



Republic of the Philippines  
Professional Regulation Commission  
Manila



RESOLUTION NO. 1193  
Series of 2019

**SUPPLEMENTAL GUIDELINES ON THE CONDUCT OF THE  
SPECIAL/INDIVIDUAL OATH TAKING OF NEW PROFESSIONALS**

**WHEREAS**, Republic Act (RA) No. 8981<sup>1</sup> mandates the Professional Regulation Commission (Commission) to promulgate rules and regulations on policies with respect to the regulation and licensing of the various professions under its jurisdiction. In the exercise of this mandate, the Commission issued Resolution No. 1130 (s 2018) or the "*Revised Guidelines on the Conduct of Oath Taking of New Professionals*" which became effective on 29 December 2018;

**WHEREAS**, Commission Resolution No. 1130 (s 2018) provides that 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;

**WHEREAS**, the Professional Regulatory Boards (Boards) shall have the mandate to administer the oath. Other public/government officials may likewise administer the Oath of Professional, upon authority of the Commission;

**WHEREAS**, there is a need to prescribe rules and procedure governing the conduct of the special/individual oath taking of new professionals.

**WHEREFORE**, the Commission hereby **RESOLVES** to issue and promulgate the "**Supplemental Guidelines on the Conduct of the Special/Individual Oath Taking of New Professionals**".

**I. GENERAL PROVISIONS**

- (i) The Boards shall have the mandate to administer the Oath of Professional pursuant to their respective professional regulatory laws. Other government/public officials may administer the oath, with the authority from the Commission. No special/individual oath taking shall be conducted without the indorsement of the Board and the approval of the Commission, through the Oversight Chairman/Chairperson or Commissioner.
- (ii) Special/Individual oath taking shall only be allowed on meritorious grounds. The request for special/individual oath taking shall cite the reason for the failure or inability to attend the scheduled mass oath taking.
- (iii) Special/individual oath taking shall, as a rule, be scheduled after the mass oath taking. Requests for special/individual oath taking before the scheduled mass oath taking may only be allowed for justifiable reason.
- (iv) The conduct of special/individual oath taking shall be at no cost to the inductee.

**II. AUTHORITY TO ADMINISTER THE OATH DURING SPECIAL/INDIVIDUAL OATH TAKING**

Officials and employees of the Commission referred to in *Office Order No. 601 (s 2018)*<sup>2</sup> shall be authorized to administer the oath without need of separate Office Order issued for such purpose. Commission officials or employees other than those mentioned in *Office Order No. 601 (s 2018)* shall be allowed to administer the oath, only upon the approval of the Commission, through the Oversight Chairman/Chairperson or Commissioner.

<sup>1</sup> PRC Modernization Act of 2000

<sup>2</sup> dated 28 September 2018

### III. PROCEDURE IN THE CONDUCT OF SPECIAL/INDIVIDUAL OATH TAKING

#### A. Central Office

1. Requests for special/individual oath taking shall be filed with the PRB Secretariat Division (D-SPRB). The letter request shall contain the name, profession, contact details of the inductee, and the reason for his/her request for special/individual oath taking.
2. The Board Secretary shall prepare a list of inductees for each profession. The list shall contain only the names and professions of the inductees.
3. The list and the request letters shall be submitted to the Board for the scheduling of the special/individual oath taking. The Board, in its discretion, may fix a regular schedule of the special/individual oath taking.
4. The Board shall request for permission to conduct the special/individual oath taking from the Commission, through the Oversight Chairman/Chairperson or Commissioner.
5. The Oversight Chairman/Chairperson or Commissioner shall approve the request, if found in order.
6. The Cluster Head Secretary shall consolidate the names of all those who have attended the special/individual oath taking under his/her cluster per month. The consolidated list shall be submitted to the D-SPRB Chief/OIC on a quarterly basis.

#### B. Regional Office

1. Requests for regional special/individual oath taking shall be filed with the Regional Office (RO) concerned. The letter request shall contain the name, profession, contact details of the inductee, and the reason for his/her request for special/individual oath taking.
2. The RO shall prepare a list of inductees for each profession for submission to the Board concerned, through its Board Secretary, at least five (5) working days before the requested date of the oath taking. The list shall contain the names and professions of the inductees as well as the reasons for the request for special/individual oath taking. The letter requests need not be forwarded to the Board Secretary.
3. The RO shall, as far as practicable, schedule the special/individual oath taking in batches/groups and on predetermined date/s.
4. The Board Secretary shall forward the request of RO and the list of inductees to the Board.
5. The Board shall indorse the said request to the Oversight Chairman/Chairperson or Commissioner.
6. The Oversight Chairman/Chairperson or Commissioner shall approve the request, if found in order.
7. The Cluster Head Secretary shall consolidate the names of all those who have attended the regional special/individual oath taking under his/her cluster per month. The consolidated list shall be submitted to the D-SPRB Chief/OIC, on a quarterly basis.

### IV. MISCELLANEOUS PROVISIONS

For requests that need immediate action from the Board and/or the Commission, the D-SPRB or the concerned RO, as the case may be, shall determine the urgency and reasonableness of the request at their level, subject to the submission of a post-report on such special/individual oath taking conducted.

The Board shall make appropriate announcements on the date of the special/individual oath taking, either through the Commission website, Facebook or Twitter account. The ROs shall likewise avail of other practicable means to notify those concerned of the special/individual oath taking schedule and other requirements.

This Resolution shall take immediately upon approval.

Done in the City of Manila this 23rd day of September, 2019.



**TEOFILO S. PILANDO, JR.**  
Chairman



**YOLANDA D. REYES**  
Commissioner



**JOSE V. CUETO, JR.**  
Commissioner