



Professional Regulation Commission

ACTION SHEET FOR CERTIFICATION

DATE FILED: _____

Please underline: MALE/FEMALE

NAME: _____
Last Name First Name Middle Name Married Name

PROFESSION: _____ REGISTRATION NO.: _____ REGISTRATION DATE: _____
(For Professional Teacher, please tick [] Elementary [] Secondary)

PLACE OF EXAM: _____ DATE OF EXAM: _____ VALIDITY DATE (PIC): _____ TEL. /CP NO.: _____

PLEASE CHECK BOX FOR TYPE OF DOCUMENT TO BE REQUESTED:

<input type="checkbox"/>	CERTIFICATION OF GOOD STANDING	NO. OF COPIES _____	PURPOSE	
<input type="checkbox"/>	CERTIFICATION OF PASSING	NO. OF COPIES _____	LOCAL	OTHERS _____
<input type="checkbox"/>	CERTIFICATION OF REPORT OF RATING	NO. OF COPIES _____	ABROAD	
<input type="checkbox"/>	OTHERS _____	NO. OF COPIES _____	STATEBOARD	Please specify: NCLEX, CGFNS, etc.
			LEGAL	

FOR PRC PROCESSING

Amount: _____	Processed by: _____	Printed by: _____
O. R. No.: _____	_____	_____
Date: _____	Signature over printed name	Signature over printed name
Issued by: _____	Date: _____	Date: _____
Date due: _____		

NOTE: CERTIFICATION REQUIRES A VALID PROFESSIONAL IDENTIFICATION CARD (PIC).

CERTIFICATION CLAIM SLIP

PLEASE FILL OUT THIS CLAIM SLIP

NAME: _____ PROFESSION: _____

REGISTRATION NO.: _____ REGISTRATION DATE: _____

DATE FILED: _____ DATE DUE: _____

PLEASE PRESENT THIS SLIP TO CLAIM DOCUMENTS AT _____ ON _____. PRC REGISTERED REPRESENTATIVE SHOULD PRESENT ANY VALID GOVERNMENT-ISSUED ID AND AUTHORIZATION LETTER; IF NOT REGISTERED PROFESSIONAL, PRESENT SPECIAL POWER OF ATTORNEY (SPA) AND ANY VALID GOVERNMENT-ISSUED ID.

REGISTRATION OFFICER

PLEASE SEE THE REQUIREMENTS AND PROCEDURES AT THE BACK OF THIS SHEET

A. Certification of Good Standing

Basic Requirements:

1. duly accomplished Action Sheet
2. valid Professional Identification Card (original and photocopy)
3. two (2) Documentary Stamps Tax (DST) per copy

Requirements for Representative:

1. any valid government-issued ID
2. if the representative is a PRC registered professional, authorization letter; if not registered professional, Special Power of Attorney

Procedures:

- Step 1.** Download or secure the Action Sheet from the Public Information Counter/Desk and accomplish according to request.
- Step 2.** Submit the duly accomplished Action Sheet to the designated window for the verification of fees.
- Step 3.** Pay the prescribed fees at the cashier.
- Step 4.** Submit the duly accomplished Action Sheet and all the documentary requirements to the designated window and receive the claim slip.
- Step 5.** On the scheduled date of release, present the claim slip at the releasing window and wait for name to be called.
- Step 6.** Receive the signed copy of certification and sign in the releasing log sheet.

B. Certification of Passing and Board Rating

Basic Requirements:

1. duly accomplished Action Sheet
2. valid Professional Identification Card (original and photocopy)
3. two (2) Documentary Stamps Tax (DST) per copy

Requirements for Representative:

1. any valid government-issued ID
2. if the representative is a PRC registered professional, authorization letter; if not registered professional, Special Power of Attorney

Procedures:

- Step 1.** Access www.online.gov.ph and secure an online appointment schedule. Download the accomplished Action Sheet.
- Step 2.** Pay the prescribed fees at selected payment center or PRC cashier. If PRC Cashier is your payment option, you shall only pay on your scheduled appointment
- Step 3.** Submit the duly accomplished Action Sheet and all the documentary requirements to the designated window and receive the claim slip.
- Step 4.** On the scheduled date of release, present the claim slip at the releasing window and wait for name to be called.
- Step 5.** Receive the signed copy of certification and sign in the releasing log sheet.