.2. Verify and validate from the database the registration and status of license, and stamp "certified true copy" on the photocopy for signature of the authorized officer.	NONE	5 minutes	Verifying / Authentication Officer
	3.3. Sign authenticated copies.	NONE	5 minutes	Authorized Officer
Step4: Receive signed authenticated copy/ies and sign on the releasing log sheet	Issue signed authenticated copy/ies.	NONE	3 minutes	Releasing Officer
TOTAL:		Php 75.00	18 minutes	
END OF TRANSACTION				



7. APPLICATION FOR CERTIFICATE OF AUTHORITY TO OPERATE CHEMICAL LABORATORIES

Issuance of certificate of authority to operate chemical laboratories.

Office or Division:	Regional Offices and Central Office (Accreditation and Compliance Division)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	owner of chemical laboratory	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving		form download from this link: www.prc.gov.ph /Regulation Division of Regional Offices
2. 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 – 1 copy		SEC/DTI
3. pictures of the storage area or room where hazardous, toxic, and flammable chemicals are stored – 1 copy of each picture		from the applicant
4. pictures of the entire laboratory – 1 copy of each picture		
5. photocopy of valid Professional Identification Cards (PICs) of the employed registered and licensed Chemists and Chemical Technicians – 1 copy		
6. payment of accreditation fee and inspection fee (In Cash, Postal Money Order, Manager’s Check or Bank Draft payable to the Professional Regulation Commission)		
7. short brown envelope for the certificate – 1 piece		
8. four (4) pcs. documentary stamps tax		Bureau of Internal Revenue



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1st Phase – Application				
Step 1: Secure Application Form at the Regulation Division of the nearest PRC Regional Office or download at www.prc.gov.ph .	Regional Office: Processing Officer (PO) instruct applicant to fill out completely the Application Form (AF).	None	10 minutes	Processing Officer, Regulation Division
Step 2: Proceed to Regulation Division processing window for evaluation and assessment.	Check the completeness of the documentary requirements and the entries in the AF.	None	15 minutes	
Step 3: Proceed to Registration Section for verification of Professional Identification Card (PIC) Number.	Verify the registration number and validity of Professional Identification Card (PIC) of employed Chemist. If found valid, the Registration Officer affix her/his signature on the space provided in the Application Form.	None	15 minutes	Verifying Officer, Registration Section
Step 4: Proceed to Legal Service – Hearing and Investigation Division (LS-HID) for clearance of no derogatory record.	Verify if the professional is with or without pending case.	None	7 minutes	Legal Officer, Legal Division/Office of the Director



Step 5: Proceed to Cash Section for payment.	5.1. Accept payment and issues Official Receipt (OR). 5.2. Affix her/his signature on the space provided in the AF.	Processing fee: Php 4,500.00 Inspection fee: Php 2,000.00	5 minutes	Cashier, Cash Division
Step 6: Submit Application Form with all the required documents and photocopy of the OR to the Regulation Division designated window.	6.1. Receive documentary submission and photocopy of the OR.	None	5 minutes	Processing Officer, Regulation Division
	6.2. Transmits applications the processed applications to Regional Office	None	1 day	Processing Officer, Regulation Division
Total (1st phase):			1 day, 1 hour and 7 minutes	
2nd Phase – Preparation for inspection				
Step 7: To receive the application from Regional Offices	Central Office - Accreditation and Compliance Division (ACD): 7.1. Receive applications from the Regional Offices together with the complete documentary submissions.	None	1 day	Processing Officer, Accreditation and Compliance Division



	7.2. Forward the transmittal and applications to the Board Focal Person for evaluation. Board Focal Person:	None	1 day	Board Focal Person, PRB Secretariat Division
	7.3. Evaluate the application and set schedule for inspection.	None	15 minutes	Board Focal Person Thru the Board Secretary In-Charge, PRB Secretariat Division
	7.4. Forward the application to ACD PO for the preparation of the necessary documents for inspection of applicant's chemical laboratory. Central Office - ACD:	None	1 day	Processing Officer, Accreditation and Compliance Division
	7.5. Prepare the authority and necessary documents for inspection and notification to the applicant.	None	9 days	Oversight Commissioner, Office of the Commissioner
	7.6. Issuance of travel order	None		
Total (2nd phase):			12 days and 15 minutes	



3rd Phase – Inspection, findings and issuance of Certificate of Authority to Operate Chemical				
Step 8: Welcomes the inspection team.	PRB of Chemistry: 8.1. Onsite Briefing: Prior to the conduct of the actual inspection, the PRB of Chemistry presents and discuss the work program with the applicant.	None	1 day	PRB of Chemistry
	8.2. Actual Inspection: Validate the submission of the applicant and inspect the premises pursuant to requirements of the law.	None		PRB of Chemistry and PRC Representative
	8.3. Exit Conference: The Inspection Team present to and discuss with the applicant their findings and recommendation.	None		PRB of Chemistry
	8.4. Forward to ACD the report of inspection/findings and approved applications.	None	10 days	Secretary of the PRB, PRB Secretariat Division
Step 9: To receive findings or approval the result of the inspection.	Central Office - ACD 9.1. Receive the report of inspection/findings and approved application.	None	5 minutes	Processing Officer, Accreditation and Compliance Division



	9.2. For approved application, print the Certificate of Authority to Operate Chemical Laboratory.	None	20 minutes	Processing Officer, Accreditation and Compliance Division
	9.3. Forward the certificate to the Chairperson of PRB of Chemistry through PRB Secretariat Division for approval and signature.	None	3 days	Chairperson of PRB of Chemistry, PRB Secretariat Division
	Commission: 9.4. Sign the certificate of Authority to Operate Chemical laboratory; forwards the same to the ACD.	None	1 day	PRC Chairman, Office of the Chairman
	Central Office – ACD: 9.5. Receive the signed certificate of Authority to Operate Chemical Laboratory and forward to the Regulation Division - Regional Office (RO).	None	1 day	Processing Officer, Accreditation and Compliance Division
Step 10: To receive the certificate to operate chemical laboratory or related entity.	Regional Office: Release the certificate of Authority to Operate Chemical Laboratory to applicant.	None	15 minutes	Processing Officer, Regulation Division
Total (3rd Phase):			16 days and 40 minutes	



GRAND TOTAL:	Processing Fee and Inspection Fee: Php 6,500.00	29 days, 2 hours and 2 minutes	
END OF TRANSACTION			
Note: The total process takes more than 20 days in compliance with the provisions of Republic Act no. 10657, Section 35 (Chemistry Professional Act) and PRB of Chemistry Resolution No. 02 (s.2017) entitled Rules and Regulations Implementing Section 35 of Republic Act No. 10657 (Chemistry Professional Act) on the Issuance of Certificate of Authority to Operate Chemical Laboratories and Other Related Establishments. Further, considering that there is a need for the technical evaluation of the applicant's laboratory of the PRB of Chemistry and the application entails public health and safety. Furthermore, the PRBs are not regular officers of the Commission.			



8. APPLICATION FOR PETITION FOR CHANGE OF STATUS/ CHANGE OF REGISTERED NAME DUE TO MARRIAGE/CORRECTION OF ENTRIES/DATA

To change the information of registered and licensed professional in the database upon approval of the application.

Office or Division:	Regional Offices–Regulation Division	
Classification:	Complex Transaction	
Type of Transaction:	G2C–Government to Citizen	
Who may avail:	<ul style="list-style-type: none">- For correction of date of birth/correction of name: registered professionals with erroneous entries;- for change of status: married female professional opted to use her married name; or married female professionals who will revert back to maiden name	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
A. Change of Name/Status		
1. duly accomplished petition form for change of status without change of registered name/ 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)		From the applicant
3. photocopy of Professional Identification Card(PIC)		
4. Documentary Stamps Tax (DST)		Bureau of Internal Revenue
Other requirements:		
1. Original PSA copy of certificate of live birth (in case there is a discrepancy)		From the applicant
2. Certificate of Marriage issued by the Local Civil Registrar (in case the PSA Certificate of Marriage presented is unreadable)		



Requirements for Representative:	
1.any valid government – issued ID or valid NBI Clearance	
2.If the representative is a PRC registered professional: authorization letter and Valid PRC-issued PIC; if not registered professional, Special Power of Attorney	
B. Correction of Entries	
I. Name/Date of Birth	
1. duly accomplished petition form for correction of entries/data	Public Assistance Counter
2. original certificate of live birth from the Philippine Statistics Authority (PSA)	From the applicant
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 PRC ID	
II. For the Reversion to use Maiden Name on the ground of Judicial Declaration of Nullity of Marriage or Annulment of Marriage	
1. petition form for correction of entries/data	Public Assistance Counter
2. Original PSA copy of certificate of live birth	From the applicant
3. original PSA copies of certificate of marriage with annotations	
4. certified true copy of decree of nullity/annulment decree of marriage	
5. certified true copy of finality of judgment	
6. photocopy of PIC	
III. For the Reversion to the use of Maiden Name on the ground of Death of Spouse	
1. petition form for correction of status	Public Assistance Counter
2. original PSA copy of certificate of live birth	



3. original PSA copy of certificate of marriage	from the applicant
4. original PSA copy of certificate of death	
IV. For Remarriage on the ground of nullity or annulment of the previous marriage	
1. petition form for correction of status	Public Assistance Counter
2. Original PSA copy of certificate of live birth	from the applicant
3. original PSA copy of certificate of first marriage with annotations	
4. original PSA copy of certificate of subsequent marriage	
5. certified true copy of decision/decreed of nullity/annulment decree of marriage	
6. certified true copy of finality of judgment	
7. photocopy of PIC	
V. For Remarriage on the ground of nullity or annulment of the previous marriage	
1. petition form for correction of status	Public Assistance Counter
2. original PSA copy of certificate of live birth	from the applicant
3. original PSA copy of certificate of first marriage	
4. original PSA copy of certificate of subsequent marriage	
5. original PSA copy of certificate of death	
Other requirements:	
1. original certificate of marriage from the Local Civil Registrar ,if the entries in the certificate of marriage from PSA are unreadable	From the 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	



Requirements for Representative:				
1. any valid government – issued ID or valid NBI Clearance				
2. If representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Correction of entries/data (Name due to revision/remarriage and date of birth)				
Step 1: Submit the duly accomplished and notarized petition form together with the documentary requirements at the Regional Office–Regulation Division.	1.1. Receive and check the completeness of the documentary requirements submitted by the petitioner.	None	10 minutes	Receiving Officer
	1.2. Verify registered name, date of birth, profession, license number, and date of registration, name in the master list, examinations taken/date/rating, date of birth and assess fees.	None	20 minutes	Verifying Officer
Step 2: Pays fees at any of the Cashier Windows and get the Official Receipt.	Receive the payment and issue an Official Receipt.	Php 225.00	5 minutes	Cashier
Step 3: Submits the duly accomplished petition form together with the Official Receipt and other documentary requirements to	3.1. Review the petition form together with the	None	5 minutes	Receiving Officer Chief/ OIC-



the Regional Office–Regulation Division.	attached requirements.	None	15 minutes	Regulation Division
Check the online verification after 7 days if the petition is granted.	3.2. Advise client to check the online verification after 7 days if the petition is granted.	None	3 days	Regional Director
	3.3. Prepare draft order/resolution.	None	1 days	Regional Docket Officer
	3.4 Review and finalize order/resolution.	None	30 minutes	Concerned Regional Office/s
	3.5 Review, approve and sign order/resolution.	None		
	3.6 Docket approved order/resolution.	None	2 days	PRD Staff ICT Clerk
	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			
	3.9. Amend entries involving petitioner in the database of the Commission			
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	6 days, 1 hour and 25 minutes	
For change of status without change of registered name due to marriage:				
Step 1: Submit the duly accomplished and notarized petition form together with the documentary requirements at the Regional Office–Regulation Division .	Receive and check the completeness of the documentary requirements submitted by the petitioner.	None	10 minutes	Receiving Officer
Step 2: Pays fees at any of the Cashier Windows and get the Official Receipt.	Receive the payment and issue an Official Receipt.	Php 225.00	5 minutes	Cashier
Step 3: Submits 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 days if the petition is granted	3.1. Review the petition form together with the attached requirements. 3.2. Advise client to check the online verification after 7 days if the petition is granted. 3.3. Prepare draft order/resolution.	None	5 minutes 15 minutes	Receiving Officer



	3.4 Review and finalize the letter.	None	3 days	Chief/ OIC-Regulation Division
	3.5 Review, approve and the letter	None		Regional Director
	3.6 Docket approved letter.		1 days	Regional Docket Officer
	3.7. Emails to PRD the approved scanned order/resolution with the transmittal		30 minutes	Concerned Regional Office/s
	3.8 Receives, checks, forwards the approved scanned order/resolution with the transmittal	None	2 days	PRD Staff
	3.9 Amend entries involving petitioner in the database of the Commission			ICT Clerk
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	6 days, 1 hour and 25 minutes	
END OF TRANSACTION				



9. APPLICATION FOR CREDITING OF SELF-DIRECTED AND LIFELONG LEARNING ACTIVITIES

Awarding of CPD credit units for Self-Directed and Lifelong Learning activities.

Office or Division:	Regional Offices; Continuing Professional Development Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Professional			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic requirements:				
1. Registration with the Continuing Professional Development Accreditation System (CPDAS)		Continuing Professional Development Accreditation System (CPDAS) under this link: http://cpdas.prc.gov.ph		
2. Copy of the consolidated required documents in one file using the PDF format of the activity/ies to be applied for accreditation according to type of application.		From the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Register with the CPDAS under this link: http://cpdas.prc.gov.ph	The system will accept the registration of the applicant-professional	None	5 minutes	Applicant
Step 2: Using the enrolled email address and password in the system, log in into the system	System will accept application	None	5 minutes	



Step 3: Fill in the required fields and upload the consolidated required documents in one file using the PDF format of the activity chosen for accreditation and click submit	System will accept the information provided and documents uploaded	None	10 minutes	
Step 4.: Pays the prescribed fee at the chosen available payment channel, as applicable. If chosen channel is PRC Cashier, proceed to the chosen Regional Office to pay the prescribed fee personally and present to the Processing Officer the Official Receipt.	4.1 Receive payment and issue Official Receipt.	Processing Fee: Php 500.00	20 minutes	Cashier, Cash Division
	4.2 Check the completeness, correctness and clarity of the documents uploaded, and if the chosen payment channel is the PRC Cashier, encode into the system the Official Receipt number and amount			Regional Office
	4.3 If the application is in order, submit the application to the system Central Office (CPD Division)	None	1 hour	Processing Officer, Regulation Division
	4.4 Prepare and send Notice of meeting to the concerned CPD Council. 4.5 Evaluate and assess the application and the activity applied for accreditation, and grant credit units as prescribed by their CPD operational guidelines. The CPD credit units earned shall be automatically posted in the	None	15 days	CPD Council Secretary, Continuing Professional Development Division CPD Council Members, Continuing Professional Development Division



	<p>Dashboard Page of the professional's account</p> <p>4.6 Prepare minutes of the meeting and informs applicant through his/her given email address on the result of their application</p> <p>a. For disapproved applications, inform the applicant on the grounds for disapproval</p> <p>b. For deferred applications which requires submission of additional requirements by the applicant, inform the applicant to submit the compliance</p>	None	1 day	CPD Council Secretary, Continuing Professional Development Division
TOTAL:		Processing Fee: Php 500.00	16 days, 1 hour and 40 minutes	
END OF TRANSACTION				



10. APPLICATION FOR ISSUANCE OF CERTIFICATION OF GOOD STANDING (COGS)

To ensure that only registered and licensed professional with valid Professional Identification Card (PIC) and Certificate of Registration (COR) shall be issued COGS.

Office or Division:	Regional Offices – Registration Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professionals with valid COR and updated PIC.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Proof of duly accomplished online application form.		http://online.prc.gov.ph		
2. Valid Professional Identification Card		From the applicant		
3. Documentary Stamps Tax (DST)		Bureau of Internal Revenue		
Requirements for Representative:				
1. Any valid government-issued ID or valid NBI Clearance		From the Applicant		
2. If the representative is a PRC registered professional: authorization letter and valid PIC; if not registered professional, Special Power of Attorney		Professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step1: Access the PRC website online (http://online.prc.gov.ph) and create an account if first time user.	Online payment system confirmation	None	Based on system Response Time	Applicant



Step 2: Select an appointment place for application for the issuance of COGS, and payment option/channel then download application form.	2.1. System issues reference number 2.2. Online payment channel confirms payment.	Certification fee: Php 75.00/copy		Applicant/ online payment channel
Step 3: On the scheduled date, submit the duly accomplished online application form and all documentary requirement to the designated receiving window of the concerned regional/offsite service center.	3.1. Receive and evaluate completeness of documents submitted.	None	5 minutes	Certification Officer
	3.2. Verify and validate from the database and prepare certification for signing by the authorized officer.	None	15 minutes	Verifying Officer
	3.3. Sign certification.	None	5 minutes	Authorized Officer
Step 4: Receive signed copy/ies of certification and sign on the releasing log sheet	Issue signed copy/ies of certification.	None	3 minutes	Releasing Officer
TOTAL:		Php75.00/copy	28 minutes	
END OF TRANSACTION				



11. APPLICATION FOR LICENSURE EXAMINATION

Submission and evaluation of required documents to ensure that only qualified applicants are admitted to the licensure examination in accordance with the provisions of Republic Act No. 8981 and appropriate professional regulatory laws.

Office or Division:	Regional Offices – Application Section	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none">- Filipino citizen;- Has no criminal record or has never been convicted in a final judgment by any court, military tribunal or administrative body;- With appropriate Post Baccalaureate/Baccalaureate/Non-Baccalaureate degree as required by the specific professional regulatory law	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. original and photocopy of official transcript of records (TOR) with scanned picture and remarks: “For Board Examination Purposes Only”, bearing the exact date of graduation and special order number. Submit/present Diploma if the date of graduation is not printed in the OTR	Applicants school graduated	
2. birth certificate issued by the Philippine Statistics Authority (PSA) – to present original copy and submit one photocopy. If BC issued by PSA is not readable, submit BC issued by the LCR	Philippine Statistics Authority	
3. marriage certificate issued by PSA (for married female applicant) - original and photocopy, if applicable		
4. Documentary Stamps Tax (DST)	Bureau of Internal Revenue	
5. one (1) Passport size picture (1.8” x 1.8”) with complete nametag in white background and in decent attire taken within the last six (6) months		



6. any valid government-issued ID or valid NBI Clearance	from the applicant
NOTE:	
1. for non-availability of records of either birth certificate or marriage certificate or both – Negative Certification issued by PSA and accompanied by a certificate of live birth/marriage from the Local Civil Registrar (LCR) in PSA security paper	Philippine Statistics Authority
2. for non-readable entries in PSA birth/marriage certificate, a clear copy of LCR Form 102 or LCR Form 1A/3A	Philippine Statistics Authority
3. if exact date of graduation is not indicated on the transcript of records, original and a photocopy of college diploma must be presented	Applicants school graduated
4. for Filipino citizen who finished his/her degree/course abroad, certificate of equivalency from the Commission on Higher Education (CHED)	Commission on Higher Education
5. 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 and Deportation (BID); b. oath of allegiance from Philippine Consular Office; c. photocopy of valid Philippine passport d. Philippine Voter's certificate or Voter's Identification Card	Bureau of Immigration and Deportation
6. 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	https://www.prc.gov.ph/list-of-requirements



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website via (https://online.prc.gov.ph) and create an account.	System activates user account.	None	Based on system response time	Applicant
Step 2: Select an appointment place for application for examination and payment option.	System issues reference number.	None	Based on system response time	Applicant
Step 3: Download and print application form with reference number and pay the corresponding fees thru any of the available payment options/channels.	3.1 Online payment channel confirms payment. 3.2. If thru PRC Cashier: (non-online) Receive payment and issue official receipt to the client.	Post Baccalaureate/ Baccalaureate: Php 900.00 non-Baccalaureate: Php 600.00 Conditional/Removal: Php 450.00	5 minutes	Cashier
Step 4: Proceed and submit all the requirements to the place of appointment on the scheduled date.	Process and verify completeness of submitted application and documentary requirements.	None	10 minutes	Processing/ Verifier Officer
Step 5: Receive the Notice of Admission (NOA).	Print and issue NOA.	None	5 minutes	Releasing/Printing Officer



TOTAL:	for first-time taker with Baccalaureate degree: Php 900.00 for Baccalaureate degree holder taking conditional/removal exam: Php 450.00 for first-time taker with non-Baccalaureate degree: Php 600.00	20 minutes	
END OF TRANSACTION			



12. APPLICATION FOR LICENSURE EXAMINATION THAT NEEDS APPROVAL OF THE BOARD

Submission and evaluation of necessary documents to ensure that only qualified applicants are admitted to the licensure examinations in accordance with the provisions of Republic Act No. 8981, its implementing rules and regulations, and the pertinent provisions of the professional regulatory laws.

