



Republic of the Philippines  
Professional Regulation Commission  
Manila

**RESOLUTION NO. 2016 – 980**  
**Series of 2016**

**ESTABLISHING THE TIMETABLE OF ACTIVITIES FOR THE CONDUCT OF THE SPECIAL PROFESSIONAL LICENSURE BOARD EXAMINATIONS (SPLBEs) FOR OVERSEAS FILIPINO WORKERS (OFWs) IN THE MIDDLE EAST FOR 2016**

**WHEREAS**, the Commission is empowered under Sec. 7, paragraph (a) of the PRC Modernization Act (RA 8981) 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;

**WHEREAS**, the Commission is also empowered under Sec. 7, paragraph (d) of the same PRC Modernization Act to administer and conduct the licensure examinations of the various regulatory boards in accordance with the rules and regulations promulgated by it, and to determine and fix the places and dates of such examinations;

**WHEREAS**, Executive Order No. 835 dated October 9, 2009 was issued directing the Commission and other concerned agencies through the Department of Labor and Employment (DOLE) to conduct yearly Special Professional Licensure Board Examinations (SPLBE) in the Kingdom of Saudi Arabia, Qatar, United Arab Emirates and other countries in the Middle East;

**WHEREAS**, the Commission and the Professional Regulatory Boards (PRBs) shall conduct the SPLBE with the active participation of the Department of Foreign Affairs (DFA) through its Embassies/Consulates and the DOLE through the Philippine Overseas Labor Offices (POLOs), and in cooperation with the overseas branches/chapters of the Accredited Professional Organizations (APOs), Philippine Professional Organizations (PPOs) and the Filipino Communities (FILCOMs);

**WHEREAS**, the 2016 SPLBE shall be scheduled on September 14, 15 and 16;

**WHEREAS**, there is a need to promulgate a Resolution to establish the timetable of activities relative to the conduct of the SPLBE for Overseas Filipino Workers (OFWs) in the Middle East for year 2016.

**NOW, THEREFORE**, the Commission **RESOLVES**, as it is hereby **RESOLVED**, to promulgate this Resolution establishing the Timetable of Activities for the conduct of the SPLBE for OFWs in the Middle East for year 2016. This Timetable of Activities found in Annex "A" forms part of this Resolution.

Resolution No. 2016- 980

Series of 2016

Establishing The Timetable Of Activities For The Conduct Of The  
Special Professional Licensure Board Examinations (SPLBEs)  
For Overseas Filipino Workers (OFWs) In The Middle East For 2016

Let a copy of this Resolution be furnished the Office of the President, Professional Regulatory Board of Accountancy, Architecture, Civil Engineering, Electrical Engineering, Electronics Engineering, Master Plumbers, Mechanical Engineering, Nursing, Professional Teachers, Radiologic Technology, Respiratory Therapy, DOLE, DFA, Philippine Embassies/Consulates, POLO, Filipino Professional Organizations in the Kingdom of Saudi Arabia, Doha in Qatar, Dubai and Abu Dhabi in the United Arab Emirates, Kuwait and all offices of the Commission involved in the conduct of licensure examinations.

Done in the City of Manila, this 21st day of April, 2016.



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



**ANGELINE T. CHUA CHIACO**  
Commissioner



**YOLANDA D. REYES**  
Commissioner

TIME TABLE OF ACTIVITIES

PROPOSED DATES	ACTIVITY/IES	INFORMATION
First week of February	WRITING OF LETTERS TO EMBASSIES/POLOs	Inform embassies/POLOs on the holding of the regular 2016 SPLBE with suggested dates, places for their confirmation
Last week of February	ACCEPTANCE OF CONFIRMATION FROM EMBASSIES / POLOs  PRE-REGISTRATION OF INTERESTED OFW APPLICANTS	Commitment of Embassies/POLOs  Statistics on expected number of applicants
April 1 - 4	MEETING WITH THE BOARDS RE: RESOLUTION ON FIXING DATES OF EXAMINATIONS  ISSUANCE OF PRC RESOLUTION RE: FIXING THE DATES AND VENUES OF SPLBE	Final dates and places of examinations
April 7 - 15	POSTING OF ANNOUNCEMENTS AT THE <ul style="list-style-type: none"> <li>• PRC WEBSITE</li> <li>• EMBASSIES/POLOs</li> </ul>	To include info on OAS implementation
April 15 - June 10	FILING OF APPLICATIONS VIA ON-LINE APPLICATION (LERIS 2.0) <ul style="list-style-type: none"> <li>• ACCEPT SCANNED COPIES SO THERE IS NO NEED FOR EMBASSY/POLO TO FORWARD TO PRC ALL DOCUMENTS TO APPLICATION DIVISION</li> </ul>	Visit PRC Website ( <a href="http://www.prc.gov.ph">www.prc.gov.ph</a> ) for the step by step On-line Application Procedures  *Original copies shall be presented to the SPLBE Team for verification/authentication upon arrival
April 28 – June 30	PROCESSING OF APPLICATIONS BY APPLICATION DIVISION  PRINTING OF NOTICE OF ADMISSION	
June 15 – July 15	IDENTIFICATION OF PERSONNEL TO BE ASSIGNED IN VARIOUS TESTING CENTERS  <b>ISSUANCE OF TRAVEL ORDER TO COMPOSE THE SPLBE TEAM</b>	Based on Guidelines; composition/number of delegates based on number of expected examinees; Docketed Travel Order

