



Republic of the Philippines
Professional Regulation Commission
Manila

RESOLUTION NO. 2017-1034
April 7, 2017

**2017 REVISED GUIDELINES ON THE CONDUCT OF
SPECIAL PROFESSIONAL LICENSURE EXAMINATIONS
FOR OVERSEAS FILIPINO WORKERS**

WHEREAS, pursuant to Executive Order No. 835, the Commission was directed to conduct the Special Professional Licensure Board Examinations (hereinafter referred to as "SPLE") yearly for the benefit of qualified Overseas Filipino Workers (OFWs).

WHEREAS, in a Memorandum of Agreement entered into by and among the Commission, the Department of Labor and Employment and the Department of Foreign Affairs, the parties therein agreed to issue implementing guidelines and necessary issuances for the effective and efficient execution of the undertaking.

WHEREAS, the Commission issued Resolution No. 2011-627, series of 2011, entitled "Revised Implementing Guidelines on the Conduct of Special Professional Licensure Board Examinations to Overseas Filipino Workers (OFWs)", pursuant to Republic Act No. 8981 and Executive Order No. 835, which regulates the conduct of the SPLE.

WHEREAS, the current and existing guidelines as embodied under Resolution No. 2011-627, series of 2011, are outdated and unresponsive to the needs of the present times.

WHEREAS, there is a need to strengthen further the conduct of SPLE in order to assuage any possible irregularity that would disrepute the integrity and inviolability of licensure examinations.

NOW, THEREFORE, the Commission **RESOLVES**, as it is hereby **RESOLVED**, to issue the following revised guidelines on the conduct of the Special Professional Licensure Examinations for Overseas Filipino Workers (OFWs).

A. SUBMISSION OF REQUESTS FOR THE HOLDING OF THE SPLE

1. The overseas professional organizations or the OFW-applicants shall submit requests for the conduct of SPLE to the Embassies/Consulates through the Philippine Overseas Labor Offices (POLOs).
2. The POLOs in coordination with the overseas professional organizations/Accredited Professional Organizations (APOs)/Filipino Communities (FilComs) shall conduct a pre-registration of OFW-applicants to determine the number of examinees expected to take the SPLE.
3. The Embassies/Consulates/POLOs shall submit to the Commission the data on the number of pre-registered OFW-applicants at least 4 months prior to the proposed dates of examinations.

B. FIXING THE DATES AND VENUES OF EXAMINATIONS AND INFORMATION DISSEMINATION

1. The Commission in consultation with the Professional Regulatory Boards (PRBs) shall determine the dates and venues of examinations and inform the Embassies/Consulates/ POLOs concerned.
 - 1.1 The dates of the examinations shall be as follows:
 - 1.1.1 For countries in the Middle East - during observance of religious holidays.
 - 1.1.2 For other countries - as requested by Philippine Embassies/ Consulates, and as approved by the Commission.
 - 1.2 The venues of the examinations shall be determined by the Commission upon the recommendation of the Embassy/Consulate concerned.
2. The Consular Officials of the Philippine Embassies and Consulates and POLO officials shall ensure the wide dissemination of information through the APOs/FilComs. The information shall include the licensure examinations to be conducted, the dates and venues of examinations, the qualifications and documentary requirements to be submitted, the deadline for filing of applications, and the examination fees to be paid by the OFW-applicants.

