MEMORANDUM NO. SSC-08-023

TO: Concerned Deans

SUBJECT: Issuances and Flyers from the Professional Regulation Commission

Please find attached the following flyers and issuances from the Professional Regulation Commission (PRC) on the application processes and conduct of licensure examinations:

1. Flyers:
   a. About Applying for Licensure Examinations
   b. Examinee’s Guide
   c. Examinee’s Self-Instruction Sheet

2. Issuances on the conduct of licensure examinations:
   a. Resolution No. 2008-417, s. 2008 entitled *Non-Admission of Examinees Arriving Late during the Conduct of Licensure Examinations*
   b. Resolution No. 2004-189, s. 2004 entitled *Forfeiting the Examination Fees Paid by Examinees who Failed to Report and Take the Schedule Examination*
   c. Resolution No. 311, s. 1994 entitled *Wearing of Uniform by Examinees in the Licensure Examination*
   d. Resolution No. 463 dated 11/27/1996 entitled *Prohibition Against the Bringing Inside the Examination Rooms, Books, Reviewers, Other Printed Materials, including Programmable Calculators and the Like, Computers and Similar Gadgets/Devices*
   e. Resolution No. 2004-233, s. 2004 entitled *Disallowing the Viewing of Test Papers or the Filing of Request for Reconsideration of Failing Grades after the Release of the Results of the Licensure Examination*
   f. Memorandum Circular No. 2006-04 entitled *Updated List of Non-Programmable Calculators Allowed to be Used in Licensure Examinations.*

Please disseminate these to your constituents for their information and guidance.

SERGIO S. CAO
Chancellor

NOTED:

CAESAR A. SALOMA, Ph.D.
Dean, College of Science
MEMORANDUM NO. SSC-08-023

TO : Concerned Deans

SUBJECT : Issuances and Flyers from the Professional Regulation Commission.

Please find attached the following flyers and issuances from the Professional Regulation Commission (PRC) on the application processes and conduct of licensure examinations:

1. Flyers:
   a. About Applying for Licensure Examinations
   b. Examinee’s Guide
   c. Examinee’s Self-Instruction Sheet

2. Issuances on the conduct of licensure examinations:
   a. Resolution No. 2008-417, s. 2008 entitled Non-Admission of Examinees Arriving Late during the Conduct of Licensure Examinations
   b. Resolution No. 2004-189, s. 2004 entitled Forfeiting the Examination Fees Paid by Examinees who Failed to Report and Take the Schedule Examination
   c. Resolution No. 311, s. 1994 entitled Wearing of Uniform by Examinees in the Licensure Examination
   e. Resolution No. 2004-233, s. 2004 entitled Disallowing the Viewing of Test Papers or the Filing of Request for Reconsideration of Failing Grades after the Release of the Results of the Licensure Examination
   f. Memorandum Circular No. 2006-04 entitled Updated List of Non-Programmable Calculators Allowed to be Used in Licensure Examinations.

Please disseminate these to your constituents for their information and guidance.

Sergio S. Cao
Chancellor

Evangeline C. Amor, Ph.D.
College Secretary
Sir/Madam:

We are glad to furnish you with our flyers and issuances relative to the application processes and conduct of licensure examinations of our office, namely:

1. Flyers:
   a. About Applying for Licensure Examinations
   b. Examinee's Guide
   c. Examinee's Self-Instruction Sheet

2. Issuances on the conduct of licensure examinations:
   a. Resolution No. 2008-417, s. 2008 entitled Non-Admission of Examinees Arriving Late during the Conduct of Licensure Examinations
   b. Resolution No. 2004-189, s. 2004 entitled Forfeiting the Examination Fees Paid by Examinees who Failed to Report and Take the Schedule Examination
   c. Resolution No. 311, s. 1994 entitled Wearing of Uniform by Examinees in the Licensure Examination
   e. Resolution No. 2004-233, s. 2004 entitled Disallowing the Viewing of Test Papers or the Filing of Request for Reconsideration of Failing Grades after the Release of the Results of the Licensure Examination
   f. Memorandum Circular No. 2006-04 entitled Updated List of Non-Programmable Calculators Allowed to be Used in Licensure Examinations

We will appreciate it very much if you will orient your graduates about these instructions/issuances so that, as future examinees, they will be familiar of the requirements of each licensure examination and be guided with the proper conduct of their affairs when they will be taking the licensure examination. As
would-be professionals they should know about these legal orders to serve as reference in their future careers.

We hope that your graduates will have a smooth transaction with our office when the time comes when they will be applying for and taking their board examination.

Thank you and my highest esteem.

Very truly yours,

[Signature]
LEONOR TRIPON-ROSERO
Chairperson

O-CH/O-C1/O-LIC/D-EXAM
LTR/RRP/ATE/DAQL/ daql
INSTRUCTIONS IN FILLING UP THE COMPUTERIZED APPLICATION FORM

1. Refer to the MASTERLIST OF ADDRESS CODES posted at the premises of the filing center for the Codes of the Town, City or Province of your Residence and Postal Address and Place of Birth.

2. Refer to the MASTERLIST OF SCHOOL CODES also posted at the premises of the filing center for the School/College/University and Location. Get the correct CODE of your school for accuracy of Reports on Performance of Scholastic studies.

3. Refer to the MASTERLIST OF COURSES CODES for the Course Code.

4. For STATUS CODES, use the following:
   a. EX CODE - Examination Type Code
      "1" - Complete or First Time
      "2" - Repeat
      "3" - Removal/Conditioned
      "4" - Theory Only
   b. NC CODE - Number of Times for Repeaters
      "0" for Ist time
      "1" for 2nd time
      "2" for the 3rd time...
      c. DEF CODE - "00"

---

PROCEDURES

Step 1: Secure Action Sheet from the PRC Customer Service Center (CSC).

