ONLINE STEP BY STEP MANUAL

INCLUDES



Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission.

INITIAL REGISTRATION

Online Registration of new passers/successful examinees for the issuance of their licenses.

RENEWAL OF PROFESSIONAL IDENTIFICATION CARD

Online renewal of Professional Identification Cards of Registered Professionals.



PROFESSIONAL REGULATION COMMISSION

LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

PRC ONLINE SERVICES



Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission.

INITIAL REGISTRATION

Online Registration of new passers/successful examinees for the issuance of their licenses.

RENEWAL OF LICENSE

Online renewal of Professional Identification Cards of Registered Professionals.

EXAM APPLICATION (SPLBE)

Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission. (For SPLBE applicants)

- · User's Manual
- Payment Procedure

INITIAL REGISTRATION (SPLBE)

Online Registration of new passers/successful examinees for the issuance of their licenses. (For SPLBE passers)

VERIFICATION

Online verification of rating of successful examinees and verification of license of registered professional.

· Click Here



You acknowledge and agree that PRC may preserve Content and may also disclose Content if required to do so by law or in the good faith believes that such preservation or disclosure is reasonably necessary to: (a) comply with legal process; (b) enforce the Terms and Conditions; (c) respond to claims that any Content violates the rights of third-parties; or (d) protect the rights, property, or personal safety of the PRC, its users, applying public.

FORFEITURE OF FEES

In the event that the examination applicant fails to comply with all the requirements during the prescribed period of application, the examination/application fee payment can still be used ONLY until the next examination schedule.

Processing and payment of application should be made on or before the deadline. No application shall be accerpted after the deadline.

Non-appearance during examination shall mean forfeiture of payment

VIOLATIONS

In any case of any fraudulent, misdeclaration of the applicant in the use of these Service, the PRC may expel the applicant and prevent his/her further access to the PRC's site, at any time for breaching the terms and conditions of this Service or for violating the applicable laws.

Please report any violations of the TOS to our Customer Care/Help Desk group.

I HEREBY AGREE TO BE GOVERNED BY THE TERMS AND CONDITIONS OF THE PRC ONLINE PAYMENT SYSTEM AGREEMENT. I HEREBY ALSO ACKNOWLEDGE TO HAVE READ AND FULLY UNDERSTOOD THE SAID TERMS AND CONDITIONS.



LAGREE

WITH NO ACCOUNT

Requirements:

Your e-mail address (with password)

- Your mobile number (ex. 09271234567)
- Personal data (including date of graduation)
- ID photo in .jpg format saved on your computer, phone or tablet. (You can request for an e-file if you have your ID photo taken at a photo studio.)
- Valid ID Card
- Read the terms of service
- Click the button

WITH ACCOUNT

3. Click the tab then skip to this page



PROFESSIONAL REGULATION COMMISSION

LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

PRC ONLINE SERVICES



Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission.

INITIAL REGISTRATION

Online Registration of new passers/successful examinees for the issuance of their licenses.

RENEWAL OF LICENSE

Online renewal of Professional Identification Cards of Registered Professionals.

EXAM APPLICATION (SPLBE)

Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission. (For SPLBE applicants)

- · User's Manual
- Payment Procedure

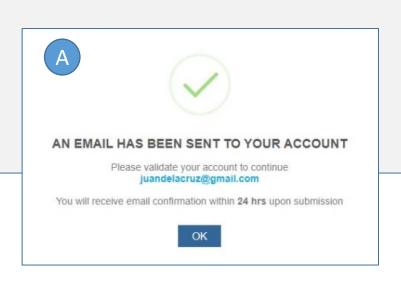
INITIAL REGISTRATION (SPLBE)

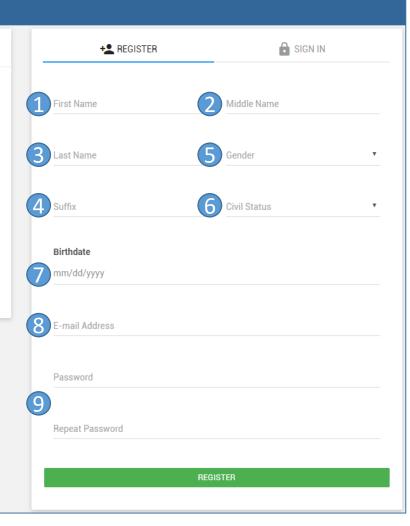
Online Registration of new passers/successful examinees for the issuance of their licenses. (For SPLBE passers)

▼ VERIFICATION

Online verification of rating of successful examinees and verification of license of registered professional.

