



Republic of the Philippines
Professional Regulation Commission
Manila



RESOLUTION NO. 1471
Series of 2021

**REVISED GUIDELINES ON THE CONDUCT OF INSPECTION AND MONITORING
OF EDUCATIONAL INSTITUTIONS AND ESTABLISHMENTS**

WHEREAS, Section 7 (a) of Republic Act (R.A.) No. 8981, otherwise known as “PRC Modernization Act of 2000”, provides that the Professional Regulation Commission (Commission) shall have the power, function, and responsibility to administer, implement and enforce the regulatory policies of the national government with respect to the regulation and licensing of the various professions and occupations under its jurisdiction, including the enhancement and maintenance of professional and occupational standards and ethics and the enforcement of the rules and regulations relative thereto;

WHEREAS, Section 7 (w) of R.A. No. 8981 further provides for the power, function, and responsibility of the Commission to initiate an investigation, upon complaint under oath by an aggrieved party, of any person, whether a private individual or professional, local or foreign, who practices the regulated profession or occupation without being authorized by law, or without being registered with and licensed by the concerned regulatory board and issued the corresponding license/professional identification card or temporary or special permit, or who commits any of the prohibited acts provided in the regulatory laws of the various professions, which acts are criminal in nature, and if the evidence so warrants, to forward the records of the case to the office of the city or provincial prosecutor for the filing of the corresponding information in court by the lawyers of the legal services of the Commission who may prosecute said case/s upon being deputized by the Secretary of Justice;

WHEREAS, Section 9 (b) of R.A. No. 8981 furthermore states that the Professional Regulatory Boards (Boards) shall have the power, function and responsibility to monitor the conditions affecting the practice of the profession or occupation under their respective jurisdictions and whenever necessary, adopt such measures as may be deemed proper for the enhancement of the profession or occupation and/or the maintenance of high professional, ethical and technical standards, and for this purpose, the members of the Board, duly authorized by the Commission, with deputized employees of the latter, may conduct ocular inspection in industrial, mechanical, electrical or chemical plants or establishments, hospitals, clinics, laboratories, testing facilities, mines and quarries, other engineering facilities and in the case of schools, in coordination with the Commission on Higher Education (CHED);

WHEREAS, Commission Resolution No. 01 (s. 2001) was issued which prescribes the rules and regulations to implement the provisions of R.A. No. 8981. Section 1(b)(3), Rule III thereof provides that the Boards, through the Commission and CHED, shall enter into a Memorandum of Agreement for the detailed procedure to be undertaken relative to the coordination between the Boards and the CHED regarding the procedure, frequency, and manner of ocular inspections and other related procedures;

WHEREAS, CHED Memorandum Order (CMO) No. 28 (s. 2010) provides for the systems and procedures for the Joint CHED-PRC Inspection and Evaluation of Higher Educational Institutions (HEIs) Offering Board Programs;

WHEREAS, the Commission issued Resolution No. 732 (s. 2013) promulgating the “Guidelines in the Conduct of Inspection and Monitoring of Higher Educational Institutions and Establishments”;

WHEREAS, there is a need to update the present inspection guidelines as a result of the new organizational structure of the Commission, as well as to respond to the physical and social restrictions brought about by the ongoing COVID-19 health crisis.

UPON THESE CONSIDERATIONS, the Commission hereby **RESOLVES**, as it is hereby **RESOLVED**, to issue these Revised Guidelines on the Conduct of Inspection and Monitoring of Educational Institutions and Establishments.

Rule I GENERAL PROVISIONS

Section 1. Title. This Resolution shall be known as the “Revised Inspection and Monitoring Guidelines”.

Section 2. Definition of Terms. In the implementation of these guidelines, the following terms shall be construed to mean as:

