

Professional Regulation Commission

APPLICATION FOR REGISTRATION WITHOUT EXAMINATION (TEACHERS)

(PURSUANT TO REPUBLIC ACT NO. 9293)

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STEPS IN FILING APPLICATION FOR REGISTRATION WITHOUT EXAMINATION

- 1. Present required document to processor at Application Windows for issuance of Application Form and blank Permanent Examination and Registration Record Card (PERCC).
- 2. Pay filing fee at the Cashier. Get Official Receipt.
- 3. Pay metered documentary stamp at the PRC Customer Service Center.
- 4. Submit duly accomplished application form, required documents, PERRC, and Official Receipt to Issuing Officer Application Windows for final review of document and issuance of Filer's Stub.
- 5. Keep Filer's Stub for verification and registration purposes.

Notice of Approval/Disapproval will be mailed to you. If you fail to receive your notice on scheduled date, please verify status of your application at Application windows.

DOCUMENTS REQUIRED

- Certified true copy of Report of Rating (Category A) / Guro Certificate (Category B), or in the absence thereof, original Certification of Rating/Eligibility (for both categories) issued by the Civil Service Commission (CSC)
- Original and photocopy of Certificate of Live Birth issued by the National Statistics Office (NSO) in security paper, with the following entries clearly printed: Name, Civil Registry Number, Date of Birth, Citizenship, Gender, and Name of Parents
- Original and photocopy of Marriage Certificate issued by NSO in security paper (for married female applicants)

IMPORTANT: For NON-AVAILABILITY OF RECORDS – Negative Certification issued by NSO and Certificate of Live Birth/Marriage from the Local Civil Registrar (LCR) duly authenticated by authorized NSO Statistician. For Senior Citizen, negative certification issued by NSO Passport.

- Original and photocopy of the Transcript of Records for degree earned
- Three (3) recent identical copies of passport size pictures in white background with complete name tag
- Filing fee of Ph900.00
- Current Community Tax Certificate (Cedula)

FOR PRC PROCESSING

Approval	Disapproval	Others (Specify)	
Is recommended.			
Reviewer, Application	on Unit	Date	_