



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM

May 10, 2021

No. 261, s. 2021



**AGREEMENTS BETWEEN DEPED RO XI AND THE PROFESSIONAL
REGULATION COMMISSION (PRC) RO XI ON PROCESSES UNDERTAKEN BY
DEPED PERSONNEL**

To: Chief of CID and SGOD
Public Schools District Supervisors
Public Schools Elementary School Heads
Public Schools Secondary School Heads
All Concerned Personnel

1. Pursuant to Regional Memorandum dated April 19, 2021, signed by Allan G. Farnazo, Director IV, re: Agreements Between DepEd RO XI and the Professional Regulation Commission (PRC) RO XI on Processes Undertaken by DepEd Personnel.
2. All DepEd personnel is encouraged to follow the published processes of the PRC in their Citizen's Charter as presented in their official website and to avoid approaching any group stationed outside their RO that promises to expedite the request for PRC ID authentication, renewal, or any other transactions.
3. Immediate dissemination and strict compliance of this memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent

For and in the absence of the Schools
Division Superintendent:


BASILIO P. MANA-AY, JR., EdD.
Assistant Schools Division Superintendent 
Officer-In-Charge



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Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

MEMORANDUM

To : Assistant Regional Director
 Schools Division Superintendents/OIC-SDSs

Subject: AGREEMENTS BETWEEN DEPED RO XI AND THE
 PROFESSIONAL REGULATION COMMISSION (PRC) RO XI
 ON PROCESSES UNDERTAKEN BY DEPED PERSONNEL.

Date : April 19, 2021

The Management of both the Department of Education Regional Office (RO) XI and the Professional Regulation Commission (PRC) RO XI conducted a Virtual Levelling OIT Meeting on April 15, 2021 with the goal geared towards a clearer and efficient processes and transactions being made by DepEd personnel with PRC.

This Regional Office supports the Professional Regulation Commission as one of our strongest allies in the professional development of our personnel, in realizing their vision of determining the competence of professionals by credible and valid licensure examinations and standards of professional practice that are globally recognized.

The following were the agreements reached by the Management of both government agencies during the above-stated virtual meeting.

| Area of Concern | Agreements |
|--|--|
| 1. Authentication of active PRC ID | <ul style="list-style-type: none"> ■ The concerned DepEd personnel shall use the online appointment system of PRC. He/she shall pay online and shall proceed to PRC RO XI on the scheduled date generated from the online appointment system with the printed Action Sheet for Authentication, the photocopy and the original document for authentication. ■ If such authentication is to be used for application purposes, the applicant shall secure an online appointment for authentication at least a week prior to the date of submission of such document to avoid unnecessary delays. ■ The request to waive online appointment schedule shall require a RO or SDO Memo stating its urgency to submit the authenticated document. |
| 2. Agency-to-Agency ORAOHRA Verification of PRC ID | <ul style="list-style-type: none"> ■ DepEd RO and the Schools Division Office (SDO) shall regularly coordinate with PRC RO XI for the implementation of the Agency-to-Agency request for authentication/verification of PRC ID as mandated by the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). ■ The Head of Agency shall write a letter to the ORD of PRC RO XI to accept request in bulk for ORAOHRA authentication verification of PRC ID of the newly hired/promoted personnel of |



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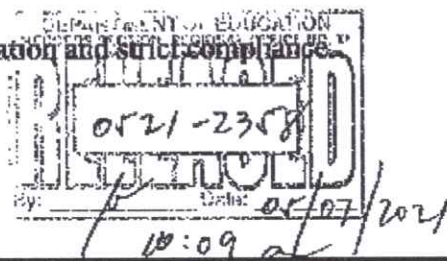
Office of the Regional Director

| Area of Concern | Agreements |
|--|---|
| | their RO or SDO through a designated Liaison Officer. ■ PRC shall only process one (1) request per day per RO or SDO with only ten (10) persons per request. Each person in the request shall attach all necessary documents, including the copy of the first page of ORAOHRA together with the duly filled out Request Form. ■ The PRC XI Offsite Service Center in Tagum City and soon to open in Mati City, may facilitate the sending of Agency-to-Agency request for authentication/verification of PRC ID to and from PRC Davao. Please note that the number of days of releasing of such documents may take more than the usual in consideration to the availability of personnel and vehicle. |
| 3. Renewal of PRC ID | ■ DepEd personnel is advised to file the renewal of their PRC ID at least within one (1) year prior to its expiry date to avoid rush in filing and in the releasing of the new one. ■ The renewing professional shall secure an online appointment from www.prc.gov.ph , pay online, and shall proceed to the PRC office chosen as the appointment place for the processing and release of renewed PRC ID. |
| 4. Continuing Professional Development (CPD) Units | ■ PRC Regional Offices accept Certificates of Attendance / Participation bearing the official DepEd logo as compliance to the CPD units for the PRC ID renewal. ■ With this positive development, all DepEd personnel are discouraged to join seminars and trainings being offered by private companies or institutions in order to gather CPD units for their PRC ID renewal. |
| 5. Other Concern | ■ The change of name and other details in the PRC ID is not yet included in the online system of PRC. The concerned professional may log in in the PRC website, or visit personally at the PRC RO XI at its office address in Davao City. |

All DepEd personnel is encouraged to follow the published processes of the PRC in their Citizen's Charter as presented in their official website and to avoid approaching any group stationed outside their RO that promises to expedite the requests for PRC ID authentication, renewal, or any other transactions.

For more information on your query, you may contact the Public Assistance and Complaint Desk of PRC XI on the telephone numbers (082) 234-006 to 07 or send an email at ro11@prc.gov.ph.

For information and strict compliance.



ALLAN G. FARNAZO
 Director

ROA3/PS/tjt



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