- a. **ACD** – refers to the Accreditation and Compliance Division of the Commission;
- b. **Board/PRB** – refers to the Professional Regulatory Board;
- c. **Calendar of Inspection and Monitoring** – refers to the list of scheduled inspection and monitoring activities to be undertaken for a given calendar year;
- d. **Certificate of Compliance** – refers to the certificate issued by the Board and the Commission in case the educational institution or establishment is found, after inspection, to be compliant with the provisions of the Professional Regulatory Law and other applicable policy regulations;
- e. **CHED** – refers to the Commission on Higher Education;
- f. **Commission/PRC** – refers to the Professional Regulation Commission;
- g. **Commission/PRC Representative** – refers to the duly authorized officer or employee of the Commission in the Regional Office tasked to assist the Board in the conduct of inspection or monitoring;
- h. **Educational Institutions** – refer to schools and all educational institutions offering primary, secondary and/or tertiary education where professionals are employed or need to be employed;
- i. **Establishment** – refers to any private or public entity, whether operating for profit or not, where professionals are employed or need to be employed and for purposes hereof, shall include but not be limited to industrial, mechanical, electrical or chemical plants or establishments, hospitals, clinics, laboratories, testing facilities, mines and quarries, other engineering facilities;
- j. **Fortuitous Event** – refers to any extraordinary event not foreseeable or avoidable, or events that could not be foreseen, or which, though foreseen are inevitable (e.g. those caused by forces of nature such as calamities, typhoon, flood, earthquake, volcano eruption, or other similar causes);
- k. **HEI** – refers to Higher Educational Institutions;
- l. **Inspection** – refers to the process of evaluating the compliance of educational institutions or establishments with the pertinent Professional Regulatory Law which may be undertaken physically, virtually or blended (physically and virtually) by the Boards and the Commission Representatives or jointly with the CHED, in the case of HEIs;
- m. **Inspection and Monitoring Team** – refers to the team composed of the representatives of the Board and the Commission authorized to conduct inspection and monitoring of educational institutions and establishments;
- n. **Inspection and Monitoring Administrative Tool (IMAT)** – refers to the instrument used by the Commission Representative during the conduct of inspection or monitoring with an established set of criteria;
- o. **Inspection and Monitoring Work Program and Report (IMWPR)** – refers to the plan detailing the activities of the Inspection and Monitoring Team, the scope of

- the inspection to be conducted, summary of observations, findings of violations, and proposed corrective actions by the Inspection and Monitoring Team;
- p. **Monitoring** – refers to the process of appraising whether the inspected educational institutions or establishments are consistently complying with the applicable Professional Regulatory Law which is carried out through follow-through inspection and/or evaluation of submitted compliance documents;
 - q. **Notice of Inspection and Monitoring (NIM)** – refers to the notice, which may be in hard copy or electronic copy, given to the educational institution or establishment informing them that an inspection or monitoring activity will be conducted on a specified date;
 - r. **Person-in-Charge** – refers to the person duly authorized to represent the educational institution or establishment, and who is equipped with the information needed for the purpose of inspection or monitoring;
 - s. **Random Inspection** – refers to an inspection done by the Board and the Commission Representative of an educational institution or establishment not specifically included in the itinerary of inspection but are randomly visited within the same location at a definite date. Random inspection may also be conducted arising from an information or report as to possible violations committed by an educational institution or establishment;
 - t. **Refusal to Acknowledge Authority to Inspect** – refers to the report given by the Inspection and Monitoring Team in case the educational institution or establishment refused to acknowledge their authority to inspect and enter the premises;
 - u. **RO** – refers to the Regional Office of the Commission;
 - v. **Travel/Office Order** – refers to the office issuance giving authority to the PRB and the PRC representative to conduct inspection and monitoring; and
 - w. **Verification Statement** – refers to the declaration executed by the authorized representative of the educational institution or establishment stating that the documents submitted to the Board are true, correct and authentic and that the facilities and resources as shown in the submitted video or PowerPoint presentation are duly existing and are in actual physical possession of the educational institution or establishment.

Section 3. Coverage/Scope of Inspection and Monitoring. These guidelines shall cover the rules and procedure on the conduct of inspection and monitoring of educational institutions and establishments as herein defined. Nothing though shall preclude the application of these guidelines to other processes which require the conduct of inspection or visitation in the issuance of certain permit or authority by the concerned Board as in the case of the Certificate to Operate Chemical Laboratories and other Related Establishments (Chemistry), Certificate of Compliance on the Personnel Complement Requirement (Electrical Engineering and Mechanical Engineering), Permit to Operate Psychology/Psychometric or Guidance and Counseling Office, Center, or Clinic (Psychology and Guidance and Counseling), and Registration of Firms/Partnerships and Corporations (Architecture, Accountancy, and Engineering), among others. In these instances, covered educational institutions and establishments which have been inspected and have fulfilled the requirements of the Board concerned shall be issued with the Certificate of Compliance (COC) and the corresponding permit or authority as well.

