



PROFESSIONAL REGULATION COMMISSION
 ROBINSONS ILIGAN OFFSITE SERVICE CENTER
 ROBINSONS ILIGAN, MACAPAGAL AVENUE, ILIGAN CITY, LANA DEL NORTE, PHILIPPINES

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CITIZEN'S CHARTER

LIST OF FRONTLINE SERVICES

SCHEDULE OF AVAILABILITY OF SERVICES : MONDAY TO FRIDAY 9:00 AM TO 6:00PM (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;	- 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.	1. Payment 2. Processing - Evaluation and tagging 3. Issuance of Notice of Admission	within the day (or during peak time, release of NOA will be scheduled)	Bacc = P900.00	Weekly alternate of 4-man team of the following employees as assigned: Daisy Q. Albaño-Supvg PRO Jennie Vee T. Medado-Teves-Supvg PRO Marichor N. Empedrad-Senior PRO Rezalyn A. Maputol-Senior PRO Kristian Ivy G. Po-Senior PRO Marianne Feliz O. Legaspi-CPA Donna T. Garzon-PRO III Dindo Z. Aguiñot-PRO III Minda C. Tagurmacon-PRO II Pink Hyacinth M. Ronsable-PRO II Ronnie Jay S. Ramirez-PRO II Argie N. Barrientos-PRO I Coleen Van S. Bohadilla-PRO I
Application (need approval from the Board) (On-line Appointment)	- Has no criminal record or has not ever been convicted in a final judgment by any court, military tribunal or administrative body; - Appropriate Baccalaureate/Non-Baccalaureate graduate as required by the specific Professional Regulatory Board.	- 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. *additional requirements required by the respective PRB	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	Non-Bacc = P600.00 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.	
Initial Registration (On-line Appointment)	- Filipino citizen who pass the PRC licensure examination.	- Valid Government issued ID's *Other requirements as may be required by various Boards	1. Payment 2. Processing 3. Printing and Issuance of PIC		Bacc = P1,050.00 Non-Bacc = P870.00	
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. *other documents as may be required by the various Boards	1. Payment 2. CPD Evaluation 3. Processing 4. Printing and Releasing of PIC		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	1. Processing and Assessment 2. Payment 3. Preparation 4. Releasing of documents		within the day (or during peak time, release	

Certificate of Accreditation/ Compliance/ Authority to Operate Chemical Laboratory	- Establishments duly registered with SEC/ DTI - Registered professionals	-Duly notarized application Form *additional requirements per board	1. Evaluate and assess 2. Payment 3. Submission	<i>of PIC / CERTIFICATION / AUTHENTICATION will be done the following day or as scheduled)</i>		SCREEN VAN S. BUCALAM-PRO I Katelyn Elis C. Hinoguin-PRO I Jed Ferdinand O. Montes-PRA Erick P. Caturan-PRA Phoebe Joy O. Samoya-JO Jeus Mar B. Roble-JO Art T. Galanida-JO Marissa V. Bacang-JO Adrian C. Oliveros-JO Juvy Fritz C. Jumamoy-JO	
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				P225.00
Application for Accreditation of CPD Provider and Program	- Entities duly registered with SEC/DTI - Accredited CPD Provider	Duly notarized Application Form * additional requirement as may be required by concerned CPD council.	1. Evaluate and assess 2. Payment 3. Submission				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 *additional requirements per board	1. Evaluate and assess 2. Payment 3. Submission				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	within the day <i>(preparation and mailing will be done at PRC-CDO the following week)</i>	P75.00		

Effectivity Date: January 31, 2019

Approved by: 
JULIE L. SABALZA
CHIEF PRO, OIC

Date: January 31, 2019