



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

APR 10 2025


DIVISION MEMORANDUM

No. 263, s. 2025

PROFESSIONAL REGULATION COMMISSION ADVISORIES

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is a letter from **Professional Regulation Commission Iloilo Regional Office - Licensure and Registration Division** dated April 2, 2025 on the guidelines and links to be followed on the various services of the PRC Iloilo and advisory to refrain from transacting to non PRC Personnel.
2. Immediate and wide dissemination of this Memorandum is desired.


DANNIE CLARK M. UGAIL, CESE
OIC-Schools Division Superintendent



Enclosure : As stated
Reference : As stated
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:
FN: NAbdon/ 4-4-2025

(Enclosure No. 1 to Division Memorandum No. _____, s. 2025)



sagay city <sagay.city001@depd.gov.ph>

PROFESSIONAL REGULATION COMMISSION ADVISORIES**PRC Iloilo Regional Office - Licensure & Registration Div** <ro6.lrd@prc.gov.ph>

Wed, Apr 2, 2025 at 2:29 PM

To: aklan.1958@depd.gov.ph, antiquedepd@gmail.com, antique@depd.gov.ph, bacolod.city@depd.gov.ph, depd.bagocity@depd.gov.ph, depd.cadizcitydivision@depd.gov.ph, capiz@depd.gov.ph, escalante.city001@depd.gov.ph, depd_guimaras09@yahoo.com, guimaras@depd.gov.ph, himamaylan.city@depd.gov.ph, depd.iloilocity@depd.gov.ph, iloilo@depd.gov.ph, kabankalan.city001@depd.gov.ph, depd.lacarlota@depd.gov.ph, negros.occidental001@depd.gov.ph, depdpassicity@yahoo.com, depd.roxascity@depd.gov.ph, sagay.city001@depd.gov.ph, depd.silay@depd.gov.ph, depd.sipalaycity@depd.gov.ph, sancarlos.city6@depd.gov.ph, victorias.city@depd.gov.ph

ATTENTION: : ALL DIVISION HEADS

Department of Education - Region 6

Mam/Sir:

We are respectfully requesting your assistance in the dissemination of the following advisories also posted on the PRC Website, for the information and guidance of all Registered Professionals.

Further, kindly advise all Registered Professionals **to transact only with Authorized PRC Employees/Personnel wearing their PRC ID.**

For related concerns, they may also refer to the link provided below:

1. For the Renewal of PRC ID, Request for Certification /Authentication - please click this link :
<https://online.prc.gov.ph>

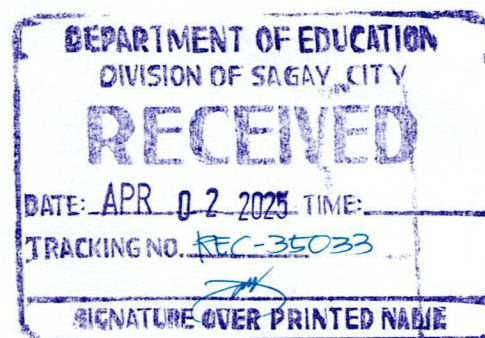
2. For the Continuing Professional Development (CPD) registration process, you may access this link <https://cpdas.prc.gov.ph/public/main-page.aspx> . And for other CPD inquiries- you may send your concerns to this email address: prc6.cpunit@gmail.com

For additional information you may call our office at 033-3292410.

Thank you for your kind assistance. God Bless.

SHERIEL ETOM LOLOY

Chief, Professional Regulations Officer



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3 attachments

Unauthorized Individuals, Groups or Entities Claiming to be Connected with PRC

This is to warn the general public against dealing with individuals or entities claiming to be connected with the Professional Regulation Commission (PRC), or using the name of its Officials, Personnel, and/or members of the PRC Boards, either by presenting fake calling cards and other identification cards, including the use of its official logos, for personal or financial gain, to facilitate and/or process the application and/or release of various PRC documents, or in promising examinees to pass the licensure examination.

The PRC follows its procedures and processes as enshrined in its Citizens Charter. The PRC disclaims all representations which are purportedly extended by these unscrupulous individuals.

The public is hereby directed to report these individuals, entities or groups representing, soliciting, asking money or any consideration, related to PRC transactions, or for facilitating PRC services and any other similar activities to the PRC ARTA Committee at arta@prc.gov.ph.

Further, the transacting public is advised to refer to the PRC Citizen's Charter on the requirements and timelines for the release of relevant documents. The PRC Citizen's Charter is conspicuously posted at the PRC premises and on the official website at www.prc.gov.ph.

The PRC will continuously take measures to protect the public from false information and fake documents provided by any unauthorized individuals, groups or entities.

Warning Against Fixers

The Professional Regulation Commission warns the applicants and Professionals against fixers who offer services to transact with PRC in their behalf by obtaining personal information, including username and password. PRC clients are advised to observe the following when transacting online:

1. APPOINTMENT SLOTS ARE FREE.
2. Do not allow anyone to have your password.
3. Change your password regularly.
4. Do not let other people create your online profile. Make sure that you create your own online profile and double-check your information to avoid the invalidation of your application due to wrong data/information stated.
5. Pay only to the authorized payment channels specified in the website.

Please be guided accordingly.

Submission of Original SPA or Original Authorization Letter by Authorized Representative and Maximum Number of Transactions that can be Accommodated by the PRC-ROs

Posted on 5 February, 2025

To ascertain the authenticity and validity of the Special Power of Attorney (SPA) and Authorization Letter, and not to expose the professionals' data or personal information to a person or individual whose authority to represent them is not duly determined, the Professional Regulation Commission (PRC) informs the public that the additional requirement of a SPA or Authorization Letter to be submitted by the representative of concerned professionals shall be accepted only in its **ORIGINAL FORM**. Mere electronic copy or photocopies of said SPA or authorization letter shall not be considered proof of authority.

Also, considering the available resources and capacity of the PRC service centers, and pursuant to PRC Memorandum Order No. 93 (s. 2022), the maximum number of transactions per liaison officer or authorized representative per PRC Regional Office shall be determined/set by the concerned Regional Director.

For information on the maximum of transactions allowed for liaison officers or authorized representatives, transacting clients are advised to coordinate with the concerned Regional Office having jurisdiction over their appointment place

For queries and concerns, please contact the concerned PRC Regional Offices through their email addresses which can be found at this link: <https://www.prc.gov.ph/regional-offices-contact-information> or through the Client Relationship Management System: <https://crms.prc.gov.ph/feedbackform>.