Office or Division:	Regional Offices – Application Section	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<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;- with appropriate Baccalaureate/non-Baccalaureate graduate as required by the specific professional regulatory law	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. original and a 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. Submit/present Diploma if the date of graduation is not printed in the OTR		from the applicant
2. Philippine Statistics Authority (PSA) – issued Birth Certificate - original and a photocopy. If Birth Certificate issued by PSA is not readable, submit Birth Certificate issued by the Local Civil Register (LCR).		
3. PSA – issued Marriage Certificate (for married female applicant) - original and a photocopy		



4. one (1) passport size picture (1 ½ x 1 ½) with complete nametag in white background and in decent attire taken within the last six (6) months	
5. any valid government-issued ID or valid NBI Clearance	
6. Documentary Stamps Tax (DST)	Bureau of Internal Revenue
Additional Requirements (if applicable):	
1. non-availability of records of either birth certificate or marriage certificate or both: Negative Certification issued by PSA should be accompanied by a Certificate of Live Birth/ Marriage from the Local Civil Registrar (LCR) duly authenticated by the PSA statistician	
2. non-readable entries in PSA: birth/marriage certificate a clear copy of Form 102 or LCR Form 1A/3A should be submitted	
3. if exact date of graduation is not indicated on the transcript of records: original and a photocopy of college diploma	
4. for Filipino citizen who finished his/her BS degree/course abroad: certificate of equivalency from the Commission on Higher Education (CHED)	
5. For those born abroad, with dual citizenships/for recognized Filipino citizens, any of the following shall be submitted: <ul style="list-style-type: none"> a. Certificate of recognition/re-acquisition/retention of citizenship from the Bureau of Immigration and Deportation (BID); b. Oath of Allegiance from Philippine Consular Office; c. Photocopy of valid Philippine passport; d. Philippine Voter's Certificate or Voter's Identification Card 	



6. 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		https://www.prc.gov.ph/list-of-requirements		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office – Application Section: Step 1: Access the PRC website online (http://online.prc.gov.ph) and create an account if first time user or register if with existing account	System activates user account.	None	Based on system response time	Applicant
Step 2: Select an appointment place for application for examination and payment option.	System issues reference number.	None		
Step 3: (Payment) Download application form with reference number and pay the corresponding fees thru selected payment options/channels.	3.1. Online payment channel confirms payment. 3.2. If thru PRC cashier: Receive payment and issue official receipt to the client.	Baccalaureate: Php 900.00 non- Baccalaureate: Php 600.00	5 minutes	Cashier
Step 4: Proceed and submit all the requirements to the place of appointment on the scheduled date.	4.1. Process and verify completeness of submitted application and documentary requirements, and instruct the applicant when and where to verify the status of application and issuance of NOA.	None	9 minutes	Regional Offices Receiving Officer



	4.2. Transmit the application documents to the concerned PRB thru the PRB Secretariat for the final approval of the application.	None	2 days	
	PRB: 4.3 Conduct the technical evaluation. Central Office - PRB Secretariat: 4.4 Transmit scanned Action Sheet to the Regional Office.	None None	10 days 1 day	PRB Focal Person PRB Secretary
Step 5: Receive the Notice of Admission (NOA).	If application is approved, print and issue NOA; if denied, inform the applicant via SMS, email, or phone call.	None	15 minutes	Regional Offices Releasing Officer
TOTAL:		for Baccalaureate: Php 900.00 for Non- Baccalaureate: Php 600.00	13 days and 30 minutes	
END OF TRANSACTION				



13. APPLICATION FOR ONLINE OATHTAKING OF NEW PROFESSIONALS

To allow the new passers to be able to register and immediately practice their profession thereafter, and to earn their living during this time of pandemic and health crisis, the Commission allowed digital means and provide the necessary platform in the conduct of special oath taking services as part of its administrative and operational support to the Professional Regulatory Boards (PRBs)

Office or Division:	PRB Secretariat Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail?	The applicant must be: 1. Passer of a licensure examination administered by the PRC and concerned PRB. 2. Applicant of registration without examination duly approved by the concerned PRB and Commission			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements				
1. Notice of Admission (NOA)		Licensure Office		
2. Oath Form		Online Application System		
3. Resolution approving the application without registration		PRC Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Applicant sends request to the Board to take special online oath taking.	1.1. Upon receipt of the request, the PRB shall endorse this to Oversight Commissioner	At no cost to the inductee	1 day	DSPRB Oversight Commissioner



	for approval. 1.2. Upon approval, the applicant may now register online.		1 day	ICT
Step 2 Go to https://online.prc.gov.ph 1. Log in to your account. 2. Select the transaction and enter Profession and Application Number (Application No. as indicated in the Notice of Admission (NOA)) 3. Click "PROCEED," and the page will redirect to the appointment module. 4. Select preferred PRC Regional Office and click "NEXT." The system will automatically give you the earliest date set for online oath-taking. 5. After confirmation, click "SUBMIT APPLICATION" to proceed				



6. A confirmation message will pop up with the summary of your transaction.				
7. Click "CLICK TO GO BACK" to redirect to your EXISTING TRANSACTIONS.				
8. You will see your transaction details from your EXISTING TRANSACTIONS. Click "PRINT DOCUMENT" to print your oath form.				
	TOTAL:		2 days	
END OF TRANSACTION				



14. APPLICATION FOR THE ISSUANCE OF THE CERTIFICATE OF COMPLIANCE OF PLANTS/WORKS/PROJECTS PURSUANT TO MECHANICAL ENGINEERING ACT OF 1998

APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF COMPLIANCE OF ELECTRICAL PLANTS/ INDUSTRIAL/ COMMERCIAL ESTABLISHMENTS USING ELECTRICAL POWER PURSUANT TO THE NEW ELECTRICAL ENGINEERING LAW

Processing of applications for the Certificate of Compliance with the Mechanical Engineering Act of 1998.

Processing of applications for the Certificate of Compliance with the new Electrical Engineering Law.

Office or Division:	Regional Office/Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Mechanical plants/works/projects; Electrical plants/industrial/commercial establishments using electrical power	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices	
2. affidavit/s of Professional/Registered Mechanical Engineer/s or Professional /Registered Electrical Engineer/s -1 original copy		
3. photocopy/ies of valid Professional Tax Receipt (PTR) issued by the city/province where the principal office is located – 1 photocopy per PTR	LGU	
4. photocopy/ies of the valid Professional Identification Card/s (PIC) of Professional/Registered Mechanical Engineer/s or Professional/Registered Electrical Engineer/s – 1 copy per PIC	from the applicant	
5. long folder with fastener – 1 piece		
6. one (1) short brown envelope		



7. two (2) pcs. Documentary Stamps Tax (DST) per affidavit; and two (2) pcs. DST for certificate of compliance		Bureau of Internal Revenue		
Note: Representative/s filing and claiming the certificate of compliance in behalf of the firm/company must present Special Power of Attorney (SPA) and valid identification card of the representative – 1 original copy of SPA and 1 photocopy of ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Mechanical Engineering plants/works/projects				
1 st Phase – Evaluation of application				
Step 1: Download form from this link: www.prc.gov.ph . Fill-out application form and proceed to Regulation Division processing window for evaluation and assessment	Regional Office: Receive and check the completeness of the application form and documentary submissions.	None	15 minutes	Processing Officer, Regulation Division
Step 2: Proceed to Registration Section for verification of PRC License/s	Verify the registration number and validity of Professional Identification Card (PIC) of the Mechanical Engineer/Professional Mechanical Engineer (ME/PME). Affix signature on the space provided in the application form.	None	15 minutes	Verifying Officer, Registration Section
Step 3: Proceed to the Legal Officer’s Office for clearance of no derogatory record	Verify the Professional if with or without pending case.	None	30 minutes	Legal Officer, Legal Division/Office of the Director
Step 4: Proceed to Cash Section for the payment of prescribed fee	Accept payment and issue Official Receipt (OR) and affix signature on the space provided in the application form.	Processing Fee: Php 2,000.00	5 minutes	Cashier, Cash Division



Step 5: Submit two (2) copies of application form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window (one copy of the application form shall be the receiving copy);	5.1. Receive the application with complete documentary submissions and transmit to the Central Office, Accreditation and Compliance Division (ACD). Central –ACD:	None	2 days	Processing Officer, Regulation Division
	5.2. Receive processed application with complete documentary submissions.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.3. Transmit the application the PRB of Mechanical Engineering for evaluation. Central - PRB of Mechanical Engineering:	None	1 day	Processing Officer, Accreditation and Compliance Division
	5.4. Return the evaluated application to ACD with direction to prepare the necessary notices for the clarificatory meeting or ocular inspection (including the date of meeting or inspection)	None	3 days	PRB of Mechanical Engineering, PRB Secretariat Division
Total (1st Phase):			6 days, 1 hour and 20 minutes	



Optional – Preparation for Technical Meeting and Ocular Inspection				
	5.4.1 Technical Meeting: Central – ACD: 5.4.1.1. Prepare and send notices of meeting to applicants and necessary arrangement for the said meeting Central – PRB of Mechanical Engineering: 5.4.1.2. Conduct technical meeting 5.4.1.3. Forward the result of the meeting to ACD.	None	3 days	Processing Officer, Accreditation and Compliance Division
		None		
		None	1 day	PRB of ME, PRB Secretariat Division
Total (Technical Meeting):			4 days	
	5.4.2. Ocular Inspection: Central – ACD: 5.4.2. 1. Prepare the authority and other documentary requirements for inspection of applicant's plant/work/project	None	9 days	Processing Officer, Accreditation and Compliance Division



	5.4.2. 2. Onsite briefing: Prior to the conduct of the actual inspection, the PRB of ME present and discuss the work program with the applicant.	None		
	5.4.2. 3. Actual Inspection: Validate the submissions of the applicant and inspect the premises as to compliance with the law.	None	1 day	PRB of ME with PRC Representative
	5.4.2. 4. Exit Conference: The Inspection Team presents their findings and recommendations to the applicant.	None		
	5.4.2. 5. Prepare inspection reports and its findings and submit to the ACD the approved applications.	None	5 days	PRB of ME, PRB Secretariat Division
Total (Ocular Inspection):			15 days	
3rd Phase – Result and Issuance of Certificate of Compliance				
	Central – ACD:			
	5.5. Prepare draft Board Resolution approving the application for Certificate of Compliance and forward to the	None	1 day	Processing Officer, Accreditation and Compliance Division



	PRB of ME thru PRB Secretariat Division.			
	Central – PRB Secretary:	None		Secretary of the PRB, PRB Secretariat Division
	5.6. Convene to the PRB of ME for the review of the draft Board Resolution.			
	5.7 The PRB review and sign the Board Resolution, if satisfied, forward the same to the PRB Secretary for attestation	None	3 days	PRB of ME Chief, PRB Secretariat Division
	5.8. Attest the Board Resolution and forward to the ACD.	None		
	Central – ACD:	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.9. Forward the Board Resolution to the Commission Secretary.			
	Central – Commission Proper:	None	3 days	Commissioner II, Office of the Commissioner
	5.10. Sign the Board Resolution, if approved, and return to ACD.			Commissioner I, Office of the Commissioner
				PRC Chairman, Office of the Chairman



	Central – ACD: 5.11. Forward the Board Resolution to Archives and Records Division for docketing.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	Central – Archives and Records Division (ARD): 5.12. Docket the duly signed Board Resolution and disseminates the same to all PRC offices thru email.	None	20 minutes	Docket Officer, Archives and Records Division
	Central – ACD: 5.13. Print the Certificate of Compliance and forward to the concerned PRB.	None	1 day	Processing Officer, Accreditation and Compliance Division
	Central – PRB Concerned: 5.14. Sign the Certificate of Compliance and forward to the ACD.	None	3 days	PRB of ME, PRB Secretariat Division



	Central – ACD: 5.15. Forward the Certificates of Compliance to the Commission for signature of the Chairman Central - Commission Proper: 5.16 Sign the Certificate of Compliance and return to ACD. Central – ACD: 5.17. Receive the signed Certificates of Compliance. 5.18. Transmit the Certificates of Compliance to the Regional Offices.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
		None	1 day	PRC Chairman, Office of the Chairman
		None	15 minutes	Processing Officer, Accreditation and Compliance Division
		None	2 days	Processing Officer, Accreditation and Compliance Division
Step 6: Receive the Certificate of Registration.	Regional Office-Regulations Division: 6. Release the Certificate of Compliance to applicant.	None	15 minutes	Processing Officer, Regulation Division
Total (3rd Phase):			14 days, 1 hour and 35 minutes	



Grand Total (ME):		Processing Fee: Php 2,000.00	w/ Technical Meeting only: 24 days, 2 hours and 55 minutes w/ Technical Meeting and Ocular Inspection: 39 days, 2 hours and 55 minutes	
Note: This transaction entails 3 phases to implement the provisions of the Mechanical Engineering Act of 1998. Taking into consideration that the evaluation of the application is technical in nature, the PRB of ME has to ensure that compliance with the RA No. 8495 or the Philippines Mechanical Engineering Act of 1998 are complied with prior to the issuance of the Certificate of Compliance. Further, the PRBs are not regular officials of the Commission.				
Electrical Engineering plants/industrial/commercial establishments using electrical power				
Evaluation of Application				
Step 1: Download form from this link: www.prc.gov.ph . Fill-out Application Form then				Applicant
Step 2: Proceed to Regulation Division processing window for evaluation and assessment.	2. Receive and check the completeness of the filled-up application form and documentary submissions.	None	15 minutes	Processing Officer, Regulation Division



Step 3: Proceed to Registration Section for verification of PRC License/s	3. Verify the registration number and validity of Professional Identification Card (PIC) of the Registered Civil Engineer. Affix signature on the space provided in the application form.	None	15 minutes	Verifying Officer, Registration Section
Step 4: Proceed to Legal Officer's Office for clearance of no derogatory record	4. Verify the Professional if with or without pending case.	None	30 minutes	Legal Officer, Legal Division/Office of the Director
Step 5: Proceed to Cash Section for the payment of prescribed fee	5. Accept payment and issue Official Receipt (OR) and affix signature on the space provided in the application form.	Processing Fee: Php 2,000.00	5 minutes	Cashier, Cash Division
Step 6: Submit two (2) copies of Application Form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window (one copy of the application form shall be the receiving copy)	6. 1.Receive the application and the documentary submissions and transmit to Central Office, Accreditation and Compliance Division (ACD).	NONE	2 days	Processing Officer, Regulation Division



	Central – ACD:			
	6.2. Receive processed application with complete documentary submissions.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	6.3 Prepare draft Board Resolution approving the application for Certificate of Compliance and forward to the PRB of EE thru the PRB Secretariat Division.	None	1 day	Processing Officer, Accreditation and Compliance Division
	Central – PRB Secretariat Division:			
	6.4 Convene the PRB of EE for review of the draft Board Resolution and evaluation of the applications.	None	3 days	Secretary of the PRB, PRB Secretariat Division
	6.5 PRB of EE review and sign the application form and Board Resolution, if satisfied, forward the same to the PRB Secretary for attestation	None		PRB OF EE



	6.6. Attest the Board Resolution and forward to the ACD.	None		Chief, PRB Secretariat Division
	Central – ACD:			
	6.7. Receive and forward the Board Resolution to the Commission Secretary	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	Central – Commission Proper:			
	6.8. Sign the Board Resolution, if approved, and return to ACD.	None	3 days	Commissioner II, Office of the Commissioner Commissioner I, Office of the Commissioner PRC Chairman, Office of the Chairman
	Central – ACD:			
	6.9. Receive and forward the Board Resolution to Archives and Records Division for docketing.	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	Central – ARD: 6.10 Docket the duly signed Board Resolution and disseminate the same to all PRC offices thru email.	None	5 minutes	Docket Officer, Archives and Records Division
	Central – ACD: 6.11 Print the Certificate of Compliance and forward to the PRB of EE.	None	1 day	Processing Officer, Accreditation and Compliance Division
	Central – PRB Concerned: 6.12 Sign the Certificate of Compliance and return to ACD.	None	3 days	PRB of EE, PRB Secretariat Division
	Central – ACD: 6.13 Forward the Certificates of Compliance to the Commission for signature of the Chairman 6.14 Chairman signs the Certificate of Compliance and return to ACD.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	6.15 Receive the duly signed Certificates of Compliance.	None	1 day	PRC Chairman, Office of the Chairman Processing Officer,



	6.16. Transmit the Certificates of Compliance to the Regional Offices, Regulation Division.	None	15 minutes	Accreditation and Compliance Division
		NONE	2 days	Processing Officer, Accreditation and Compliance Division
Step 7: Receive the Certificate of Registration.	Regional Office-Regulations Division: 7. Release the Certificate of Compliance to applicant.	None	15 minutes	Processing Officer, Regulation Division
TOTAL:		Processing Fee: Php 2,000.00	16 days, 2 hours and 40 minutes	
END OF TRANSACTION				



15. APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF REGISTRATION OF FIRM, COMPANY, PARTNERSHIP OR ASSOCIATION FOR THE PRACTICE OF:

- **CIVIL ENGINEERING**
- **ARCHITECTURE**
- **LANDSCAPE ARCHITECTURE**
- **ENVIRONMENTAL PLANNING**

Processing of application for registration of Civil, Architecture, Landscape Architecture and Environmental Planning firms, company, partnership or association.

