



Republic of the Philippines
Professional Regulation Commission
Manila



RESOLUTION NO. 1130
Series of 2018

**REVISED GUIDELINES ON THE CONDUCT OF
OATH TAKING OF NEW PROFESSIONALS**

WHEREAS, Section 7 (a) of Republic Act (RA) No. 8981 or the PRC Modernization Act of 2000 vests to the Professional Regulation Commission (Commission) the power to issue and promulgate such rules and regulations as may be necessary to effectively implement policies with respect to the regulation of the practice of professions;

WHEREAS, the regulatory laws of the various professions provide that all individuals who are qualified to register as professionals with or without examination shall be required to take the Oath of Professional prior to the practice of their professions;

WHEREAS, the Commission issued Resolution No. 2012-657 which prescribes the guidelines and procedures on the conduct of the mass oath taking of new professionals;

WHEREAS, the Commission issued Office Order No. 2018-380 creating a Technical Working Group (TWG) to review and submit recommendations in the drafting of a new guideline on the oath taking of new professionals;

WHEREAS, consultative meetings were conducted to solicit comments and inputs from the Professional Regulatory Boards (Boards) and other offices/divisions of the Commission to address legal, technical and operational issues related to the oath taking;

WHEREAS, in view of conflicting views on the nature of the oath taking fees, the Commission sought the legal opinion of the Department of Justice (DOJ) on the matter;

WHEREAS, that based on the circumstances surrounding the conduct of the oath taking ceremonies, the DOJ opined that the fees collected therefor are deemed private in character;

UPON THESE PREMISES, the Commission hereby **RESOLVES** to issue and promulgate the Revised Guidelines on the Oath Taking of New Professionals.

GENERAL PROVISIONS

Section 1. Definition of Terms: For purposes of this Resolution, the following terms shall be construed to mean:

- 1.1 **Oath Taking** refers to the act of subscribing to an oath or pledge to fulfil the duties and responsibilities incumbent upon a professional;
- 1.2 **Mass Oath Taking Ceremony** refers to the formal rites organized on a predetermined date, usually catering to large groups of oath takers;
- 1.3 **Special/Individual Oath Taking** refers to the oath taking activity organized upon the request of a registrant who is unable to attend the scheduled mass oath taking ceremony;
- 1.4 **Commission** refers to the Professional Regulation Commission;
- 1.5 **Boards** refers to the Professional Regulatory Boards;
- 1.6 **Private Party/Entity** refers to a party/entity which is designated by the Board to organize and manage the mass oath taking ceremony;

- 1.7 **COR** refers to the Certificate of Registration.
- 1.8 **PIC** refers to the Professional Identification Card.

Section 2. Oath of Professionals. All examinees who passed the licensure examinations and those applicants admitted for registration without licensure examination shall take the Oath of Professional prior to the practice of their professions.

Section 3. Officials Authorized to Administer the Oath of Professional. The Chairperson or any Commissioner of the Commission, the Chairperson or any Member of the Board, or any authorized or deputized official of the Commission may administer the Oath of Professional. Other government or public officials may likewise administer the oath upon the approval of the Commission.

The mandate to administer the oath is given primarily to the Boards. As such, it is only in their absence or unavailability that other officials of the Commission shall be authorized to administer the oath. In the case of other government or public officials, appropriate requests for authority to administer the oath shall be submitted for the consideration of the Board and the Commission.

Section 4. Taking of the Oath of Professional, Initial Registration, and Issuance of the Certificate of Registration (COR) and Professional Identification Card (PIC). No COR and PIC shall be issued to any successful examinee or applicant admitted for registration without examination unless he/she submits proof of having taken the Oath of Professional.

After the release of the examination results, announcements shall be made on the dates of registration and the mass oath taking. All registrants shall be required to register online and pay the prescribed registration fee. Upon completion of the online transaction, the registrants shall download and print a copy of the Oath Form. On the appointed date of registration, the registrants shall submit their Oath Forms to the Licensure and Registration Division. All signed Oath Forms shall be distributed on the day of the mass oath taking.

Those who attended the special/individual oath taking as well as those who took their oaths before other government or public officials shall submit their Oath Forms to the PRD and claim their CORs, PICs and Board Rating on such date as the latter may advise.

Section 5. Role of the Commission, Boards and the Accredited Professional Organizations/Accredited Integrated Professional Organizations (APOs/AIPOs) in the Conduct of the Oath Taking. The Commission, through its concerned offices/divisions, shall provide the necessary administrative assistance to the Boards to ensure the smooth and orderly conduct of the mass and special/individual oath taking.

The Boards shall have the general supervision over the conduct and management of the mass and special/individual oath taking.