The inspection and monitoring done by the Boards shall embrace the following areas/components:

1. conditions that affect the practice of the profession;
2. compliance with the professional, ethical and technical standards of practice (e. g. Code of Ethics and Code of Technical and Professional Standards); and

3. the curriculum, faculty, library, facilities and the overall administration of the course/program by the HEI, if so provided under the Professional Regulatory Law.

Section 4. Purposes/Objectives of Inspection and Monitoring. The inspection and monitoring activity seeks to determine the compliance of educational institutions and establishments, including the professionals and employees/staff employed therein, with the requirements of R.A. No. 8981 and its Implementing Rules and Regulations, the applicable professional regulatory law and other policies/standards relevant to the practice of the profession. The inspection and monitoring activity of the Boards shall be a regulatory tool to enforce and implement the laws of the various professions and which shall serve as basis for the application of corrective and/or preventive actions and imposition of sanctions, if necessary, toward the enhancement of the standards of professional practice in the country.

Rule II INSPECTION PROCEDURES

Section 5. Pre-Inspection.

- 5.1. **Preparation of the Proposed Schedule of Inspection and Monitoring for the Succeeding Calendar Year.** The Board shall submit a list of educational institutions and establishments which are proposed to be inspected or monitored for the succeeding calendar year to the ACD *not later than June 30 of the current year*. Joint inspections and monitoring between and among Boards, if applicable, are encouraged [e.g. two (2) or three (3) Boards inspecting one (1) establishment at the same time].
 - 5.1.1. Based on the schedule submitted by the Boards, the ACD shall prepare and transmit to the ROs said list of educational institutions and establishments to be inspected and monitored for the succeeding calendar year *not later than July 31 of the current year*. The ROs shall give their comments and/or recommendations on the indorsed schedule and return the same to the ACD for consolidation *within three (3) days from receipt thereof*. The ACD shall immediately forward the consolidated comments and/or recommendations of the ROs to the Board for consideration. The Boards shall return to the ACD the final copy of the schedule *within three (3) days from receipt of the same*. The Endorsement Template is hereto attached as **Annex "A"**.
 - 5.1.2. The approved Calendar of Inspection and Monitoring shall be included in the printing of the approved Calendar of Licensure Examinations for the year.
- 5.2. **Finalization of the Calendar of Inspection and Monitoring.** *On or before August 30 of the current year*, the ACD, in coordination with the Professional Regulatory Board (PRB) Secretariat Division, shall call for meeting/s with the Boards for the finalization of the Calendar of Inspection and Monitoring, with the assistance of and in consultation with the Licensure Office, Regulation Office, Planning, Financial and Management Service, Administrative Service, Information and Communications Technology Service, and other concerned offices, as needed.
- 5.3. **Submission of the Calendar of Inspection and Monitoring to the Commission.** *On or before October 30 of the current year*, the ACD shall

submit the Calendar of Inspection and Monitoring for consideration and approval of the Commission.

5.4. **Endorsement of the Schedule of Inspection and Monitoring of HEIs to the CHED.** *On or before the last working day of the current year*, the Commission shall endorse to CHED the list of HEIs with approved schedule of inspection and monitoring for the succeeding calendar year.

5.4.1. **Presence of CHED Representative/s.** Should the area/component of inspection and monitoring by the Board be limited to those items mentioned in Section 3 hereof, then CHED representation may be dispensed with, as a rule. Otherwise, the inspection and monitoring will have to be done jointly with the CHED as far as practicable.

5.4.2. **Inspection and Monitoring Initiated by CHED.** The provisions of CMO No. 28 shall continue to be observed with respect to joint inspections and monitoring with the CHED. For this purpose, the Commission shall authorize representative/s from the Boards and ROs to participate in the joint inspection and monitoring upon receipt of invitation. (Note: Under CMO No. 28, the Commission shall provide the CHED-Office of Programs and Standards with the names of the additional representatives from the Board and/or Commission who will join the inspection team. For these additional representatives, expenses will not be shouldered by CHED.)

5.5. **Options on the Conduct of Inspection and Monitoring.** The Boards shall have the following options on the conduct of inspection and monitoring:

5.5.1. Physical – both the Board and Commission Representative are physically present at the site of inspection or monitoring.

5.5.2. Virtual – off-site inspection or monitoring is conducted using a virtual platform by both the Board and Commission Representative.

