



Republic of the Philippines
Professional Regulation Commission
Cordillera Administrative Region

19 June 2020

Sir/Madam:

Greetings from the Professional Regulation Commission-Cordillera Administrative Region (PRC-CAR)!

Pending the deployment of the PRC's Online Delivery System in the Regional Offices and with the local community quarantine, the PRC allows the bunch transactions for renewal of Professional Identification Card and other applicable services. However, this is limited only to medical institutions for health professionals and government institutions for other professionals such as Criminologists, Social workers, etc., on behalf of their employed professionals who are serving as Coronavirus Disease 2019 frontliners or voluntary workers.

Attached is the interim procedure for bunch filing of applications for renewal of professional identification card during the community quarantine for your guidance.

For inquiries, you may email us at car.lrd@prc.gov.ph and prcbaguio.reg@gmail.com or call (074) 665-4338.

Respectfully,

JUANITA L. DOMOGEN
Officer-in-Charge

RO-BAG/ORD/LRD
JLD/WBC/cam



Republic of the Philippines
Professional Regulation Commission
Cordillera Administrative Region

FOR MEDICAL AND GOVERNMENT INSTITUTIONS ONLY

**INTERIM PROCEDURE FOR BUNCH FILING OF APPLICATIONS FOR
RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC) AND CLAIMING
THEREOF DURING THE COMMUNITY QUARANTINE**

A. ONLINE APPOINTMENT PROCESS BY THE PROFESSIONAL

1. REGISTER an account or SIGN-IN if you already have an existing account at online.prc.gov.ph. (Note: For newly registered accounts, Sign-in and fill-out the form first before proceeding to the next instruction).
2. Click SELECT TRANSACTION and choose Renewal.
3. Fill-out the required information. Then click PROCEED. You will be directed to the appointment scheduler.
4. Select PRC BAGUIO on the PRC Branch and choose among the payment options available to generate your Reference number.
5. Pay said fee on your chosen payment method and screenshot your receipt or payment confirmation.

B. DOCUMENTARY REQUIREMENTS

1. The professional scans and sends the following requirements through prcbaguio.reg@gmail.com:
2. Authorization letter to the Agency Representative
 - a. Downloaded renewal form duly signed by the professional and paid online;
 - b. CPD certificates, if available, subject to evaluation by the Regulation Division;
 - c. Additional requirements prescribed by particular Professional Regulatory Boards:
 - Surety Bond (P20,000.00) for Real Estate Appraiser and Broker
Note: permanent/regular government employee may submit CERTIFICATE OF EMPLOYMENT in lieu of the Surety bond
 - Certificate of Good Standing (COGS) issued by the APO/AIPO for the following: Aeronautical Engineer, Agricultural and Biosystems Engineer, Architect, Customs Broker, PECE/Electronics Engineer/ECT, Geodetic Engineer, Guidance Counselor, Interior Designer, Landscape, Architect, Librarian, Psychologist/Psychometrician, PEE/REE/RME, Respiratory Therapist.



Notes:

- If requirements **a.** or **b.** is not available, affix signature on the UNDERTAKING portion of the renewal form.
 - Newly licensed professionals shall not be covered by the CPD requirement for the first renewal cycle (3 years) after obtaining their license
1. Authorization to the Agency Authorized Representative
 - **Letter of Authority** (if representative is PRC registered professional)
 - **Special Power of Attorney** (if representative is not PRC registered professional)

Note: One (1) **Letter of Authority / Special Power of Attorney** may be issued or executed and signed by all the professionals represented

A. FILING PROCESS

1. The Agency Authorized Representative shall submit the documents of the professionals to PRC-CAR (Counter 10).
2. The ID card shall be released after checking the completeness of documents submitted.