Office or Division:	Regional Office/Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen/G2B – Government to Business	
Who may avail:	Firm/Partnership/Association	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Civil Engineering		
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices	
2. 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 – 1 copy	LGU	
3. authenticated copy of Certificate of Registration, issued by Securities and Exchange Commission (SEC) (For Partnership and Association) – 1 copy	SEC	
4. authenticated copy of Articles of Partnership and B-Laws issued by Securities and Exchange Commission (SEC); (For Partnership and Association) – 1 copy		



5. photocopy/ies of PRC Certificate of Registration (COR) of sole practitioner, all partners of the partnerships, and all members of the association – 1 copy per COR	from the applicant
6. photocopy/ies of current Professional Identification Card/s (PIC) of sole practitioner, all partners of the partnership, and all members of the association –1 copy per PIC	from the applicant
7. long folder with fastener – 1 piece	
8. short brown envelope – 1 piece	
9. four (4) pcs Documentary Stamps Tax (DST)	Bureau of Internal Revenue
Architecture	
1. duly accomplished application form – 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. 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 – 1 copy per PTR	LGU
3. original and photocopy of the current business permit of the firm/ company, partnership, corporation or association – 1 copy each	
4. certified true copy of Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI); (For sole practitioner)- 1 copy	DTI
5. authenticated copy of certificate of registration issued by the Securities and Exchange Commission (SEC); (for partnership and association) – 1 copy	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) – 1 copy	
7. original and photocopy of the Tax Identification Number of the firm/company, partnership, corporation or association -1 copy each	BIR



8. photocopy/ies of PRC Certificate of Registration (COR) of sole practitioner, all partners of the partnership, and all members of the association – 1 copy per COR	from the applicant
9. photocopy/ies of current PRC Professional Identification Card/s (PIC) of sole practitioner, all partners of the partnership, and all members of the association – 1 copy per PIC	
10. original copy of board resolution or secretary's certificate (as applicable) appointing representative of architectural firm to file the application	from the applicant
11. copy of firm's current or organizational chart and plantilla / listing of registered and licensed Architects (and their respective positions) and staff	
12. one (1) short brown envelope for the certificate of registration	
13. one (1) set of legal folder and fastener	
14. four (4) pcs. Documentary Stamps Tax (DST)	Bureau of Internal Revenue
Landscape Architecture	
1. duly accomplished application form- 1 original copy; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices
2. authenticated copy of certificate of registration, articles of incorporation and by-laws issued by SEC – 1 copy	SEC
3. photocopy/ies of valid Professional Tax Receipt (PTR) issued by the city/province where the principal office is located – 1 copy per PTR	LGU
4. photocopy/ies of the valid Professional Identification Card/s (PIC) of officers and staff members – 1 copy per PIC	from the applicant
5. long folder with fastener – 1 piece	
6. short brown envelope -1 piece	
7. two (2) pcs Documentary Stamps Tax	Bureau of Internal Revenue
Environmental Planning	
1. duly accomplished application form – 1 original; 1 duplicate copy as receiving	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices



2. authenticated copy of the certificate of registration, articles of incorporation/partnership and by-laws issued by Securities and Exchange Commission (SEC) – 1 copy		SEC		
3. photocopy/ies of the valid Professional Identification Card/s (PIC) of environmental planner – 1 copy per PIC		from the applicant		
4. organizational chart, with the names of the incumbent holders of existing environmental planning positions in the partnership, corporation, association or foundation – 1 original copy		from the applicant		
5. short brown envelope -1 piece				
6. two (2) pcs. Documentary Stamps Tax (DST)		Bureau of Internal Revenue		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Download form from this link: www.prc.gov.ph . Fill-out application form and submit to Regulation Division processing window for evaluation and assessment.	Check the completeness of the documentary submissions.	None	15 minutes	Processing Officer, Regulation Division
Step 2: Proceed to Registration Section for verification of License/s.	Verify the Registration No. and validity of the Professional Identification Card (PIC).	None	15 minutes	Verifying Officer, Registration Section
Step 3: Proceed to the Legal Officer’s Office to secure clearance of no derogatory record.	Verify the Professional if with or without pending case. Notes the status of the PIC.	None	30 minutes	Legal Officer, Legal Division/Office of the Director



<p>Step 4: Proceed to Cash Section to pay the prescribed fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission).</p>	<p>Accept payment and issues Official Receipt (OR) and affix signature to the space provided in the application form.</p>	<p>Processing Fee: Initial Registration: Php 5,000.00 Renewal: Php 3,000.00 Reinstatement: Php 5,000.00</p>	<p>5 minutes</p>	<p>Cashier, Cash Division</p>
<p>Step 5: Submit two (2) copies of Application Form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window (one copy of the application form shall be the receiving copy).</p>	<p>5.1. Receive the documentary submissions and transmit to Central Office, Accreditation and Compliance Division (ACD).</p>	<p>None</p>	<p>2 days</p>	<p>Processing Officer, Regulation Division</p>
	<p>Central –ACD: 5.2. Receive processed application with complete documentary submissions.</p>	<p>None</p>	<p>15 minutes</p>	<p>Processing Officer, Accreditation and Compliance Division</p>
	<p>5.3. Prepare draft Board Resolution approving the application for Certificate of Registration.</p>	<p>None</p>	<p>30 minutes</p>	<p>Processing Officer, Accreditation and Compliance Division</p>
	<p>5.4. Forward the Board Resolution including the processed applications to the concerned PRB thru the PRB Secretariat Division.</p>	<p>None</p>	<p>1 day</p>	<p>Processing Officer, Accreditation and Compliance Division</p>



	Central – PRB Secretariat Division: 5.5. Convene the concerned PRB for the review of the draft Resolution and evaluation of the application for registration. 5.6. PRB review and sign the application form and Board Resolution, if satisfied, forward the same to the PRB Secretary for attestation. 5.7. PRB Secretary attests the Board Resolution and forwards to the ACD.	None	3days	Secretary of the PRB, PRB Secretariat Division
		None		PRB-Civil /Engineering /Architecture/ Env. Planning, PRB Secretariat Division
		None		Chief, Secretariat Division
	Central – ACD: 5.8. Forward the Board Resolution to the Commission thru the Commission Secretary for approval.	None	15 minutes	Processing Officer, Accreditation and Compliance Division



	<p>Central – Commission Proper:</p> <p>5.9. Sign the Board Resolution, if approved, and return to ACD.</p>	None	3 days	<p>Commission II, Office of the Commissioner</p> <p>Commission I, Office of the Commissioner</p> <p>PRC Chairman, Office of the Chairman</p>
	<p>Central – ACD:</p> <p>5.10. Forward the Board Resolution to Archives and Records Division for docketing.</p>	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	<p>Central – Archives and Records Division (ARD):</p> <p>5.11. Docket the duly signed Board Resolution and disseminate the same to all PRC offices.</p>	None	5 minutes	Docket Officer, Archives and Records Division
	<p>Central – ACD:</p> <p>5.12. Print the Certificate of Registration and forward it to the concerned PRB.</p>	None	1 day	Processing Officer, Accreditation and Compliance Division



	Central – PRB Concerned: 5.13. Sign the Certificate of Registration and forward it to the ACD.	None	3 days	PRB-Civil Engineering/ Architecture/ Landscape Architecture/ Environmental Planning, PRB Secretariat Division
	Central – ACD: 5.14. Forward the Certificate of Registration to the Office of the PRC Chairman for signature.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.15. Chairman signs the Certificate of Registration and return to ACD.	None	1 day	PRC Chairman, Office of the Chairman
	5.16. Receive the duly signed Certificate of Registration.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	5.17. Transmit the Certificates of Registration to Regional Offices, Regulation Division.	None	2 days	Processing Officer, Accreditation and Compliance Division



Step 6: Receive the Certificate of Registration	Regional Office – Regulations Division: Release the Certificate of Registration to the applicant.	NONE	15 minutes	Processing Officer, Regulation Division
TOTAL:		Processing Fee: Initial Registration: Php 5,000.00 Renewal: Php 3,000.00 Reinstatement: Php 5,000.00	16 days, 3 hours and 5 minutes	
END OF TRANSACTION				



16. APPLICATION FOR REGISTRATION AS ASEAN CHARTERED PROFESSIONAL ENGINEERS (ACPE) AND ASEAN ARCHITECTS (AA)

For Filipino registered and licensed Engineers and Architects who intend to register as ACPE/AA pursuant to ASEAN Mutual Recognition Arrangement on Engineering Services/Architectural Services.

Office or Division:	Regional Offices and Central Office (International Affairs Office)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Filipino registered and licensed Engineers and Architects	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. Three (3) copies of Letter of intent		From the applicant
2. For engineering: Duly accomplished application form (one copy) with attached certificate of employment or any document 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 For architecture: Duly accomplished application form (one copy) with attached certificate of employment or any document establishing a practical and diversified experience of not less 10 years of continuous practice of architecture after graduation, of which at least 5 years shall be after licensure/registration and at least 2 years of which shall be in responsible charge of significant of architectural works		Application form is available at Regulation Division-Regional Office or download from this link https://www.prc.gov.ph/asean-mra
3. Three (3) copies of Certificate of CPD Compliance from the CPD Council		PRC – Regulation Division of Regional Offices



4. Three (3) copies of diploma	college/university where the applicant obtained degree
5. One (1) original or one (1) certified true copy of transcript of records, two (2) duplicates	
6. Three (3) copies of valid PRC Professional Identification Card (PIC)	from the applicant
7. One (1) original certificate of no pending administrative case issued by the PRC, two (2) duplicates	PRC – Office of the Legal Service
8. One (1) original Certificate of good standing issued by the respective Integrated/Accredited Professional Organization, two (2) duplicates	Integrated/Accredited Professional Organization
9. One (1) Original copy of valid NBI Clearance, two (2) duplicates	National Bureau of Investigation
10. One (1) original signed, notarized Statement of Compliance with the code of ethics, two (2) duplicates	from the applicant
11. Four (4) passport size pictures with name tag	
12. Three (3) copies of official receipt	



For engineers:

Three sets of the accomplished application forms, including copies of all supporting documents must be submitted; oficio size (8 ½" x 13") of paper shall be used throughout; photocopies of large documents shall be reduced accordingly. Each set shall be submitted in a loop wires (spiral binder) with each paper pages in a back to back format include in the submission USB flash disk containing the filled-out application form and supporting documents.

Application documents in ANY plastic holders and the like will no longer be accepted.

For architects:

Three sets of the accomplished application forms, including copies of all supporting documents must be submitted; A4 size (8.27" x 11.69") of paper shall be used throughout; color copies for original, black and white may be used for copies. Photocopies of large documents shall be reduced accordingly. Each set shall be submitted in 1 ½" 3 – ring presentation binder, (white color for ORIGINAL, black for the 2 copies), Documents shall be in a clear sheet inserts, complete with table of contents/tabs.

from the applicant

Requirements for representative:

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government ID
2. Authorization Letter



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office-Regulation Division Step 1: AA applicant to secure an application form (IAO- QRD-15) for architects at the Regulation Division-Regional Office or download at https://www.prc.gov.ph/asean-mra ACPE applicant to access the PRC website online (http://online.prc.gov.ph) and create an account if first time user or register if with existing account and select for payment option	Systems activates user account	None ACPE: Processing fee of Php 2,000.00	AA: 10 minutes Based on system response time	AA: PACD Officer-of-the- day ACPE applicant
Step 2: Submit fully accomplished application form and documentary requirements to the Regulation Division	Verify/evaluate the completeness of documentary submissions and instruct AA applicant to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing Officer, Regulation Division



Step 3: AA applicant to pay the prescribed fee	Acknowledge payment, issue Official Receipt	AA: Processing Fee: Php 2,000.00	5 minutes	Cashier, Finance and Administrative Division
Step 4: Submit proof of payment to the Regulation Division	4.1. Receive proof of payment	None	4 days	Receiving Officer, Regulation Division
	4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	30 minutes	Records Officer, Finance and Administrative Division
	Central Office IAO-QRD: 4.3. Process application and endorse the complete documents to the PRB concerned	None	7 days	Processing Officer, Qualificatio n Recognition Division
	PRB concerned: 4.4. Evaluate the application to determine full compliance with the requirements and endorse for interview	None	1 month	PRB, PRB Secretariat Division



	Central Office IAO-QRD: 4.5. Schedule Panel of Experts Interview, prepare Fact Sheet, Notice of Meeting, Invitation Letters and Attendance Sheet for the Panel of Experts Interview and interviewees	None	1 month	Staff, Qualification Recognition Division
Step 5: Attend Panel of Experts' assessment/interview	Panel of Experts composed of representatives from PRB, CHED and Philippine Technological Council (PTC)/United Architects of the Philippines (UAP): 5.1. Conduct assessment/interview on the basis of the qualification and practical experiences of the candidate	None	1 hour per candidate	Panel of Experts
	5.2. Indicate actions/remarks based on the assessment/interview	None	30 minutes	Panel of Experts



	Central Office IAO-QRD: 5.3. Prepare letter endorsing the names of candidates who passed the assessment/ interview to the ASEAN Chartered Professional Engineer Coordinating Committee (ACPECC) for engineers or ASEAN Architect Council (AAC) for architecture	None	2 hours	Processing Officer, Qualification Recognition Division
	PRC Chairman: 5.4. . Sign endorsement letter ACPECC/AAC: 5.5. Approve names endorsed by PRC to ACPECC or AAC before their scheduled meeting based on Memorandum of Agreement, Assessment Statement and Implementing Rules and Regulations	None None	1 day 3 months	PRC Chairman, Office of the Chairman ACPECC/ AAC (Documents forwarded through the ASEAN Secretariat in Jakarta, Indonesia for approval)



	<p>5.6. ACPECC releases ACPE Certificates to the Philippine official representatives the following meeting of ACPECC/AAC after endorsing the names in the previous ACPECC/AAC meeting;</p> <p>Central Office IAO-QRD:</p> <p>5.7. Prepare ACPECC/AAC Certificates</p> <p>PRC Chairman:</p> <p>5.8. Sign ACPECC/AA Certificates</p>	<p>None</p> <p>None</p> <p>None</p>	<p>3 months (for engineering only)</p> <p>30 minutes</p> <p>1day</p>	<p>ASEAN Secretariat</p> <p>Processing Officer, Qualification Recognition Division</p> <p>PRC Chairman, Office of the Chairman</p>
<p>Step 6: Pay the registration fee and sign the ACPE/AA registry.</p>	<p>Cashier: Acknowledge payment and issue Official Receipt.</p>	<p>ACPE/AA: Registration Fee: Php 5,000.00</p>	<p>5 minutes</p>	<p>Cashier, Finance and Administrative Division</p>



Step 7: Receive Certificate	ASEAN Monitoring Committee on Engineering Services of the Philippines (AMCESP)/ASEAN Monitoring Committee on Architectural Services of the Philippines (AMCASP): Release ACPE/AA Certificates to the conferees during the scheduled Conferment Ceremony based on the Implementing Rules and Regulations.	None	2 months	AMCESP (composed of PRC Chairman, CHED Chairman and PTC President)/ AMCASP (Composed of PRC Chairman, CHED Chairman and UAP President) Staff,
TOTAL:		ACPE/AA: Php 7,000.00	For Engineering: 9 months, 13 days, 5 hours and 30 minutes	

		For architecture: 6 months, 13 days, 5 hours and 30 minutes	
END OF TRANSACTION			
<p>For step 4.6: The interview is scheduled on the 2nd 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.</p> <p>For step 5.1: Memorandum of Agreement (MOA) between and among PRC, CHED and PTC, Assessment Statement and Implementing Rules and Regulations (IRR) and MOA between and among PRC, CHED and UAP, Assessment Statement and IRR</p> <p>For step 5.5. & 5.6: ACPECC (ASEAN Chartered Professional Engineer Coordinating Committee): composed of Professional Regulatory Authorities from ASEAN Member States AAC (ASEAN Architect Council): composed of Professional Regulatory Authorities from ASEAN Member States</p> <p>For step 5.6: ACPECC/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 Engineering and Architectural Services. For 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. For 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>			



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

Application for registration without examination filed by foreign professional who intends to permanently practice the profession in the Philippines, if allowed by the professional regulatory law.

Office or Division:	Regional Offices and Central Office (International Affairs Office)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2C – Government to Citizen (Foreign)		
Who may avail:	Foreigners who want to obtain full registration in the Philippines		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES	
Basic Requirements:			
1. Duly accomplished application form (one copy)		Application form is available at Licensure and Registration Division (Application Section) – Regional Office or download from this link https://www.prc.gov.ph/special-temporary-permits	
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 register without examination pursuant to the provisions of the applicable regulatory law coupled with a 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. Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards		From the applicant	

3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation, if applicable, 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	Professional Regulatory Authority (Foreign Counterpart)			
5. Other documentary requirements as may be prescribed by the professional regulatory law/issuances for registration without examination	From the applicant			
6. One (1) photocopy of valid passport as proof of citizenship				
7. Two (2) passport size pictures				
Requirements for representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: 1.One (1) Valid government ID 2. Authorization Letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Licensure and Registration Division (Application Section) Step 1: Secure an application form (IAO-QRD-01) at the Licensure and Registration Division (Application Section) – Regional Office or download at https://www.prc.gov.ph/special-temporary-permits		None	10 minutes	PACD Officer-of-the-day



<p>Step 2: Submit fully accomplished application form and documentary requirements to the Regional Office - Licensure and Registration Division (Application Section)</p>	<p>Regional Office Licensure and Registration Division (Application Section)</p> <p>Verify/evaluate the completeness of documentary submissions. If found complete, instruct to pay the prescribed fee at the Cashier's Counter. For incomplete submissions, return the application to the applicant or if application was sent by mail, send the appropriate reply.</p>	<p>None</p>	<p>35 minutes</p>	<p>Assessing Officer, Application Section</p>
<p>Step 3: Pay the prescribed fee</p>	<p>Acknowledge payment and issue Official Receipt</p>	<p>Processing Fee: Php 3,000.00</p>	<p>5 minutes</p>	<p>Cashier, Finance and Administrative Division</p>

Step 4: Submit proof of payment to the Regional Office - Licensure and Registration Division (Application Section)	4.1. Receive proof of payment	None	5 minutes	Receiving Officer, Application Section
	4.2. Transmit application and documentary requirements to the International Affairs Office- Qualification Recognition Division (IAO-QRD)	None	2 days	Records Officer, Finance and Administrative Division
	Central Office IAO-QRD			
	4.3. Receive and prepare consolidated application	None	30 minutes	Processing Officer, Qualification
	4.4. Endorse the complete documents to the Legal Service <i>(If Necessary)</i>	None		Recognition Division



	Legal Service:			
	4.5. Determine if reciprocity is established between the Philippines and applicant's country.	None	6 days	Legal Service Concerned PRB
	Provide legal opinion and recommendation to the PRB.	None		
	PRB:			
	4.6. Approve or deny the application.	None	3 days	PRB, PRB Secretariat Division
	Central Office IAO-QRD:			
	4.7. If application is approved, prepare Resolution; if not, prepare denial letter.	None	2 days	Processing Officer, Qualification Recognition Division
	PRB:			
	4.8. Review and sign Board Resolution or denial letter.	None	3 days	PRB, PRB Secretariat Division
	4.9. Forward the same to the Chief/OIC, PRB Secretariat Division for attestation.	None	5 minutes	Staff, PRB Secretariat Division



	Central Office - PRB Secretariat Division:			
	4.10. Attest the Board Resolution	None	30 minutes	Chief/OIC, PRB Secretariat Division
	4.11. Forward it to the Commission Secretary for review of the Board Resolution.	None	4 hours	Staff, PRB Secretariat Division
	Commission:			
	4.12. Approve and sign the Board Resolution and return to the IAO-QRD	None	3 days	Commissioner, Office of the Commissioner II
	Central Office IAO-QRD:			
	4.13. Receive and forward the duly signed Board Resolution to the Archives and Records Division (ARD) for docketing	None	4hours	Commissioner, Office of the Commissioner II PRC Chairman, Office of the Chairman Processing Officer, Qualification Recognition Division



	Central Office - ARD 4.14. Docket Resolution and provide copies to all concerned offices through email	None	5 minutes	Docketing Officer, Archives and Records Division
<u>Regional Office</u> Licensure and Registration Division (Application Section) Step 5: Receive resolution to register without examination or denial letter	Release Resolution or denial letter to the client	None	15 minutes	Releasing Officer, Application Section-Licensure and Registration Division
TOTAL:		Php 3,000.00	19 days, 10 hours and 20 minutes	
END OF TRANSACTION				
Note: This entails careful study of documents submitted on whether the registration or licensing system in the foreign state or country are substantially the same as those required and contemplated by the laws of the Philippines; and the laws of such foreign state or country allows citizens of the Philippines to practice the profession on the same basis and grant the same privileges as those enjoyed by the subjects or citizens of such foreign state or country- PRC Memorandum Order No. 3, series of 2016.				



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

Application for registration with examination filed by foreigners who intend to permanently practice a regulated profession in the Philippines.