5.5.3. Blended (Physical and Virtual) – inspection or monitoring is conducted using a virtual platform where only the Commission Representative is physically present at the site of inspection or monitoring while the Board is off-site and participates through virtual platform.

5.6. **Notice of Inspection and Monitoring, Inspection and Monitoring Work Program and Report, and Inspection and Monitoring Administrative Tool.** The Commission Representative of the Regulations Division - RO shall prepare the NIM, including the IMWPR, for consideration and approval of the Board *at least forty-five (45) working days prior to the scheduled inspection and monitoring*. The Board shall sign the NIM and provide the necessary information in the IMWPR *within five (5) working days* from receipt thereof by the PRB Secretariat Division. The NIM is not required for random inspections and joint inspections with the CHED.

The PRB Secretariat Division shall send the signed NIM, IMWPR, Verification Statement, and IMAT to the RO having jurisdiction over the educational institution or establishment to be inspected or monitored through electronic mail, copy furnished the ACD, *within three (3) days* from receipt thereof.

The RO shall send the signed NIM, Verification Statement, and IMAT to the educational institution or establishment to be inspected or monitored *within three (3) days* upon receipt thereof from the ACD and secure the

acknowledgment from the educational institution or establishment within the same period. In case of refusal to acknowledge authority to inspect, a letter to that effect shall be issued by the concerned educational institution or establishment. The RO shall also make an annotation in the IMWPR that the educational institution or establishment refuses to acknowledge the authority of the Inspection and Monitoring Team.

The acknowledgment receipt or letter of refusal to acknowledge authority to inspect, as the case may be, shall be forwarded to the ACD.

A copy of the NIM, IMWPR, Verification Statement, and IMAT is hereto attached as **Annex “B”**, **Annex “C”**, **Annex “D”**, and **Annex “E”**, respectively.

5.7. **Preparation of Travel/Office Order.** The ACD and the Human Resource and Development Division (HRDD) shall prepare the necessary Travel/Office Order ***at least twenty (20) working days prior to the scheduled date of travel.*** A copy of the acknowledgment receipt of the NIM shall be attached to the draft Travel/Office Order, except for random inspections and joint inspections with the CHED.

5.8. **Preparation of Itinerary and other Travel Documents, including Request for Cash Advance.**

5.8.1. The ACD shall coordinate with the Procurement and Supply Division the flight bookings of the Boards, if necessary.

5.8.2. The RO shall perform the following:

1. Designate a representative from its Regulation Division to assist the Boards in the conduct of inspection and monitoring and undertake other logistical preparations and arrangements, as may be necessary.
2. Respond to the request of the ACD for the Commission Representative within the day of the through any mode of electronic communication.
3. Assist the Boards by providing transportation, facilitating arrangements for board and lodging accommodation, among others, that are necessary for the conduct of physical inspection and monitoring.

The ROs in the National Capital Region, Cordillera Administrative Region, Regions I, III, and IV-A shall transport the Boards from their official workstation to their destination and vice-versa. In cases where inspections are conducted in newly-created ROs with no provision for service vehicles, the nearest RO with service vehicles, or the Central Office, as the case may be, shall provide the transportation service (vehicle and driver).

4. Coordinate with the Local Government Unit on how to secure the necessary travel documents.
5. Prepare other logistical requirements such as use of the Commission service vehicle and authority to transport office

equipment (e.g., laptop, smart mobile device/gadget, and other related accessories, as necessary).

6. Send the signed NIM, Verification Statement, and IMAT to the educational institution or establishment to be inspected *within three (3) working days* upon receipt from the ACD and secure the acknowledgment receipt of the NIM or the letter of refusal to acknowledge the authority to inspect from the educational institution or establishment and forward the same to the ACD.
7. Obtain from the educational institution or establishment the presentations and/or documents required, as stated in the NIM and forward the same to the ACD *at least three (3) days* before the date of inspection or monitoring.
8. For virtual inspection and monitoring:
 - a. Send the meeting link to the Boards and representatives of the educational institution or establishment *at least one (1) day* before the date of inspection using the official online platform account provided by the Commission.
 - b. Arrange a dry run at least fifteen (15) minutes before the actual inspection or monitoring to test internet connectivity and orient the participants regarding the ground rules on the conduct of virtual inspection or monitoring.
 - b. Host the virtual meeting/inspection, as scheduled.
 - c. When necessary, provide clerical assistance to the Boards, i.e., encoding of the findings, observations and agreements during the conduct of inspection or monitoring.
9. For blended (physical and virtual inspection):
 - a. Inform the Board concerned, through the ACD, should stricter health and safety protocols be imposed by the national and local government where the inspection shall be conducted so that virtual inspection may be resorted to.
10. Undergo orientation and capacity-building on how to assist the Boards during the conduct of inspection or monitoring.