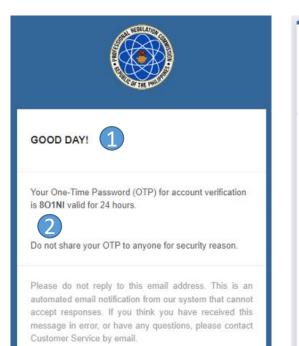
· Click Here

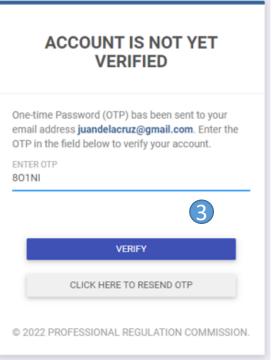


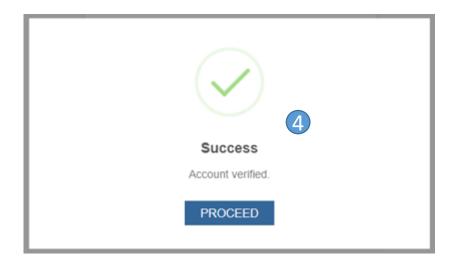


REGISTRATION OF ACCOUNT

- 1. Input First Name
- 2. Input Middle Name
- 3. Input Last Name
- 4. Input Suffix (leave blank if none)
- S. Select Gender
- 6. Input Civil Status
- 7. Input Birth date
- 8. Input E-mail address
- 9. Input desired password (Password must be at least 6 characters and composed of letters, numbers and special characters)
- A. You will get this prompt then click the OK button







EMAIL VALIDATION OF NEW AND EXISTING ACCOUNT

- 1. After entering your username and password in the login screen you will be redirected to a new page and an email will be sent to your registered email address.
- 2. Copy the OTP.
- 3. Input your OTP then click the verify button.
- 4. You will receive this prompt if you're successful in validating your email. Click the button to proceed.



PROFESSIONAL REGULATION COMMISSION

LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

PRC ONLINE SERVICES

EXAM APPLICATION

Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission.

INITIAL REGISTRATION

Online Registration of new passers/successful examinees for the issuance of their licenses.

RENEWAL OF LICENSE

Online renewal of Professional Identification Cards of Registered Professionals.

EXAM APPLICATION (SPLBE)

Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission. (For SPLBE applicants)

- · User's Manual
- · Payment Procedure

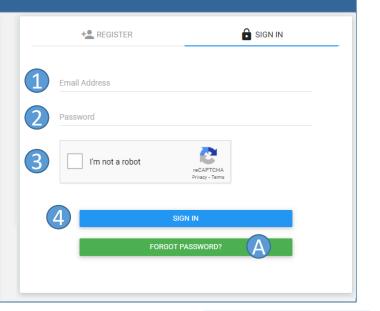
INITIAL REGISTRATION (SPLBE)

Online Registration of new passers/successful examinees for the issuance of their licenses. (For SPLBE passers)

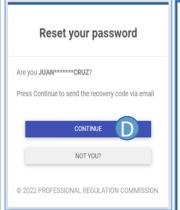
VEDICATION

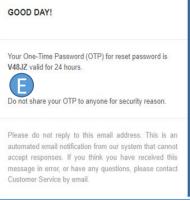
Online verification of rating of successful examinees and verification of license of registered professional.

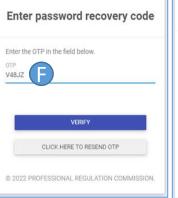
· Click Here

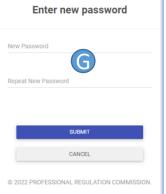


Please enter your email to search for your account. Email Address juandelacruz@gmail.com PROCEED CANCEL © 2022 PROFESSIONAL REGULATION COMMISSION.