Office or Division:	Regional Offices and Central Office (International Affairs Office)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2C – Government to Citizen (Foreign)		
Who may avail:	Foreigners who want to obtain full registration in the Philippines		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES	
Basic Requirements:			
1. Duly accomplished application form (Authority to Practice the Profession) (one copy)		Application form is available at Licensure and Registration Division (Application Section) – Regional Office or download from this link https://www.prc.gov.ph/special-temporary-permits	
2. One (1) copy of Letter request to the Professional Regulatory Board (PRB) concerned to allow the foreign applicant to take the licensure examination and 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/or to register as a professional in such foreign state or country; Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards		from the applicant	
3. One (1) copy of foreign law or international agreement as proof of reciprocity for the practice of profession, with official English translation, if applicable, 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 of records issued by the institution of higher learning where the foreigner graduated.		College/university where the applicant obtained degree and CHED – Office of Programs and Standards Development	



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.	
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	Professional Regulatory Authority (Foreign Counterpart)
6. Other documentary requirements as may be prescribed by the professional regulatory law/issuances for taking the licensure examination	from the applicant
7. One (1) photocopy of valid passport as proof of citizenship	
8. Two (2) passport size pictures	

Requirements for representative:

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government-issued ID
2. Authorization letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Licensure and Registration Division (Application Section) Step 1: Secure an application form (IAO-QRD-01) at the Licensure and Registration Division (Application Section) – Regional Office or download at- https://www.prc.gov.ph/special-temporary-permits .		None	10 minutes	PACD Officer-of-the-day



Step 2: Submit fully accomplished application form and documentary requirements to the Licensure and Registration Division (Application Section) – Regional Office	Verify/evaluate the completeness of documentary requirements. If found complete, instruct to pay the prescribed fee at the Cashier's Counter. For incomplete requirements, return outright the incomplete requirements. For application received through mail, draft the necessary completion requirements needing submission from applicant	None	35 minutes	Assessing officer, Application Section
Step 3: Pay the prescribed fee	Acknowledge payment and issue Official Receipt.	Processing Fee: Php 3,000.00	5 minutes	Cashier, Finance and Administrative Division
Step 4: Submit proof of payment to the Licensure and Registration Division (Application Section) – Regional Office	4.1. Receive proof of payment	None	5 minutes	Receiving Officer, Application Section
	4.2 Transmit application and documentary requirements to the International Affairs Office- Qualification Recognition Division (IAO-QRD)	None	2 days	Records Officer, Finance and Administrative Division

	Central Office IAO-QRD:			
	4.3. Receive and prepare consolidated application	None	30 minutes	Processing Officer, Qualification Recognition Division
	4.4. Endorse the complete documents to the Legal Service <i>(If Necessary)</i>	None		
	Legal Service:			
	4.5. Determine if reciprocity is established between the Philippines and applicant's country. Provide legal opinion and recommendation to the PRB.	None	6 days	Legal Service Concerned PRB
	PRB			
	4.6. Approve or deny the application.	None	3 days	PRB, PRB Secretariat Division
	Central Office IAO-QRD:			
	4.7. If application is approved, prepare Resolution; if not, prepare denial letter.	None	2 days	Processing Officer, Qualification Recognition Division



	<p>PRB:</p> <p>4.8. Review and sign Board Resolution or denial letter.</p> <p>4.9. Forward the same to the Chief/OIC, PRB Secretariat Division for attestation.</p> <p>Central Office PRB Secretariat Division:</p> <p>4.10. Attest the Board Resolution</p> <p>4.11. Forward to the Commission Secretary for review of the Board Resolution</p> <p>Commission:</p> <p>4.12. Approve and sign the Board Resolution and return to IAO-QRD</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>3 days</p> <p>5 minutes</p> <p>30 minutes</p> <p>4 hours</p> <p>3 days</p>	<p>PRB, PRB Secretariat Division</p> <p>Staff, PRB Secretariat Division</p> <p>Chief/OIC, PRB Secretariat Division</p> <p>Staff, PRB Secretariat Division</p> <p>Commissioner, Office of the Commissioner II</p> <p>Commissioner, Office of the Commissioner II</p> <p>PRC Chairman, Office of the Chairman</p>
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	Central Office IAO-QRD 4.13. Receive and forward the duly signed Board Resolution to the Archives and Records Division (ARD) for docketing	None	4 hours	Processing Officer, Qualification Recognition Division
	Central Office ARD: 4.14. Docket Resolution and provide copies to all concerned offices through email	None	5 minutes	Docketing officer, Archives and Records Division
Regional Office Licensure and Registration Division - Application Section: Step 5: Receive Resolution allowing the foreigner to register with examination or denial letter	Release Resolution or denial letter to the client	None	15 minutes	Releasing Officer, Application Section-Licensure and Registration Division
TOTAL:		Php 3,000.00	19 days, 10 hours and 20 minutes	
END OF TRANSACTION				



19. APPLICATION TO TAKE ORAL EXAMINATION AS PROFESSIONAL ELECTRICAL ENGINEER (PEE) VIA ONLINE PLATFORM

Section 4 (e) of Republic Act No. 7920 or the “New Electrical Engineering Law” authorizes the Board to register successful applicants for professional electrical engineers and issue the corresponding Certificates of Registration and professional licenses

Office or Division:	PRB Secretariat Division	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail?	<p>The applicant must be:</p> <ul style="list-style-type: none"> - A citizen of the Philippines; - Of good reputation with high moral values; - Not been finally convicted by the court of an offense involving moral turpitude; - A holder of the degree of Bachelor of Science in Electric Engineering (BSEE) from a university, school, college, academy or institute duly constituted, recognized and accredited by the Philippine government; and - A registered electrical engineer with valid certificate of registration and professional license and with four (4) years or more of active practice reckoned from the date of his registration as a registered electrical engineer. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements		
A. Preliminary Screening		
1. one (1) copy of Technical Engineering Report (TER) Cover	from the 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"> • One (1) copy of valid Professional Identification Card (PIC) • One (1) Copy of valid IIEE ID • One (1) Copy of Certificates/Awards/Other Significant Achievements 	
6. Proposed Title with Description and project Profile with Single Line Diagram. <ul style="list-style-type: none"> • Proposed Title • Project Profile • Project Description • Project Photos, Perspectives, or the process of the factory • Single Line Diagram 	
7. Certificate of Mentoring	
8. Introduction to Oneself <u>thru PowerPoint Presentation</u> (must not exceed 15 slides) Contents: <ul style="list-style-type: none"> • Summary of Autobiography in essay form • Perspective and Photos relevant to the proposed TER. 	
B. Final Oral Examination	
1. Five (5) copies of TER (hardbound books and USB)	



2. one (1) copy of Application Form		from the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Preliminary Screening Submit PDF of complete documentary requirements (Items 1-7) to prb_electricalengg@prc.gov.ph	1.1 Receives the complete documents from the applicant.		5 mins	DSPRB
	1.2 Board Secretary endorses to Board for evaluation.		30 mins	
	1.3. Board shall accomplish the Action Sheet and reflect thereon their decision on the applications		3 days	
	1.4. Issuance of Notice of Preliminary Screening		30 mins	
	1.5. Send Screening link to the Board and the applicants		30 mins	
	1.6. Issuance of Letter of Approval (LOA) to the applicant.		30 mins	



<p>Step 2: FINAL ORAL INTERVIEW</p> <p>Applicant shall duly accomplish the application form and send this with the TER (5 copies of hardbound books with its USBs) to the Board through the Archives and Records Division (ARD) via courier of choice of the applicant.</p> <p>Applicants based abroad, they shall be required to submit their TER to the Board in PDF through prb_electricalengg@prc.gov.ph</p>	<p>2.1 ARD to endorse the Application form and TER to the PRB.</p> <p>2.2 PRB schedules the applicants for online oral examination or notify them should the application be denied.</p> <p>2.3 PRB notifies Licensure Office of approved schedule for preparation of Resolution.</p> <p>2.4 The Commission approves the Resolution.</p>	<p>Php 900.00</p>	<p>3 days</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	<p>ARD</p> <p>D-SPRB</p> <p>LO</p> <p>Commission Proper</p>
	<p>TOTAL:</p>		<p>6 days and 2 hours</p>	
<p>END OF TRANSACTION</p>				



20. AUTHENTICATION OF CERTIFICATION OF PASSING AND BOARD RATING

To ensure that newly passed examinees and registered and licensed professional shall be issued authenticated copy of certification of passing and board rating.

Office or Division:	Regional Offices – Records Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Newly passed examinees and registered professionals with valid/updated PIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. printed copy of the duly accomplished system generated application form/ action sheet (one copy)		http://online.prc.gov.ph		
2. valid Professional Identification Card (for registered professionals only)		from the applicant		
3. original and photocopy of Certification of Passing and Board/Report of Rating		from the applicant		
4. Documentary Stamps Tax (DST)		Bureau of Internal Revenue		
Other requirements for Representative:				
1. any valid government-issued ID or valid NBI Clearance				
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website online (http://online.prc.gov.ph) and create an account if first time user or register if with existing account	System activates user account	None	Based on system response time	Applicant



Step 2: Select an appointment place for authentication and payment option	System issues reference number	None	Based on system response time	Payment Channel
Step 3: Download Order of Payment form with reference number and pay the corresponding fees thru any payment channels	Online payment channel confirms payment	Authentication fee: Php 75.00/copy		
Step 4: Submit order of payment and other documentary requirements to the designated window of the concerned regional office on the scheduled date.	3.1. Receive and evaluate completeness of documents submitted and issues claim slip.	None	5 minutes	Receiving Officer
	3.2. Verify and validate from the database and prepares authenticated documents for signing by the authorized officer.	None	20 minutes	Verifier
		None	5 minutes	Authorized Officer
	3.3. Sign certification.			
Step 4: Receive signed authenticated copy/ies of rating and/or passing.	Issue signed copy/ies of certification.	NONE	5 minutes	Releasing Officer
TOTAL:		Php 75.00	35 minutes	
END OF TRANSACTION				



21. EXEMPTION FROM THE REQUIREMENT OF ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO A FOREIGN PROFESSIONAL

Application for exemption from Special Temporary Permits to foreigners whose activities are not considered practice of profession.

Office or Division:	Regional Offices and Central Office (International Affairs Office)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2C – Government to Citizen (Foreign)		
Who may avail:	Foreigners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES	
Basic requirements:			
1. Letter request addressed to PRC/ Professional Regulatory Board requesting for an exemption from authority to practice by citing clear factual and/or legal basis for an exemption (one original copy); Names of PRC can be accessed in this link: https://www.prc.gov.ph/prc-officials-0 while names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards		from the applicant	
2. One (1) photocopy of valid passport as proof of citizenship			
3. One (1) copy of the Contract of Employment or Services, or Memorandum of Agreement between the employer and the foreign professional, indicating the terms of reference, nature of engagement, scope, duration and other project or contract details			



Requirements for representative:

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Regulation Division: Step 1: Inquire the requirements at the Regulation Division or download at https://www.prc.gov.ph/special-temporary-permits		None	10 minutes	PACD Officer-of-the-day
Step 2: Submit fully accomplished application form and documentary requirements to the Regulation Division.	Regional Office Regulation Division: Verify/evaluate the completeness of documentary requirements and instructs to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing Officer, Regulation Division
Step 3: Pay the prescribed fee.	Acknowledge payment and issue Official Receipt.	Processing Fee: Php 3,000.00	5 minutes	Cashier, Finance and Administrative Division
Step 4:	4.1. Receive proof of payment.	None	5 minutes	Receiving Officer, Regulation Division

Submit proof of payment to the Regulation Division.	4.2. Transmit documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD).	None	2 days	Records Officer, Finance and Administrative Division
	Central Office IAO-QRD:			
	4.3. Receive and prepare consolidated application.	None	20 minutes	Processing Officer, Qualification Recognition Division
	4.4. Endorse the complete documents to the Legal Service. <i>(If Necessary)</i>	None		
	Legal Service:	None	6 days	Legal Service
	4.5. Determine if the legal basis for exemption is valid.			
	Central IAO-QRD:	None	30 minutes	Processing Officer, Qualification Recognition Division
	4.6. Endorse the recommendation of the Legal Service to the PRB Focal Person.	None	5 days	PRB Focal Person, PRB Secretariat Division
	PRB Focal Person:			
	4.7. Approve or deny the application.			



	Central Office IAO-QRD: 4.8. If the application is approved, prepare the letter of exemption; if not, prepare a letter requiring the applicant to secure a STP.	None	1 day	Processing Officer, Qualification Recognition Division
	PRB: 4.9. Review, approve and sign letter of exemption from the issuance STP Certificate.	None	3 days	PRB Chairman, PRB Secretariat Division
	Central Office IAO-QRD: 4.10. Transmit letter of exemption from the issuance STP Certificate to the Regulation Division – PRC Regional Offices.	None	2 days	Records Officer, Archives and Records Division
Step 5: Receive clearance letter	Regional Office-Regulation Division Release letter of exemption from issuance of STP Certificate to the applicant.	None	15 minutes	Releasing Officer, Regulation Division
TOTAL:		Php 3,000.00	19 days, 2 hours	
END OF TRANSACTION				
Note: This entails careful study of the legal basis of exemption.				



22. FILING OF COMPLAINT AGAINST A PROFESSIONAL

Covers the procedure and requirements in the filing of an administrative complaint against a professional.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any person as long as he/she complies with the requirements			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Two (2) copies of complaint affidavit plus additional copy for each respondent		Complainant		
2. Two (2) copies of verification and certification of non-forum shopping plus additional copy for each respondent				
Additional Requirements:				
1. certificate of Indigency (for pauper litigants)		Barangay hall/office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure an order of payment from the Hearing and Investigation Division.	Issue an order of payment.	None	5 minutes	Docket Officer (Hearing and Investigation Division)
Step 2: Proceed to the cashier of cash division and pay the docket and legal research fee.	Issue an official receipt.	Docket fee: Php 235.00 Legal Research Fee: Php 10.00	7 minutes	Cashier (Cash Division)



Step 3: Submit the Complaint Affidavit with attached Official Receipt of the Docket and Legal Research Fee.	Receive the complaint affidavit as well as the attachments.	None	10 minutes	Docket Officer/ Receiving Clerk
TOTAL:		Php 245.00	17 minutes	
END OF TRANSACTION				



23. INITIAL REGISTRATION OF SUCCESSFUL EXAMINEES

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.

Office or Division:	Regional Offices – Registration Section	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none"> - Board licensure examination passers; - applications approved by the Board through board resolutions for registration without examination; - Filipino citizen; - of legal age on the date of registration as prescribed by their respective Professional Regulatory Law (PRL); - has no criminal record or has never been convicted in a final judgment by any court, military tribunal or administrative body 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. Proof of Oath taking		from the applicant
2. one (1) passport size ID picture		
3. any valid government-issued ID or valid NBI Clearance		
4. one (1) short brown envelope		
5. Documentary Stamps Tax (DST)		Bureau of Internal Revenue
Additional Requirements:		
1. for registration without exam – a photocopy of approved resolution		
2. for Real Estate Broker/Consultant - surety bond		



3. for Real Estate Appraiser - surety bond (for those employed in private firm)/Notarized Certificate of Employment (for government employee)	Insurance Company
4. PEE/REE/RME/ARCHITECT - official receipt of membership fee payment	
5. Professional Agricultural Engineer (PAE) – bio-data of PAE	Accredited Professional Organization (APO)/ Accredited Integrated Professional Organization (AIPO)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website online (http://online.prc.gov.ph) and create an account if first time user.	System activates user account.	None	Based on system response time	Applicant
Step 2: Select an appointment place for the initial registration and payment option/channel then download the oath form.	2.1. System issues reference number 2.2. Online payment channel confirms payment.	Baccalaureate: Php 1,050.00 Non-Baccalaureate: Php 870.00		Applicant/ online payment channel
Step 3: On the appointment date, proceed to the appointment place and submit signed oath form with other required documents.	Process and verify completeness of submitted oath form and documentary requirements against PERRC and print Registry Sheet.	None	10 minutes	Verifier/Encoder



Step 4: Sign the Registry Sheet and receive the PIC and Claim Slip for COR	Issue the claim slip for COR and instruct the professional to sign the Registry Sheet.	None	5 minutes	Registration Officer
TOTAL:		for Baccalaureate: Php 1,050.00 for non- Baccalaureate: Php 870.00	15 minutes	
END OF TRANSACTION				



24. ISSUANCE OF CERTIFICATE OF ACCREDITATION TO INTEGRATED PROFESSIONAL ORGANIZATIONS (AIPOs)

Processing of petition for Accreditation of Integrated Professional Organizations (AIPO).

Office or Division:	Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Integrated Professional Organizations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Initial AIPO Accreditation:		
1. a duly notarized petition for accreditation as AIPO- 1 original copy	<div>form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices</div> <div>AIPO</div>	
2. secretary's certificate or board resolution granting authority to a person to represent the professional organization- 1 authenticated copy		
3. complete list of incumbent officers of the professional organization, including its chapters (if any) with photocopies of their PICs-1 original copy		
4. latest audited financial statements submitted to sec duly signed by a CPA authorized to practice public accountancy, and its chapter organizations if applicable – 1 photocopy		
5. complete list of members in good standing with the association in alphabetical order and numbered, their respective CoR numbers, date of registration, and indication of valid or expired pics- 1 copy (it's membership in a particular discipline shall be comprised of at least fifty percent plus one (50% + 1) of the registered professionals possessing current and valid pics		
6. payment of accreditation fee		



7. latest certificate of registration issued by SEC-1 authenticated copy	SEC
8. professional organization's current Articles of Incorporation/Constitution and By-Laws. (It's Articles of Incorporation include as one of its purposes: to integrate the professionals of one discipline into one (1) national organization as mandated by their PRL)- 1 authenticated copy	
9. latest certificate of registration issued by BIR- 1 authenticated copy	BIR
Renewal of AIPO Accreditation:	
1. duly notarized petition for renewal of accreditation-1 original copy	AIPO
2. secretary's Certificate or Board Resolution granting authority to a person to represent the professional organization- 1 original copy	
3. professional organization's recent amended Articles of Incorporation/Constitution and By-Laws, if any- 1 authenticated copy	
4. Complete list of members in good standing with the association in alphabetical order and numbered, their respective CoR numbers, date of registration, and indication of valid or expired PICs-1 original copy	
5. It has submitted its annual reportorial requirements during the validity of its accreditation	
6. Payment of accreditation fee	SEC
7. Complete list of incumbent officers of the professional organizations, including its chapter officers (if any) with photocopies of their PICs-1 original copy	
8. Yearly Audited Financial Statements; a. Yearly Audited Financial Statements- 1 photocopy b. General Information Sheet- 1 authenticated copy	AIPO SEC



c. Report of significant achievements as corporate body- 1 original copy		AIPO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCECESSING TIME	PERSON RESPONSIBLE
Step 1: Present the petition with the required documentary requirements.	Central Office – Accreditation and Compliance Division (ACD): Check the completeness of the documentary submissions.	None	45 minutes	Processing Officer, Accreditation and Compliance Division
Step 2: Proceed to Cash Section and pay the prescribed fee.	Cash Section: Issue official receipt.	AIPO: Php 3,000.00	5 minutes	Cashier, Cash Division
Step 3: Return to ACD and submit the petition with the complete documentary requirements.	Central Office – ACD: 3.1 Receive the application with the complete documentary submissions and issue receiving copy to the petitioner. 3.2 Prepare draft Board Resolution. 3.3 Forward the draft Board Resolution and the complete documentary submissions to the PRB Secretariat Division. Central – PRB Secretariat Division: 3.4 Endorse the complete documentary submissions to the concerned PRB.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
		None	1 hour	Processing Officer, Accreditation and Compliance Division
		None	1 day	
		None	10 days	Thru PRB Secretariat, PRB Secretariat Division



	<p>PRB:</p> <p>3.5 Evaluate the documents and sign endorsement and returns the same to the ACD.</p>	None		PRB Concerned, PRB Secretariat Division
	<p>Central – ACD:</p> <p>3.6 Receive and forward the signed Resolution to the Commission Secretary.</p>	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	<p>Commission:</p> <p>3.7 Sign the Resolution, if the Petition of the AIPO is in order, and return to ACD.</p>	None	3 days	Commission II Commission I PRC Chairman
	<p>Central – ACD:</p> <p>3.8 If approved, ACD forward it to the Archives and Records Division (ARD) for docketing.</p>	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	<p>Central - ARD:</p> <p>3.9 Docket the signed Board Resolution and return to ACD.</p>	None	5 minutes	Docket Officer, Archives and Records Division



Step 4: AIPO secures a copy of the Resolution for publication.	Central - ACD: Provide a copy of the approved Resolution to the AIPO for publication.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
Step 5: AIPO publishes the Resolution and provides a copy of the newspaper to ACD.	Central - ACD: 5.1. Receive a copy of the newspaper where the resolution was published and provide a copy to ARD.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	Central - ARD: 5.2. Indicate in the docketed Resolution the date of publication, name of the newspaper and its effectivity date.	None	5 minutes	Docket Officer, Archives and Records Division
	PREPARATION OF CERTIFICATES: Central - ACD: 5.3. ACD print the certificate of accreditation. 5.4. Forward Certificate to the concerned PRB for signature.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	CONCERNED PRB: 5.5. Sign the AIPO Certificate of Accreditation and return to ACD.	None	1 day	PRB Concerned, PRB Secretariat Division



	Central – ACD: 5.6. Receive and forward the certificate to the Commission Chairman for signature.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	COMMISSION: 5.7. Sign the Certificate of Accreditation and return to ACD.	None	1 day	PRC Chairman, Office of the Chairman
	Central – ACD: 5.8. Inform the AIPO of the availability of the Certificate	None	10 minutes	Processing Officer, Accreditation and Compliance Division
Step 6: APO receive the Certificate of Accreditation	Release the Certificate of Accreditation to the AIPO.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
Total:		Php 3,000.00	19 days, 3 hours and 35 minutes	
END OF TRANSACTION				



25. ISSUANCE OF CERTIFICATE OF ACCREDITATION TO PROFESSIONAL ORGANIZATIONS (APOs)

Processing of petition for Accreditation of Professional Organization.