Step 2: Submit Action Sheet for processing and evaluation at any of the Application Processing Windows (Windows 5, 6, 7 or 8) together with the required documents. Secure the following from the Processor upon approval of your application:
   - Computerized Application Form (CAF)
   - Permanent Examination and Registration Record Card (PERRC)
   - For Repeater, Removal or Conditioned applicant, the Application Processor retrieves the PERRC from the files.
   - Notice of Admission (NOA).

Step 3: For Renewal or Conditional, the applicant proceeds to the Records Section to verify subjects to take.

Step 4: Pay the examination fee at any of the Cashiers Windows (Windows 1, 2, 3 or 4). Get Official Receipt.

Step 5: Pay for metered documentary stamps and window mailing envelope with metered postage stamps at the CSC.

Step 6: Proceed to any of the Issuance Windows (Windows 9, 10, 11 or 12) for final review of qualifications documents and issuance of NOA and applicant's stub. Get a copy of the Program of Examination, Examiner's Guide and Examines Self-Instruction Sheet from the Issuing Officer.

Step 7: Keep the Notice of Admission, Official Receipt, Applicant's Stub, and the Metered-Postage Stamp Window Mailing Envelope. Bring these with you on the first day of the examination.

Step 8: Verify with the PRC your school/building room assignment which will be posted at the PRC premises two (2) or three working days before the examination date. Bring your Notice of Admission when you go to PRC.

---

WHEREAS, the Commission has already incurred operational expenses, manpower services, cost of supplies and forms during the filing period and allotted the necessary supplies and forms for examination purposes.

WHEREFORE, the Commission RESOLVES to hereby RESOLVE to allow examination fee or fees paid by ABSENT examinees for such examination require them to pay anew the examination fees when they re-apply to examinations.

This Resolution shall take effect upon approval and completion of publication in the Official Gazette or in a newspaper of general circulation in the Philippines as follows:

Done in the City of Manila this 2nd day of March 2004.

ANTONIETA FORTUNA-IBIE
Chairperson

AVELINA A. DE LA REA
LEONOR TRIPON-ROJO
Commissioner
Commissioner

---

FORFEITING THE EXAMINATION FEES PAID BY EXAMINEES WHO FAILED TO REPORT AND TO TAKE THE SCHEDULED EXAMINATION

WHEREAS, Section 7 (c) of R.A. No. 8981, otherwise known as "Modernization Act of 2000" provides that "Republic Act 6577, otherwise known as "Modernization Act of 2000" is hereby repealed.

WHEREAS, Presidential Decree No. 223, as amended by Presidential Decree No. 657, Republic Act and Executive Order No. 266, series of 1995 are hereby repealed.

WHEREAS, the new PRC law does not contain a provision allowing or granting the right to have access to or go over his/her test paper or answers, or to file a reconsideration of ratings, have already been repealed by Republic Act No. 8981.

WHEREAS, there is a need to issue an office circular disallowing the same right aforementioned so that the public may know and be guided that the same has already withdrawn such right and privilege of requesting for review or reconsideration.

NOW THEREFORE, the Commission resolved as hereby resolves to disallow the filing of test papers or the filing of request for reconsideration of rating of examiners who fail to report and to take the scheduled examination.

Done in the City of Manila, this 19th day of April 2004.