- 5.8.3. The detailed procedure on the preparation and liquidation of cash advance as well as reimbursement of expenses for inspection and monitoring shall be covered in a separate guideline to be issued by Commission.

Section 6. Inspection Proper.

- 6.1. **Scope of Inspection or Monitoring.** The Boards shall conduct inspection and monitoring strictly in accordance with these Guidelines. The Inspection and Monitoring Team shall conduct inspection and monitoring strictly within the area where the educational institutions and/or establishments are located as duly specified in the Travel/Office Order.

The areas/components covered for inspection and monitoring are those that are stated in Section 3 hereof. The Boards, however, may include other areas/components for inspection and monitoring (e. g. CPD/CPSP programs and other benefits/incentives for their employed professionals, if any.), which shall be reflected in **Part H** of the IMWPR.

The Boards for Professional Teachers, Guidance and Counseling and Librarianship shall have the authority to inspect public and private educational institutions offering primary and secondary education.

- 6.2. **Random Inspection.** Notwithstanding 1st paragraph of Section 6.1 hereof, the Boards may carry out random inspection for purposes of validating reports and spot-checking of educational institutions or establishments not included in the Calendar of Inspection and Monitoring but within the area specified in the Travel/Office Order. To illustrate, if the area specified in the Calendar of Inspection and Monitoring and Travel/Office Order is Makati City, the Boards may conduct random visits of educational institutions or establishments located within the boundaries of Makati City only.

Random inspections may be done in the case of physical inspection only.

The Boards may also request for the conduct of inspection and monitoring of educational institutions or establishments not otherwise included in the approved Calendar of Inspection and Monitoring for meritorious reasons and subject to approval of the Commission.

- 6.3. **Briefing.** The Inspection and Monitoring Team or the Commission Representative/s, as the case may be, shall bring the Travel/Office Order, IMAT and IMWPR on the date of the physical or blended inspection.

The Board shall conduct a briefing or opening meeting to introduce the members of the Inspection and Monitoring Team with the representative/s of the educational institution or establishment; and to discuss the objectives/purposes of the site visit, the inspection tool and inspection and monitoring work program (inspection scope and procedure), among others.

- 6.4. **Virtual Inspection and Monitoring.** For virtual inspection and monitoring, the following guidelines shall be observed:

6.4.1. The Commission Representative shall prepare the virtual meeting room and do a dry run at least fifteen (15) minutes before the designated time, and admit the Board and the educational institutions' or establishment's person-in-charge into the virtual meeting platform.

6.4.2. The Board shall present and discuss the objectives/purposes of the site visit, the inspection tool and inspection and monitoring work program (inspection scope and procedure) with the person-in-charge of the educational institution or establishment.

6.4.3. The Commission Representative shall validate the information provided by the educational institution or establishment in the IMAT.

6.4.4. The educational institutions' or establishment's person-in-charge shall, upon the request of the Board, present the previously submitted audio-visual and/or PowerPoint presentation and tour the Inspection and

Monitoring Team to the requested areas while connected to the virtual meeting platform.

