



**PROFESSIONAL REGULATION COMMISSION**  
 CAGAYAN DE ORO REGIONAL OFFICE  
 SKYPARK, LIMKETKAI CENTER, CAGAYAN DE ORO CITY, MISAMIS ORIENTAL, PHILIPPINES  
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**CITIZEN'S CHARTER**

LIST OF FRONTLINE SERVICES  
 (SCHEDULE OF AVAILABILITY OF SERVICES : MONDAY TO FRIDAY 8:00 AM TO 5:00PM (NO NOON BREAK))

Service Applied For	Who May Avail	Documentary Requirements	Detailed Steps and Duration	Maximum Processing Time	Processing Fee in Php	Person in Charge, Position, Unit/ Division
Application for Licensure Examination (On-line Appointment)	- 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;	- Transcript of Records with Special Order, Date of Graduation, seal of the school, with scanned picture and remarks "FOR BOARD EXAMINATION PURPOSES ONLY". - PSA Birth Certificate (if not clear bring LCR Birth Cert/Form1A) - PSA Marriage Certificate (if not clear bring LCR Marriage Cert/Form3A) - Notice of Admission (NOA) of previous examination taken (for Repeater only) - Any government issued ID, original and photocopy. - 2pcs documentary stamps - Recent, passport size, white background picture with complete nametag, spelled out middle name.  <b>*additional requirements required by the respective PRB</b>	1. Payment 2. Processing - Evaluation and tagging 3. Issuance of Notice of Admission	20 minutes	Bacc = P900.00  Non-Bacc = P600.00	Daily alternate of processors: <u>Marichor N. Empedrad</u> Senior PRO <u>Minda C. Tagurmacon</u> PRO II <u>Argie N. Barrientos</u> PRO I <u>Jed Ferdinand O. Montes</u> PRA (Application Section)
Application (need approval from the Board) (On-line Appointment)	- Appropriate Baccalaureate/Non-Baccalaureate graduate as required by the specific Professional Regulatory Board.		1. Payment 2. Processing and Review a. Transmittal of Application & requirements to PRC-CO / Board b. Receipt of Approval / Disapproved Application form	15 days or prior to posting of room assignment	Cond/Removal = P450.00	
Request for Performance of School, List of examinees with ratings  Request for certification of institutional performance with national percentage	Schools	- Freedom of Information (FOI) - Report form - Action sheet - Letter of request	1. Process FOI form 2. Preparation of billing 3. Payment 4. Submission	1 month	Depending on the volume of request.	<u>Marichor N. Empedrad</u> Senior PRO <u>Minda C. Tagurmacon</u> PRO II (Application Section)
Initial Registration (On-line Appointment)	- Filipino citizen who pass the PRC licensure examination.	- Valid Government issued ID's  <b>*Other requirements as may be required by various Boards</b>	1. Payment 2. Processing 3. Printing and Issuance of PIC	15 minutes  <b>*under normal circumstances</b>	Bacc = P1,050.00  Non-Bacc = P870.00	Daily alternate of Processor <u>Jennie Vee T. Medado</u> Supvg PRO <u>Dindo Z. Aguiñot</u> PRO III <u>Pink Hyacinth M. Ronsable</u> PRO II <u>Coleen Van S. Bobadilla</u> PRO I (Registration Section)
Renewal of Professional Identification Card (PIC) (On-line Appointment)	- Filipino citizen who is a professional license holder  - Has no criminal record or has not ever been convicted by final judgment by any court, military tribunal or administrative body.	- Certificate of attendance to accredited CPD seminars  - Recent, passport size, white background picture with complete nametag, spelled out middle name.  <b>*other documents as may be required by the various Boards</b>	1. Payment 2. CPD Evaluation 3. Processing 4. Printing and Releasing of PIC	20 minutes	Bacc = P450.00  Non-Bacc = P420.00	
Certification and Authentication	- Registered Professional with updated PIC.	- Action sheet  - Original and photocopy of PRC issued documents to be authenticated  - 2 pcs documentary stamps per copy  <b>* To present valid PIC</b>	1. Processing and Assessment 2. Payment 3. Preparation 4. Releasing of documents	within the day	P75.00/copy	<u>Jeus-Mar B. Roble</u> Service Contractor <u>Juvy Fritz C. Jumamoy</u> Service Contractor (Records and Archives Section)

Certificate of Accreditation/ Compliance/ Authority to Operate Chemical Laboratory	- Establishments duly registered with SEC/ DTI - Registered professionals	-Duly notarized application Form  <b>*additional requirements per board</b>	1. Evaluate and assess 2. Payment 3. Submission	45 minutes		Daily alternate Processors <u>Floriza A. Tan</u> Supvg PRO <u>Rezalyn A. Maputol</u> Senior PRO <u>Angel Mae M. Bait-it</u> PRO III <u>Katelyn Elis Hinoguin</u> PRO I (Regulations Division)
Application for Change of Status/Correction of Date of Birth/Correction of Name	- Registered Professional	- Petition Form for COS - Duly notarized: Petition Form for CON/CODB; - Original PSA Marriage Contract - Original PSA Birth Certificate - Photocopy of PIC, -Affidavit of Discrepancy - 2 Gov't issued valid ID's	1. Evaluate and assess 2. Payment 3. Submission	20 minutes	P225.00	
Application for Accreditation of CPD Provider and Program	- Entities duly registered with SEC/DTI - Accredited CPD Provider	Duly notarized Application Form  <b>* additional requirement as may be required by concerned CPD council.</b>	1. Evaluate and assess 2. Payment 3. Submission	45 minutes	P5,000.00 P1,000.00	
Accreditation of Instructors/Lecturer Real Estate Program	- Registered Real Estate Consultant - Accredited real estate service provider	Duly notarized application Form  <b>*additional requirements per board</b>	1. Evaluate and assess 2. Payment 3. Submission	45 minutes	P1,500.00 P1,000.00	
Filing Complaint Against Professional	Complainant / Aggrieved Parties	- 3 sets of Affidavit of Complaint with certification of Non-forum shopping duly notarized	1. Review/Check 2. Payment 3. Submission	within the day	P245.00	
State board Verification/Validation of License/Registration	Registered Professionals	- Action sheet - Application Form from the international regulatory agency - Photocopy of updated PIC	1. Evaluation 2. Payment 3. Submission	3 days	P75.00	<u>Jeus-Mar B. Roble</u> Service Contractor <u>Juvy Fritz C. Jumamoy</u> Service Contractor (Records and Archives Section)

Effectivity Date: January 31, 2019

Approved by:   
JULIE L. SABALZA  
CHIEF PRO, OIC

Date: January 31, 2019