SIGNING IN

- 1. Input Username (e-mail address)
- 2. Input Password
- 3. Check the CAPTCHA
- 4. Click to login

NOTE:

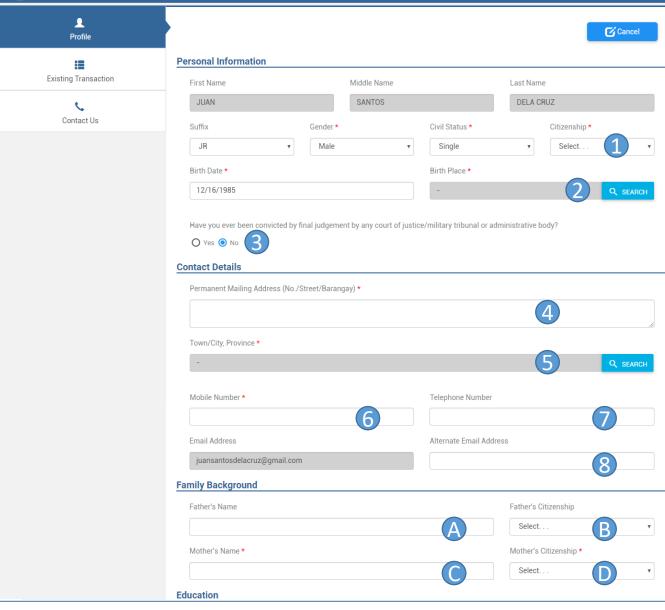
- For Initial Registration skip to <u>Page 8</u>
- For Renewal skip to <a>Page 9
- For Certification skip to <u>Page 10</u>
- For Duplicate skip to <u>Page 12</u>

FORGOT PASSWORD

- A. Click the button
- B. Input your email address
- C. Click the proceed button
- Click the continue button and you will receive an email
- E. Copy the OTP from the email
- . Input your OTP and click the verify button
- G. Input your desired password then click the submit button

LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

PROFESSIONAL REGULATION COMMISSION

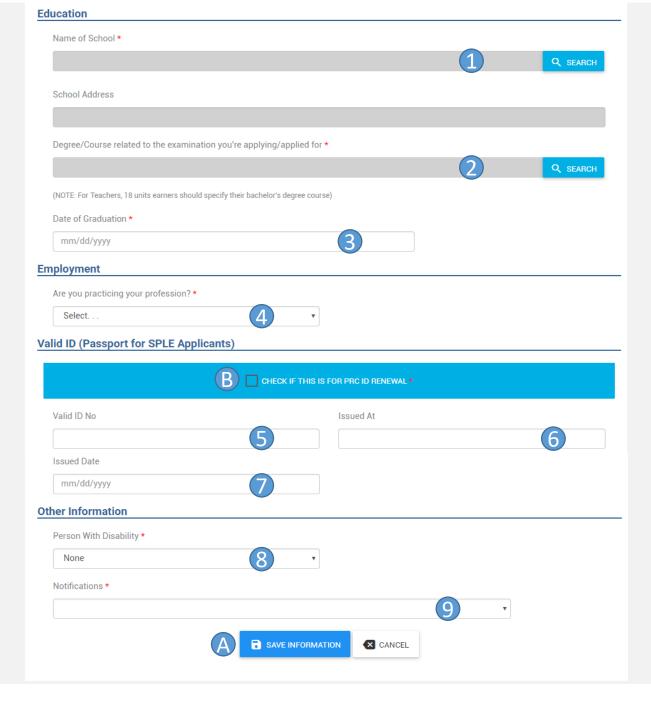


SELECT TRANSACTION

Regional Offices Central Office P. Paredes St. corner N. Reyes St., Sampaloc, Manila P. Paredes St. corner N. Reyes St., Sampaloc, Manila HVG Arcade, Subangdaku, Mandaue City, Cebu 2nd Floor Granland Business Center, Rafael Castillo St., Davao City 2nd Floor N.B. Building, Lopez Jaena St., Jaro, Iloilo City Cagayan de Oro Elfante Building General Antonio Luna St., Cagayan de Oro City Regional Government Center Site, Rawis, Legaspi City 2nd Floor Grand Central Terminal, Ilayang Dupay, Lucena City 2nd Floor, Uytingkoc Bldg., Senator Enage St., Tacloban City Tuguegarao Regional Government Center, Carig Sur, Tuguegarao City, Cagayan Zamboanga 80 Diamond St., Johnston Subd., San Jose Road, Zamboanga City 149 F. S. Pajares St., Pagadian City Robinson's Place Manila Level 2. Padre Faura Wing, P. Faura St., Ermita, Manila Robinson's Galleria (Ortigas) Basement 1, East Lane via Robinsons Bank, EDSA corner, Ortigas Ave, Ortigas Center Butuan Butuan Satellite Office - city hall basement, doongan Road, butuan city Robinsons Novaliches Robinson's Novaliches, 1 Quirino Hwy, Novaliches, Quezon City, 1118

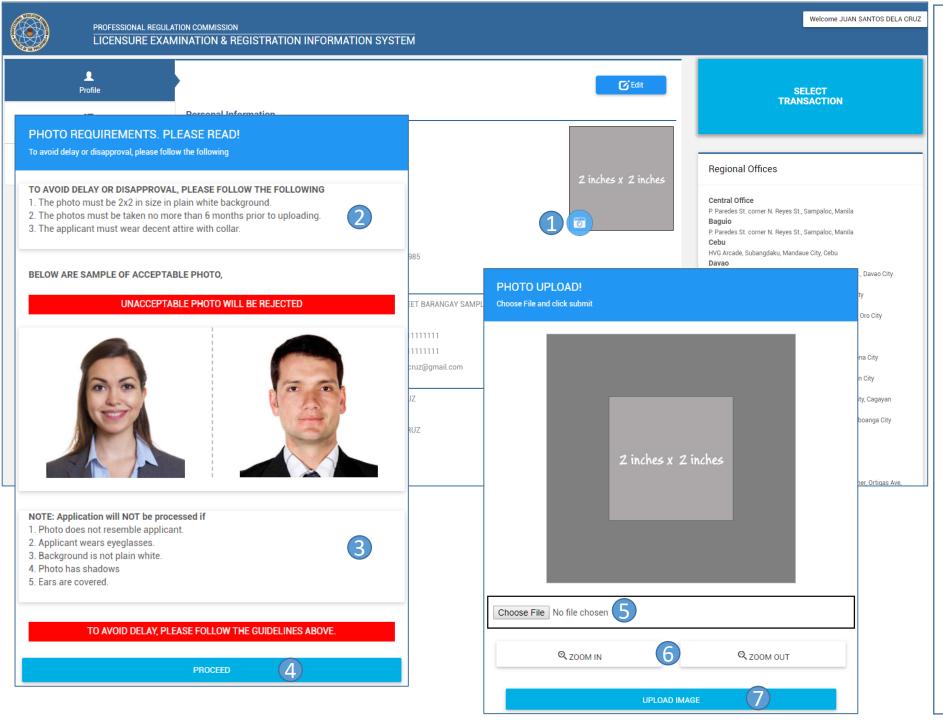
FILLING OUT PERSONAL INFORMATION

- Select Citizenship
- 2. Select Birthplace
- 3. Select answer to prompt
- 4. Input address
- 5. Select Town/City, Province
- 6. Input Mobile number
- 7. Input Telephone number
- 3. Input Alternate E-mail address (If there is any)
- A. Input Father's full name
- B. Select Father's Citizenship
- C. Input Mother's full name
- D. Select Mother's Citizenship



FILLING OUT PERSONAL INFORMATION (CONT.)

- Select School attended
- 2. Select Course taken
- 3. Input Date of Graduation
- 4. Answer the prompt (Then input the necessary info)
- 5. Input Valid ID number
- 6. Input place where ID was issued
- 7. Input Issuance date of ID
- 3. Answer the prompt
- Select option concerning notifications
- A. Click to save information (Click the next button to confirm saving of information)
- B. Click on the box if transaction is for Renewal of PRC ID