Office or Division:	Accreditation and Compliance Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Professional Organizations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Initial APO Accreditation:		
1. a duly notarized petition for accreditation- 1 original copy	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices	
2. secretary's Certificate or Board Resolution granting authority to a person to represent the professional organization- 1 authenticated copy		
3. complete list of incumbent officers of the professional organization, including its chapters (if any) with photocopies of their PICs-1 original copy		
4. latest audited financial statements submitted to SEC duly signed by a CPA authorized to practice public accountancy, and its chapter organizations, if applicable- 1 photocopy		
5. complete list of members in good standing with the association in alphabetical order and numbered, their respective COR numbers, date of registration, and indication of valid or expired PICs- 1 original copy		
6. payment of accreditation fee of Three Thousand Pesos (P3,000)		
7. latest certificate of registration issued by SEC- 1 authenticated copy	APO	
8. authenticated copy of the professional organization's current Articles of Incorporation/Constitution and By-Laws-1 authenticated copy		
9. latest certificate of registration issued by BIR-1 authenticated copy	SEC	
	BIR	



Renewal APO Accreditation:				
1. a duly notarized petition for renewal of accreditation-1 original copy	form can be downloaded at www.prc.gov.ph /Regulation Division of Regional Offices			
2. secretary's Certificate or Board Solution granting authority to a person to represent the professional organization- 1 authenticated copy	APO			
3. complete list of incumbent officers of the professional organizations, including its chapter officers (if any) with photocopies of their PICs-1 original copy				
4. complete list of members in good standing with APO association in alphabetical order and numbered, their respective CoR numbers, date of registration, and indication of valid or expired PICs – 1 original copy				
5. professional organization's recent amended Articles of Incorporation/Constitution and By-Laws, if any- 1 authenticated copy	SEC			
6. it has submitted its annual reportorial requirements during the validity of its accreditation including: a. Yearly Audited Financial Statements – 1 photocopy b. General Information Sheet- 1 authenticated copy c. Report of significant achievements as corporate body -1 original copy	APO SEC APO			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Submit Petition with the required documents.	Central Office – Accreditation and Compliance Division (ACD): Check the completeness of the documentary submissions.	None	45 minutes	Processing Officer, Accreditation and Compliance Division
Step 2: Proceed to the Cash Section to pay the prescribed fee.	Issue official receipt	APO: Php 3,000.00	5 minutes	Cashier, Cash Division



Step 3: Return to ACD and submit the application with the complete documentary requirements.	Central Office – ACD: 3.1. Receive the application with the complete documentary submissions and issue receiving copy to the applicant. 3.2. Prepare the Board’s Endorsement and forward the same and the complete documentary submissions to the PRB Secretariat Division.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	Central – PRB Secretariat Division: 3.3. Endorse the complete documentary submissions to the concerned PRB.	None		
	PRB: 3.4. Evaluate the documents and sign endorsement and returns the same to the ACD.	None	2 days	Thru the PRB Secretariat, PRB Secretariat Division
	Central - ACD: 3.5. Draft Commission Resolution based on the endorsement of the concerned PRB and forward the same to the Commission Secretary.	None	10 days	PRB, PRB Secretariat Division
		None	30 minutes	Processing Officer, Accreditation and Compliance Division



	Central - Commission: 3.6. Sign the Resolution, if the Petition of the APO is in order, and return to ACD.	None	3 days	Commission II Commission I PRC Chairman
	Central - ACD: 3.7. Receive and forward to the Archives and Records (ARD) Division for docketing.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	Central - ARD: 3.8. Docket the signed Commission Resolution and return to ACD.	None	5 minutes	Docket Officer, Archives and Records Division
Step 4: APO secure a copy of the Resolution for publication.	Central - ACD: ACD provide a copy of the approved Resolution to APO for publication.	None	30 minutes	Processing Officer, Accreditation and Compliance Division



Step 5: APO publish the Resolution and provide a copy of the newspaper to ACD.	5.1. ACD receive from APO a copy of the newspaper where the resolution is published and provide a copy to ARD.	None	30 minutes	Processing Officer, Accreditation and Compliance Division
	Central - ARD: 5.2. Indicate in the docketed Resolution the date of publication, name of the newspaper and its effectivity date.	None	5 minutes	Docket Officer, Archives and Records Division
	Central - ACD: 5.3. ACD print Certificate of Accreditation.	None	10 minutes	Processing Officer, Accreditation and Compliance Division
	5.4. Forward the Certificate of Accreditation to the Commission for signature.	None	15 minutes	Processing Officer, Accreditation and Compliance Division
	Central – Commission: 5.5. Sign the certificate of accreditation and forward the same to ACD	None	3 days	Commission II Commission I PRC Chairman
	Central - ACD: 5.6. Inform thru phone call the APO of the availability of the Certificate.	None	10 minutes	Processing Officer, Accreditation and Compliance Division



Step 6: APO receive the Certificate of Accreditation.	Release the Certificate of Accreditation	None	15 minutes	Processing Officer, Accreditation and Compliance Division
TOTAL:		Php 3,000.00	18 days, 3 hours and 45 minutes	
END OF TRANSACTION				



26. ISSUANCE OF CERTIFICATE OF FINALITY OF JUDGEMENT

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

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Parties to the case			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE/SOURCES	
Basic Requirements:				
1. Letter request			Parties	
2. Original and one (1) valid government ID				
Requirements for Representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission. 2. Letter of consent from the party requesting, if the request is being made by a third party for employment or other legal purposes. 3. Original and one (1) Valid Government ID 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure an Order of Payment from the Hearing and Investigation Division.	Issue an Order of Payment.	None	5 minutes	Docket Officer (Hearing and Investigation Division)
Step 2: Proceed to the Cashier of Cash Division and pay the certification fee	Issue an Official Receipt.	Certification Fee: Php 75.00	5 minutes	Cashier (Cash Division)



Step 3: Submit the letter requesting for the issuance of the Certificate to the Docket Officer of the Hearing and Investigation Division.	3.1. Receive the letter request and verify the status of the case from the actual case folder and the return card.	None	1 day, 23 hours, and 50 minutes *includes manual verification of status of the case	Docket Officer (Hearing and Investigation Division)
	3.2. Prepare the Certificate and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/ OIC- Director, Legal Service.	None	**this may shorten if the applicant has a copy of decision, order or resolution. *** Period subject to availability of proof of receipt of parties.	Docket officer and Chief, Hearing and Investigation Division/ Director, Legal Service
TOTAL:		Php 75.00	2 days	
END OF TRANSACTION				



27. ISSUANCE OF CERTIFICATE OF INELIGIBILITY TO TAKE THE LICENSURE EXAMINATION BY A NON-FILIPINO CITIZEN

Application for the issuance of Certificate of Ineligibility of non-Filipino citizen to take the licensure examination and intends to take the examination and/or work abroad.

Office or Division:	Regional Offices and Central Office (International Affairs Office)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen (Foreign)	
Who may avail:	Foreigners who obtained degrees in professional courses	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. Duly accomplished application form (one copy)		Application form is available at Regulation Division – Regional Office or download from this link https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens .
2. One (1) copy of valid passport as proof of citizenship		From the applicant
3. One (1) Original or Certified True Copy of Transcript of Records indicating the degree obtained		College/university where the applicant obtained degree
4. Documentary Stamps Tax (DST)		Bureau of Internal Revenue
Requirements for representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: <ol style="list-style-type: none"> 1. One (1) Valid government ID 2. Authorization Letter 		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office-Regulation Division Step 1: Secure an application form (IAO-QRD-02) at the Regulation Division or download at https://www.prc.gov.ph/certificate-ineligibility-non-filipino-citizens		None	10 minutes	PACD Officer-of-the-day
Step 2: Submit fully accomplished application form and documentary requirements to the Regulation Division.	Verify/evaluate the completeness of documentary requirements and instruct to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing Officer, Regulation Division
Step 3: Pay the prescribed fee	Acknowledge payment and issue Official Receipt	Certification fee: Php 75.00	5 minutes	Cashier, Finance and Administrative Division
Step 4: Submit proof of payment to the Regulation Division	4.1. Receive proof of payment 4.2. Transmit application and documentary submission to the International Affairs Office- Qualification Recognition Division (IAO-QRD)	None None	5 minutes 4 days	Receiving Officer, Regulation Division Records Officer, Finance and Administrative Division



	Central Office IAO-QRD: 4.3. Prepare Certificate of Ineligibility of non-Filipino citizen to take the licensure examination 4.4. Endorse certificate to the PRB concerned with complete document PRB: 4.5. Sign Certificate Central Office IAO-QRD: 4.6. Transmit certificate of ineligibility of non-Filipino citizen to take the licensure examination to the Regulation Division.	None	30 minutes	Processing Officer, Qualification Recognition Division
		None		
		None	7 days	PRB Chairman, PRB Secretariat Division
		None	4 days	Records Officer, Archives and Records Division
Step 5: Receive Certificate	Regional Office-Regulation Division Release Certificate to the client	None	5 minutes	Releasing Officer, Regulation Division
TOTAL:		Php 75.00	15 days, 1 hour and 30 minutes	
END OF TRANSACTION				



28. ISSUANCE OF CERTIFICATES OF NO-OBJECTION, NO-JURISDICTION, AND NON-CONCURRENCE TO PROFESSIONAL ORGANIZATIONS/ASSOCIATION FOR PURPOSES OF REGISTRATION WITH THE SECURITIES AND EXCHANGE COMMISSION (SEC)

To issue endorsements to professional organizations/associations whose Articles of Incorporation and/or By-Laws are in conformity with Batas Pambansa Blg. 68, the regulatory laws of the professions and other pertinent laws, rules and regulations for purposes of SEC registration.

Office or Division:	PRB Secretariat Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail?	Professional organizations/associations and other covered organizations/association pursuant to PRC Memorandum Order No. 18 (s 2017) and the Memorandum of Agreement between the SEC and PRC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
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		from the applicant
4. one (1) copy of Articles of Incorporation		



Specific Requirements: <i>(Other documents that PRB may reasonably require)</i>				
1. one (1) copy of list of the Board of Trustees (BOT)		from the applicant		
2. one (1) copy of proof of training and board certification of each BOT, if applicable				
3. one (1) copy of the valid Professional Identification Cards (PICs) of each BOT				
4. one (1) copy of the list of activities to be undertaken to achieve organizational purposes				
5. one (1) copy of Certificate of No-Pending Case of each BOT		Office of the Legal Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Submit required documents to the D-SPRB	1.1. Receives the request and complete documents from the applicant.	Certification fee: Php 75.00	5 minutes	PRC Chairperson, PRBs and D-SPRB
	1.2. D-SPRB shall check whether BOT or Directors have valid and updated PICs and their professions. Note: If cannot be verified, or PIC has expired, contacts the organization The PRB Concerned may also call for clarificatory meetings with the applicant, if necessary.		3 days	



	<p>1.3 Endorsement of the request and complete documents to the Chief/OIC and PRB Focal Person for review.</p> <p>1.4 Approval and signing of the SEC Certificate of No-Objection, No-Jurisdiction, and Non-Concurrence by the: PRB Focal Person PRC Chairperson</p> <p>1.5 Issuance of SEC Certificate of No-Objection, No-Jurisdiction, and Non-Concurrence</p>		<p>5 days</p> <p>3 days</p> <p>1 day</p>	
TOTAL:		Php 75.00	13 days and 5 minutes	
END OF TRANSACTION				



29. ISSUANCE OF CERTIFICATE OF NO PENDING CASE OR WITH PENDING CASE

A 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.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professional with valid Professional Identification Card (PIC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic requirements:				
1. One (1) photocopy of updated Professional Identification Card		Requesting party		
2. Documentary Stamps Tax (DST)		Bureau of Internal Revenue		
Requirements for Representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: <ol style="list-style-type: none"> 1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission. 2. letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes 3. Valid Government ID 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure an order of payment from the Hearing and Investigation Division.	Issue an order of payment.		5 minutes	Docket Officer (Hearing and Investigation Division)



Step 2: Proceed to the Cashier and pay the Certification fee.	Issue an official receipt.	Certification fee: Php 75.00	5 minutes	Cashier (Cash Division)
Step 3: Submit the letter requesting for a Certificate of No Pending or with Pending Case to the Docket Officer of the Hearing and Investigation Division	3.1. Receive the letter request and verify the name of the professional in the database 3.2. Prepare the Certificate and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/OIC-Director, Legal Service		1 day and 11 hours and 50 minutes *Includes manual verification of the status of the case	Docket Officer (Hearing and Investigation Division)
TOTAL:		Php 75.00	1.5 day	
END OF TRANSACTION				



30. ISSUANCE OF CERTIFICATE OF SERVICE OF PENALTY

A Certificate of Service of Penalty is issued to a professional who has completed the service of the penalty of suspension of license

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Professional meted with a penalty of suspension			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. One (1) valid government ID		Professional who has been suspended or whose license/COR has been revoked and reinstated		
2. Certificate of Surrender (Certificate of Registration and Professional Identification Card)		Issued by the Hearing and Investigation Division upon surrender of Certificate of Registration and Professional Identification Card		
Requirements for Representative:				
If the foregoing requirements are to be submitted by a representative, the following shall be presented:				
1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission.				
2. Letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes.				
3. Valid government ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Submit letter requesting for the return of his/her surrendered COR and PIC.	1.1. Receive the certificate of surrender and verifies if the respondent served the penalty. 1.2. Prepare the Certificate & endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/Director, Legal Service.	None	1.5 days	Docket Officer (Hearing and Investigation Division)
TOTAL:		None	1.5 days	
END OF TRANSACTION				



Step 2: Present action sheet/billing statement and pay the prescribed fee at the cashier.	Receives payment and issue official receipt. Fill up the billing portion of the action sheet.		15 minutes	Cashier
Step 3: Submit the following documents to the Freedom of Information Receiving/Releasing Officer (FRO) at the Archives and Records Division (ARD): <ul style="list-style-type: none"> • FOI Request Form • RSD Form No. 8 • Action Sheet • Photocopy of Official Receipt Provide/secure documentary stamps from the PRC Customer Service	3.1. Receives the request forms, issue claim slip, and forward the documents to RSD 3.2. Processes and prepare the needed/requested documents: Certification List of Examinees Transmittal letter 3.3 Signs the documents 3.4. Forward all the documents to FRO		30 minutes 5 minutes 5 minutes 5 minutes 15 minutes 15 minutes	FRO (Freedom of Information Receiving Officer) RSD Staff/Statistician PMFS Director RSD Receiving/Releasing Officer
Step 4: Present claim slip on the scheduled date of release.	4. Releases the requested documents (ARD will send thru mail on those requests filed at the Regional Offices)		20 minutes	FRO
TOTAL:		Php 75.00 per page	2 hour and 7minutes	
END OF TRANSACTION Note: The 27-minute processing time (assessing of fee/processing/signing of requested documents) is for one schedule (1 certificate, 1 list of examinees and transmittal) being requested at one time. The time is extended when there are two or more examination schedule being requested. The 30-minute processing of payment and issuance of official receipt includes waiting time for one client being served.				



32. ISSUANCE OF CERTIFICATE OF SURRENDERED CERTIFICATE OF REGISTRATION (COR) AND PROFESSIONAL IDENTIFICATION CARD (PIC)

A Certificate of Surrendered COR and PIC is issued to a professional who has surrendered his/her COR and PIC by reason of a final judgment of suspension or revocation of license.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Professional who has been meted with a penalty of suspension or revocation of license			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE/SOURCES	
Basic Requirement:				
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	
Requirements for Representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: 1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission. 2. Valid Government ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Proceed to the Hearing and Investigation Division and surrender	1.1. Receive the COR and PIC and verifies the records of the case	None	1.5 days	Docket Officer/ Chief of the Hearing and



the certificate of registration and professional identification card	<p>1.2. Prepare the Certificate and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/ Director, Legal Service</p> <p>1.3 . Forward to the Board concerned for review and signature</p>		<p>*includes manual verification process of status of the case **this may shorten if applicant has copy of Decision, Order, Resolution</p>	Investigation Division
TOTAL:		None	1.5 days	
END OF TRANSACTION				



33. ISSUANCE OF CERTIFICATION OF PASSING AND BOARD RATING

To ensure that only registered and licensed professionals with valid Professional Identification Card (PIC) shall be issued certification of passing and board rating.

Office or Division:	Regional Offices – Records Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Newly passed examinees and registered professionals with valid/updated PIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. duly accomplished Order of Payment Form (one copy)		http://online.prc.gov.ph		
2. Documentary Stamps Tax (DST)		Bureau of Internal Revenue		
2. valid Professional Identification Card (for registered professionals only)		from the applicant		
Requirements for Representative:				
1. any valid government-issued ID or valid NBI Clearance		from the applicant		
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website online (http://online.prc.gov.ph) and create an account	System activates user account		Based on system response	Applicant
Step 2: Select an appointment place for	System issue reference number		Based on system	



certification and payment option			response	
Step 3 Download Order of Payment form with reference number and pay the corresponding fees thru any payment channels	Online payment channel confirms payment	Certification fee: Php 75.00/copy		
Step 4: Submit Order of Payment and other requirements to the designated window of the concerned regional office/offsite service centers and receive claim slip.	4.1 Receive and evaluate completeness of documents submitted and issue claim slip. 4.2 Verify and validate from the database and prepares Certification for signing by the authorized officer. 4.3 Sign certification		5 minutes 15 minutes 5 minutes	Receiving Officer Verifier Authorized Officer
Step 5: Receive signed certification copy/ies of rating and/or passing	Issue signed copy/ies of certification		5 minutes	Releasing Officer
TOTAL:		Php 75.00/copy	30 minutes	
END OF TRANSACTION				



34.ISSUANCE OF CERTIFIED TRUE COPY OF PLEADINGS AND OTHER LEGAL DOCUMENTS

Certified true copies of pleadings and legal documents are issued upon the request of a party.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Parties to the case			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Letter request		Requesting party		
2. Original and one (1) photocopy of valid government ID				
Additional Requirements:				
1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission.		Representative		
2. original and one (1) photocopy of valid government ID of the representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure an Order of Payment from the Hearing and Investigation Division.	Issue an Order of Payment.	None	5 minutes	Docket Officer (Hearing and Investigation Division)
Step 2: Proceed to the Cashier of the Cash Division and pay the certification fee	Issue an Official Receipt.	Certification Fee: Php 75.00/document	5 minutes	Cashier (Cash Division)



Step 3: Submit the letter requesting for the certified true copies of the pleadings and other legal documents to the Docket Officer	3.1. Receive the letter request and verify the copy of the pleadings and legal documents from the actual case folder. 3.2. Prepare the copy of the documents to be certified and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/ Director, Legal Service.		1 day, 23 hours, and 50 mins *includes manual verification of copies requested in the case folder	Docket Officer and Chief, Hearing and Investigation Division/ Director, Legal Service
TOTAL:		Php 245.00	2 days	
END OF TRANSACTION				



35. ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO A FOREIGN PROFESSIONAL (CATEGORIES C, D AND E)

Application for issuance of Special Temporary Permits to foreign professionals who intend to practice a regulated profession in the Philippines for limited period of time and for specific venue.

