



Republic of the Philippines
Professional Regulation Commission
Manila

PROFESSIONAL REGULATION COMMISSION
MEMORANDUM ORDER NO. 09
SERIES OF 2018
February 12, 2018

TO: ALL CONCERNED OFFICIALS AND EMPLOYEES OF THE PROFESSIONAL REGULATION COMMISSION

SUBJECT: GUIDELINES ON THE PROCESSING AND RELEASE (RENEWAL) OF THE PROFESSIONAL IDENTIFICATION CARDS (PICs) OF THE BALIK MANGGAGAWA OFWs.

This Memorandum Order is hereby issued to prescribe the standard procedure in the processing and releasing (renewal) of the *Balik Manggagawa* OFWs PICs in compliance with Presidential Directive No. 2018-0006.

I. GENERAL GUIDELINES

All PRC offices shall provide an express lane for OFW professionals identified as *Balik Manggagawa*. The courtesy lane for Persons with Disability (PWD), pregnant women, nursing mothers and senior citizens may also be used.

A member of the staff will be assigned to handle the applications for above renewal of Professional Identification Cards.

II. DOCUMENTARY REQUIREMENTS

1. Proof of status as *Balik Manggagawa* OFWs
 - 1.1 Overseas Employment Certificate (OEC)
2. For the Renewal of Professional Identification Card (PIC)
 - 2.1 Duly accomplished Application Form for PIC (Annex "A")
 - 2.2 Two (2) pcs. passport size pictures with white background, without eyeglasses
 - 2.3 Photocopy of latest PRC ID Card
3. Proof of CPD Compliance (Certificate of Seminars/Trainings or other CPD activities attended), if available
4. Certificate of Good Standing (COGS) from the Accredited Integrated Professional Organization (AIPO), if applicable.

III. SPECIFIC GUIDELINES

A. For the *Balik Manggagawa* OFW Professional with proof of CPD compliance from Accredited CPD Providers.

1. If the professional is fully compliant with the required CPD credit units, he/she shall accomplish the Application Form for PIC. He/she will then proceed to pay the prescribed renewal fee and the PIC will be processed and released within the day.
2. If the professional cannot fully comply with the required CPD credit units, he/she shall accomplish the Application Form for PIC and fill up the Undertaking portion thereof. He/she will then proceed to pay the

prescribed renewal fee and the PIC will be processed and released within the day.

B. For the *Balik Manggagawa* OFW Professional with proof of CPD compliance issued by Non-Accredited CPD Providers:

1. The professional shall accomplish the Application Form for PIC and fill up the Undertaking portion thereof.
2. The professional shall likewise accomplish the Application for Crediting of Self-Directed Learning (SDL) and/or Lifelong Learning (LLL) Form (Annex "B").
3. Upon payment of the prescribed fees (Renewal fee and Processing fee for SDL), the PIC will then be released within the day.
 - 3.1. The Encoder of the Registration Division shall encode on the "remarks" portion of the Professional's record in the database the required number of CPD units to be complied as indicated in his/her Undertaking.
 - 3.2. Upon the issuance by the concerned CPD Council of the approved CPD units on the applied activities, the said Encoder shall accordingly credit the same to the professional's record.

C. For the *Balik Manggagawa* OFW Professional without any proof of CPD compliance:

1. The professional shall accomplish the Application Form for PIC and fill up the Undertaking portion thereof.
2. Upon payment of the prescribed renewal fee, the PIC will be processed and released within the day.


D. For the *Balik Manggagawa* OFW Professional who belongs to a profession that requires the submission of Certificate of Good Standing (COGS) from the AIPO:

1. The professional shall submit the COGS from AIPO as an additional requirement.
2. If the Professional cannot submit the COGS, he/she is required to execute an Undertaking (Annex "C") in addition to the general documentary requirements.
3. Upon payment of the prescribed renewal fee, the PIC will be processed and released within the day.

This Memorandum Order shall take effect immediately upon approval.



TEOFILO S. PILANDO, JR.
Chairman

	Professional Regulation Commission
	APPLICATION FOR PROFESSIONAL IDENTIFICATION CARD (PIC)

APPOINTMENT DATE:: _____-PLACE/O.R. NO. (DATE)

NAME _____ TEL No./CP No.: _____
Last Name First Name Middle Name

CITIZENSHIP: _____ BIRTH DATE: _____
(mm/dd/yy)

PERMANENT MAILING ADDRESS: _____ EMAIL ADDRESS: _____

SCHOOL & PLACE GRADUATED: _____ YEAR GRADUATED: _____

PROFESSION: _____ REGISTRATION DATE: _____
(mm/dd/yy)

PRC LICENSE NO: _____ PIC EXPIRATION DATE: _____
(mm/dd/yy)

DECLARATION AND ATTESTATION

I am aware and I give my consent to the collection of the data required by this application form and the taking of my photograph, and if applicable, the taking of my fingerprints.

I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws.

SIGNATURE OF LICENSEE**UNDERTAKING**

(To be filled up by professionals, except for Real Estate Practitioners, who failed to comply with the required CPD Credit Units for the renewal of Professional Identification Card)

For this compliance period, I am submitting ___ CPD units of the total required ___ CPD Credit units. I hereby undertake to submit the balance of ___ CPD credit units in addition to the ___ required CPD units (or a total of ___ units) for the next renewal of my PIC. I understand that in the event I fail to comply, my PIC will not be renewed.

