



Republic of the Philippines  
Professional Regulation Commission  
Manila



PROFESSIONAL REGULATION COMMISSION  
RESOLUTION NO. 1255  
Series of 2020

**APPROVING THE ONLINE OATHTAKING APPLICATION SYSTEM AND AUTHORIZING  
THE CONDUCT OF VIRTUAL OR ONLINE SPECIAL OATHTAKING DURING  
PUBLIC HEALTH EMERGENCY**

**WHEREAS**, the Professional Regulation Commission (Commission) is mandated under Section 7 (a) of Republic Act (RA) No. 8981 or the PRC Modernization Act of 2000 to, among other things, administer, implement and enforce the regulatory policies of the national government concerning the regulation and licensing of the various professions and occupations under its jurisdiction;

**WHEREAS**, Section 7 (b) of RA No. 8981 likewise vests the Commission the power to issue and promulgate such rules and regulations as may be necessary for the execution and implementation of its functions and the improvement of its services;

**WHEREAS**, the Commission issued Resolution No. 1130 (s.2018) prescribing the guidelines on the conduct of mass and special oathtaking wherein the Professional Regulatory Boards (PRBs) may, upon approval of the Commission, tap the services of PRC officers and employees to provide administrative support in the conduct of the oathtaking, whenever appropriate, and administer the Oath of Professional as their primary mandate;

**WHEREAS**, likewise issued by the Commissions is Office Order No. 601 (s.2018) authorizing officers and officials<sup>1</sup> of the Commission to administer the Oath of Professional during the conduct of mass and special oathtaking in the absence of the PRBs;

**WHEREAS**, Presidential Proclamation No. 922 (s.2020) was issued declaring a State of Public Health Emergency throughout the Philippines and calling for the implementation of urgent and critical measures to contain the spread of the Corona Virus Disease 2019 (COVID-19);

**WHEREAS**, Presidential Proclamation No. 929 (s.2020) was issued declaring a State of Calamity throughout the Philippines due to COVID-19;

**WHEREAS**, to further abate the spread of COVID-19, the national government, and the local government units, through the recommendation of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases had imposed nationwide and localized community quarantines within their respective jurisdictions;

**WHEREAS**, due to the imposed restrictions on mass gatherings during community quarantines and upon the recommendation of the concerned PRBs, the conduct of mass oath takings was postponed accordingly;

**WHEREAS**, to allow the new passers to be able to register and immediately practice their profession thereafter, and to earn their living during this time of pandemic and health crisis, there is a need for the Commission to adopt digital means and provide the necessary platform in the conduct of special oathtaking services as part of its administrative and operational support to the PRBs;

**WHEREAS**, the conduct of virtual or online mass oathtaking shall also be considered subject to the issuance of a separate guidelines thereof upon proper consultation with the concerned PRBs and the various Accredited Professional Organizations (APOs)/Accredited Integrated Professional Organizations (AIPOs);

<sup>1</sup> Chairpersons and Members of the PRBs, Directors/OICs of Commission Offices and ROs, Chiefs/OICs of Commission Divisions, Chief Professional Regulation Officers, Chief Administrative Officers, Team Leaders of PRC Service Centers

**WHEREAS**, through the online Licensure, Examination and Registration Information System (LERIS), the Information and Communication Technology Service (ICTS) developed a module for the processing of applications for online oath-taking and pilot testing through Microsoft Teams was successfully conducted with PRC Lucena participating;

**NOW, THEREFORE**, in view of the foregoing, and upon motion duly seconded, the Commission **RESOLVES**, as it is hereby **RESOLVED**, to approve the Online Oath-taking Application System and to authorize the conduct of Virtual or Online Special Oath-taking through the use of Office 365 (Microsoft Teams), under the following guidelines:

**I. COVERAGE**

These Guidelines shall cover the conduct of Virtual or Online Special Oath-taking through the Regional Offices (ROs) of the Commission.

