



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
Resolution No. 2019-1181
Series of 2019

GUIDELINES IN THE SUBMISSION OF A CERTIFIED AND NOTARIZED LIST OF GRADUATES BY HIGHER EDUCATIONAL INSTITUTIONS

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

WHEREAS, the Commission, under Section 7(v) of the same law, 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 or 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, as cited in Office Order No. 2002-08, the Commission entered into a Memorandum of Agreement with the Higher Educational Institutions (HEIs) for verification of the graduation qualification of licensure examination applicants extracted from the computerized database in order to ensure that only qualified applicants who are graduates from HEIs duly accredited and recognized by the Commission on Higher Education (CHED) are accepted to take the various licensure examinations;

WHEREAS, to reinforce these agreements and ward off the proliferation of fake scholastic records, the Commission issued Resolution Nos. 2008-475 and 2015-885 requiring every registrar of HEIs to submit to the Commission physical and digitized copies of a certified and notarized list of graduates of courses or holders of degrees who are possible examinees of licensure examinations;

WHEREAS, not all of the HEIs are submitting the required and notarized list of graduates or are following the required format; thus, the integrity of the licensure process of the Commission is jeopardized, and applicants whose names are not found in the database of list of graduates maintained by the Information and Communication Technology Services (ICTS) are deprived from taking licensure examinations;

WHEREAS, in consonance with the policy of the government to promote efficiency and ease in doing government business processes, and in order to facilitate and hasten the processing of the licensure applications of its transacting clients, there is a need for the Commission to strictly implement the provisions of the existing policy;

WHEREFORE, premises considered, the Commission **RESOLVES**, as it so **RESOLVED**, to issue and promulgate the following Guidelines in the submission of the required certified and notarized list of graduates:

1. All concerned officials and employees of the Commission in the Central and Regional Offices including the Service Centers, shall strictly implement the verification of the names of applicants from the list of graduates, through the database access to be provided by the ICTS.

2. The ICTS shall be responsible in the maintenance of a database of all lists of graduates from various HEIs and shall provide access to any PRC personnel as may be authorized by the concerned Central and Regional Offices.
3. All registrars of concerned HEIs shall be required to religiously submit to the Commission a certified and notarized list of graduates of courses or holders of degrees who are possible examinees of licensure examinations within fifteen (15) days from their conferment date. Said list must be noted by the President/Chairman of the Board of the academic institutions and should indicate whether the necessary transcript of records had been issued to those graduates/degree holders appearing therein.

This list shall be in excel file format with fields/column of "Last_Name, First_Name, Middle_Name, Birth_Date, Course, School, Date_Grad, SO_No., SO_Date," and shall be submitted to the PRC ICTS in hard and digitized copies. To fast track transmittal, the digitized copy shall be submitted directly to the prc.webmasters@gmail.com through the official email address of the concerned HEIs.

4. The following examination applicants shall be required to submit a certification, authentication and verification (CAV) issued by the CHED or State Colleges, Universities or other autonomous educational institutions, as the case maybe, as proof of their graduation: (a) 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 obtained their degrees from; (b) applicants who graduated or earned their course or degree from an academic institution which failed to submit the required list of graduates; or (c) applicants who graduated or earned their course or degree from an academic institution which, for whatever reason, had closed or ceased from operating.
5. All applicants who are not in the list or cannot submit the required CAV to validate their academic credentials shall not be allowed to take the licensure examination.
6. All graduates of HEIs that regularly comply with the regular submission of their list of graduates as prescribed by the Commission shall be exempted from the submission of the transcript of records (TOR) upon application for licensure examination. These HEIs shall be published in the PRC website and updated regularly.

This Resolution shall supersede previous issuances that are inconsistent herewith.

Let copies of this Resolution be furnished CHED, PRC Regional Offices, concerned Central Offices and all concerned HEIs.

Done in the City of Manila this 22nd day of July, 2019.



TEOFILO S. PILANDO, JR.
Chairman



YOLANDA D. REYES
Commissioner



JOSE Y. CUETO, JR.
Commissioner