ANTONIETA FORTUNA-IBIE
Chairperson

AVELINA A. DE LA REA
LEONOR TRIPON-ROJO
Commissioner
Commissioner
<table>
<thead>
<tr>
<th>Name Of Examination</th>
<th>Dates/Of Examination</th>
<th>Place/s</th>
<th>Deadline In Filing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JANUARY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architects</td>
<td>17, 18 &amp; 20</td>
<td>Manila</td>
<td>Dec. 28, 2008</td>
</tr>
<tr>
<td>Mining: Engineer, Office (Written)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FEBRUARY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>3, 4</td>
<td>Manila, Cebu</td>
<td>Jan. 24, 2008</td>
</tr>
<tr>
<td>Radiologists</td>
<td>3, 9</td>
<td>Manila</td>
<td>Feb. 7, 2008</td>
</tr>
<tr>
<td>Agricultural Engineers</td>
<td>10, 17 &amp; 18</td>
<td>Manila &amp; Cebu</td>
<td>Mar. 6, 2008</td>
</tr>
<tr>
<td>Mining: Engineer, Office (Written)</td>
<td>25, 26</td>
<td>Manila &amp; Cebu</td>
<td>Apr. 26, 2008</td>
</tr>
<tr>
<td>Marine: Engineer, Office (Written)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MARCH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geoinformatics: Archeologists</td>
<td>1, 2, 3</td>
<td>Manila</td>
<td>Feb. 25, 2008</td>
</tr>
<tr>
<td>Criminologists</td>
<td>2, 3</td>
<td>Manila, All Regional Offices</td>
<td>Feb. 25, 2008</td>
</tr>
<tr>
<td>Medical Technicians</td>
<td>12, 13</td>
<td>Manila, Baguio &amp; Cebu</td>
<td>Feb. 25, 2008</td>
</tr>
<tr>
<td>Electronics</td>
<td>26 &amp; 27</td>
<td>Manila, Baguio, Cebu &amp; Cagayan De Oro</td>
<td>Mar. 6, 2008</td>
</tr>
<tr>
<td>Radionuclides</td>
<td>29 &amp; 30</td>
<td>Manila, Baguio, Cebu, Lapazol &amp; Tuguegaro</td>
<td>Apr. 9, 2008</td>
</tr>
<tr>
<td><strong>APRIL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Teachers</td>
<td>National Honors</td>
<td>Jan. 30, 2008</td>
<td></td>
</tr>
<tr>
<td>Chemical Engineer</td>
<td>21, 22 &amp; 23</td>
<td>Manila</td>
<td>Apr. 9, 2008</td>
</tr>
<tr>
<td>Mechanical Engineer &amp; C.P.M.</td>
<td>28 &amp; 29</td>
<td>Manila &amp; Cebu</td>
<td>Apr. 27, 2008</td>
</tr>
<tr>
<td>Civil Engineers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior, Student Engineer</td>
<td>Sept. 25</td>
<td>Manila</td>
<td>Apr. 25, 2008</td>
</tr>
<tr>
<td>Junior, Student Engineer, Italian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered Electrical Engineers</td>
<td>4 &amp; 5</td>
<td>Manila, Baguio, Cagayan De Oro, Cebu, Lapazol &amp; Tuguegaro</td>
<td>Apr. 14, 2008</td>
</tr>
<tr>
<td>Registered Master Civil Engineers</td>
<td>6</td>
<td>Manila, Baguio, Cagayan De Oro, Cebu, Lapazol &amp; Tuguegaro</td>
<td>Apr. 16, 2008</td>
</tr>
<tr>
<td>Certified Public Accountants</td>
<td>11, 12 &amp; 19</td>
<td>Manila, Baguio, Cagayan De Oro, Cebu, Lapazol &amp; Tuguegaro</td>
<td>Apr. 18, 2008</td>
</tr>
<tr>
<td>Marine Engineer, Office (Written)</td>
<td>15, 16</td>
<td>Manila</td>
<td>Apr. 25, 2008</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurses</td>
<td>1, 2, 3</td>
<td>Manila, All Regional Offices</td>
<td>Apr. 9, 2008</td>
</tr>
<tr>
<td>Dentists (Pedodont)</td>
<td>2</td>
<td>Manila</td>
<td>May 18, 2008</td>
</tr>
<tr>
<td>Medical: Engineer, Office (Written)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiologic Technicians &amp; X-ray Technicians</td>
<td>17 &amp; 18</td>
<td>Manila &amp; Cebu</td>
<td>May 18, 2008</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agriculturalists</td>
<td>7, 8 &amp; 9</td>
<td>Manila, All Regional Offices</td>
<td>May 17, 2008</td>
</tr>
<tr>
<td>Marine: Engineer, Office (Written)</td>
<td>11, 12</td>
<td>Manila</td>
<td>Jun. 12, 2008</td>
</tr>
<tr>
<td><strong>AUGUST</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td>9, 10 &amp; 11</td>
<td>Manila, Baguio &amp; Cebu</td>
<td>Jul. 20, 2008</td>
</tr>
<tr>
<td>Agricultural Engineers</td>
<td>19 &amp; 20</td>
<td>Manila, Baguio &amp; Lapazol</td>
<td>Jul. 20, 2008</td>
</tr>
<tr>
<td><strong>SEPTEMBER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geologic Engineers</td>
<td>2, 3</td>
<td>Manila</td>
<td>Aug. 22, 2008</td>
</tr>
<tr>
<td>Medical Technicians</td>
<td>6 &amp; 7</td>
<td>Manila, Baguio, Cebu &amp; Covao</td>
<td>Aug. 19, 2008</td>
</tr>
<tr>
<td>Dentists (Written)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OCTOBER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural Engineers</td>
<td>1, 2, 3</td>
<td>Manila</td>
<td>Sep. 2, 2008</td>
</tr>
<tr>
<td>Mechanical Engineers &amp; C.P.M.</td>
<td>5, 6</td>
<td>Manila</td>
<td>Sep. 15, 2008</td>
</tr>
<tr>
<td>Certified Public Accountants</td>
<td>11, 12, 13 &amp; 19</td>
<td>Manila, Baguio, Cebu, Covao, Lapazol &amp; Tuguegaro</td>
<td>Sep. 22, 2008</td>
</tr>
<tr>
<td>Mechanical Engineers &amp; C.P.M.</td>
<td>14 &amp; 15</td>
<td>Manila, Cebu &amp; Covao</td>
<td>Sep. 24, 2008</td>
</tr>
<tr>
<td>Registered Master Civil Engineers</td>
<td>15</td>
<td>Manila, Baguio, Covao, Lapazol &amp; Tuguegaro</td>
<td>Oct. 26, 2008</td>
</tr>
<tr>
<td><strong>NOVEMBER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural Engineers</td>
<td>15, 19 &amp; 40</td>
<td>Manila, Baguio, Covao, Lapazol &amp; Tuguegaro</td>
<td>Nov. 19, 2008</td>
</tr>
<tr>
<td><strong>DECEMBER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural Engineers</td>
<td>15, 19 &amp; 40</td>
<td>Manila, Baguio, Covao, Lapazol &amp; Tuguegaro</td>
<td>Nov. 19, 2008</td>
</tr>
<tr>
<td>Dental (Written)</td>
<td>5, 6 &amp; 7</td>
<td>Manila</td>
<td>Nov. 19, 2008</td>
</tr>
<tr>
<td>Dentists (Directors)</td>
<td>1, 2, 3</td>
<td>Manila</td>
<td>Nov. 19, 2008</td>
</tr>
</tbody>
</table>
EXAMINEE'S GUIDE

Test-Taking Tips

1. Read and listen to all directions carefully.
2. Read all questions thoroughly.
3. Be sure you know what is being asked.
4. Study all choices before you answer.
5. Eliminate choices you know are wrong.
6. Paraphrase the questions.
7. Think carefully and analytically.
8. Check and review your answers.
9. Never look at other examinees' answer nor ask others through any signs or body language.