**II. OBJECTIVES**

- A. To assist the PRBs in the administration of oath to new passers;
- B. To allow the appointment for online oath-taking through the PRC online services; and
- C. To prescribe the guidelines and protocols in the conduct of virtual or online special oath-taking during public health emergency;

**III. ADMINISTRATIVE GUIDELINES FOR THE ONLINE OATHTAKING APPLICATION SYSTEM**

- A. Concerned PRBs shall submit a written request, through the PRB Secretariat Division, to the Oversight Commissioner, for the intended conduct of virtual or online special oath-taking, indicating therein the date and time;
- B. The Oversight Commissioner, upon approval of the request, shall endorse the same to the ICTS for inclusion of the schedule in the appointment system;
- C. The ICTS shall then inform the RO of the approved schedule for opening of slots and the Public Information and Media Relation Unit (PIMRU) for advisory posting purposes;
- D. The ROs shall set approved schedule with a maximum of 250 slots per session and shall calendar the same with their respective MS Teams accounts;
- E. Once slots are opened, applicants shall be required to log-in with their account at the PRC Online Services and secure an appointment schedule for the online oath-taking;
- F. The application for the availment of the online oath-taking ceremony shall be free of charge;
- G. Any passer, regardless of residence, may avail the appointment slot from any PRC Regional Office (RO);
- H. Once the new passers had successfully set their online oath-taking appointment, a confirmation email containing the invitation link and password of the online oath-taking and the selected appointment date and time shall be sent to their designated email addresses;
- I. A confidentiality clause shall be included in the email confirmation as follows:

*"The link and password herein provided are confidential and shall be exclusively for the use of the intended recipient hereof. Sharing the same to any unauthorized person is strictly prohibited."*

- J. The confirmation email shall include the instructions for the oath takers which specifies the ceremony protocols and other preparatory things to be considered prior to the conduct of the online oath-taking ceremony;
- K. The RO shall generate the list of oath takers with online oath-taking schedules for identity verification purposes;
- L. Once the list of oath takers is finalized per schedule, the RO shall calendar said oath-taking through the Microsoft Teams. The generated link of said video conferencing schedule shall be sent to the inductees via their designated email addresses;

- M. Prior to the conduct of online oathtaking as scheduled, the RO shall forward to the concerned PRB, through the PRB Secretariat Division, the list of confirmed inductees including the invite link;
- N. The concerned PRB shall administer the Oath of Professional on the said schedule. In case of their absence or unavailability, concerned PRBs may delegate the administration of oath to any authorized officers of the Commission;
- O. Upon completion of the ceremony, the RO shall tag the clients in the system as "attended";
- P. The concerned RO shall be required to report to the concerned PRB, through the PRB Secretariat Division, of the conducted online oathtaking concerning their respective Boards.

#### **IV. PROCEDURAL GUIDELINES ON THE CONDUCT OF VIRTUAL OR ONLINE SPECIAL OATHTAKING**

##### **A. LOG-IN AND APPOINTMENT PROCESS**

- 1. *LOG-IN*. The applicant for online oathtaking shall log-in to their existing account at [online.prc.gov.ph](http://online.prc.gov.ph) and shall select "e-OATH" as transaction.
- 2. *APPOINTMENT*. Applicants will have to provide their application number as indicated in their Notices of Admission (NOA) to get an online oathtaking schedule. With the system's automatic verification, only those who passed the exam will be able to proceed with the transaction and set their appointment place and date for their online oathtaking.
- 3. *CONFIRMATION AND LINK*. The applicant will receive a confirmation email containing the invitation link and password to the video conference. The video conferencing link and password for the oathtaking are strictly confidential and sharing the same to any other person is prohibited.

The step-by-step procedure is hereto attached as Annex A.