SIGNATURE OF LICENSEE**NOTE:**

- 1) ALL REAL ESTATE PRACTITIONERS CANNOT AVAIL THE UNDERTAKING AND HAVE TO PROVIDE PROOF OF COMPLIANCE WITH CPD PRIOR TO RENEWAL OF PIC PURSUANT TO SECTION 17, ARTICLE III OF REPUBLIC ACT NO. 9646 OR THE REAL ESTATE SERVICE ACT OF THE PHILIPPINES AND BOARD RESOLUTION NO. 49, S. 2015.
- 2) REPRESENTATIVE OF THE PROFESSIONAL APPLYING FOR ISSUANCE OF PROFESSIONAL IDENTIFICATION CARD (PIC) MUST SUBMIT:
 - a) THE PRESCRIBED AUTHORIZATION LETTER AND PHOTOCOPY OF PROFESSIONAL IDENTIFICATION CARD (PIC) OF THE REPRESENTATIVE AND EXPIRED PIC OF THE PROFESSIONAL; OR
 - b) SPECIAL POWER OF ATTORNEY (SPA) AND PHOTOCOPY OF ANY VALID GOVERNMENT ISSUED IDENTIFICATION CARD (ID) OF THE REPRESENTATIVE AND THE PROFESSIONAL
- 3) STRICTLY FOLLOW THE APPOINTMENT DATE ON RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC).



Professional Regulation Commission

APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

CPD Council for _____

Part I. Personal Information

Name:	
Profession:	License No.:
Date Issued:	Valid Until:
Residence Address:	
Telephone No.:	Fax No.:
Cellphone No.:	E-mail Address:
Company Name (if employed):	Position:
Company Address:	Telephone no.:
Self-Directed and/or Lifelong Learning:	
<input type="checkbox"/> Invention / Patent	<input type="checkbox"/> Online Training
<input type="checkbox"/> Post-Graduate Studies	<input type="checkbox"/> Seminars / Technical Sessions / Conference
<input type="checkbox"/> Authorship	<input type="checkbox"/> Company sponsored training programs
<input type="checkbox"/> Diploma Program	<input type="checkbox"/> Professorial Chair
<input type="checkbox"/> Others _____	

Part II. Declaration and Attestation

<p>I am aware and I give my consent to the collection of the data required by this application form.</p> <p>I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws.</p> <p>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____ (Notary Public)</p>
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Part III. Action Taken

Continuing Professional Development Division:	Cash Division:
Processed by: _____	Amount : _____
Date : _____	O.R.No./Date : _____
	Issued by : _____

Reviewed by: _____

Chief, Continuing Professional Development Division

<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved	Credit Units Granted: _____
<input type="checkbox"/> Disapproved	
<input type="checkbox"/> Deferred pending compliance _____	

Chairperson	
_____	_____
Member	Member
Date _____	

PROCEDURE FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

- Step 1. Secure Application Form at Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents.
(Please provide one (1) set for receiving copy)
- Step 3. Proceed to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Hundred Pesos (P 500.00).
- Step 5. Affix documentary stamp on the application form.
- Step 6. Submit Application Form with attached supporting documents and photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 7. Verify your application after 60 days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS**SUPPORTING DOCUMENTS**

Comply/submit only the document/s required to support your application. Refer to the Matrix of CPD Activities and/or in the Operational Guidelines of your profession for guidance. (This can be viewed at www.prc.gov.ph under the Continuing Professional Development tab)

- Original and Photocopy of Certificate of Attendance
- Program of Activities
- Diploma / TOR /Certificate of Completion, etc.
- Certificate of Patent
- Copy of published material/book
- Certificate of Entitlement /Appointment as Professorial Chair
- Others that may be required by the CPD Council

Additional Requirements:

- Soft copy of the Application including supporting attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

Note:

1. Application for CPD Credit units of Master's degree or its equivalent and Doctoral degree or its equivalent shall be filed not later than five (5) years from completion of the said degrees.
2. Representative/s filing and claiming application/s for crediting of self directed and/or lifelong learning in behalf of the applicant must present a letter of authorization and valid identification cards of both the applicant and the representative.
3. The period for processing the application is 60 days.
4. If additional requirement/s is/are needed, a period of 15 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.



Professional Regulation Commission

UNDERTAKING FOR COGS

I, _____, a registered and licensed _____ (profession) with current/expired Professional Identification Card (PIC) No. _____ and address at _____, hereby state that:

1. I am a OFW professional under the *Balik Manggagawa* program of the Department of Labor and Employment (DOLE);
2. I applied for the renewal of my PIC with the Professional Regulation Commission;
3. One of the requirements for the renewal of my PIC is the Certificate of Good Standing (COGS) from _____ (name of the organization), an Accredited Integrated Professional Organization for _____ (profession), which I failed to submit;
4. I undertake to submit the COGS on the next renewal of my PIC; and
5. I understand that in the event I fail to submit the COGS my PIC will not be renewed.

SIGNATURE OVER PRINTED NAME

DATE _____

NOTE:

To be accomplished by OFW professionals under *Balik Manggagawa* program of the Department of Labor and Employment (DOLE) who failed to submit the Certificate of Good Standing (COGS) from their Accredited Integrated Professional Organization (AIPO).