- 6.5. **Blended (Physical and Virtual) Inspection and Monitoring.** For blended (physical and virtual) inspection and monitoring, the following guidelines shall be observed:
- 6.5.1. The Commission Representative shall, on the date of inspection or monitoring, be equipped with the required travel documents and proceed to the educational institution or establishment to be inspected.
 - 6.5.2. The Commission Representative shall prepare the virtual meeting room and do a dry run at least fifteen (15) minutes before the designated time and admit the Board and the person-in-charge of the educational institution or establishment.
 - 6.5.3. The Board shall present and discuss the objectives/purposes of the site visit, the inspection tool and inspection and monitoring work program (inspection scope and procedure), among others, with the person-in-charge of the educational institution or establishment.
 - 6.5.4. The Commission Representative shall validate the information provided by the educational institution or establishment in the IMAT and, upon the request of the Board, facilitate the physical inspection of the facilities and equipment of the educational institution or establishment, among others, using a mobile device while connected to the virtual meeting platform with the Board, and guided by the person-in-charge of the educational institution or establishment.
 - 6.5.5. The person-in-charge of the educational institution or establishment shall, upon the request of the Board, present the previously submitted audio-visual and/or PowerPoint presentation.
- 6.6. **Interruption/Disruption in the Course of Virtual Inspection.** In cases where, in the course of the virtual or blended (physical and virtual) inspection and monitoring, internet connectivity is lost and/or not regained after several attempts, the activity shall be deemed adjourned. A notice shall be sent to the educational institution or establishment for the rescheduling of inspection or monitoring.
- 6.7. **Deficiencies/Non-Compliances/Violations.** The Board shall take note of the deficiencies/non-compliances/violations observed, which shall be documented in **Part J** of the IMWPR. The Commission Representative may assist the Board in encoding the findings.
- 6.8. **Exit Conference.** The Inspection and Monitoring Team shall present and discuss its findings and recommendations, including the monitoring and compliance timetables, with the person-in-charge and such other employees/staff of the educational institution or establishment, as the Board. The Inspection and Monitoring Team shall request the person-in-charge to conform to the findings and recommendations or note his/her refusal to acknowledge receipt of the report.
- 6.8.1. The educational institution or establishment shall be furnished with a copy of the duly signed findings or recommendations immediately after the conduct of inspection and monitoring through electronic mail. All

findings and recommendations shall be embodied in **Part J** of the IMWPR.

- 6.8.2. The Inspection and Monitoring Team shall secure Certificates of Appearance/Attendance (**Annex “F”**) from the inspected and monitored educational institution or establishment and the RO concerned for purposes of reimbursement of expenses under Executive Order No. 77 (s. 2019).

Section 7. Cancellation and Rescheduling of Inspection or Monitoring. The Board, through the ACD, may request or recommend in writing the cancellation of any scheduled inspection or monitoring activity at least seven (7) days before the day of inspection or monitoring. The request or recommendation to cancel should be based on justifiable grounds such as fortuitous events, conflict with other official Commission activities, emergencies, serious health concerns and other similar grounds. If the cancellation is based on grounds other than those mentioned, the request or recommendation must be done at least one (1) month prior to the scheduled date of inspection or monitoring. All requests or recommendation to cancel inspection or monitoring shall be subject to the approval of the Oversight Commissioner. A copy of Notice of Cancellation is hereto attached as **Annex “G”**. The Board may request for the rescheduling of the inspection or monitoring activity at a later date.

If the reason for the cancellation is due to the sudden unavailability of the Commission Representative, the Board may request to proceed with the scheduled inspection or monitoring, with the approval of the Oversight Commissioner.

Section 8. Post-Inspection.

- 8.1. **Submission of Inspection and Monitoring Work Program and Report and Inspection and Monitoring Administrative Tool.** The Board shall submit to the ACD the duly accomplished IMWPR *within ten (10) working days* after the conduct of inspection or monitoring.

The Commission Representative shall submit to the ACD the duly accomplished IMAT and photos taken during the inspection proper within ten (10) working days after the conduct of inspection or monitoring.

The ACD shall encode in the database the reports of the Board and Commission Representative.

- 8.2. **Monitoring of Compliance of Inspected Educational Institutions and Establishments.** The RO shall create and maintain a database of all inspected or monitored educational institutions and establishments within its area of jurisdiction. The database shall contain information such as name of educational institutions and establishments, name of the head of the educational institution or establishment, address and contact numbers, dates of inspection and/or monitoring, findings, and, submission of compliance documents, if any. Template of the database is hereto attached as **Annex “H”**.

The Boards, with the assistance of the ACD and the RO concerned, shall monitor the status of compliance of educational institutions and establishments, and for this purpose, shall ensure that the required compliances are being checked per agreed timetable.

- 8.3. **Issuance of a Certificate of Compliance.** If the educational institution or establishment is found to be compliant, the Board shall recommend the

issuance of COC as reflected in the IMWPR. The COC shall be prepared by the ACD *within three (3) working days* upon receipt of the recommendation of the Board.

The prepared COC shall then be indorsed to the Board and the Commission for signature.

The ACD shall transmit the duly signed COC to the RO concerned which shall thereafter issue the same to the educational institution or establishment *within three (3) working days* from receipt thereof.

- 8.4. **Validity of the Certificate of Compliance.** The COC shall be valid for a period of three (3) years, subject to monitoring. Template of the Certificate of Compliance is hereto attached as **Annex "I"**.