##### **B. FORMALITY REQUIREMENTS**

- 1. *PLATFORM*. Inductees are advised to download the MS Teams application and familiarize themselves with the application's operational features prior to the ceremony.
- 2. *DRESS CODE*. For propriety purposes, inductees, during the ceremony, are required to wear formal or business attire or any attire that the concerned PRB may require.
- 3. *BACKDROP*. Inductees are required to use a white backdrop (white physical or virtual background) throughout the ceremony.
- 4. *SET UP AREA*. Inductees shall ensure that their set up area has a stable internet connection to avoid disruptions and preferably with no background noise to maintain the solemnity of the ceremony.
- 5. *OATH OF PROFESSIONAL*. Before the scheduled online oathtaking ceremony, inductees are required to print the "OATH OF PROFESSIONAL" form, downloadable at the PRC Online Services.

##### **C. PRE-CEREMONY PROTOCOLS**

- 1. *IDENTITY SCREENING TIME*. At the scheduled time and date of the ceremony, inductees shall open the invitation link provided at any time one (1) hour before the start of the ceremony for identity screening purposes:

Example:

Schedule of online oathtaking: **10:00 AM**  
Screening Time : **9:00 AM – 9:45 AM**

- 2. *ADMISSION*. Fifteen minutes prior to the actual time of the ceremony, no inductee shall be admitted. Those who are unable to join within the

said screening time will no longer be allowed to access the video conference and to take their oath.

3. *LOBBY AND STANDBY TIME.* Upon clicking the link, the inductees will be directed to a lobby (virtual waiting room), and they shall be required to standby until the administrator/host admits them into the main video conference room.
4. *ONE DEVICE LIMIT.* Inductees are allowed to log-in and join the video conference using one (1) device only. Those whose name will appear more than once in the video conference's list of participants due to the use of several devices shall be presumed to have shared the link details with unauthorized persons in violation of the rules herein stated. Accordingly, all participants bearing multiple names shall be removed from the video conference and shall no longer be admitted on the said ceremony.
5. *DENIAL OF READMISSION.* Those denied admission to the video conference may no longer be readmitted to the videoconferencing room but will be allowed to get another appointment.

#### **D. CEREMONY PROPER PROTOCOLS**

1. *PROGRAM.* The ceremony will be conducted with the following program:
  - a. Invocation
  - b. National Anthem
  - c. Welcome Remarks
  - d. Roll Call of the Inductees
  - e. Recital of the Professional's Oath (to be administered by the PRBs or any authorized Administering Officer in their absence)
  - f. Closing Remarks
2. *PROPER DECORUM.* Inductees shall maintain formality and solemnity of the oathtaking ceremony, and proper decorum shall be expected from all attendees. Stepping out of the video conference, taking calls, shouting, or doing any other activity that may cause interruption to the ceremony is prohibited. No other person or object is allowed to be seen with the inductee at any time during the video conference.
3. *VIDEO AND AUDIO MODE.* Inductees are required to turn ON their video camera during the screening and the entire ceremony. Audio should always be kept on MUTE mode except during the administration or recital of the Professional's Oath.
4. *DISRUPTION OF INTERNET CONNECTIVITY.* Those whose connections are disrupted BEFORE the recital of oath shall be allowed to rejoin the video conference provided that the recital thereof has not yet commenced. Those whose connections are disrupted DURING the recital of the Professional's Oath due to technical-related reasons will no longer be readmitted but shall be requested to get another appointment for a new schedule. Those whose connections are disrupted AFTER the recital of oath shall be considered to have completed the ceremony and shall be tagged by the RO to have attended the same.
5. *REMOVAL FROM VIDEO CONFERENCE.* Any improper, unwarranted, offensive, or untoward behavior during the video conference will warrant immediate removal from the video conference and will constitute a failure to fulfill the oath requirement for the inductee prior to registration as professional. Such inductee may however be allowed to get another appointment schedule.
6. *PROOF OF ATTENDANCE.* Inductees are required to complete the ceremony and may take a photograph or screenshot of the oathtaking ceremony showing themselves as a supporting proof of attendance in addition to the generated list of attendance from the system.
7. *FAILURE TO JOIN THE CEREMONY.* Those with confirmed appointment for online oathtaking but failed to join the same on the scheduled date, for whatever reasons, will be allowed to get another

appointment following the same procedures as provided in these guidelines.