Subject to the approval of the Commission, the Boards shall have the power to:

1. Set the date, venue and program of activities for the oath taking; rate of oath taking fees to be collected; procedure on the collection, liquidation and reporting of oath taking proceeds; standards or criteria on the designation of the private party/entity, among others;

2. Engage the services of a private party/entity that will organize and manage the mass oath taking ceremonies;
3. Endorse requests for the conduct of mass oath taking for the approval of the Commission;
4. Require submission of report on the oath taking proceedings from the private party/entity or APO/AIPO;
5. Tap the services of Commission officials or employees to provide administrative support in the conduct of the oath taking, whenever appropriate; and
6. Perform such other functions as may be necessary to carry out the provisions of this Resolution.

The Boards shall be accountable and shall assume the full responsibility for all incidents surrounding the conduct of the oath taking activity.

The APO/AIPO may induct its new members on the same occasion of the mass oath taking, subject to the foregoing conditions:

- (a) that the APO/AIPO has a valid and subsisting accreditation with the Commission at such time;
- (b) that the concerned Board and Oversight Chairperson/Commissioner have signified their conformity to the joint oath taking with the APO/AIPO; and
- (c) the induction of membership in the APO/AIPO shall be held at a separate session or segment of the oath taking program.

Section 6. Conduct of Oath Taking. The Board shall ensure that the conduct of the mass and special/individual oath taking is simple, solemn and formal.

SPECIAL RULES ON THE MASS OATH TAKING

Section 7. Procedures on the Organization and Management of the Mass Oath Taking Ceremony.

- A. *Mass oath taking ceremonies to be organized and managed by a designated private party/entity:*
 1. The Board shall engage the services of a private party/entity that shall organize and manage the mass oath taking ceremony. The contract or agreement shall stipulate the respective roles and functions to be assumed by both parties in relation to the conduct of the mass oath taking ceremony.
 2. The private party/entity shall collect the oath taking fees, and shall, in this connection, issue the corresponding official receipts in its name.
 3. The Board shall decide on matters concerning the conduct of the mass oath taking such as the choice of date, venue, guest speaker, design and lay-out of the oath taking souvenir program, and others, consistent with the general guidelines issued by the Commission. (*See Annex A*)
 4. Requests for the conduct of the mass oath taking must be submitted to the Commission not later than one (1) month prior to the date of the mass oath taking. All requests shall be accompanied with a copy of the draft Oath Taking Program of Activities and Statement of Budgetary Estimate of Fees and Expenses. (*See Annex B*).
 5. The private party/entity shall prepare and submit a report (*See Annex C*) to the Board and the Commission within seven (7) working days after the date of the mass oath taking.

B. Mass oath taking ceremonies to be subsumed or made part of an APO/AIPO activity:

1. The Board shall coordinate with the APO/AIPO for the schedule of the mass oath taking and the APO/AIPO event.
2. The APO/AIPO shall assume the collection of the oath taking fees as well as the issuance of the official receipts therefor.
3. Details on the oath taking program shall be decided upon by the Board, subject to the general guidelines issued by the Commission. (See Annex A)
6. Requests for the conduct of the mass oath taking shall be submitted to the Commission not later than one (1) month prior to the date of the mass oath taking. All requests shall be accompanied with a copy of the draft Oath Taking Program of Activities and Statement of Budgetary Estimate of Fees and Expenses. (See Annex B).
4. The APO/AIPO shall prepare and submit a report (See Annex C) to the Board and the Commission within seven (7) working days after the date of the mass oath taking.

Section 8. Schedule of the Mass Oath Taking Ceremony. The schedule of the mass oath taking ceremony shall not be later than sixty (60) days from the date of release of the results of the licensure examination.

Section 9. Venue of the Mass Oath Taking Ceremony. The mass oath taking ceremony may be conducted in the Philippines or overseas.

Section 10. Designation of Third Party/Entity. The Board, in designating the third party/entity herein referred to, shall warrant that the latter has the legal, technical, financial and administrative capacity to organize and manage mass oath taking or other similar events.

SPECIAL RULES ON THE SPECIAL/INDIVIDUAL OATH TAKING

Section 11. Procedures on the Organization and Management of the Special/Individual Oath Taking. A registrant who cannot or has failed to attend the scheduled mass oath taking may request for a special/individual oath taking to the Board concerned. The request must cite the reason/s for his/her failure to attend the mass oath taking.

As far as practicable, the special/individual oath taking shall be scheduled by batch or group, subject to the availability of the Board. If the Board is not available, other authorized or deputized officials of the Commission may administer the oath.

Section 12. Schedule of the Special/Individual Oath Taking. The special/individual oath taking shall be scheduled after the date of the mass oath taking. Requests for special/individual oath taking before the scheduled mass oath taking shall only be allowed for valid reason.