Section 9. Impact Assessment/Study. The ACD, in coordination with the Boards and the Research and Statistics Division, shall prepare and submit an impact assessment/study to the Commission every three (3) years. The Impact Assessment/Study shall determine whether or not the purposes/objectives of the inspection and monitoring as stated in Section 4 hereof have been attained and which shall be the basis for any strategic policy intervention in the regulation of the profession.

The basis for the impact assessment/study shall be the Monitoring Sheet for Impact Assessment/Study. A copy of the Monitoring Sheet is hereto attached as **Annex "J"**.

Rule III FINAL PROVISIONS

Section 10. Flowchart of Procedures in the Conduct of Inspection and Monitoring. The corresponding flowcharts of the procedures in the conduct of inspection and monitoring are hereto attached as follows: I. Pre-Inspection (**Annex "K"**); II-A. Inspection Proper – Physical Inspection (**Annex "L"**); II-B. Inspection Proper –Virtual Inspection (**Annex "M"**); and II-C. Inspection Proper – Blended Physical and Virtual Inspection (**Annex "N"**).

Section 11. Investigation and Filing of Complaint/Case. The Board and the Commission, thru the Office of Legal Service, shall conduct an investigation, and if warranted, file the corresponding criminal and/or administrative complaint against any person, including the responsible officer/s of the educational institution or establishment, who as a result of the inspection and/or monitoring, shall have been found violating the provisions of RA No. 8981 or the pertinent professional regulatory law. Registered professionals who participated, directly or indirectly, in the commission of the violation shall also be appropriately charged before the Office of the Legal Service.

- 11.1. The Boards, with the assistance of the Office of the Legal Service, shall monitor the status of investigations and complaints/cases against erring educational institutions and establishments, as well as complaints/cases against individuals, that are filed before other investigating, quasi-judicial/administrative and judicial bodies.

Section 12. Strengthening of Inter-Agency Coordination and Convergence. The Board may call upon or request other departments, instrumentalities, offices, bureaus, institutions or agencies of the government, including local government units, to render assistance in the actual conduct of inspection and monitoring. The ACD and the RO concerned shall make the necessary arrangements and coordination for this purpose.

The inspection and monitoring reports shall be indorsed, whenever necessary, to other concerned government agencies as basis for any such action that may be taken thereon like the conduct of investigation, filing of corresponding complaints/cases for the suspension or revocation of the government license or permit of the erring educational institution or establishment, as the case may be. These agencies shall include the Department of Human Settlement and Urban Development, Department of Local Government, Philippine National Police, Department of Social Welfare and Development, Department of Health, Department of Public Works and Highways, Department of Environment and Natural Resources, Department of Science and Technology, Department of Education, and others.

The Boards, with the assistance of the ACD, shall further explore the possibility of converging the COC issued with permit or license requirements of other government agencies.

Section 13. Board-Specific Guidelines. Should it be necessary, a Board may be allowed to formulate supplemental specific inspection and monitoring guidelines other than those prescribed under this Resolution, subject to the approval of the Commission.

Section 14. Review of the PRC-CHED Joint Inspection and Monitoring of HEIs. The Boards and the ACD shall initiate the review of the existing procedure on the conduct of the CHED-PRC joint inspection and monitoring of HEIs.

Section 15. Orientation and Capacity-Building of the Boards and Commission Representatives. The ACD shall allocate funds and develop programs for the orientation and capacity-building of the Boards and Commission Representatives on the conduct of inspection and monitoring.

Section 16. Separability Clause. If any provision or portion of these Guidelines is declared unconstitutional or invalid, it shall not affect, invalidate or impair any other part thereof.

Section 17. Repealing Clause. This supersedes PRC Resolution No. 732 (s. 2013). All other issuances inconsistent herewith are hereby repealed and/or amended accordingly.

Section 18. Effectivity. This Resolution shall take effect immediately upon publication.

Let a copy hereof be furnished the University of the Philippines Law Center.

Done in the City of Manila this 29th day of December, 2021.



TEOFILO S. PILANDO, JR.
Chairman



JOSE Y. CUETO, JR.
Commissioner

VACANT
Commissioner

Note: Attachments maybe downloaded at www.prc.gov.ph

DATE OF PUBLICATION IN THE
DAILY TRIBUNE : January 19, 2022
Effective Date : Immediately