Office or Division:	Regional Offices and Central Office (International Affairs Office)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen (Foreign)	
Who may avail:	Foreign professional who will practice a regulated profession in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
Category E (Humanitarian Mission):		
1. Duly accomplished application form (Authority to Practice by a Foreigner) (one copy)	Application form is available at Regulation Division – Regional Office or download from this link https://www.prc.gov.ph/special-temporary-permits	
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 venue of the undertaking; Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards	from the 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 PRC Professional Identification Card of Filipino professional as understudy/counterpart	from the applicant			
6. Other specific requirements as prescribed by the Professional Regulatory Board which can be accessed in this link https://www.prc.gov.ph/stp-board-focal-person-resolutions				
7. Two (2) passport size pictures with name tag				
Categories C (Government) and D (Private):				
In addition to abovementioned documents, the applicant must submit a 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.	from the applicant			
For group applications, submission of documentary requirements should be segregated and submitted per profession (e.g. medicine, nurses, dentists etc.)				
Requirements for representative: If the foregoing requirements are to be submitted by a representative, the following shall be presented: 1. One (1) Valid government ID 2. Authorization Letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Regulation Division: Step 1: Secure an application form (IAO-QRD-01) at the Regulation Division or download at- https://www.prc.gov.ph/special-temporary-permits		None	10 minutes	PACD Officer-of-the-day



Step 2: Submit fully accomplished application form and documentary requirements to the Regulation Division	Verify/evaluate the completeness of documentary requirements and instructs to pay the prescribed fee at the Cashier's Counter.	None	35 minutes	Assessing officer, Regulation Division
Step 3: Pay the prescribed fee	Acknowledge payment and issue Official Receipt.	Category C: Government Category D: Private Processing Fee: Php 3,000.00 Category E: Humanitarian mission Permit Fee: Php 1,250.00	5 minutes	Cashier, Finance and Administrative Division
Step 4: Submit proof of payment to the Regulation Division	4.1. Receive proof of payment	None	5 minutes	Receiving Officer, Regulation Division
	4.2. Transmit application and documentary requirements to the International Affairs Office – Qualification Recognition Division (IAO-QRD)	None	2 days	Records Officer, Finance and Administrative Division
	Central Office IAO-QRD 4.3. Receive and prepare consolidated application	None	30 minutes	Processing Officer, Qualification



	4.4. Endorse the complete documents to the PRB concerned	None		Recognition Division
	PRB Focal Person:			
	4.5. Determine if the activity of foreign professional is a practice of profession or not.	None	5 days	PRB Focal Person, PRB Secretariat Division
	Central Office IAO-QRD:			
	4.6. If the application is approved, prepare STP certificate; if not, prepare denial letter.	None	1 day	Processing Officer, Qualification Recognition Division
	4.6.1. If the PRB determines the need for a technical conference or primary verification of credentials of foreign professional. IAO schedules the technical conference or conducts primary verification.	None	4 days	Staff, Qualification Recognition Division PRB, PRB Secretariat Division



	PRB: 4.7. Sign STP Certificate or denial letter.	None	3 day	PRB Chairman, PRB Secretariat Division
	PRC Chairman: 4.8. Sign STP Certificate.	None	1 day	PRC Chairman, Office of the Chairman
	Central Office IAO-QRD : 4.9. Docket and scan STP Certificate, request Information and Communication Technology Service to print STP ID (For Categories C and D only).	None	1 day	Processing Officer, Qualification Recognition Division
	Central Office ICTS: 4.10. Print STP ID. 4.11. Forward STP ID to IAO-QRD.	None None	5 minutes 4 hours	Processing Officer, Information and Communication Technology



	Central Office IAO-QRD: 4.12. Transmit STP Certificate (and STP ID for Categories C and D only) or denial letter to the Regulation Division – PRC Regional Offices.	None	2 days	Processing Officer, Qualification Recognition Division
Step 5: Pay the prescribed fee (Categories C and D).	Regional Office-Finance and Administrative Division Acknowledge payment and issue Official Receipt.	Category C: Government Category D: Private Permit fee Php8,0000.00	5 minutes	Cashier, Finance and Administrative Division
Step 6: Receive STP Certificate or denial letter upon submission of proof of payment.	Regional Office-Regulation Division Release STP Certificate (and STP ID for Categories C and D only) or denial letter to the client upon receipt of proof payment.	None	5 minutes	Releasing Officer, Regulation Division



TOTAL:	Categories C and D: Php 11,000.00 Category E: Php 1,250.00	Categories C and D: 19 days, 5 hours and 40 minutes Category E: 15 days, 5 hours and 40 minutes	
END OF TRANSACTION			
Note: The conduct of the technical conference is to establish the scope of activities is within the definition of the practice of the profession consistent with the provisions of the concerned Professional Regulatory Law.			



36. ISSUANCE OF SPECIAL TEMPORARY PERMIT (STP) TO A FOREIGN PROFESSIONAL BY VIRTUE OF RECIPROCITY OR INTERNATIONAL AGREEMENT (CATEGORY B)

Application for issuance of Special Temporary Permits 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.

Office or Division:	Regional Offices and Central Office (International Affairs Office)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen (Foreign)	
Who may avail:	Foreign professional who will practice a regulated profession in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
1. Duly accomplished application form (Authority to Practice by a Foreigner) (one copy)		Application form is available at Regulation Division – Regional Office or download from this link https://www.prc.gov.ph/special-temporary-permits
2. One (1) Letter request to Professional Regulatory Board (PRB) Chairperson requesting for the issuance of STP to the foreign professional indicating the date and venue of the undertaking. Names of PRBs can be accessed in this link: https://www.prc.gov.ph/professional-regulatory-boards		from the applicant
3. One (1) official copy of the foreign law or international agreement to which the Philippines and the foreign state or country are both signatories establishing the existence of reciprocity for the practice of the profession		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.		from the applicant
5. One (1) photocopy of valid passport as proof of citizenship		



6. 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) from the applicant
7. One (1) copy of updated PRC Professional Identification Card of Filipino professional as understudy/counterpart	
8. Other specific requirements as prescribed by the Professional Regulatory Board which can be accessed in this link https://www.prc.gov.ph/stp-board-focal-person-resolutions)	
9. Two (2) passport size pictures with name tag	
For group applications, submission of documentary requirements should be segregated and submitted per profession (e.g. medicine, nurses, dentists etc.)	

Requirements for representative:

If the foregoing requirements are to be submitted by a representative, the following shall be presented:

1. One (1) Valid government ID
2. Authorization Letter

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regional Office Regulation Division: Step 1: Secure an application form (IAO-QRD-01) at the Regulation Division or download at https://www.prc.gov.ph/special-temporary-permits		None	10 minutes	PACD Officer-of-the-day

	Legal Service:			
	4.5. Determine if reciprocity is established between the Philippines and applicant's country.	None	6 days	Legal Service
	Provide legal opinion and recommendation to the PRB.	None		
	PRB:			
	4.6. Approve or deny the application.	None	3 days	PRB, PRB Secretariat Division
	Central Office IAO-QRD:			
	4.7. If application is approved, prepare Resolution and Special Temporary Permit (STP) Certificate; if not, prepare denial letter.	None	4 hours	Processing Officer, Qualification Recognition Division
	PRB:			
	4.8. Review, approve and sign resolution and STP Certificate or denial letter	None	3 days	PRB/Chairman, PRB Secretariat Division
	4.9. Forward the same to the OIC/Chief of the PRB	None	5 minutes	Staff, PRB Secretariat Division

	Secretariat Division for attestation			
	Central Office PRB Secretariat Division:			Chief/OIC, PRB Secretariat Division
	4.10. Attest the Board Resolution	None	30 minutes	
	4.11. Forward to the Commission Secretary for review of the Board Resolution.	None	4 hours	Staff, PRB Secretariat Division
	Commission:			
	4.12. Approve and sign Resolution; STP Certificate will be signed by the PRC Chairman only and return to IAO-QRD.	None	3 days	Commissioner, Office of the Commissioner II Commissioner, Office of the Commissioner I
	Central Office IAO-QRD:			PRC Chairman, Office of the Chairman
	4.13. Receive the duly signed Resolution and STP certificate	None	5 minutes	
	4.14. Forward to the Archives and Records Division (ARD) for docketing.	None	4 hours	Processing Officer, Qualification Recognition Division

	Central Office ARD: 4.15. Docket Resolution and provide copies to all concerned offices through email	None	5 minutes	Docketing Officer, Archives and Records Division
	Central Office IAO-QRD: 4.16. Docket and scan STP Certificate, request Information and Communication Technology Service (ICTS) to print STP ID	None	5 minutes	Processing Officer, Qualification Recognition Division
	Central Office ICTS: 4.17. Print STP ID	None	4 hours	Processing Officer, Information and Communication Technology Service
	4.18. Forward STP ID to IAO-QRD	None	4 hours	
	IAO-QRD: 4.19 Transmit STP Certificate and STP ID or denial letter to the Regulation Division – PRC Regional Offices	None	2 days	Records Officer, Archives and Records Division



Step 5: Pay the prescribed fee	Regional Office-Finance and Administrative Division: Acknowledge payment and issue Official Receipt	Permit fee P8,0000.00	5 minutes	Cashier, Finance and Administrative Division
Step 6: Receive STP Certificate or denial letter upon submission of proof of payment	Regional Office-Regulation Division Release STP Certificate (and STP ID) or denial letter to the client upon receipt of proof payment	None	15 minutes	Releasing Officer, Regulation Division
TOTAL:		Php 11,000.00	19 days, 22 hours and 35 minutes	
END OF TRANSACTION				
Note: This entails careful study of the documents submitted on whether the registration or licensing system in the foreign state or country are substantially the same as those required and contemplated by the laws of the Philippines; and the laws of such foreign state or country allows citizens of the Philippines to practice the profession on the same basis and grant the same privileges as those enjoyed by the subjects or citizens of such foreign state or country- PRC Memorandum Order No. 3, series of 2016.				



37. ISSUANCE OF DUPLICATE PROFESSIONAL IDENTIFICATION CARD (PIC)

Issuance of duplicate or replacement of lost or damaged unexpired PIC to registered professionals.

Office or Division:	Regional Offices – Registration Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Registered professionals with lost or damaged PICs.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. duly accomplished Application for PIC form (downloadable)		regional offices/offsite service centers		
2. affidavit of loss or submission of damaged PIC		notary public		
Requirements for Representative:				
1. any valid government-issued ID or valid NBI Clearance				
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		professional being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website via (https://online.prc.gov.ph) and create an account if first time user or register if with existing account	System activates user account.		Based on system response time	Applicant
Step 2: Select an appointment place for duplicate PIC and payment option/channel.	System issues reference number.			



Step 3: Download Application for PIC form with picture and reference number and pay the corresponding fees thru selected payment option/channel.	Online payment channel confirms payment.	Duplicate fee: Php 250.00	Based on system response time	Online Payment Channel
Step 4: Submit signed renewal form with undertaking, if applicable, and other requirements to the selected appointment place on the scheduled date.	Process and verify completeness of submitted renewal form and validity of documentary requirements from the database.		3 minutes	Receiving Officer
Step 5: Receive duplicate PIC and sign on the releasing log sheet	Print and release duplicate PIC to the professional/representative.		15 minutes	Printing/Releasing Officer
TOTAL:		Php 250.00	18 minutes	
END OF TRANSACTION				



38. RECEIVING OF SUBSEQUENT PLEADINGS (OTHER THAN COMPLAINT) AND OTHER LEGAL DOCUMENTS

Covers the procedure in the filing and submission of pleadings and other legal documents.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division and Regional Offices, Office of the Regional Director – Legal Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Complainant and respondent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Two (2) copies of pleadings and other legal documents		Party to the case		
2. Proof of mailing (e.g. Registry Receipt) or proof of service (copy furnish of pleading to other party)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Submit the pleadings and other legal documents to the Receiving Section of the Hearing and Investigation Division.	Receive and log/encode the pleading and legal documents.	None	7 minutes	Receiving Clerk (Hearing and Investigation Division) Office of the Regional Director – Legal Section: RO 1, RO 2, RO4A, RO 5, RO6, RO7, RO8, RO9, RO10, RO11, and RO 13
TOTAL:		None	7 minutes	
END OF TRANSACTION				



39. RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)

Renewal of expired PIC of Registered Professionals.

Office or Division:	Regional Offices – Registration Section	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none"> - Registered professionals whose PIC already expired; - Registered professionals whose PIC will expire in less than a year; - has no criminal record or never been convicted in a final judgment by any court, military tribunal or administrative body 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. Proof of renewal form with undertaking/certificate of attendance to accredited CPD seminars.		regional offices/offsite service centers
2. 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
Requirements for Representative:		
1. any valid government-issued ID or valid NBI Clearance		from the applicant
2. If the representative is a PRC registered professional: authorization letter and valid PIC; if not registered professional, Special Power of Attorney		professional being represented



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website online (http://online.prc.gov.ph) and create an account if first time user. NOTE: A former Filipino professional who has been issued a certificate of registration (COR) and professional identification card (PIC) prior to his/her naturalization as a foreign citizen may only apply for pic renewal upon compliance with the requirements and conditions prescribed in PRC resolution no. 1225, s. 2020.	System activates user account.	None	Based on system response time	Applicant
Step 2: Select an appointment place for renewal of PIC, and payment option/channel then download renewal form with picture and reference number. If the client opts for the delivery of printed PRC PIC, see the delivery options and fees. <i>Note: Delivery service is applicable only to professionals opting to submit CPD Undertaking</i>	2.1 System issues reference number 2.2 Online payment channel confirms payment.	Baccalaureate: Php 450.00 non-Baccalaureate: Php 420.00		Applicant/ online payment channel
Step 3: On the appointment date, proceed to the appointment place and submit signed renewal form with undertaking, if applicable, and other requirements.	Process and verify completeness of submitted renewal form and validity of documentary requirement from the database.	None	10 minutes	Receiving Officer



Step 4: Receive renewed PIC at the releasing counter and sign on the releasing log sheet.	Print and release renewed PIC to the professional.	None	5 minutes	Printing/Releasing Officer
TOTAL:		for Baccalaureate: Php 450.00 for non-Baccalaureate: Php 420.00	15 minutes	
Note: Failure to renew 20 days after the date of expiration of PIC, penalties/surcharges will be imposed.				
END OF TRANSACTION				



40. REPLACEMENT OF LOST/DAMAGED CERTIFICATE OF REGISTRATION (COR)

To issue duplicate or replacement of lost or damaged COR to registered and licensed professionals.

Office or Division:	Professional Registry Division	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail?	Registered and Licensed Professionals with Lost or Damaged COR	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. Duly accomplished Action Sheet		Public Assistance Counter/ www.prc.gov.ph
2. Documentary Stamps Tax (DST)		Bureau of Internal Revenue
3. Original copy of Affidavit of Loss/Damaged COR		Notary public
4. Valid Professional Identification Card (PIC)		From the applicant
5. Passport size ID picture with white background and complete name tag		From the applicant
6. Copy of Resolution of correction of name		From the applicant
Other requirements for Representative:		
1. Any valid government-issued ID or valid NBI Clearance		From the applicant
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney		Notary public
		From the applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Secure Action Sheet from Public Information Counter/Desk and accomplish according to request	Issue action sheet/application form	None	2 minutes	Public Information Officer/ www.prc.gov.ph
Step 2: Submit the duly accomplished Action Sheet to the designated window of the Regional Office/s for the verification of fees	Evaluate the prescribed fees	None	2 minutes	Receiving Officer
Step 3: Pay the prescribed fees at PRC cashier	Receive payment and issues official receipt	Processing fee: Php300.00	5 minutes	Cashier
Step 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. Emails to PRD the scanned copy of duly accomplished Action Sheet, Affidavit of Lost/Damaged COR.	None	1 day	Concerned Regional Office/s
	4.3. Receives/ checks the transmitted copy of scanned Action Sheet with the Affidavit of Lost/Damaged COR.	None	30 minutes	PRD – COR Unit Staff
	4.4. Prepares and prints Certificate of	None	2 days	Printing Officer



	Registration			
	4.5. Transmits the printed Certificate of Registration to Regional Offices.	None	5 days	Mailing Officer/Courier Service
Step 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 5.2. Issue the requested duplicate certificate and instruct the professional / representative to sign in the releasing log sheet	None	5 minutes	Regional Office-Releasing Officer
Note: a. 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.				
TOTAL:		Php300.00	8 days and 46 minutes	
END OF TRANSACTION				



41. REQUEST FOR UNTAGGING FROM THE DATABASE

Covers the procedure in the removal of the name of a professional from the Control List of the PRC.

Office or Division:	Office of the Legal Service – Hearing and Investigation Division			
Classification:	Complex Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Professional with pending case/s who has already received summons or filed his/her answer, profession who served their suspension and reinstated professional			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Basic Requirements:				
1. Letter-request letter from the professional		Professional		
2. One (1) valid government ID				
3. Copy of actual receipt of summons or copy of Answer, or				
4. Copy of Decision/Service of Penalty				
Requirements for Representative:				
If the foregoing requirements are to be submitted by a representative, the following shall be presented:				
1. Special Power of Attorney (SPA) or Authorization Letter, if the authorized personnel is a registered professional before this Commission				
2. Letter of consent from the professional, if the request is being made by a third party for employment or other legal purposes.				
3. Valid government ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: The client proceeds to the Hearing and Investigation Division to request for untagging of legal status in the database. The client may send his request for untagging of legal status in the database through electronic mail with attached supporting documents.	1.1. Verify the status of the case in the database. 1.2. Forward the request to the Hearing Officer or Regional Office for Approval	None	6 days *Includes verification of status of the case	Docket Officer/ Chief of the Hearing and Investigation Division



	<p>1.3. Untag the name of the professional in the PRC Database if he/she has:</p> <ul style="list-style-type: none"> ● received the summons or filed his/her counter-affidavit /answer ● has already served the penalty of suspension or revocation but subsequently reinstated to the practice. <p>1.4. Prepare the Service Request Form (SRF) and endorse the same for the approval and signature of the Chief, Hearing and Investigation Division/Director, Legal Service.</p> <p>1.5 Forward the SRF to the Information and Communication Technology Service.</p>			
TOTAL:		None	6 days	
END OF TRANSACTION				



42. PROCESSING OF APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

Accreditation of CPD program and granting of credit units.

Office or Division:	Regional Offices; Continuing Professional Development Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	CPD providers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic requirements:		
1. Username and password to access CPDAS. Save in one file the following documents in PDF format:		From this link: http://cpdas.prc.gov.ph
2. Instructional Design ("CPDD-16") or using the prescribed template by the Board such as Professional Teachers ("CPDD-PTR-02"), Nursing ("CPDD-NRS-01"), etc.		From the applicant
3. Program of Activities showing time/duration of topics/workshop and resource persons assigned for each topic		
4. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set (Pre-test and Post-test Questionnaire)		
5. Resume of the Resource Person/s ("CPDD-17") including the e-/signature and valid Professional Identification Card/Receipt of Renewal of each Resource Person (if licensed professional) or valid Government/Company-issued ID of each resource person		
6. Breakdown of Expenses (using the prescribed template)		
7. 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, if required		



8. For Online or Video-On-Demand Learning: (1) Declaration of Minimum Technical Requirements; (2) Data Privacy Notice (Composed by the Provider)	
Additional Requirement:	
1. Documentary Stamps Tax (DST) when claiming the Certificate of Accreditation	Bureau of Internal Revenue

Note:

1. Application for accreditation shall be filed at least 15 working days before the offering of the program/training
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
3. In the case of national organizations with chapters/councils, endorsement from the national board
4. If additional requirement/s is/are needed, a period of 10 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.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Log in to the CPDAS using the given username and password	The system admit the applicant	None	5 minutes	Applicant
Step 2: Fill in the required fields and upload the documentary requirements in the required format, and submit to the system	System receive the information provided and documents uploaded	None	10 minutes	
Step 3: Pay the prescribed fee at the chosen available payment channel, as applicable. If the chosen channel is PRC	3.1 Receive payment and issue Official Receipt	Processing Fee: Program (per offering): Php 1,000.00	20 minutes	Cashier, Cash Division



Cashier, proceed to the closed Regional Office to pay the prescribed fee personally within 24 hours and present to the Processing Officer the Official Receipt	3.2 Check the completeness, correctness and clarity of the documents uploaded, and if the chosen payment channel is the PRC Cashier, encode into the system the Official Receipt number and amount.			Regional Office, Processing Officer, Regulation Division
	3.3 If the application is in order, submit the application to the system Central Office (CPD Division)	None	1 hour	Continuing Professional Development Division
	3.4 Prepare and send notice of meeting to the concerned CPD Council	None	10 days	CPD Council Members, Continuing Professional Development Division
	3.5 Evaluate and assess the contents of the program applied for accreditation, and grant credit units as prescribed by their CPD Operational Guidelines	None	4 days	CPD Council Secretary, Continuing Professional Development Division
	3.6 Prepares minutes of the meeting and informs applicant through his/her given email address on the result of their application			



	a. For disapproved applications - informs the applicant on the grounds for disapproval	None	30 minutes	CPD Council Secretary, Continuing Professional Development Division
	b. For deferred applications which requires submission of additional requirements by the applicant – informs the applicant to submit the compliance			
	3.7 Print the certificate of accreditation for the approved program			
	3.8 Transmit the signed certificate to the Regional office where the application for accreditation was filed			
	3.9 Issues certificate of accreditation to the concerned applicant	None	15 minutes	Processor in the Regulation Division of the Regional Office
TOTAL:		Processing Fee: Php 1,000.00/offering	14 days, 2 hours and 30 minutes	
END OF TRANSACTION				



43. PROCESSING OF APPLICATION FOR ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROVIDER

Issuance of accreditation as CPD provider.