C. FILING OF APPLICATION FOR EXAMINATIONS

1. Applicants shall apply online using the **ENHANCED LERIS** by visiting the PRC website www.prc.gov.ph.
2. Applicants shall submit their application forms together with the following documentary requirements to the POLOs for initial evaluation/screening. The POLOs may request the assistance of the APOs/FilComs to check the completeness of documents and establish the identity of applicants.
 - 2.1 **Basic Documents:**
 - 2.1.1 Photocopy of Transcript of Records (with or without scanned picture).
 - 2.1.2 Photocopy of Valid Passport

The originals of the above documents shall be presented to the PRC Examination Team for validation upon their arrival at their respective venue of assignment.
 - 2.1.3 Two (2) passport size pictures with complete name tag.
 - 2.2 **PRB-Specific Original Documents:**
 - 2.2.1 **Architecture:** Accomplished Logbook for Diversified Experience for Local Experience (certified by mentor-architect) and/or Certificate of Related Work Experience for overseas experience (signed by the employer) with a minimum of 3,840 hours. Submit original Logbook to the Professional Regulatory Board of Architecture for conditional approval.
 - 2.2.2 **Registered Master Electrician, Certified Plant Mechanic and Electronics Technician:** Certificate of Experience on prescribed form.

- 2.2.3 **Accountancy:** Certificate of Completion of Refresher Course, as applicable.
- 2.2.4 **Nursing:** Summary of Related Learning Experience, notarized OR- DR cases for the 2012 graduates and below. Certificate of Undertaking signed by the Dean and Registrar for the 2013 graduates and above (CMO #14 Series of 2009).
- 2.2.5 **Respiratory Therapist:** Certificate of ten (10) months internship equivalent to a minimum of one thousand five hundred (1,500) hours of respiratory therapy clinical internship under the supervision of a competent duly qualified and registered Respiratory Therapist; Certificate of Good Moral Character from any of the following: Philippine Embassy, POLO, Employer, Accredited Professional Organization or Church, duly signed by the issuing authority; and Certificate of Authentication and Verification (CAV) for schools without Special Order (S.O.) number.
- 2.2.6 **Radiologic Technologist:** Certificate of Good Moral Character from any of the following: Philippine Embassy, POLO, Employer, Accredited Professional Organization or Church, duly signed by the issuing authority. If applicant is a registered X-Ray Technologist (PRC Passer), copy of updated X-Ray Technologists Professional Identification Card (PRC ID card) and Board Rating Certificate issued by PRC.
- 2.2.7 **Environmental Planning:** College Diploma; Certificate of Good Moral Character from any of the following: Philippine Embassy, POLO, Employer, Accredited Professional Organization or Church, duly signed by the issuing authority; OJT Certificate or in-service Training signed by the applicant's immediate supervisor; Certificate of Professional Civil Service Eligibility (for incumbent government planners only).

Applicant must hold any of the following:

- a. Graduate degree in Environmental Planning, Urban and Planning, City Planning, Town and Country Planning and/or Human Settlements Planning;
- b. Post-graduate Diploma in Environmental Planning, Urban and Regional Planning, City Planning, Town and Country Planning and/or Human Settlements Planning with at least one (1) year on-the-job training, as required under R.A. 10587;
- c. Bachelor's degree in Environmental Planning, Urban and Regional Planning, City Planning, Town and Country Planning and/or Human Settlements Planning, or its equivalent, and with two (2) years on-the-job training, as required under R.A.10587;
- d. Master's or Doctorate degree in Architecture, Engineering, Ecology, Economics, Geography, Geology, Social Science, Environmental Management, Natural Resources Planning, or other related disciplines acceptable to the Board, and with five (5) years on-the-job training; or
- e. A Bachelor's Degree in Architecture, Engineering, Economics, Public Administration, Law, Social Work and Community Development or Sociology or other related disciplines acceptable to the Board, and with five (5) years on-the-job training.

3. OFW-applicants shall pay the examination fees through any remittance center.
4. The POLOs shall forward the above documents and the print-out of online application forms to the Commission via their official couriers.
5. The Commission shall forward the list of conditionally-approved applications to the POLOs and post it at the PRC website.
6. The OFW-applicants shall accomplish the Permanent Examination Registration Record Cards (PERRCs) in the presence of the PRC Examination Team prior to the issuance of Notice of Admission (NOA).
7. The PRC Examination Team shall conduct a personal identification of OFW-applicants and issue the NOA before the examination day.