Section 13. Venue of the Special/Individual Oath Taking Ceremony. The special/individual oath taking shall be held at the PRC offices.

MISCELLANEOUS PROVISIONS

Section 14. Oath Taking in the Regions and Overseas. No mass and special/individual oath taking shall be conducted in the regions and overseas unless endorsed by the Board and approved by the Oversight Chairperson/Commissioner.

The Regional Offices (ROs) shall be provided with the details on the regional oath taking and shall be given three (3) days to comment thereon. Failure of the RO to comment within the prescribed time shall be construed that it has no objection to the conduct of said oath taking.

Section 15. Mass Oath Taking Fee. The Board shall set reasonable rate of oath taking fee based on the actual, necessary and reasonable expenses to be incurred in the conduct of the mass oath taking.

Section 16. Supplemental Rules and Guidelines. The Commission shall issue such other rules and guidelines to govern the other processes that are not provided herein but are necessarily connected with or incidental to the conduct of the oath taking.

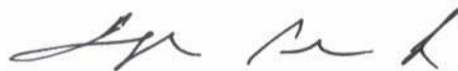
Section 17. Separability Clause. Should any section, provision, or paragraph hereof be declared unconstitutional or not valid, the same shall not invalidate the other sections, provisions, or paragraphs not affected thereby.

Section 18. Repealing Clause - All administrative issuances or parts thereof which are inconsistent with this Resolution are hereby repealed, amended or modified accordingly

Section 19. Effectivity- This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in any newspaper of national circulation.

Let a copy hereof be furnished the U. P. Law Center.

Done this 23rd day of Nov., 2018 in the City of Manila.



TEOFILO S. PILANDO, JR.
Chairman



YOLANDA D. REYES
Commissioner



JOSE Y. CUETO, JR.
Commissioner

DATE OF PUBLICATION IN
Manila Standard OFFICIAL GAZETTE: 12/13/2018
DATE OF EFFECTIVITY: 12/29/2018

**PROFESSIONAL REGULATION COMMISSION
GUIDELINES ON THE PREPARATION OF THE PROGRAM OF ACTIVITIES
FOR THE MASS OATH TAKING OF NEW PROFESSIONALS**

- I. **APPLICABILITY.** This Rules shall govern the preparation of the program of activities for the mass oath taking ceremonies.
- II. **GENERAL RULES:** There shall be a standard program of activities to be observed in all mass oath taking ceremonies, subject to the following rules and protocols:
- A. Processional Rites. Those who will join the processional rites shall, as far as practicable, be limited to the following: topnotchers; representatives of schools/universities, particularly of the top performing schools; officers of the Accredited Professional Organization/Accredited Integrated Professional Organization (APO/AIPO); chairperson and members of the Board; officials of the Commission; and the Inspirational Speaker/s and/or Guest/s of Honor.
 - B. Invocation/Prayer, National Anthem and PRC Hymn. The invocation/prayer may either be personalized or in standard audiovisual presentation (AVP). For uniformity, the Commission shall prescribe standard AVPs for the National Anthem and PRC Hymn.
 - C. Opening Remarks. The Opening Remarks may be delivered by the chairperson or any member of the Board.
 - D. Introduction of the Inspirational Speaker/s and/or Guest/s of Honor. The Introduction may be delivered by the chairperson or any member of the Board.
 - E. Address/Message of the Inspirational Speaker/s and/or Guest/s of Honor. The Address/Message should be informative, inspirational and not offensive to people's sensitivities with respect to gender, sexual orientation or preference, religion, political beliefs, occupation and/or status in life. As much as possible, its duration must not be longer than one (1) hour. Powerpoint presentations may be used, *provided*, that there is prior notice or request.
 - F. Presentation of the Plaque/Certificate of Appreciation to the Inspirational Speaker and/or Guest of Honor.
 - G. Oath Taking, Charging, Pledge and/or Recitation of the Code of Ethics. The Board shall administer the following oaths, as may be applicable to the profession.
 - H. Recognition of Topnotchers and Top Performing Schools.
 - I. Response of the Topnotcher/s. The topnotcher/s, in preparing the Response, shall be guided by a theme to be assigned by the Board. The responding topnotcher/s shall refrain from directly or indirectly advertising any review center or expressing any personal opinion that is uncalled for, derogatory or offensive.
 - J. Induction of New Members of the Professional Organization. It must be emphasized that membership to the professional organization is only mandatory if so provided for in the professional regulatory law. Thus, the Boards are reminded that the induction of new members to the professional organization may only be made compulsory, if integration is required under their law.
 - K. Closing Remarks. The Closing Remarks may be delivered by the chairperson or any member of the Board.
 - L. Announcement on the Claiming of Certificate of Registration, Professional Identification Card and Board Rating.