RESULTS REGISTRATION & SANTARING

1. Examination results are released usually at least within 2-5 or more working days after the last day of the exam, except for nurses and teachers.
2. Log on to "www.prc.gov.ph" or the website of Philippine Daily Inquirer, Manila Bulletin, Philippine Star, Today.
3. Register at PRC Offices
4. Fees to be paid @ PRC:
   - PhP 600.00 - Initial Registration Fee
   - PhP 450.00 - Professional ID
5. Please be reminded that PRC has not authorized any entity to collect registration and other fees.
6. You may buy the tickets for the Oathtaking Ceremony from your Accredited Professional Organization (APO) or call up the PRC Secretariat/Asst. Secretariat's office @ (02) 314-00-18/16 (02) 735-15-33/ any of our Regional Offices for more information.

(Rev. August 2007)
What to Do Before Taking the Examination?

1. Secure a copy of the Program of Examinee Identification Sheet, Answer Sheets and Application from the Application Division or Customer Service Center. (This is FREE)
2. Verify your school/building assignment posted 2-3 days before the first day of the examination. Bring your Notice of Admission & credentials.
3. Visit your school/building assignment for environment and transport familiarization.

What to Bring?

- Notice of Admission
- Application Stub
- PRC Official Receipt
- Two or more pencils (No. 2)
- Ballpens with BLACK INK ONLY
- One (1) piece Metered-Stamp Window Envelope
- One (1) piece Long Brown Envelope
- One (1) piece Long Transparent (non-colored) Plastic Envelope (to keep above items).

What to Wear?

- MALE - school uniform/white polo shirt or T-shirt (tucked-in)
- FEMALE - school uniform/white blouse or T-shirt
- For Marine Deck & Engineer Officers - prescribed Merchant Marine uniform with appropriate shoulder board.

How to Accomplish Examinee Identification Sheet

1. Use standard No. 2 pencil.
2. Do not use too much pressure.
3. Mark like this ☑ not like these □□□□
4. Make the mark dark and straight.
5. Strictly no erasures allowed.

Report to the Test Center before 6:30 a.m. on the first day of examination to verify your room and seat numbers. CELLULAR PHONES OR OTHER SIMILAR GADGETS/DEVICES ARE NOT ALLOWED (WILL BE CONFIscATED AT THE ENTRANCE GATES) Late examinees will not be admitted.

Attend to your personal needs before the start of examination in every subject. No examinee will be allowed to go out of the examination room while the examination is in progress. Always put your answer sheet on top of the armchair while taking the examination.

Stop answering the test questions at the end of the time allotted for the subject. Arrange your test papers as follows:
(a) Notice of Admission; (b) Answer Sheet; and (c) Test Questionnaire.

Do not leave the room until (a) your answer sheet and test question set are received by the room watchers, (b) you have signed, indicated the time and set (A or B) on the Examinee's Record of Attendance, and (c) the lower portion of your Notice of Admission (Certification on the Receipt of Test Papers) is signed by the Room Watchers and returned to you.

How to Accomplish Test Questionnaire

1. Indicate your seat number at the right top corner of page 1.
2. Check if the number of pages of Test Question Set is complete and no misprint. If there is any problem, return the test to your Room Watchers for replacement.
3. Print your Seat Number on the first page of the Test Questionnaire.
4. Mark A or B on the answer sheet to indicate the set of Test Question assigned to you.
5. You can use your Test Question Set as your Scratch.
6. Keep the Test Question Set stapled until the end of examination.

TO CLEAR THE EXAMINATION ROOMS, DO NOT BRING BAGS OF ANY KIND. KEEP ALLOWED ITEMS AND VALUABLES INSIDE YOUR PLASTIC ENVELOPE. PRC WILL NOT BE ANSWERABLE TO LOST ITEMS.
PROFESSIONAL REGULATION COMMISSION

EXAMINEE'S SELF-INSTRUCTION SHEET

The following are the instructions or procedures to be followed by the examinee. It is understood that the Room Watchers/Proctors will only assist in the writing of samples on the blackboard, distribution and collection of examination forms; test question sets, refer clarifications on the test question to the Floor Supervisor and ensure that the procedures are followed by the examinees. However, you may also ask for clarification/assistance from the Room Watchers.

Upon receipt of this sheet, please read and do the following instructions:
Put a √ mark when done.

1. Upon arrival in your assigned room:

☐ a) Place your bags, reviewers and other printed materials OUTSIDE the room. The Room Watchers shall not be held liable for lost items
☐ b) Put your Notice of Admission, Application Stub, Official Receipt, Cellular Phone (turned off) and other valuables inside your transparent plastic envelope and place IN FRONT of the room. All food and bottled mineral water with their labels removed may be placed in front of your seat.

2. Get your ID/AS sets from your Room Watcher. Go back to your seat and do the following:

☐ a) Check if the serial numbers of the set are the same in all pages, if not ask for replacement.
☐ b) Check if the PRC seal is intact, and number of pages are complete, if not ask for replacement. Ask for the number of pages from your Room Watcher.

3. FILLING-UP OF THE IDENTIFICATION (ID) SHEET

☐ a) Read instruction printed on the ID Sheet. Refer to the NAMEGRID sample printed on the blackboard and on the ID sheet.
☐ b) Start printing your name always on the first box using BLACK BALL PEN and then mark the corresponding letters below with pencil (see sample of markings on the board and ID sheet).
☐ c) Accomplish back portion of ID sheet, using black ball pen. Fill-in all boxes.

4. DETACHING OF ANSWER SHEET

☐ a) On your brown envelope print your name on the upper left hand corner. Print your seat number on the upper right hand corner.
☐ b) Detach one (1) Answer Sheet from the last page. Do the same in the next subjects.
☐ c) Return the remaining ID/AS sets and your metered stamped-mailing envelope to your brown envelope and give it back to the Room Watcher/Proctor.

5. FILLING-UP OF THE ANSWER SHEET

☐ a) Fill-up the data on your Answer Sheet by using black ball pen refer to the sample written on the board. Read carefully the instructions on the face of your Answer Sheet "DO NOT WRITE YOUR NAME, SEAT NUMBER OR ANY IDENTIFYING MARKS OTHERWISE YOUR EXAMINATION WILL BE CANCELLED". WRITE THE CORRECT SUBJECT TITLE.
☐ b) After filling-up your Answer Sheet, you may now attend to your personal needs, as no one will be allowed to go out while the examination is in progress. Empty your pockets of any codigo, cell phone, beeper, etc.

6. DISTRIBUTION AND RECEIPT OF TEST BOOKLETS — You will receive your Test Booklet set either Set A or Set B. After receiving your Test Booklet, do the following

☐ a) Count and check the pages of the set, for missing pages, misprints, etc. Be sure it is complete, if not refer to your Room Watcher for replacement.
☐ b) Print your SEAT NO. on the upper right hand corner of the 1st page.
☐ c) Mark SET NO. on your Answer Sheet with the set of the TB you received. If you received Set A, mark Box A; if you received Set B, mark Box B.
7. **DURING THE PROGRESS OF THE EXAMINATION** TALKING, CONVERSING WITH EACH OTHER, USING CELLPHONE, MAKING SIGNS or other unnecessary movements are strictly prohibited.

- a) Place your Answer Sheet **ALWAYS ONTOP OF THE ARMCHAIR** with your pencil, black ball pen and non-programmable calculator.
- b) Read the instructions printed on the Test Booklet carefully.
- c) You may answer directly on your Answer Sheet or use the Test Booklet Sheets as your scratch but be sure to transfer your answers within the prescribed schedule/time.
- d) Follow the sample on the blackboard and on the Answer Sheet for proper marking.
- e) Avoid ERASURES so as not to invalidate your answers.
- f) Use PENCIL in marking the boxes of your answers.
- g) Be conscious of the TIME. Look at the schedule printed on the blackboard.

8. **SUBMISSION OF TEST BOOKLET AND ANSWER SHEET** – Be sure that you marked the Set Box (A or B) on the Answer Sheet, and b) submit your test papers to your Room Watcher and arrange your test papers following this order:

- a) Notice of Admission on top followed by Answer Sheet, then your Test Booklet set.
- b) Sign on the EXAMINEES RECORD OF ATTENDANCE, indicate the SET of TB, time submitted and the number of pages of TB submitted.
- c) Room Watcher/Proctor will sign your Notice of Admission.

**NOTE:** FAILURE TO SUBMIT YOUR TEST BOOKLET SET AND ANSWER SHEETS WILL BE GROUNDS FOR DISCIPLINARY ACTION/CANCELLATION OF YOUR EXAMINATION.

9. Leave the room immediately after submission and come back thirty (30) minutes before the start of the next subject.

10. **BEFORE THE START OF THE 2ND, 3RD, 4TH SUBJECT, ETC.** do the following:

- a) Get your brown envelope from your Room Watcher.
- b) Check the name printed on the envelope and on the ID Sheet. Be sure it is your envelope.
- c) Follow procedures No. 4 – 9, for every subject.

**IMPORTANT REMINDERS AND INSTRUCTIONS TO APPLICANT EXAMINEES**

<table>
<thead>
<tr>
<th>Documents</th>
<th>CANCELLATION of examination papers and DEBARMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submission of Fake Transcript of Records, Birth Certificates and other</td>
<td>DISAPPROVAL OF APPLICATION or CANCELLATION of examination papers</td>
</tr>
<tr>
<td>Documents</td>
<td></td>
</tr>
<tr>
<td>2. Non-recognition of school granted from and degree program by CHED</td>
<td></td>
</tr>
<tr>
<td>3. WRITING OF NAMES, UNNECESSARY WORDS OR PHASES ON THE ANSWER SHEETS</td>
<td>CANCELLATION of examination papers and SUSPENSION for one (1) year</td>
</tr>
<tr>
<td>4. Use of CORRECTION FLUID, SNO-PAKE or any other erasing agents</td>
<td>CANCELLATION of examination papers and SUSPENSION for two (2) years</td>
</tr>
<tr>
<td>5. MULTIPLE MARKINGS, two or more boxes marked per item on the Answer Sheets, either with ink or other impressions without ink</td>
<td>CANCELLATION of examination papers and SUSPENSION for two (2) years</td>
</tr>
<tr>
<td>6. ACTS OF CHEATING (Use of codigos, cellular phones, beepers, programmable calculators, communication with anyone by means of words, signs, gestures, codes and similar acts)</td>
<td>CANCELLATION of examination papers and SUSPENSION for two (2) years</td>
</tr>
<tr>
<td>7. WRONG MARKING OF BOX corresponding to the set of test question set/booklet (Example : Marked Box &quot;A&quot;, but the test question is set &quot;B&quot;)</td>
<td>Answers will be corrected using the key answer of the marked letter</td>
</tr>
<tr>
<td>8. No set or non-marking of set of test question set/booklet received</td>
<td>Answers will NOT be corrected</td>
</tr>
<tr>
<td>9. Taking out of test questions used or pages thereof, copying, and/or divulging or making known the nature or content of any examination question or answer to any individual or entity</td>
<td>CANCELLATION of examination papers and SUSPENSION for two (2) years</td>
</tr>
</tbody>
</table>

**OTHER PROHIBITED ACTS**

1. Bringing inside the examination rooms the following: books, notes, review materials and other printed materials containing coded data/information/formula.
2. Accepting or receiving anything, including food from any person while the examination is in progress.
3. Giving money, food, or any favor and other consideration to the Room Watchers and other examination personnel.
4. Loitering, talking, or discussing your answers inside the room or along the corridor while the examination is still in progress.
RESOLUTION NO. 2008- 417
Series of 2008

NON-ADMISSION OF EXAMINEES ARRIVING LATE DURING THE
CONDUCT OF LICENSURE EXAMINATIONS

WHEREAS, Section 7 (d) of R.A. No. 8981, otherwise known as the “PRC Modernization Act of 2000” empowers the Commission to administer and conduct the licensure examinations of the various regulatory boards in accordance with the rules and regulations promulgated by it and to adopt measures to preserve the integrity and inviolability of licensure examinations.

WHEREAS, in Resolution No. 2004-243 dated October 25, 2004 the Commission allowed the admission of late examinees provided that the tardiness does not exceed fifteen (15) minutes after the start of the examination and that no examinee has submitted his/her test papers.

WHEREAS, there is a need to return to the previous practice of not allowing examinees arriving late after the start of the examination in order to safeguard the integrity of the examination and to instill discipline among the examinees themselves.

WHEREFORE, the Commission resolved, as it is hereby resolves as follows:

1. Under normal conditions, examinees arriving late at the examination room/group to where he/she is assigned after the start of the examinations shall NOT be allowed to take the examinations.

2. In special cases such as high floods, typhoons, transport strike, threat to the peace and order situation like mass rally/protest action, mutiny or coup d' état, the start of the examinations shall be delayed and the time to finish or end shall be adjusted accordingly. The adjusted time to start and to finish the examinations shall be the same in all test centers. Examinees arriving after the adjusted schedule shall no longer be allowed to take the examinations.

3. In both instances, the Room Watchers/Proctors shall indicate the examinee's time of arrival on the Examinees' Record of Attendance Sheet for records purposes and shall place the remarks "LATE-NOT ALLOWED TO TAKE EXAM".

Resolution No. 2004-243 dated October 25, 2004 is hereby revoked.

This Resolution shall take effect after fifteen (15) days following its publication in the official gazette or in a newspaper of general circulation in the Philippines whichever is earlier.
Let a copy of this Resolution be furnished the U.P. Law Center.

DONE in the City of Manila on this 1st day of February, 2008.

LEONOR TRIPON-ROSECO
Chairperson

RUTH RAÑA PADILLA
Commissioner

NILO L. ROSAS
Commissioner

O-CH/O-C1/O-C11/O-LIC/D-EXM
LTR/RRP/NLR/ATE/DAQL/daql
Republic of the Philippines  
Professional Regulation Commission  
Manila  

RESOLUTION NO. 2004 – 189  
Series of 2004

FORFEITING THE EXAMINATION FEES PAID BY EXAMINEES WHO FAILED TO REPORT AND TAKE THE SCHEDULE EXAMINATION

WHEREAS, Section 7 (n) of R.A. No. 8981 empowers the Commission to adopt and promulgate such rules and regulations as may be necessary to effectively implement policies with respect to the regulation and practice of the professions.

WHEREAS, there are examinees who, for whatever reasons, failed to report and take the scheduled examination, and are therefore reported as ABSENT examinees.

WHEREAS, it has been the practice that the examination fees paid by ABSENT examinees are still considered valid and applicable as examination fees for future examinations.

WHEREAS, the Commission has already incurred operational expenses such as manpower services, costs of supplies and forms during the filing period and has also allotted the necessary supplies and forms for examination purposes.

WHEREFORE, the Commission RESOLVES as it hereby RESOLVED to forfeit the examination fee or fees paid by ABSENT examinees for such examination and to require them to pay anew the examination fees when they re-apply for future examinations.

This Resolution shall take effect upon approval and completion of publication in the Official Gazette or in a newspaper of general circulation in the Philippines, whichever is earlier.

Let copies of this Resolution be furnished all schools, colleges or universities, public and private, offering courses for licensure examinations and accredited professional organizations for their information and guidance.

Done in the City of Manila, this 2nd day of March 2004.

ANTONIETA FORTUNA-IBE  
Chairperson

AVELINA A. DE LA REA  
Commissioner

LEONOR TRIPON-ROSENO  
Commissioner

O-CH/O-LIC/O-REG  
AFI/ATE/PBM

Effective as of: May 19, 2004.
RESOLUTION NO. 311
Series of 1994

WEARING OF UNIFORM BY EXAMINEES IN THE LICENSURE EXAMINATION

WHEREAS: in some courses with licensure examinations, students are required to wear their uniforms, including examination days, as part of their disciplinary training and as preparatory to their professional practice;

WHEREAS the wearing of their uniforms when they become examinees in the licensure examinations is an extension of such training;

WHEREAS if they wear their uniforms during college examination days, there is more reason to wear them in the licensure examinations, inasmuch as they provide them with the feeling of importance, dignity, confidence, independence-mindedness, and even integrity;

WHEREAS every examinee must treat the licensure examination with utmost importance through their becoming appearance and deportment, holding that the primary objective of a professional licensure examination is to obtain valid and reliable information as to whether an examinee possesses the technical competence required for admission to the profession;

WHEREAS the wearing of uniforms during the licensure examinations and during the practice of the profession is a badge of professionalism; and

WHEREAS in carrying out the function of licensure examinations jointly with the concerned boards, the Commission has to adopt measures which will make the conduct of the examination more credible and effective,

NOW, THEREFORE, by virtue of Section 5 (b), (d), (n) and (o) of P.D. No. 223, as amended, the Commission hereby RESOLVED, as it now so RESOLVES, to require examinees in the following licensure examinations to wear their respective college uniforms:

1. Dental
2. Deck Officers (3rd, 2nd, Chief Mates & Master Mariner)
3. Engineering Officers (4th, 3rd, 2nd & Chief Engineer)
4. Medical Technology
5. Physician
6. Midwifery
7. Nursing
8. Nutrition-Dietetics
9. Optometry
10. Pharmacy
11. Physical Therapy
12. Occupational Therapy
13. Radiologic Technology
14. X-Ray Technology
15. Veterinary Medicine

P. PAREDES ST., CORNER MORAYTA STREET, SAMPALOC, MANILA, PHILIPPINES
FURTHER, RESOLVED, the herein Resolution shall upon approval hereof be effective after fifteen (15) days following its publication in the Official Gazette or any newspaper of general circulation, whichever is earlier.

