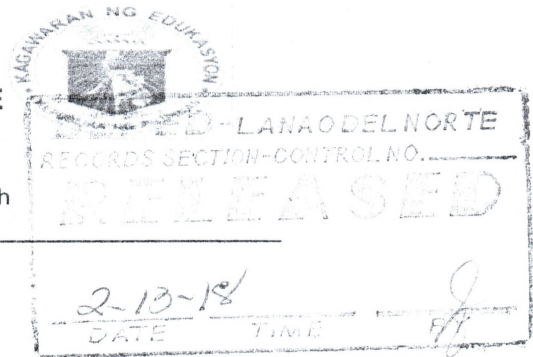




Republic of the Philippines
Department of Education
Region X
DIVISION OF LANA DEL NORTE
Tubod, Lanao del Norte
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Division Memorandum
No. 67 s. 2018

To : **Elementary and Secondary School Heads**
CID Personnel
SGOD Personnel
OSDS Personnel
This Division

From: **ROY ANGELO E. GAZO**
Schools Division Superintendent

Date: **February 12, 2018**

Subject: **ORIENTATION ON RA 10912 OR CONTINUOUS PROFESSIONAL
DEVELOPMENT (CPD) ACT**

1. The field is hereby informed that the Philippine Regulatory Commission (PRC) is scheduled to conduct an Orientation on Continuing Professional Development (CPD) and at the same time Renewal of PRC License of Teachers in this Division on March 3, 2018, 8:00 AM at Mindanao Civic Center Function Hall, Tubod, Lanao del Norte. It is encouraged that teachers with expired license shall renew during the said date. Earliest possible renewal is less than a year BEFORE expiration date, thus this office hereby requires all PRC license holder to apply for an application of renewal.
2. Procedures for online application is indicated in Enclosure No. 1
3. Strict compliance is directed.

Enclosure 1 to Division Memorandum No. 67, s. 2018

Please take note if you are doing this for the first time.

1. Before you start, you must have the following on hand:
 - Your e-mail address (with password)
 - Your mobile number
 - Personal Data (including date of graduation)
 - ID photo in jpg format saved on your computer

Note: Your PIC is valid for three years, renewable on your birth month. However, you can renew your PIC before the expiration date. You will not lose the one (1) year validity as a result of early renewal.

2. Visit PRC website www.prc.gov.ph Click ID Renewal then click Central Office.
3. Click **REGISTER**. Complete all fields using drop down menu where applicable then choose ACCEPT TERMS OF SERVICE. You are allowed to use ONLY ONE VALID E-MAIL ACCOUNT PER USER/APPLICANT
 - A. Click **AGREE** button to continue, then **SIGN UP NOW** button.
4. If you have previously registered online or finished signing up, enter your email address and password, then click **SIGN IN**
5. To activate your account, access your registered email account, open the PRC generated email then click **ACTIVATE ACCOUNT** to verify your account.
6.
 - A. Create your profile
 - B. After filling out your profile, check the box for renewal application. Click **SAVE INFORMATION** button.
 - C. Double check your information before you click on the **YES** button
7.
 - A. Your application details will be displayed. You may still edit your information by clicking **EDIT** button. Click the camera icon to upload your photo.
 - B. **READ** the photo requirements carefully. Click **OKAY** button to proceed. Upload picture via computer or phone.
 - C. To continue, click **SELECT TRANSACTION**
8.
 - A. Select **RENEWAL**
 - B. Select your profession and enter seven (7) digit PRC License number, then click **PROCEED** button
9. Select PRC Central Office. Choose an appointment date and venue. (**Note: APPOINTMENT PLACE should be the SCHEDULED VENUE**) Then choose your preferred payment option. (There will be a service fee of 45 pesos)
10. A confirmation window will appear with Reference Number. **COPY YOUR REFERENCE NUMBER** and pay at your selected payment channel.
11. After payment, **VERIFY** your status at **EXISTING TRANSACTION** tab. Select **PRINT CLAIM STUB** button.
12. Bring **RENEWAL FORM** and **RECEIPT of PAYMENT** at the scheduled venue and date.