III. SPECIAL RULES

- A. Exemption. Notwithstanding the prescription for a standard oath taking program, the Boards may opt to add (such as pinning, candle lighting, etc.) or omit other activities in the program, subject to the approval of the Oversight Chairperson/Commissioner.

- B. Oath Taking Souvenir Program. The oath taking souvenir program shall include the following: messages of the members of the Commission Proper, the Board and the Inspirational Speaker and/or Guest of Honor; key officials of the Commission; program of activities; names of topnotchers and top performing schools; performance of individual schools in the licensure examinations; roll of successful examinees; Oath of Professional; Code of Ethics; and PRC Hymn. Other items may be included in the souvenir program such as the professional regulatory law, Board and Commission issuances, Oath of Membership to the APO/AIPO, upon the approval of the Oversight Chairperson/Commissioner.
- C. Choice of Inspirational Speaker/s and/or Guest/s of Honor. The Boards shall have the leeway to invite any Inspirational Speaker and/or Guest of Honor. However, it is highly advisable that the Inspirational Speaker and/or Guest of Honor be a member of the same profession, or a known personality in an allied or related discipline, or anyone who has established himself/herself in any sector or industry, and who must be of high repute and credibility. In choosing the Inspirational Speaker and/or Guest of Honor, the Boards should take into consideration that the oath taking is not a venue to campaign or solicit support for a particular activity, product, group or person, be it for political, religious, commercial or any other purpose not reasonably connected with the oath taking activity. Unless necessary, the Board shall limit the number of Inspirational Speaker and/or Guest of Honor to not more than two (2). If there will be two (2) Inspirational Speakers and/or Guests of Honor, one (1) must be the Oversight Chairperson/Commissioner.
- D. Advisory to the Inspirational Speaker and/or Guest of Honor and Topnotcher/s. The Board shall send letter invites to the Inspirational Speaker and/or Guest of Honor and Topnotcher/s. The letter shall contain the details on the mass oath taking as well as the rules and protocols herein prescribed.
- E. Submission of Oath Taking Program to the Oversight Chairman/Commissioner. The Board shall submit the draft program, together with the request for clearance for the conduct of the mass oath taking ceremony and the Statement of Budgetary Estimate of Fees and Expenses, to the Oversight Chairperson/Commissioner not later than one (1) month before the date of the mass oath taking ceremony.

**PROFESSIONAL REGULATION COMMISSION
 PROFESSIONAL REGULATORY BOARD OF/FOR _____
 STATEMENT OF BUDGETARY ESTIMATE OF FEES AND EXPENSES**

Date and Venue of the Oath Taking: _____

| | |
|---|----------|
| Rate of Oath Taking Fee: Number of Attendees: | |
| Total Oath Taking Fees Collected | P |
| Rental for the Venue | P |
| Printing Expenses Souvenir Programs Tarpaulin Certificates of Distinction/Recognition Others | P |
| Miscellaneous Expenses Plaques Medals Flowers and other Decorations Pictures Office Supplies Transportation Meals Other Costs | P |
| Total Estimated Expenses | P |

PREPARED/SUBMITTED BY:

| |
|--|
| |
| |

=====

RECOMMENDING APPROVAL:

| |
|------------------------|
| |
| PRB Chairperson |

=====

APPROVAL:

| |
|---|
| |
| PRC Oversight Commissioner/Chairperson |

**PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL REGULATORY BOARD OF/FOR _____
STATEMENT OF OATH TAKING RECEIPTS AND EXPENSES**

Date and Venue of the Oath Taking: _____

| | | |
|--|---|---|
| Receipts: | | |
| Ticket Sales (_____ x P _____) | | P |
| Total | | P |
| Expenses: | | |
| Venue - Rental | P | |
| Foods | | |
| Physical Arrangement | | |
| Light, Sounds, LED Walls Projections | | |
| Tarps; Signages/Welcome Banners/Photo Wall | | |
| Others | | |
| Printing | | |
| Certificates / Medals | P | |
| Oath taking tickets | | |
| Souvenir Program | | |
| Plaques for Speakers | | |
| Others | | |
| Honorarium: | | |
| Medical/Nurse | P | |
| Ushers/Usherettes | | |
| Project Team and Staff | | |
| Others | | |
| Miscellaneous | | |
| Uniforms | P | |
| Mailing | | |
| Meeting | | |
| Others | | |
| TOTAL | | |
| Excess of Receipts over Expenses | | P |

Prepared by:

Reviewed by:

Approved by:
