

ANNEX "A"

INSTRUCTIONS IN FILLING OUT AND USING THE REQUEST FOR PERFORMANCE OF SCHOOLS (POS) e-FORMS

- The requesting HEIs are advised to use the downloadable **MS Excel format** (POS e-FORM) for the performance of schools.
- Download a copy of the POS e-FORM from the PRC official web page (www.prc.gov.ph) downloads section (this is FREE).
- Kindly follow the format or template in entering the requested information and double check your entries before you print and submit the accomplished e-Forms to the concerned PRC Central and Regional Office.