



Republic of the Philippines
Professional Regulation Commission
Manila

PRC REG Form No. 005 (Rev. Sept 2002)

REGISTRATION DIVISION

ACTION SHEET FOR CERTIFICATION

Date filed: _____

NAME: _____ PROFESSION: _____

LICENSE NO.: _____ DATE REGISTERED: _____

PURPOSE (please check)

ICHP State Board Local Employment Others: _____

CGFNS Overseas Employment Legal No. of copies: _____ (P75/copy)

FOR PRC PROCESSING

Amount: _____ O.R. No. : _____ Processed by: _____

Date: _____ Issued by: _____ Date due: _____

PLEASE FILL OUT THIS CLAIM SLIP

CERTIFICATION CLAIM SLIP

No. of copies: _____

NAME: _____ PROFESSION: _____

LICENSE NO.: _____ DATE REGISTERED: _____

Date filed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Date due: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Please present this slip to claim documents at Window _____, REPRESENTATIVE WITH PROPER IDENTIFICATION SHOULD PRESENT AUTHORIZATION LETTER FROM THE REGISTERED PROFESSIONAL.

REGISTRATION OFFICER

PROCEDURES

Step 1. Accomplish this Action Sheet (AS).

Step 2. Pay prescribed fees at the Cashier

Step 3. Present duly accomplished AS together with the requirements and receive your claim slip at
Window 16 Window 18 Window 30

Step 4. Claim your documents as scheduled. Please refer to your claim slip for further instructions.

REQUIREMENTS

1. Duly accomplished Action Sheet
2. Photo/xerox copy of valid professional license and claim stub in case ID was renewed and under process
3. Official receipt