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# **Professional Regulation Commission**

# **ACTION SHEET FOR AUTHENTICATION**

DATE FILED:			PI	lease underline: MALE/FEMALE	
NAME:	Last Name	First Name	Middle Name	Married Name	
PROFESSION:(For Professional Teacher, please tick [ ] Ele		_ REGISTRATION NO.:	REGISTRA	REGISTRATION DATE:	
VALIDITY DATE OF PR	OFESSIONAL IDEN	NTIFICATION CARD (PIC):	TEL./C	P NO.:	
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		FOR PRC PROCESSIN	G		
		Processed by:  Signature over printed nan	Prepared by	gnature over printed name	
Issued by: Date due:		Date:	_		
NOTE: AUTHENTICA	TION REQUIRES A	VALID PROFESSIONAL IDENTII			
REGISTRATION NO.:		REG	SISTRATION DATE:		
REPRESENTATIVE SHO	ULD PRESENT ANY	I DOCUMENTS AT	AND AUTHORIZATIO	N LETTER; IF NOT REGISTERED	
				REGISTRATION OFFICER	

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

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### (BACK PAGE)

# A. Authentication (Certified True Copy) of Professional Identification Card (PIC) and/or Certificate of Registration (COR)

#### **Basic Requirements:**

- 1. duly accomplished Action Sheet
- 2. valid Professional Identification Card (PIC)
- 3. original and photocopy of PIC and/or COR
- 4. 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 form 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 authenticated copy of the PIC and/or COR and sign in the releasing log sheet.

#### B. Authentication of Certification of Passing, Report of Ratings and/or Board Rating

#### **Basic Requirements:**

- 1. duly accomplished Action Sheet
- 2. valid Professional Identification Card (PIC)
- original and photocopy of Certification of Passing, Report of Ratings and/or Board Rating
- 4. 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, Special Power of Attorney

# **Procedures:**

- Step 1. Download or secure the Action Sheet form 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 authenticated copy of the Certification of Passing and/or Report of Rating.

professional, authorization letter; if not registered