PROPOSED DATES	ACTIVITY/IES	INFORMATION
June 15 – July 15	ISSUANCE OF SPECIAL ORDER ON <ul style="list-style-type: none"> <li>MERGING / EXTRACTION AND PRINTING OF TEST QUESTIONS</li> <li>PERSONS ASSIGNED AT THE CONFIDENTIAL PRINTING ROOM</li> </ul>	Special Orders for early dissemination to concerned PRBs, officials and employees
July 15 – August 15	COORDINATION WITH DFA AND EMBASSIES <ul style="list-style-type: none"> <li>FACILITATION OF TRAVEL DOCUMENTS AND ENTRY VISAs;</li> <li>SENDING OF EXAM SUPPLIES AND TEST BOOKLETS VIA DIPLOMATIC POUCH</li> </ul> PROCESSING OF OFFICIAL PASSPORTS/TRAVEL TAX EXEMPTIONS  MEETING OF PRC SPLBE TEAMS <ul style="list-style-type: none"> <li>GUIDE-ACTUAL SCHEDULE OF EXAMINATIONS</li> <li>CHECKLIST OF ACTIVITIES</li> </ul>	Identify responsible person  Tentative Schedule of deliveries of sealed boxes  Complete supporting documents submitted by SPLBE Teams
July 29	DETERMINATION OF THE FINAL NUMBER OF EXAMINEES	Confirmation on the final number of examinees for each board licensure examination as basis in the printing of test questionnaires
August 1 – 3	PREPARATION AND APPROVAL OF PRINTING ORDER	
August 1 - 15	SECURING OF PERMITS / CLEARANCES / EXAM FACILITIES BY EMBASSY/CONSULAR OFFICIALS WITH POLOs  PREPARATION OF CASH ADVANCES  AIRLINE RESERVATIONS  PREPARATION OF EXAM SUPPLIES	Confirmation on Availability of schools/venues/rooms Hotel reservations of SPLBE Teams  Estimate weight of Answer Sheets to be brought back  Approximate cost of accompanied baggage  Identify responsible person
August 12 – August 30	MERGING , EXTRACTION AND PRINTING OF TEST QUESTIONS	Should not coincide or overlap with other examinations
August 31 – September 1	DELIVERY OF SEALED BOXES OF TESTBOOKLETS AND EXAM SUPPLIES AND FORMS TO EXAM VENUES VIA DIPLOMATIC POUCH	

PROPOSED DATES	ACTIVITY/IES	INFORMATION
August 29 – September 2	ENCASHMENT OF CHECKS AND FOREIGN EXCHANGE OF SPLBE TEAMS  APPROVED VISAS PURCHASE PLANE TICKETS	
September 8	PRE-DEPARTURE MEETING OF PRC SPLBE TEAMS WITH COMMISSION PROPER <ul style="list-style-type: none"> <li>REVIEW OF DIPLOMATIC PROTOCOL</li> <li>PROCEDURES ON HOW TO HANDLE PROBLEMS THAT MAY ARISE</li> <li>CELL PHONE ROAMING PROCEDURES</li> </ul>	Contact person in the Philippines should be identified
September 9	DEPARTURE OF SPLBE TEAMS	<ul style="list-style-type: none"> <li>Assembly place and time should be determined before departure to have a meeting with the team members</li> <li>Transportation from PRC to Airport</li> </ul>
September 9 - 12	UPON ARRIVAL <ul style="list-style-type: none"> <li>COURTESY CALL TO PHILIPPINE EMBASSY</li> <li>EVALUATION OF ORIGINAL COPIES OF APPLICANTS DOCUMENTS</li> <li>START OF ISSUANCE OF NOTICE OF ADMISSIONS (NOAs)</li> </ul>	Arrange internet connection, computers and printers with POLO
September 12	ORIENTATION OF PROCTORS AND OTHER EXAM PERSONNEL	Examination Teams shall make an ocular inspection of the identified venue proposed by POLO
September 13	EXAM PREPARATION ON-SITE <ul style="list-style-type: none"> <li>ARRANGEMENT OF SEATS</li> <li>POSTING OF ROOM/SEAT ASSIGNMENT LIST, AND OTHER SIGNAGES</li> </ul>	
September 14 – 16, 2015	EXAMINATION PROPER  PACKING OF ANSWER SHEETS, AND SHREDDING OF TEST QUESTIONNAIRES, AFTER THE EXAM	
September 17	PREPARATION OF EXAMINATION REPORTS  ACCOUNTING OF ALL ANSWER SHEET PACKS AND COMPLETION OF OTHER POST EXAM PROCEDURES	<p>Prepare sufficient cash for excess baggage</p> <p>Delegation Teams shall bring the packages of Answer Sheet on their return to the Philippines</p>
September 18	RETURN OF SPLBE TEAM TO THE PHILIPPINES	<ul style="list-style-type: none"> <li>Inform the team if required to report to PRC Central Office or can go home directly to their homes/regions</li> <li>Transportation arrangement</li> </ul>