



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
Resolution No. 2021- 1351
Series of 2021

GUIDELINES IN THE SUBMISSION OF CERTIFICATION, AUTHENTICATION AND VERIFICATION ISSUED BY THE COMMISSION ON HIGHER EDUCATION

WHEREAS, Section 5 of Republic Act (R.A.) No. 8981 known as the “PRC Modernization Act of 2000” mandates the Professional Regulation Commission (Commission) to establish and maintain a high standard of admission to the practice of all professions and ensure integrity of its licensure examinations;

WHEREAS, the Commission, under Section 7(v) of R.A. No. 8981, is empowered to call upon any department, instrumentality, office, bureau, institution or agency of the government, including local government units, to render such assistance as it may require to coordinate or cooperate in order to carry out, enforce or implement the professional regulatory policies of the government or any program or activity it may undertake pursuant to the provisions of the same;

WHEREAS, the Commission issued Resolution No. 1181 (s. 2019) requiring examination applicants whose names do not appear in the list of graduates of courses or holders of degrees provided by the academic institution they represent to have finished their course or degree to submit a Certification, Authentication and Verification (CAV) issued by the Commission on Higher Education (CHED) or State Colleges, Universities or other autonomous educational institutions, as the case may be, as proof of their graduation;

WHEREAS, the Professional Regulatory Board (PRB) of Criminology issued Board Resolution No. 02 (s. 2020), requiring among others, the submission of CHED CAV as one of the mandatory documentary requirements needed in the application for Criminologist Licensure Examination;

WHEREAS, other Professional Regulatory Boards (PRBs) likewise require the submission of CAV as a supporting document of applications for their respective licensure examinations;

WHEREAS, due to the imposed Enhanced Community Quarantine (ECQ) restrictions caused by the Coronavirus Disease 2019 (COVID-19), applicants for licensure examination could not submit the CAV as concerned CHED offices was restricted in issuing physical copies thereof;

WHEREAS, CHED, in its letter dated 05 April 2021, has requested the Commission to extend the deadline of submission of CAV by the applicants and to provisionally accept digital copies thereof until the lifting of the ECQ or Modified ECQ;

WHEREAS, upon consultation with CHED on relevant issues, the Commission agreed that the CAV submission be duly extended and that digital copies of the same shall be provisionally accepted in order to facilitate the processing of applications for licensure examinations of applicants whose original CAV are yet to be issued by CHED;

WHEREAS, the CHED further committed to provide the Commission through its duly authorized personnel access to the electronic file (Excel File or Google Sheet) of the masterlist of applicants for CAV that can be used to verify instantaneously the list of applicants whose applications for CAV have been successfully processed by CHED but are just awaiting the issuance of the original copy thereof;

WHEREAS, in consonance with the policy of the government to promote efficiency and ease in doing government business processes, and in consideration of the challenges being faced by our transacting public brought about by the pandemic, there is a need for the Commission to implement the above procedures to facilitate a no-contact processes involving licensure applications;

WHEREFORE, premises considered, the Commission **RESOLVES**, as it is hereby **RESOLVED**, to issue and promulgate the following Guidelines in the submission of Certification, Authentication and Verification being issued by the Commission on Higher Education;

1. All concerned officers and employees of the Commission in the Central and Regional Offices (ROs) including the Service Centers, shall strictly implement the requirement of CHED CAV submission, as may be applicable, to applicants in various licensure examinations;
2. Digital copies of CAV shall be provisionally accepted to facilitate the processing of applications for licensure examinations;
3. The Database Management Systems Division (DMSD) shall be designated as the office in-charge of accessing and managing the electronic file containing the masterlist of CAV applicants to be provided by CHED;
4. Alternatively, the concerned Central Office and ROs may verify through the DMSD the status of CAV submission of applicants who filed in their respective offices. The DMSD shall develop a web-based system in order to provide the various Central Office and ROs a real-time access to the electronic file in a secure manner (viewing only);
5. The concerned applicants who have submitted digital copies of CAV or whose names appear in the masterlist of CAV applicants as provided by CHED shall be considered as having fully complied with the documentary requirements upon submission of the original copy of CAV;
6. Submission of the original copy of CAV shall be extended until the actual date of examination. Those who failed to submit the same within the prescribed period shall be allowed to take the licensure examination but the results of their examination shall be withheld until the original CAV is submitted to the concerned ROs subject to the following rules:
 - 6.1. Upon submission of the original CAV by the concerned examinee, the concerned ROs shall endorse the CAV compliance to the PRB concerned, through the Rating Division;
 - 6.2. The PRB concerned shall issue a memorandum approving the release of results of those applicants who were able to comply with the CAV submission;
 - 6.3. The Rating Division shall furnish the concerned ROs, the Archives and Records Division, and the DMSD a copy of the examination results of those applicants listed in the memorandum of the PRB concerned as having complied with the CAV submission;
 - 6.4. For this purpose, the concerned ROs shall duly notify all concerned examinees of their examination results;
 - 6.5. Successful examinees whose examination results were released by Rating Division shall be allowed to take their oath and register accordingly.

This Resolution shall amend the previous issuance inconsistent hereto.

Let a copy of this Resolution be furnished CHED, PRC Regional Offices and concerned Central Offices.

Done in the City of Manila this 22nd day of April, 2021.


TEOFILO S. PILANDO, JR.
Chairman


YOLANDA D. REYES
Commissioner


JOSE Y. CUETO, JR.
Commissioner