D. PERMITS/CLEARANCES/FACILITIES AND EXAMINATION PERSONNEL

With the assistance of the POLOs the Embassy/Consular Officials shall:

1. Secure the necessary permits and clearances from the local authorities for the conduct of the licensure examinations.
2. Determine suitable venue/s for the conduct of examinations with the approved specifications as determined by the Commission. Substantial/sufficient Closed-Circuit Television cameras and/or video camera recordings shall be required or shall have been installed prior to the conduct of the licensure examination in every testing center, if warranted.
3. Provide a pool of Room Watchers/Proctors to assist in the conduct of examinations. The Room Watchers/Proctors should be college graduates and must not be related to any examinee within the fourth degree of affinity or consanguinity. Proctors should not be of the same profession of the licensure examination being proctored. Employed Room Watchers/Proctors shall be taken only from a pool of Room Watchers/Proctors provided by the Embassy/Consular Officials, as recommended by the POLOs and preferably not from the Philippine Professional Organization (PPO).
4. Provide a secured room at the Embassy, Consular Office or POLO for storage of sealed boxes of pre-printed test questions and on-site printing of test questions whenever required, as well as for other equipment such as shredding machines, photocopiers, computers and printers that may be needed by the Commission before, during and after the examinations.
5. Provide assistance in handling boxes of examination materials sent through diplomatic pouch.
6. Ensure that sealed boxes of pre-printed test questions are always secured inside the vault or a secured room at the Embassy, Consular Office or POLO with at least one security officer guarding the premises 24/7.
7. Guarantee that examination materials for the day are released to the head of the examination team two (2) to three (3) hours prior to the conduct of the licensure examination, depending on the distance from Embassy, Consular Office or POLO to the testing center. The head of the examination team shall receive the examination materials only after ensuring that the integrity of the test questions has not been compromised.

E. DEPLOYMENT OF PERSONNEL TO COMPOSE THE PRC EXAMINATION TEAMS

1. The Commission shall send only qualified officers and staff to administer the conduct of the licensure examinations. Representatives from DOLE/ Embassy/ Consulate/ POLO officials may be designated to assist in the actual conduct of examinations.
2. At least one (1) of the two (2) top officials of the delegations who will assist in the actual conduct of the licensure examinations must have previous experience in the conduct of the licensure examination.
3. The members of the delegations shall distance themselves and avoid familiarization with the examinees, officials and members of the overseas professional organizations. They shall, at all times, adhere faithfully to Republic Act No. 6713, otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees."

F. FACILITATION OF TRAVEL DOCUMENTS

1. The DFA shall facilitate the issuance of official passports of the members of the PRC examination teams including endorsement of visas to relevant embassies in Manila through the Philippine Embassies.
2. The purchase of airline tickets, as appropriate, shall be in accordance with the Government Fares Agreement between the Procurement Service (PS)-Philippine Government Electronic Procurement System (PhilGEPS) and the Philippine Airlines.

G. FUNDING SOURCES

1. The amount required for the administration of the SPLE shall be chargeable against the budget of the Commission. Travel expenses and per diems of PRC examination teams, rental fees for venues and transport, honoraria of examination personnel, courier/cargo expenses, supplies and other incidental expenses shall all be for the account of the Commission.

This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in a newspaper of nationwide circulation.

Let copies of this Resolution be furnished the Department of Labor and Employment (DOLE), Department of Foreign Affairs (DFA), Commission on Higher Education (CHED), Commission on Filipino Overseas (CFO), and the UP Law Center, for their information and guidance.

DONE in the City of Manila, Philippines, this 7th day of April, 2017.



TEOFILO S. PILANDO, JR.
Chairman


ANGELINE T. CHUA CHIACO
Commissioner
YOLANDA D. REYES
Commissioner

O-CH/O-COI/O-CII/O-ASCOM/O-LIC/D-LGL
TSP/ATCC/YDR/ATG/RCG/ER2

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