Office or Division:	Regional Offices; Continuing Professional Development Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	natural person / juridical person / government agencies applying as CPD providers	
CHECKLIST OF REQUIREMENTS		
Basic Requirements:		
Local CPD Provider		
For New/Initial Registration		
A. Individual / Sole Proprietor		
1. Registration with Continuing Professional Development Accreditation System (CPDAS) Save separately the following documents in PDF format:	Register with the CPDAS in this link http://cpdas.prc.gov.ph	
2. Resume must include educational background, current employment, and CPD programs conducted, if any	from the applicant	
3. Valid Professional Identification Card (PIC) of the proprietor which shall be of the same profession that he/she is applying for		
4. Instructional Design ("CPDD-16") for the first proposed program		
5. Affidavit of Undertaking ("CPDD-06")		
6. Notarized copy of JVA or MOU or MOA, if applicable		



7. DTI Certificate of Registration and Profile which includes Mission, Vision, Core Values	DTI
8. BIR Certificate of Registration and Tax Clearance	BIR
9. Mayor's or Business Permit	Local Government Unit
B. Firm / Partnership / Corporation	
1. Registration with the Continuing Professional Development Accreditation System (CPDAS) Save separately the following documents in PDF format:	Register with the CPDAS in this link: http://cpdas.prc.gov.ph
2. List of officers with valid Professional Identification Card or valid Government/Company-issued ID of each officer	from the applicant
3. Instructional Design ("CPDD-16") for the first proposed program	
4. 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	
5. Affidavit of Undertaking ("CPDD-06")	
6. Notarized copy of JVA or MOU or MOA, if applicable	SEC
7. SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws and Profile which includes Mission, Vision, Core Values	
8. BIR Certificate of Registration and Tax Clearance	BIR
9. Mayor's or Business Permit	Local Government Unit
C. Government Institution/Agency	



1. Registration with the Continuing Professional Development Accreditation System (CPDAS) Save separately the following documents in PDF format:	Register with the CPDAS in this link: http://cpdas.prc.gov.ph
2. Copy of charter of Republic Act establishing the agency	from the applicant
3. Instructional Design ("CPDD-16") for the first proposed program	
4. Office Order or its equivalent from the head of Agency appointing its officer to manage the CPD Program and activities	
For Renewal:	
A. Individual/Single Proprietor	
1. List of CPD programs and activities conducted for the last three (3) years and the status of Completion Report submission	from the applicant
2. Audited Financial Statements for the last three (3) years (Receiving copy from the BIR)	
3. Affidavit of Undertaking ("CPDD-06")	
4. Valid Mayor's or Business Permit (to update registration of the entity)	Local Government Unit
B. Firm/Partnership/Corporation	
1. List of CPD programs and activities conducted for the last three (3) years and the status of Completion Report submission	from the applicant
2. 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	
3. Affidavit of Undertaking ("CPDD-06")	
4. Audited Financial Statements for the last three (3) years (receiving copy from the BIR and SEC)	BIR



5. Updated General Information Sheet for Partnership or Corporation	SEC
6. Amended Articles of Incorporation or Partnership and their respective By-laws, if any	
7. Valid Mayor's or Business Permit (to update registration of the entity)	Local Government Unit
C. Government Institution/Agency	
1. List of CPD programs and activities conducted for the last three (3) years and the status of Completion Report submission	from the applicant
2. Appointment paper or Office Order or its equivalent from the Head of the Government Agency appointing its officer to manage the CPD Programs	
3. Affidavit of Undertaking ("CPDD-06")	
Foreign CPD Provider	
For New/Initial Registration	
1. Registration with the Continuing Professional Development Accreditation System (CPDAS) Save separately the following documents in PDF format:	Register in this link: http://cpdas.prc.gov.ph
2. List of officers with valid Government/Company-issued ID of each officer	from the applicant
3. 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	
4. Affidavit of Undertaking ("CPDD-06") Subscribed and sworn in the country/state of the applicant	
For Renewal	



1. 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	from the applicant			
2. List of CPD programs and activities conducted for the last three (3) years and the status of Completion Report submission				
3. 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 professional to manage CPD Programs located in the Philippines				
4. Affidavit of Undertaking (“CPDD-06”) Subscribed and sworn in the country/state of the applicant				
Additional requirements:				
1. Documentary Stamps Tax (DST) when claiming the Certificate of Accreditation	Bureau of Internal Revenue			
Note: Such other requirements as may be required by the CPD council of the concerned profession specified in their Operational Guidelines.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Register with the CPDAS in this link: www.cpdas.prc.gov.ph	The system will accept the registration of the applicant	None	5 minutes	Applicant



Step 2: Fill in the required fields and upload the documentary requirements in the required format and submit to the system	System will accept the information provided and documents uploaded	None	10 minutes	Applicant
Step 3: Pay the prescribed fee at the chosen payment channel, as applicable. If the chosen channel is PRC Cashier, proceed to the chosen Regional Office to pay the prescribed fee personally within 24 hours and present to the Processing Officer the Official Receipt	3.1 Receive payment and issue Official Receipt 3.2 Check the completeness, correctness and clarity of the documents uploaded, and if the chosen payment channel is the PRC Cashier, encode into the system the Official Receipt Number and amount If the application is in order, submit the application to the system		20 minutes	Cashier, Cash Division Regional Office, Processing Officer, Regulation Division



	Central Office (CPD Division)			
	3.3 Prepare and send Notice of meeting to the concerned CPD Council.	None	1 hour	CPD Council Secretary, Continuing Professional Development Division
	3.4 Evaluate and assess the qualifications and requirements of the applicant provider as prescribed by their CPD Operational Guidelines.	None	10 days	CPD Council Members, Continuing Professional Development Division
	3.5 Prepare minutes of the meeting, updates and inform applicant through his/her given email address on the result of their application. a. For disapproved applications, inform the applicant on the grounds for disapproval b. For deferred applications which requires submission of additional requirements by the applicant, inform the applicant to submit the compliance	None	4 days	CPD Council Secretary, Continuing Professional Development Division



	c. For approved applications, print the certificate of accreditation. The provider will be given a system generated Username and Password to access the CPDAS	None	30 minutes	CPD Council Secretary, Continuing Professional Development Division
	3.6 Transmit the signed certificate to the Regional Office where the applicant applied for accreditation.	None	10 minutes	Releasing officer, Continuing Professional Development Division
	3.7 Issue certificate of accreditation to the concerned applicant.	None	15 minutes	Processor in the Regulation Division of the Regional Office
TOTAL:		Processing Fee: Provider (local): Php 5,000.00 Provider (foreign): Php 8,000.00	14 days, 2 hours & 50 minutes	
END OF TRANSACTION				



44. STATEBOARD VERIFICATION/VALIDATION OF LICENSE/REGISTRATION

To fill up the stateboard verification form after verification/validation of professional's license as requested.

Office or Division:	Regional Offices – Regulation Division	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ul style="list-style-type: none"> - registered professionals whose license/Professional Identification Card (PIC) is subject to verification by foreign entities/agencies; - foreign government and non-government agencies or private entities who require verification of license/board rating of an applicant/employee 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Basic Requirements:		
1. proof of duly accomplished online application form	http://online.prc.gov.ph	
2. valid Professional Identification Card	from the applicant	
3. application form from the international regulatory agency		
4. one (1) photocopy of TOR (as may be required)		
5. one (1) photocopy of valid Philippine passport, if applicable		
6. receipt of courier or postage stamps	courier provider	
7. Documentary Stamps Tax (DST)	Bureau of Internal Revenue	
Other requirements for representative:		
1. any valid government-issued ID or valid NBI Clearance		
2. If the representative is a PRC registered professional: authorization letter and valid PRC-issued PIC; if not registered professional, Special Power of Attorney		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Access the PRC website online (http://online.prc.gov.ph) and create an account if first time user or register if with existing account	System activates user.	NONE	Based on system response time	Applicant
Step 2: Select appointment place and time, payment option and pay the corresponding fees	System issues reference number and confirms payment.	Stateboard Verification fee: Php 75.00/copy		Applicant
Step 3: On the scheduled date, submit proof of duly accomplished online Application Form and all the documentary requirements to the designated window of the concerned regional office	3.1. Receive and evaluate completeness of documents submitted.	NONE	5 minutes	Receiving Officer
	3.2. Consolidate the stateboard verification slips and encodes in the incoming logsheet		20 minutes	Verifier 1
	3.3. Verify the license number, number of exams taken, and other needed information		5 minutes	
	3.4. Encode the needed entries in the form required by the foreign government/non-government entities/agencies		4 minutes	
	3.5. Check the encoded entries on the license verification form		5 minutes	



	3.6. If Certificate of Rating/Certificate of Good Standing (COGS) is needed, prepare the needed documents		10 minutes	
	3.7. Check the prepared Certification of Rating and/or COGS		6 minutes	
	3.8. Forward all the documents to the assigned signatory		6 minutes	Verifier 2
	3.9. Check and sign on the license verification form		5 minutes	Authorized Officer
	3.10. Segregate verification slips according to state/country of destination, affix documentary stamps, dry seal and scan for back-up		4 hours	Releasing Officer
	3.11. Consolidate all the documents, and insert in the PRC envelope		20 minutes	
	3.12. Seal the PRC envelope		20 minutes	
			15 minutes	
	3.13 Check the entries in the transmittal/ encode in the outgoing log sheet		15 minutes	



	3.14. Send the documents to the concerned foreign entity/agency through the chosen courier of the client. *Thru courier (DHL, FedEx) *Thru registered mail		3 days 45 days	
TOTAL:		Php 75.00	Thru courier- 3 days and 6 hours and 16 minutes Thru registered mail-45 days and 6 hours and 16 minutes	
END OF TRANSACTION				



Central Office

Internal Services



1. PAYMENT OF INDIVIDUAL CLAIMS – FIRST SALARY & PERA

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.¹

Office or Division:	Regional Offices, Human Resource Development Division (HRDD), Budget and Management Division, Accounting Division, and Cash Division	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	<ul style="list-style-type: none"> - for first salary: newly appointed personnel; - for PERA: civilian government personnel occupying regular, contractual, or casual positions; appointive or elective; rendering services on a full-time or part-time basis; and whose positions are covered by Republic Act (R.A.) No. 6758, "Compensation and Position Classification Act of 1989", as amended 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Supporting documents (SDs):		
1. certified true copy of 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. Membership Information (GSIS, DHIC, HDMF, and BIR)		HRDD Payroll Section
Additional requirement, if transferred from another government agency to PRC:		
1. Clearance and/or authority to transfer		Employees' Previous Employer
2. Certification of Last Salary		
3. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld)		



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	HRDD:			
	1. Compute the number of calendar days served and deduct the number of days absent and tardy, if there is any; and prepare disbursement voucher (DV) and obligation request and status (ORS).		1 hour	HRDD Payroll Staff
	2. Review and sign DV/ORS.		5 minutes	Chief/OIC, HRDD
	2.1.for ORS below fifty thousand (> Php 50,000.00)			Director/OIC, Administrative Service
	2.2. for ORS with an amount of fifty thousand and above			



	BUDGET AND MGT. DIVISION: 3. Evaluate ORS (including SDs) and assign ORS number and its approval. 3.1. Determine if the claim is valid and if the amount is correct and with supporting documents. 3.2. Determine availability of funds 4. Certify the availability of funds in box B (Available Funds) of the obligation request and status (ORS).		30 minutes	Budget Reviewer
			5 minutes	Chief/OIC Budget Officer
	ACCOUNTING DIVISION: 5. Evaluate DV (including SDs) and assign DV number. a. Check the completeness and propriety of the SDs and the correctness of computation. b. Determine the availability of Notice of Cash Allocation (NCA) and sign box b of DV.		15 minutes	Accounting staff
			5 minutes	Chief/OIC Accountant



	PMFS: 6. Review and sign box C of DV for approval of payment.		5 minutes	Director of PMFS
	CASH DIVISION: 7. Log and prepare List of Due and Demand Accounts Payable fir – Internal Creditors (LDDAP-IC) DVs. 8. Encode via Electronic Modifies Disbursement System (EMDS) all the information needed (payment will be automatically credited to the LBP account of the payee). 9. Print two copies of returned “Inquire Issued and Check Details” as proof that the payment has been successfully credited to the account of the payee.		2 minutes 2 minutes 5 minutes	Disbursing Staff Disbursing Officer
TOTAL:		None	2 hours and 17 minutes	
END OF TRANSACTION				



2. PAYMENT OF REIMBURSEMENT OF TRAVELLING EXPENSES

Submission of necessary documents for processing of reimbursement of expenses used for both local and foreign travels

Office or Division:	concerned employee , Budget and Management Division, Accounting Division and Cash Division	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Concerned employee	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Supporting Documents (SDs):		
A. For local travel:		
1. Travel Order	concerned employee	
2. Approved Itinerary of Travel		
3. Flight itinerary issued by the airline/ticketing office/travel agency		
4. Paper/Electronic plane, boat or bus tickets, boarding pass, terminal fee		
5. Certificate of Appearance/Attendance (in accordance w/ AO 326 s.2019)		
6. Copy of previously approved Itinerary of Travel		
7. Revised or supplemental Office Order or any proof supporting the change of schedule		
8. Revised Itinerary of Travel, if the previous approved itinerary was not followed		
9. 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 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)		
10. Liquidation Report		



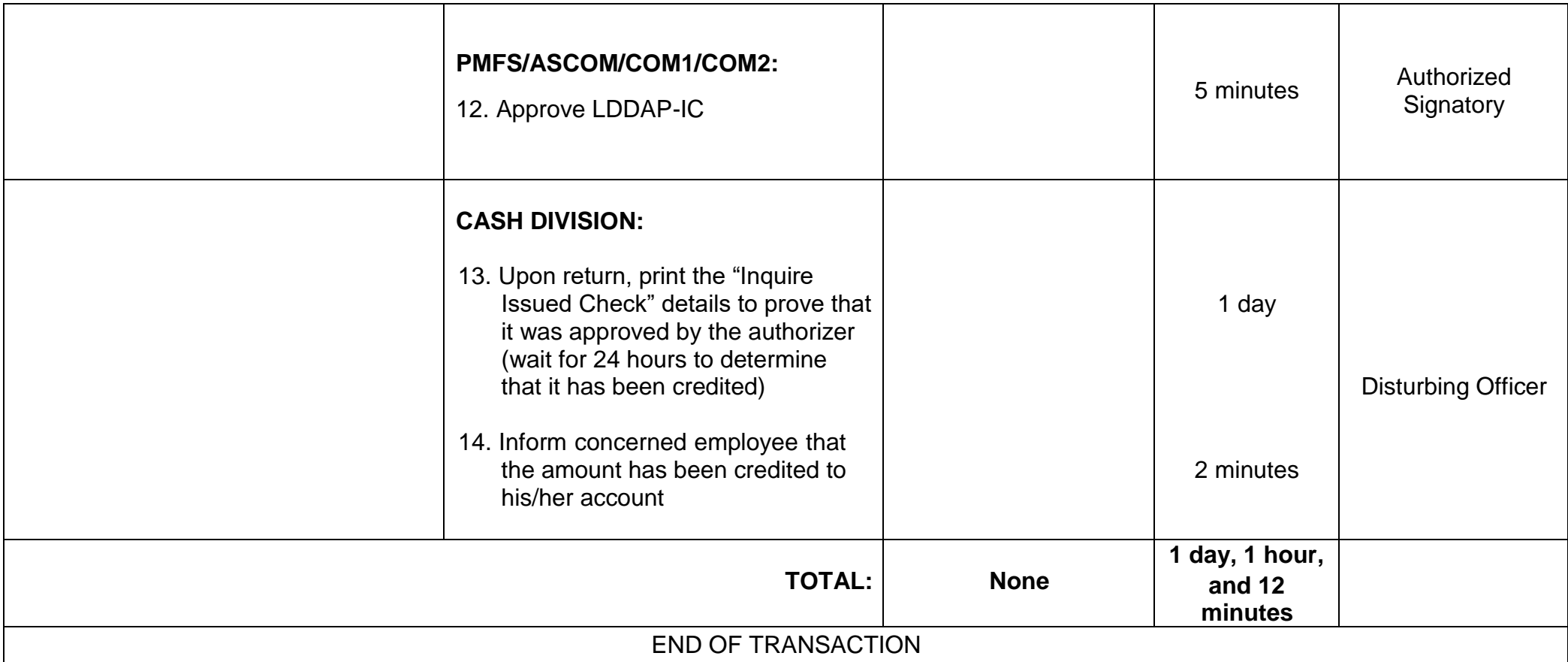
11. Acceptance of the nominee as participants (training)	concerned employee
12. Program agenda and logistics information (training)	
13. Certificate of Travel Completed (CTC)	
14. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed include the hotel room/lodging rate.	
B. For foreign travel:	
1. Travel Order	concerned employee
2. Approved Itinerary of Travel	
3. Flight itinerary issued by the airline/ticketing office/travel agency	
4. Paper/Electronic plane, boarding pass, boat or bus ticket, terminal fee	
5. Certificate of Appearance/Attendance for training/seminar participation	
6. For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 77) <ul style="list-style-type: none">● Approval of the President● Certification from the Head of Agency that it is absolutely necessary● Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)	
7. Revised IT, if applicable	
8. Narrative report on trip undertaken/Report on Participation	
9. OR in case of refund of excess cash advance	
10. CTC	
11. LR	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ol style="list-style-type: none"> 1. Prepare obligation request and status (ORS) and disbursement voucher (DV) with complete SDs. 2. Approve obligation request and status (ORS) and disbursement voucher (DV) with complete SDs. 		5 minutes	<p>Concerned Employee</p> <p>Head of Office/ Authorized Approving Officer</p>
	<p>BUDGET AND MGT. DIVISION:</p> <ol style="list-style-type: none"> 3. Evaluate the ORS (including SDs) and assignment of ORS number and its approval. <ol style="list-style-type: none"> 3.1. Determine if the claim is included in the project procurement management plan (PPMP) and within the budget threshold of the delivery unit (DU); if not included or insufficient, advises DU to modify items in their PPMP. 4. Certify the availability of funds in box b of the obligation request and Status (ORS). 		<p>15 minutes</p> <p>5 minutes</p>	<p>Budget Reviewer</p> <p>Chief/OIC Budget Officer</p>



	ACCOUNTING DIVISION: 5. Evaluation of the DVs (including SDs) and assignment of DV number and its approval. 5.1. Check the completeness and propriety of the SDs. 6. Determine the availability of NCA and signs box b of DV.		45 minutes	Accounting staff
			5 minutes	Chief/OIC Accountant
	PMFS/ASCOM: 7. Review and sign box c of DV for approval of payment		5 minutes	Authorized Signatory
	CASH DIVISION: 8. Receive approved/signed ORs, disbursement voucher (DV) and other SDs from authorized signatories 9. Stamp, encode, and record in the incoming logbook and segregate according to mode of payment 10. Encode payment thru LBP-EMDS 11. Print the LDDAP-IC to be approved by the authorized signatories		2 minutes	Disbursing Officer
			3 minutes	
			2 minutes	
			5 minutes	





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

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

Office or Division:	Human Resources Development Division	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	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, leave of absence for 30 days and above, and traveling abroad	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES
Documents² to be submitted by the employee:		
A. RESIGNATION/TRANSFER		
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 effectivity date)		
3. Individual Performance Commitment Review (IPCR) for the last two (2) rating periods		
4. Employee ID		
5. Exit interview (with form)		
6. Complete turnover of accomplished Daily Time Record/s (DTR/s)		
B. EARLY RETIREMENT/MANDATORY RETIREMENT		
1. Letter of Intent (for early retirement) (shall be submitted thirty (30) days prior to effectivity)	Concerned employee	
2. Duly notarized SALN (dated at least 10 days before effectivity date)		
3. Individual Performance Commitment Review (IPCR) for the last two (2) rating periods		

² Memorandum Order No. 18 Series of 2022



4. Employee ID	Concerned employee
5. Complete turnover of accomplished daily time record/s (dtr/s)	
6. Application for Terminal Leave	
C. LEAVE (30 DAYS AND MORE)	
C.1 Vacation Leave	
1. Letter of Intent (shall be submitted thirty (30) days prior to effectivity)	Concerned employee
2. Application for Leave	
3. Certification of duties and functions of the employees as well as his/her endorsee	
C.2 Sick Leave	
1. Application for Leave	Concerned employee
2. Medical Certificate issued by a government or non-government physician that bears complete details of the physician	Employees' Physician
C.3 Maternity Leave	
1. Application for Leave 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	Employees' Physician
3. Medical Certificate issued by a government or non-government physician that bears complete details of the physician	
D. SPECIAL LEAVE BENEFITS FOR WOMEN UNDER R.A. NO. 9710 (MAGNA CARTA)	
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	
E. REHABILITATION PRIVILEGE	
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 maybe	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
F. STUDY LEAVE	
1. Letter of Intent (shall be submitted fifteen (15) calendar days prior to the date of absence	Concerned employee
2. 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	



G. FOREIGN TRAVEL

1. Letter of Intent (shall be submitted thirty (30) days prior to the date of absence. 2. Application for Leave 3. Certification of actual duties and functions of the employee as well as his/her endorsee			Concerned employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Submit a letter of intent together with the required documents	1. Receive and check the completeness of submitted documents		10 minutes	Recruitment, Selection and Placement Section (RSPS) Staff
	2. Prepare certificate of clearance		5 minutes	Recruitment, Selection and Placement Section (RSPS) Staff
	3. Sign certificate of clearance		5 days	(Chief/OIC of Division/Office) PRC Cooperative; Procurement and Supply Division; HRDD; Accounting Division; PMFS; Office of the Legal Service
	4. Affix initials on the certificate of clearance		2 days	Commissioners 1 and 2



	5. Approve and sign the certificate of clearance		1 day	Chairperson, PRC
	6. Provide a copy of the approved certificate of clearance to the concerned employee		2 minutes	Recruitment, Selection and Placement Section (RSPS) Staff
	7. Keep a copy for his/her 201 File		2 minutes	Personnel Database and Records Section Staff
TOTAL			8 days and 19 minutes	
END OF TRANSACTION				



4. ACTION ON SUB-ALLOTMENT RELEASE ORDER (SUB-ARO) AND APPLICABLE NOTICE OF TRANSFER ALLOCATION (NTA)

Sub-Allotment Release Order (Sub-ARO) is submitted for budget augmentation and 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.