8. **RECORDING OF THE CEREMONY.** For record and verification purposes, the video conference will be recorded by the PRC RO's MS account administrator.

**V. EFFECTIVITY.**

This Resolution shall be effective immediately.

Done in the City of Manila, this 3rd day of August 2020.



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



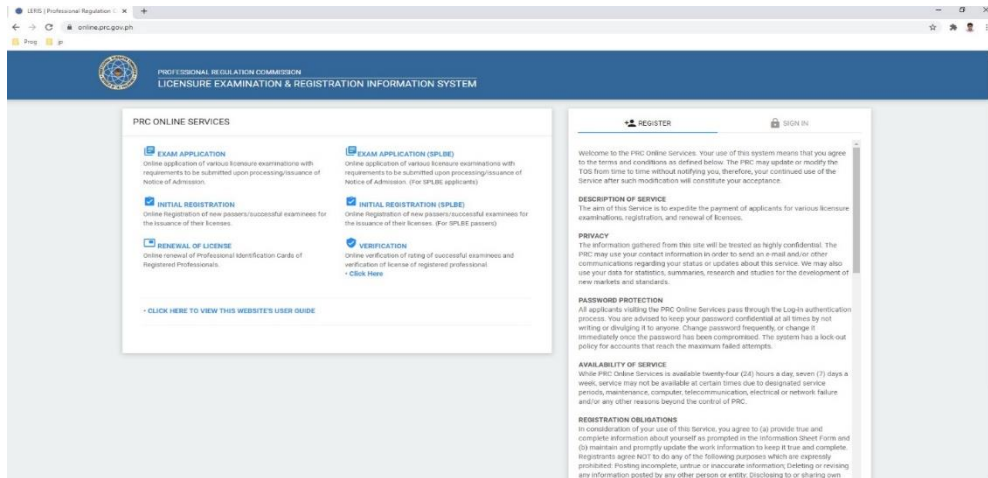
**YOLANDA D. REYES**  
Commissioner



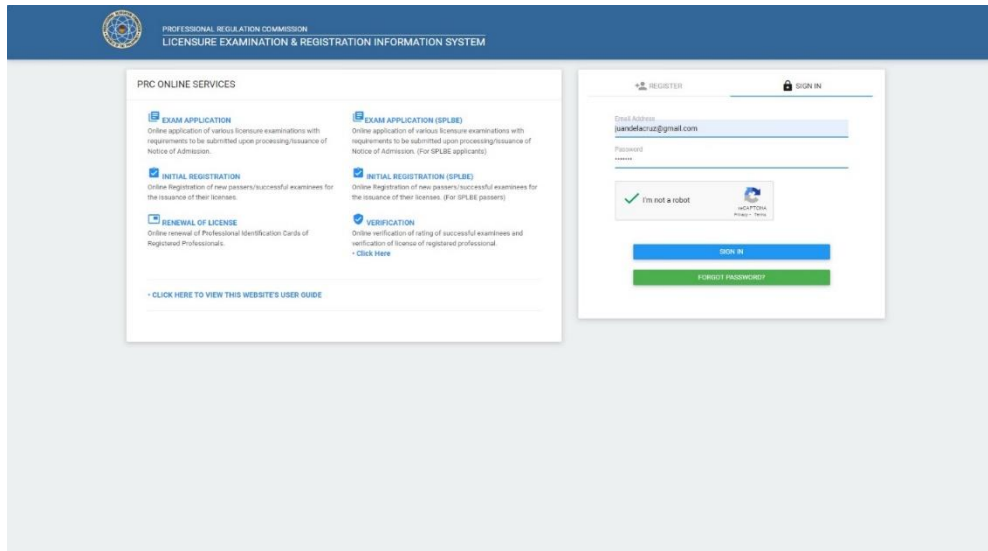
**JOSE Y. CUETO, JR.**  
Commissioner

**STEP-BY-STEP PROCEDURE FOR THE ONLINE OATHTAKING APPLICATION**

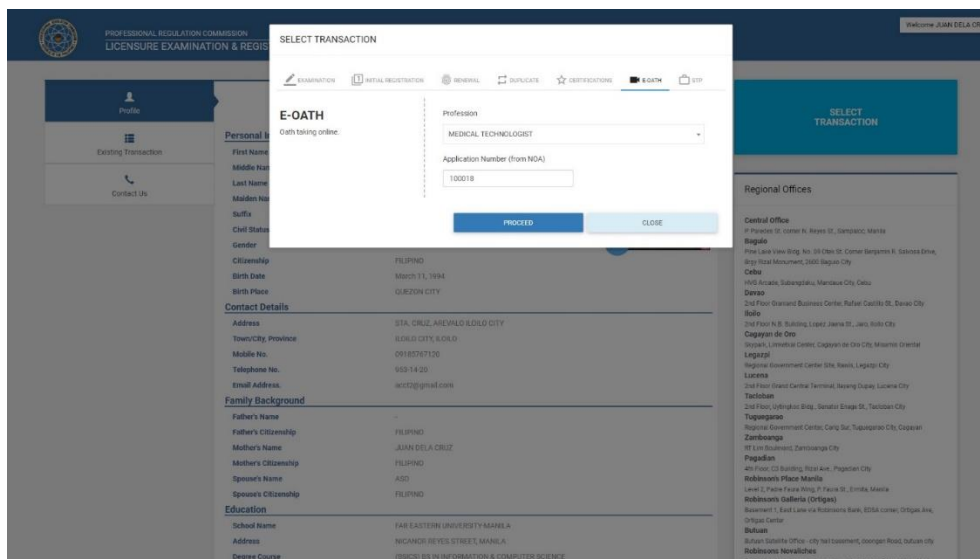
1. Go to <https://online.prc.gov.ph>



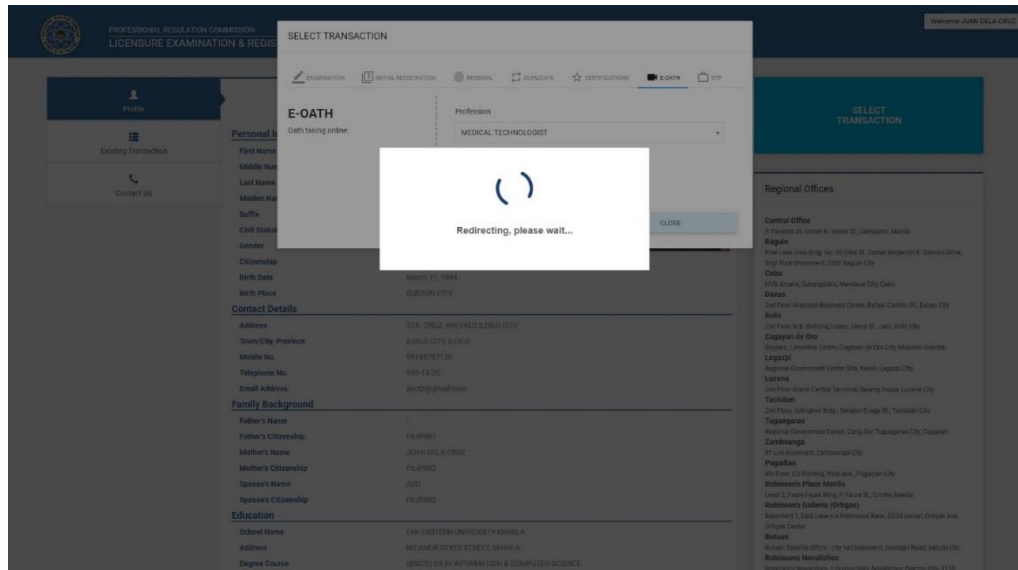
2. Log in to your account.