FINALLY, RESOLVED, the herein Resolution shall be widely circularized and disseminated to all concerned through the schools/colleges/universities offering the courses covered by the examination's aforesaid and strictly implemented by the Examination Division.

Done in the City of Manila this 18th day of May, 1994.

[Signatures]

ULAMOCENES P. POBRE
Commissioner

MARIANO M. MENDIETA
Associate Commissioner

ARANDO O. PASCUAL
Associate Commissioner

PUBLISHED IN THE OFFICIAL GAZETTE ON July 1, 1994

CG/PRF/mcl 051194
PROHIBITION AGAINST THE BRINGING INSIDE THE EXAMINATION ROOMS, BOOKS, REVIEWERS, OTHER PRINTED MATERIALS, INCLUDING PROGRAMMABLE CALCULATORS AND THE LIKE, COMPUTERS AND SIMILAR GADGETS/ DEVICES.

It has been observed during licensure examinations that examinees abuse the privilege granted by Board Examiners in allowing them to bring in written or printed useful tables/formulas that will aid them in solving problems by bringing in books, notes, review materials, other examination aids, such as printed/written materials containing coded data/information. Other examinees bring with them programmable calculators, cellular phones, beepers, portable personal computers and other similar devices which they use during examinations.

The possession of such materials, devices or gadgets, in examination rooms during licensure examinations and/or the use thereof is pure and simple cheating which cast doubt on the integrity of the results of licensure examinations.

To insure the integrity of the results of licensure examinations, cheating in any form should be prohibited and the wrong-doer should be meted with the penalty.

WHEREFORE, the Commission hereby resolves to amend Article III of the Rules and Regulations Governing the Regulation and Practice of Professionals, as amended, by inserting between Sections 10 and 11 a new Section to be known as Section “10-A” which shall read as follows:

“SECTION 10-A. The possession or use by an examinee in examination rooms during licensure examinations of books, notes, review materials, and other printed written materials containing principles or excerpts thereof, or coded data/information/formulas which are relevant, pertinent, relative to or connected with the subject under examination, including programmable calculators, cellular phones, beepers, portable personal computers or other similar gadgets/devices shall be considered cheating and/or act of dishonesty and any examinee found guilty thereof shall be suspended or debarred from all future licensure examinations, and his/her examination paper shall be cancelled.”

(Signature)
This Resolution shall take effect after 15 days from its publication in the Official Gazette, and newspaper of general circulation, whichever is earlier.

PUBLISHED IN THE OFFICIAL GAZETTE on November 23, 1996.

ERHMOGENES P. FORB
Commissioner

ALFONSO C. ABAD
Associate Commissioner

ROSALINDA D. EVANGELISTA
Associate Commissioner

Effected - January 6, 1997
Republic of the Philippines  
Professional Regulation Commission  
Manila

RESOLUTION NO.-2004-223  
Series of 2004

DISALLOWING THE VIEWING OF TEST PAPERS OR THE FILING OF REQUEST FOR RECONSIDERATION OF FAILING GRADES AFTER THE RELEASE OF THE RESULTS OF THE LICENSURE EXAMINATION

WHEREAS, Section 20 of Republic Act No. 8981, otherwise known as the "PRC Modernization Act of 2000" provides that "Republic Act No. 646, Presidential Decree No. 223, as amended by Presidential Decree No. 657, Republic Act No. 5181, and Executive Order No. 266, series of 1995 are hereby repealed.

WHEREAS, Presidential Decree No. 223 (Creating the Professional Regulation Commission and Prescribing Its Powers and Functions) allowed examinees to have access to or go over his/her test papers or answer sheets, or to file a request for reconsideration of ratings, have already been repealed by Republic Act No. 8981.

WHEREAS, the new PRC law does not contain a provision allowing or granting the examinees the right to have access to or go over his/her test paper or answer sheets, or to file a request for reconsideration of failing grades or rechecking of test papers.

WHEREAS, there is a need to issue an office circular disallowing the exercise of the right aforementioned so that the public/examinees may know and be guided that the new law has already withdrawn such right and privilege of requesting for rechecking or viewing.

NOW THEREFORE, the Commission resolved as it hereby resolves to disallow the viewing of test papers or the filing of request for reconsideration of ratings after the result of the examination has been released.

Done in the City of Manila, this 19th day of July 2004.

ANTONIETA FORTUNA-IBE  
Chairperson

AVELINA DELA REA  
Commissioner

LEONOR TRIPON-ROSERO  
Commissioner


P. AREDES ST., CORNER MORA RAY TA STREET, SAMPALOC, MANILA, PHILIPPINES  
PO BOX 2039, MANILA
MEMORANDUM CIRCULAR No. 2006-04
February 28, 2006

To:
All Chairpersons and Members of the Professional Regulatory Boards
All PRC Officials and Employees in the Central Office and Regional Offices

SUBJECT: UPDATED LIST OF NON-PROGRAMMABLE CALCULATORS ALLOWED TO BE USED IN LICENSURE EXAMINATIONS

The Commission issued Memorandum Circular No. 2004-06 dated March 4, 2004 listing the brands and models of non-programmable calculators that are allowed to be used in licensure examinations.

It has been observed during the conduct of examinations that there are still other brands and models that are non-programmable that are not included in the list of those allowed to be used.

In order to properly guide the examinees and examination personnel, the following is the Updated List of Non-Programmable Calculators that shall be allowed to be used in the examinations after verifications with the distributors and identification of knowledgeable personnel.