Office or Division:	Budget and Management Division, Accounting Division, PMFS, Cash Division & Commission Proper			
Classification:	Complex Transaction			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE/SOURCES		
Supporting documents (SDs):				
1. Request letter and supporting documents as enumerated under MO No. 75 dated October 22, 2021		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for Sub-Allotment Release Order (Sub-ARO) with supporting documents	BUDGET AND MANAGEMENT DIVISION: 1. Receive Sub-ARO request with supporting documents and forwards to the assigned Budget Reviewer	None	5 minutes	Receiving and Releasing Clerk



2. Check Sub-ARO request as to correctness and completeness of supporting documents and mathematical accuracy. (If incomplete, returns documents to requesting party for compliance.)	None	Maximum of 1 day	Budget Reviewer
3. Evaluate Sub-ARO request and accomplishes the Budget Evaluation Sheet based on the supporting documents submitted. (If incorrect, informs the requesting party for the discrepancies.)	None	Maximum of 1 day	Budget Reviewer
4. Forward the Budget Evaluation Sheet and the supporting documents to the assigned officer/s for the preparation of MAF/APSA and Sub-ARO form			
5. Prepare transmittal letter to the Commission, MAF/APSA and Sub-ARO form and forwards to the Chief/OIC for review and approval.	None	Maximum of 1 day	Assigned Officer/s
6. Review and approve/sign the transmittal letter to the Commission, MAF/APSA and Sub-ARO form. (If incorrect, returns the documents to the assigned officer/s.)	None	Maximum of 1 day	Chief/OIC



7. Forward to the PMFS Director	None	15 minutes	Receiving and Releasing Clerk
PLANNING, MANAGEMENT AND FINANCIAL SERVICE:			
8. Receive prepared request for Sub-ARO with supporting documents.	None	15 minutes	Secretary of PMFS Director
9. Approve and sign the cover memo and affixes initial on the request for Sub-ARO (if disapproved, returns the documents to BMD)	None	30 minutes	Director of PMFS
10. Record the approved request for Sub-ARO and forwards to the Office of the Commissioner II.	None	15 minutes	Secretary of PMFS Director
OFFICE OF THE COMMISSIONER II:			
11. Receive request for Sub-ARO with supporting documents.	None	15 minutes	Secretary of the Office of Commissioner II
12. Review the request for Sub-ARO	None	1 day	Executive Assistant



	13. Approve and affix initial the request for Sub-ARO (if disapproved, returns the documents to BMD)	None	30 minutes	Commissioner II
	14. Record the approved request for Sub-ARO and forwards to the Office of the Commissioner II.	None	15 minutes	Secretary of the Commissioner II
	OFFICE OF THE COMMISSIONER I:			
	15. Receive request for Sub-ARO with supporting documents.	None	5 minutes	Secretary of the Office of Commissioner I
	16. Review the request for Sub-ARO	None	1 day	Executive Assistant
	17. Approve and affix initial the request for Sub-ARO (if disapproved, returns the documents to BMD)	None	30 minutes	Commissioner I
	18. Record the approved request for Sub-ARO and forwards to the Office of the Commissioner I.	None	15 minutes	Secretary of the Commissioner I
	OFFICE OF THE CHAIRMAN:			
	19. Receive request for Sub-ARO with supporting documents.	None	15 minutes	Secretary of the Office of the Chairman



	20. Review the request for Sub-ARO	None	1 day	Executive Assistant
	21. Approve and sign the request for Sub-ARO (if disapproved, returns the documents to BMD)	None	30 minutes	Chairman
	22. Record the approved request for Sub-ARO and forwards to the BMD.	None	15 minutes	Secretary of the Office of the Chairman
	BUDGET AND MANAGEMENT DIVISION:			
	23. Receive approved/signed MAF/APSA and Sub-ARO form for recording.	None	15 minutes	Receiving and Releasing Clerk
	24. Forward the approved/signed MAF/APSA and Sub-ARO form to Accounting Division for NTA and to the Regional Office/s concerned.	None	15 minutes	Receiving and Releasing Clerk
	ACCOUNTING DIVISION			
	25. Receive the approved Sub-ARO	None	5 minutes	Receiving and



	26. If there is a deficiency for cash allocation, the ROs will submit the requirements as enumerated under MO No. 75 dated October 22, 2021. Evaluates the request and inform the RO concerned of deficiencies, if there are any, and prepare the NTA for approval.	None	45 minutes	Releasing Clerk
	27. Approve and affix initial on the NTA.	None	30 minutes	Accounting Staff
	28. Record on the log-book and forwards the NTA to the approving officer/ authorized signatory.	None	15 minutes	OIC or Chief of the Division
	DESIGNATED APPROVING OFFICIAL / AUTHORIZED SIGNATORY:			
	29. Receive request for NTA with supporting documents.	None	15 minutes	Receiving and Releasing Clerk
	30. Review the request for NTA	None	1 day	Secretary of the Office of the designated approving official/authorized signatory
	31. Approve and sign the request for Sub-ARO (if disapproved, returns the documents to Accounting)	None	30 minutes	Office of the designated approving official/authorized signatory
		None		Designated approving official/authorized signatory



	32. Record the approved request for NTA and forwards it to the Cash Division.		15 minutes	Secretary of the Office of the designated approving official/authorized signatory
	CASH DIVISION			
	33. Receive the approved NTA from the designated approving officer / authorized signatory.	None	10-15 minutes	Designated Approving Officer / Authorized Signatory
	34. Record the received NTA on the log book, stamps "RECEIVED" at the back of the said document and indicates date and time received, and affixes signature.	None	10 to 20 minutes	Receiving and Releasing Clerk
	35. Forward the received NTA to the staff in charge for checking of the following: <ul style="list-style-type: none"> • NTA number • MDS Account no. • Regional Office where the NTA will be forwarded • Amount in figures and in words • The validity of NTA • Attachment/s 	None	15 minutes	Staff-in-charge of NTA



	<p>36. If found in order, forward the NTA to the Head of Cash Division for signature.</p> <p>37. 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.</p> <p>38. Wait for the bank confirmation that the NTA was already transferred.</p> <p>39. Furnish a copy of NTA to the Accounting and Cash Division as a proof that the said allocation was transferred.</p> <p>40. File a copy, for reference and audit purposes.</p>	None	<p>5 minutes</p> <p>1 to 2 hours depending on the travel time from office to LBP</p> <p>Estimated time of 2 to 3 hours after submission to LBP.</p> <p>15 minutes</p>	<p>Staff-in-Charge and Division Head</p> <p>Division Head and staff-in-charge</p> <p>Cash Disbursing staff and LBP staff- in-charge</p> <p>Staff-in-charge of NTA</p>
TOTAL:		0	8 days 13 hours and 42 minutes	
END OF TRANSACTION				



FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback?	Citizens may submit their feedback (a commendation or suggestion) regarding their experience with certain PRC services, protocols and/or personnel by filling out the feedback form, which may be secured at the feedback box of the concerned Office.
How feedback is processed?	<p>Feedback forms are forwarded to the Administrative Service/Office of the Regional Director for filing and processing. These forms are endorsed to concerned offices for action/consideration.</p> <p>Offices shall prepare a response letter addressing the citizen feedback.</p> <p>Citizens may follow up the agency action on their feedback with the Administrative Service/Office of the Regional Director.</p>
How to file complaints?	<p>In accordance to provisions of the Anti-Red Tape Act, citizens may file a complaint against services, protocols and/or personnel of government agencies thru the following channels:</p> <p>Anti-Red Tape Act (ARTA): complaints@arta.gov.ph (email) 1-ARTA (2782) (call)</p> <p>Presidential Complaint Center (PCC): 8888 (SMS and call)</p> <p>Contact Center ng Bayan (CCB): 0908-881-6565 (SMS)</p>



How complaints are processed?	Complaints are received by the PRC ARTA Secretariat and forwarded to the concerned office. The receiving office shall respond to the complaint within the prescribed processing time (3 days for simple transactions, 7 days for complex transactions, and 20 days for highly technical transactions) by furnishing the citizen with a copy of the response.
Contact Information of ARTA, PCC, CCB	<p>Anti-Red Tape Act (ARTA): complaints@arta.gov.ph (email) 8-478-5093 (call)</p> <p>Presidential Complaints Center (PCC): 8888 (SMS and call)</p> <p>Contact Center ng Bayan (CCB): 0908-881-6565 (SMS)</p>



LIST OF OFFICES			
CENTRAL/ REGIONAL OFFICE	ADDRESS	CONTACT INFORMATION	SERVICES OFFERED (CENTRAL/REGIONAL OFFICE)
Central Office	P. Paredes St. Sampaloc, Manila	<p>Office of the Chairman:</p> <p>Chairman chairman.tsp@prc.gov.ph</p> <p>Office of the Commissioner I Tel: 5310-0049 Telefax: 8735-1536 * 5310-0049 commissioner.jyc@prc.gov.ph</p> <p>Office of the Commissioner II Tel: 8735-1488 commissioner.eme@prc.gov.ph</p> <p>Office of the Assistant Commissioner Tel: 8735-4674 assistant.commissioner@prc.gov.ph</p> <p>PRB Secretariat Division Tel: 8552-0010 Telefax: 5310-1018 prb.secretariat1@prc.gov.ph</p> <p>Internal Audit Services Division Tel: 5310-1014 internal.audit@prc.gov.ph</p>	<p>EXTERNAL SERVICES:</p> <ol style="list-style-type: none"> 1. Application for Registration without Examination (Walk-in) 2. Application for Accreditation as: <ol style="list-style-type: none"> a. Accounting Teacher b. Individual CPA/Firm/Partnership of CPAs in the Practice of Public Accountancy) 3. Application for Accreditation of Real Estate Training Provider, Program and Lecturer 4. Application for Accreditation of Salesperson and Medical Representative 5. Application for Accreditation of Training Provider and Program for Medical Representatives 6. Application for Authentication (Certified True Copy) of Professional Identification Card (PIC) and/or Certificate of Registration (COR) 7. Application for Certificate Of Authority To Operate Chemical Laboratories 8. Application for Change of Name Due to Marriage/Correction of Date of Birth/Name



		<p>Commission Secretary Tel: 8736-2242 comsec@prc.gov.ph</p> <p>PRB Screening Unit prb.screening@prc.gov.ph</p> <p>Public Information and Media Relations Unit Tel: 8584-7155 pimru@prc.gov.ph</p> <p><u>Planning, Management and Financial Service</u> Planning, Management and Financial Service (Office of the Director) Tel: 5310-4045 Telefax: 8736-2243 pmfs@prc.gov.ph</p> <p>Monitoring and Evaluation Division Telefax: 8733-1047 monitoring@prc.gov.ph</p> <p>Planning Division Telefax: 8733-1047 planning@prc.gov.ph</p> <p>Accounting Division Tel: 5310-1025 accounting@prc.gov.ph</p>	<p>9. Application for Crediting of Self-Directed and Lifelong Learning</p> <p>10. Application for Issuance of Certification of Good Standing (COGS)</p> <p>11. Application for Licensure Examination</p> <p>12. Application for Licensure Examination that needs Approval of the Board</p> <p>13. Application for Online Oathtaking of New Professionals</p> <p>14.. Application for the Issuance of the Certificate of Compliance of Plants/Works/Projects Pursuant to Mechanical Engineering Act of 1998</p> <p>Application for The Issuance of Certificate of Compliance of Electrical Plants/ Industrial/ Commercial Establishments Using Electrical Power Pursuant to the New Electrical Engineering Law</p> <p>15. Application for The Issuance of Certificate of Registration of Firm, Company, Partnership or Association for the Practice of:</p> <ul style="list-style-type: none"> A. Civil Engineering B. Architecture C. Landscape Architecture D. Environmental Planning
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			<p>16. Application for Registration as ASEAN Chartered Professional Engineers (ACPE) and ASEAN Architects (AA)</p> <p>17. Application of Registration of Foreign Professionals without Examination by Virtue of Foreign Reciprocity or International Agreement (Category A2)</p> <p>18. Application to Take Licensure Examination by a Foreigner by Virtue of Foreign Reciprocity or International Agreement (Category A1)</p> <p>19.. Application to Take Oral Examination as Professional Electrical Engineer (PEE) Via Online Platform</p> <p>20. Authentication of Certification of Passing and Board Rating</p> <p>21. Exemption from the Requirement of Issuance of Special Temporary Permit (STP) to a Foreign Professional</p> <p>22. Filing of Complaint against a Professional</p> <p>23. Initial Registration of Successful Examinees</p> <p>24. Issuance of Certificate of Accreditation to Integrated Professional Organizations (AIPOs)</p>
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		<p>Budget and Management Division Telefax: 8735-1513 budget@prc.gov.ph</p> <p>Research and Statistics Division Tel: 5310-0039 rsd@prc.gov.ph</p> <p><u>Administrative Service</u></p> <p>Administrative Service (Office of the Director) Tel: 5310-0019 admin.service@prc.gov.ph</p> <p>Human Resource Development Division Tel: 8736-2246 hrdd@prc.gov.ph</p> <p>Procurement and Supply Division Telefax: 5310-2013 procurement@prc.gov.ph</p> <p>Archives and Records Division Tel: 5310-2020 records@prc.gov.ph</p> <p>General Services Division Tel: 5310-1046 gsd@prc.gov.ph</p> <p>Cash Division Tel: 5310-0021 cash.division@prc.gov.ph</p>	<p>25. Issuance of Certificate of Accreditation to Professional Organizations (APOs)</p> <p>26. Issuance of Certificate of Finality of Judgement</p> <p>27. Issuance of Certificate of Ineligibility to take the Licensure Examination By a Non-Filipino Citizen</p> <p>28. Issuance of Certificates of No-Objection, No-Jurisdiction, And Non-Concurrence on Request for SEC Registration</p> <p>29. Issuance of Certificate of No Pending Case or With Pending Case</p> <p>30. Issuance of Certificate of Service of Penalty</p> <p>31. Issuance of Certificate of Performance of Schools</p> <p>32. Issuance Of Certificate Of Surrendered Certificate Of Registration (COR) And Professional Identification Card (PIC)</p> <p>33. Issuance of Certification of Passing and Board Rating</p> <p>34. Issuance of Certified True Copy of Pleadings and other Legal Documents</p>
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		<p><u>Information and Communication Technology Service</u></p> <p>Information and Communication Technology Service (Office of the Director) Tel: 5310-0017 ict.service@prc.gov.ph</p> <p>Database Management Systems Division Tel: 5310-0017 dmsd@prc.gov.ph</p> <p>Systems Development & Maintenance Division Tel: 5310-0017 webmasters@prc.gov.ph</p> <p>Network Infrastructure and Information Security Division Tel: 5310-0017 niisd@prc.gov.ph</p> <p><u>Legal Service</u> Legal Service (Office of the Director) Tel.: 8821-9294 legal.service@prc.gov.ph</p>	<p>35. Issuance of Special Temporary Permit (STP) to a Foreign Professional (Categories C, D and E)</p> <p>36. Issuance of Special Temporary Permit (STP) to a Foreign Professional by Virtue of Reciprocity or International Agreement (Category B)</p> <p>37. Issuance of Duplicate Professional Identification Card (PIC)</p> <p>38. Receiving of Subsequent Pleadings (other than complaint) and other Legal Documents</p> <p>39. Renewal of Professional Identification Card (PIC)</p> <p>40. Replacement of Lost/Damaged Certificate of Registration (COR)</p> <p>41. Request for Untagging from The database</p> <p>42. Processing of Application for Accreditation of Continuing Professional Development (CPD) Program</p> <p>43. Processing of Application for Accreditation of Continuing Professional Development (CPD) Provider</p> <p>44. Stateboard Verification/Validation of License/Registration</p>
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		Accreditation and Compliance Division Telefax: 5310-2023 acd@prc.gov.ph Professional Registry Division Tel: 8736-2248 prd@prc.gov.ph	
NCR	P. Paredes St. Sampaloc, Manila	ncr@prc.gov.ph	
Baguio (CAR)	Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Bgy. Rizal Monument, 2600 Baguio City	Tel: (074) 661-9105 car@prc.gov.ph	
Rosales (Region I)	Government Center, Pangasinan-Nueva Viscaya Road Carmay East, 2441 Rosales, Pangasinan	Tel: (075) 649-3798 ro1@prc.gov.ph	



Tuguegarao (Region II)	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	Tele/fax: (078) 304-0701 Tele/fax: (078) 304-3703 ro2@prc.gov.ph	
San Fernando (Region III)	2nd and 3rd Floor (former) BIR Annex Building Provincial Capitol Compound, Bgry. Santo Niño San Fernando City Pampanga	ro3@prc.gov.ph	
Lucena (Region IV- A)	2nd floor Grand Central Terminal Ilayang Dupay, Lucena City	Tel: (042) 373-7316 Fax: (042) 373-7305 ro4a@prc.gov.ph	
Legaspi (Region V)	Regional Government Center Site Rawis, Legaspi City 4500	Tel: (052) 481-3079 Fax: (052) 481-3323 ro5@prc.gov.ph	



Iloilo (Region VI)	2nd Floor, Gaisano Iloilo City Center Mall Benigno Aquino Ave., Mandurriao, Iloilo City	Tel: (033) 329-2730 Tel: (033) 329-2733 Tel: (033) 329-3705 Telefax: (033) 329-2410 ro6@prc.gov.ph	
Cebu (Region VII)	HVG Arcade, Subangdaku Mandaue City, Cebu	Tel: (32) 2535330 ro7@prc.gov.ph	
Tacloban (Region VIII)	2nd Floor, Uytingkoc Bldg. Senator Enage St., Tacloban City	Tel: (053) 323-9729 Tel: (053) 832-2519 Tel: (053) 832-2580 ro8@prc.gov.ph	
Pagadian (Region IX)	149 F. S. Pajares Street Pagadian City	Tele/fax: (062) 925-0080 ro9@prc.gov.ph	



Cagayan de Oro (Region X)	Skypark, Limketkai Center Cagayan de Oro City, Misamis Oriental	Tel: 0995-277-8672 / 0909-197-8244 ro10@prc.gov.ph	
Davao (Region XI)	Calamansi St., corner 1st Street Juna Subdivision 8000 Matina, Davao City	Tel: (082) 234-0006 to 07 ro11@prc.gov.ph	
Koronadal (Region XII)	Regional Government Center, Brgy. Carpenter Hill, Koronadal City, South Cotabato 9506	Tel: (083) 822-0822, 24 to 27 ro12@prc.gov.ph	
Butuan (Region XIII)	Robinsons Place Butuan City Butuan City, Agusan Del Norte	Tel: 09302291575 Tel: (085) 815 0915 ro13@prc.gov.ph	