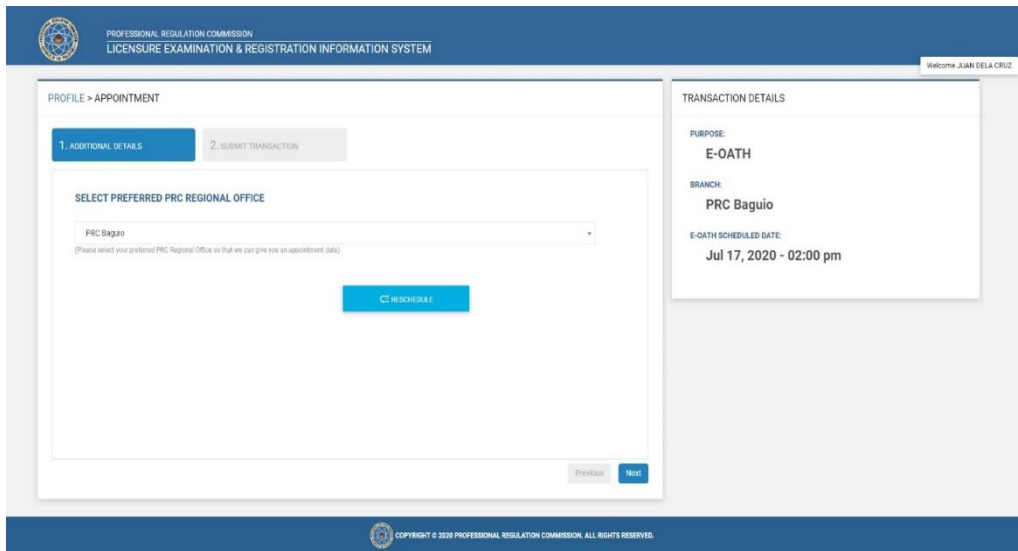
3. Select the transaction and enter Profession and Application Number (Application No. as indicated in the Notice of Admission (NOA)).



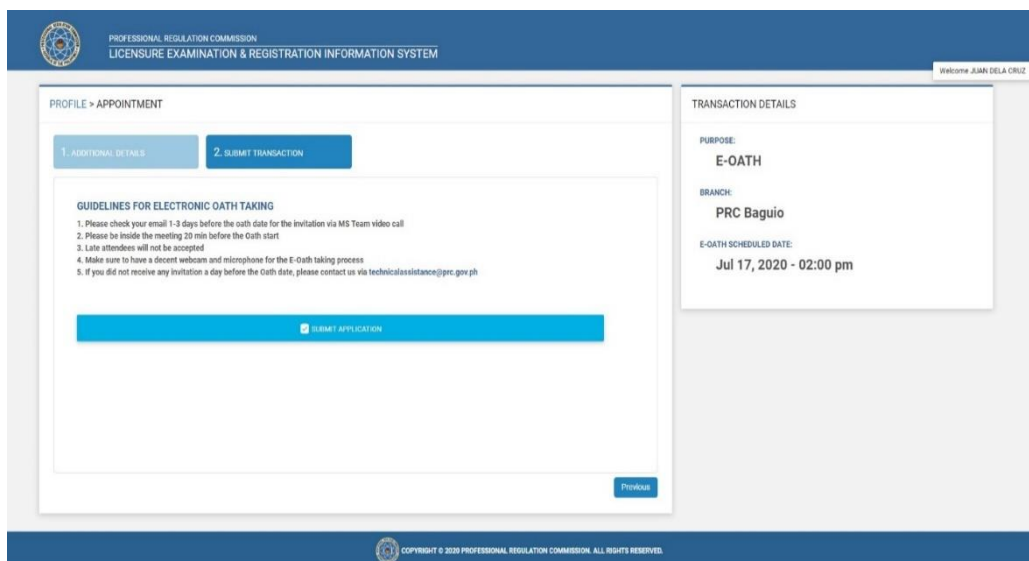
4. Click "PROCEED," and the page will redirect to the appointment module.



5. Select preferred PRC Regional Office and click "NEXT." The system will automatically give you the earliest date set for online oath-taking.