Accordingly, the examinees shall be allowed to bring in and use ONLY any of the following calculators that were identified as non-programmable:

### I. CASIO STANDARD/DESKTOP/SCIENTIFIC CALCULATORS

<table>
<thead>
<tr>
<th>Brand</th>
<th>Model 1</th>
<th>Model 2</th>
<th>Model 3</th>
<th>Model 4</th>
<th>Model 5</th>
<th>Model 6</th>
<th>Model 7</th>
<th>Model 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>f/30</td>
<td>DS-1TV</td>
<td>fx-50A</td>
<td>fx-82SX</td>
<td>J-120TE</td>
<td>MS-10TV</td>
<td>N8-20T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20V</td>
<td>DS-208H</td>
<td>fx-800ES</td>
<td>fx-82TL</td>
<td>JF-120TV</td>
<td>MS-10V</td>
<td>N8-310TM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>470LA</td>
<td>DS-20TV</td>
<td>fx-50G</td>
<td>fx-85B</td>
<td>JF-200TV</td>
<td>MS-115</td>
<td>O-40M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-100V</td>
<td>DS-2TV</td>
<td>fx-50M</td>
<td>fx-85ES</td>
<td>JS-10LA</td>
<td>MS-120TE</td>
<td>SL-100L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-120TE</td>
<td>DS-3V</td>
<td>fx-50D</td>
<td>fx-85MS</td>
<td>JS-10TV</td>
<td>MS-120TV</td>
<td>SL-200L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-120TV</td>
<td>DS-881</td>
<td>fx-509G</td>
<td>fx-85S</td>
<td>JS-110TV</td>
<td>MS-170LA</td>
<td>SL-210TE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-208H</td>
<td>fx-100D</td>
<td>fx-620G</td>
<td>fx-85SA</td>
<td>JS-120TV</td>
<td>MS-170T</td>
<td>SL-220TE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-20L</td>
<td>fx-100MS</td>
<td>fx-531GH</td>
<td>fx-801</td>
<td>JS-140V</td>
<td>MS-20TV</td>
<td>SL-300LV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-20M</td>
<td>fx-100S</td>
<td>fx-546D</td>
<td>fx-611W</td>
<td>JS-20LA</td>
<td>NS-20V</td>
<td>SL-300TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-40L</td>
<td>fx-100W</td>
<td>fx-570AD</td>
<td>fx-95</td>
<td>JS-20TV</td>
<td>MS-240T</td>
<td>SL-300TE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-60L</td>
<td>fx-115D</td>
<td>fx-670ES</td>
<td>fx-95MS</td>
<td>JS-40LA</td>
<td>MS-270LA</td>
<td>SL-315TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-60M</td>
<td>fx-115MS</td>
<td>fx-570MS</td>
<td>fx-991ES</td>
<td>JS-40V</td>
<td>MS-370T</td>
<td>SL-320TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DF100</td>
<td>fx-115S</td>
<td>fx-570S</td>
<td>fx-991H</td>
<td>JS-SC</td>
<td>MS-310TM</td>
<td>SL-320V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DF120TV</td>
<td>fx-122S</td>
<td>fx-570W</td>
<td>fx-991MS</td>
<td>LC-1000T</td>
<td>MS-350</td>
<td>SL-340VA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DF-240LB</td>
<td>fx-220</td>
<td>fx-580</td>
<td>fx-991N</td>
<td>LC-1000T/TV</td>
<td>MS-373</td>
<td>SL-780LB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DF-320TM</td>
<td>fx-250HC</td>
<td>fx-580D</td>
<td>fx-991S</td>
<td>LC-160LV</td>
<td>MS-470</td>
<td>SL-787LT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DJ-120T</td>
<td>fx-260</td>
<td>fx-65</td>
<td>fx-991W</td>
<td>LC-401B</td>
<td>MS-470LA</td>
<td>SL-797LT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DJ-220</td>
<td>fx-300SA</td>
<td>fx-75</td>
<td>fx-992S</td>
<td>LC-401/LV</td>
<td>MS-470B</td>
<td>SL-910TM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DJ-240</td>
<td>fx-300W</td>
<td>fx-82</td>
<td>fx-992VB</td>
<td>LC-403LD</td>
<td>MS-77</td>
<td>SX-100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM-1200T</td>
<td>fx-350D</td>
<td>fx-82MS</td>
<td>HC100</td>
<td>LC-403LD/T</td>
<td>MS-805V</td>
<td>SX-220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM-1200TEV</td>
<td>fx-350ES</td>
<td>fx-824</td>
<td>HL-100LB</td>
<td>M-7LB</td>
<td>MS-80TE</td>
<td>SX-300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM-1400TV</td>
<td>fx-350HA</td>
<td>fx-825X</td>
<td>HL-121</td>
<td>MJ-100</td>
<td>MS-80TV</td>
<td>SX-300P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM-1600</td>
<td>fx-350MS</td>
<td>fx-82C</td>
<td>HL-4</td>
<td>MJ-100T</td>
<td>MS-812V</td>
<td>SX-320P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM-1600TV</td>
<td>fx-350TL</td>
<td>fx-82ES</td>
<td>HL-815L</td>
<td>MJ-120T</td>
<td>MS-8T</td>
<td>WD-220T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DN-858A</td>
<td>fx-350TLG</td>
<td>fx-82LB</td>
<td>HL-820LV</td>
<td>MS-1002</td>
<td>MS-8TV</td>
<td>WM-200T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS-10TV</td>
<td>fx-360W</td>
<td>fx-82PL</td>
<td>HL-820V</td>
<td>MS-100YE</td>
<td>MS-5V</td>
<td>WM-220T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS-120TV</td>
<td>fx-401</td>
<td>fx-82MS</td>
<td>HL-821</td>
<td>MS-100TV</td>
<td>MS-8V</td>
<td>WM-220T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS-1800S</td>
<td>fx-451M</td>
<td>fx-62Super</td>
<td>HS-8LE</td>
<td>MS-10T</td>
<td>NS-10T</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>