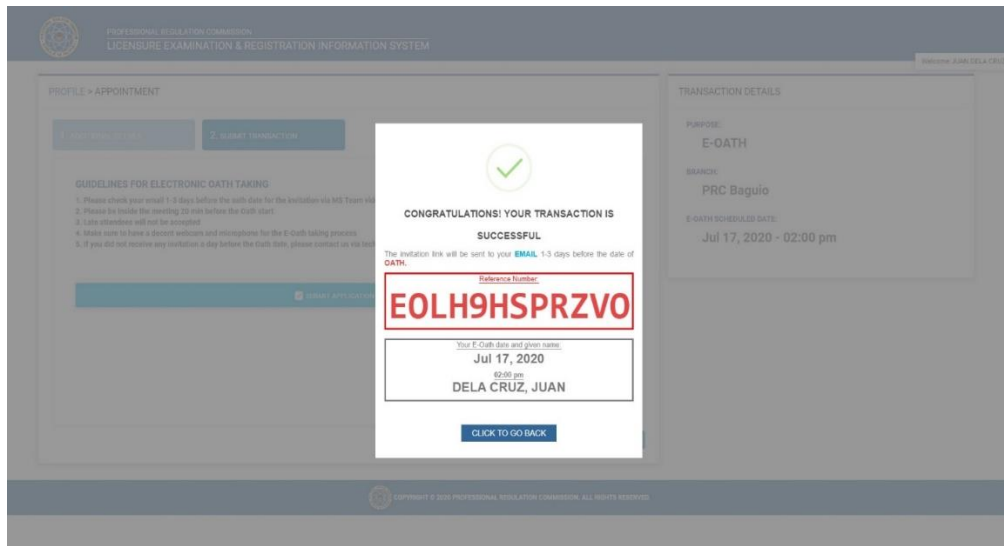


6. After confirmation, click "SUBMIT APPLICATION" to proceed.



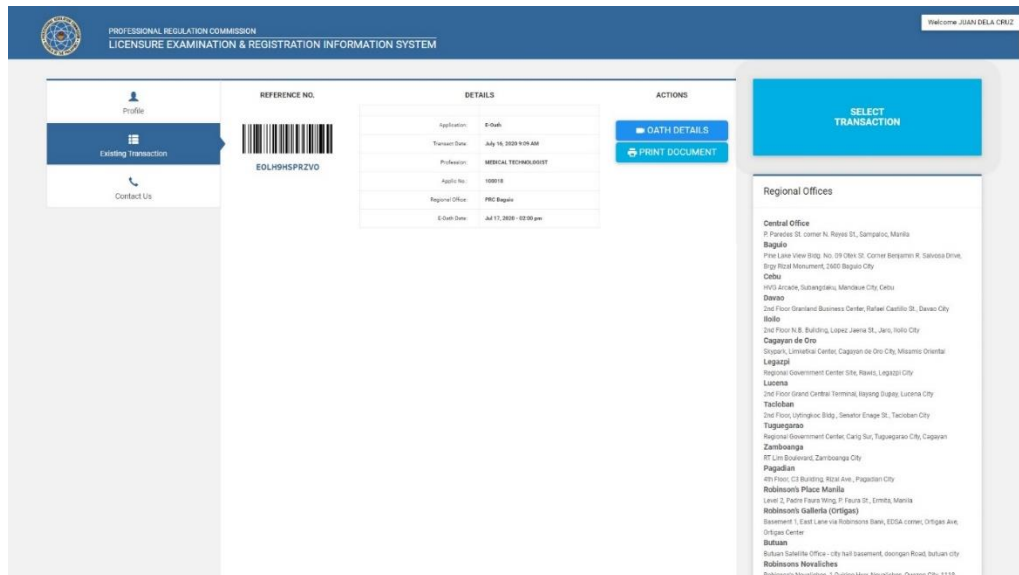
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7. A confirmation message will pop up with the summary of your transaction.



8. Click "CLICK TO GO BACK" to redirect to your EXISTING TRANSACTIONS.

9. You will see your transaction details from your EXISTING TRANSACTIONS. Click "PRINT DOCUMENT" to print your oath form.



10. You can now print your oath form.