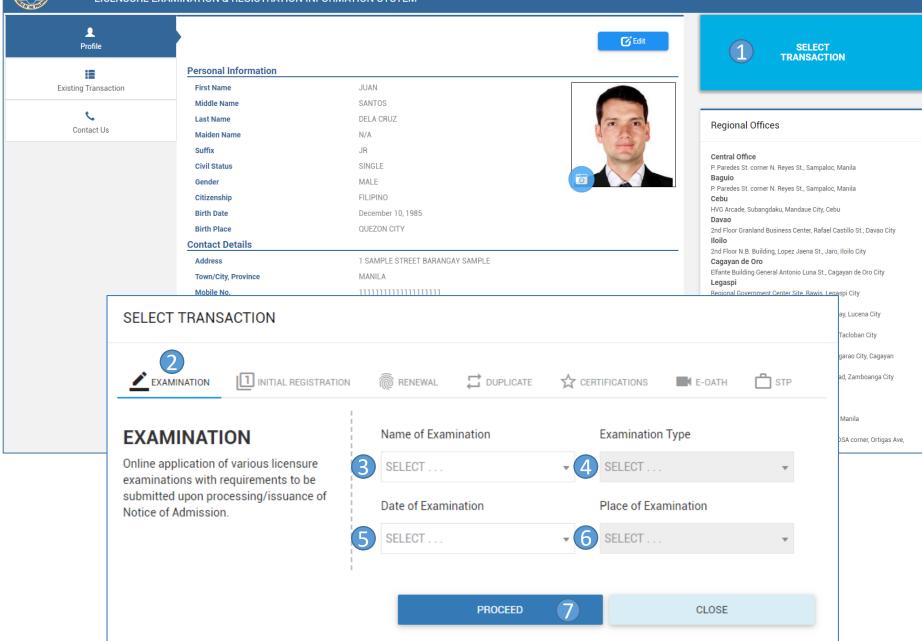


UPLOADING OF PHOTO

- 1. Click the button to proceed
- 2. Read the photo requirements
- 3. Read the guidelines
- 4. Click to upload photo
- 5. Click to choose photo to upload
- 6. Click to zoom in or out the photo
- 7. Click to confirm uploading of photo

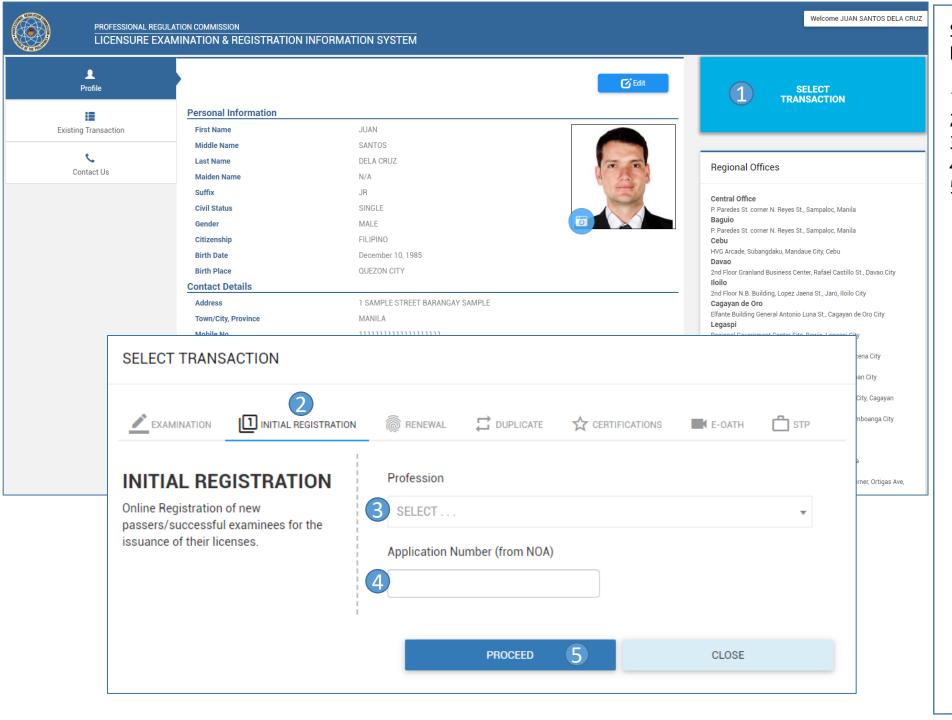
LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

PROFESSIONAL REGULATION COMMISSION



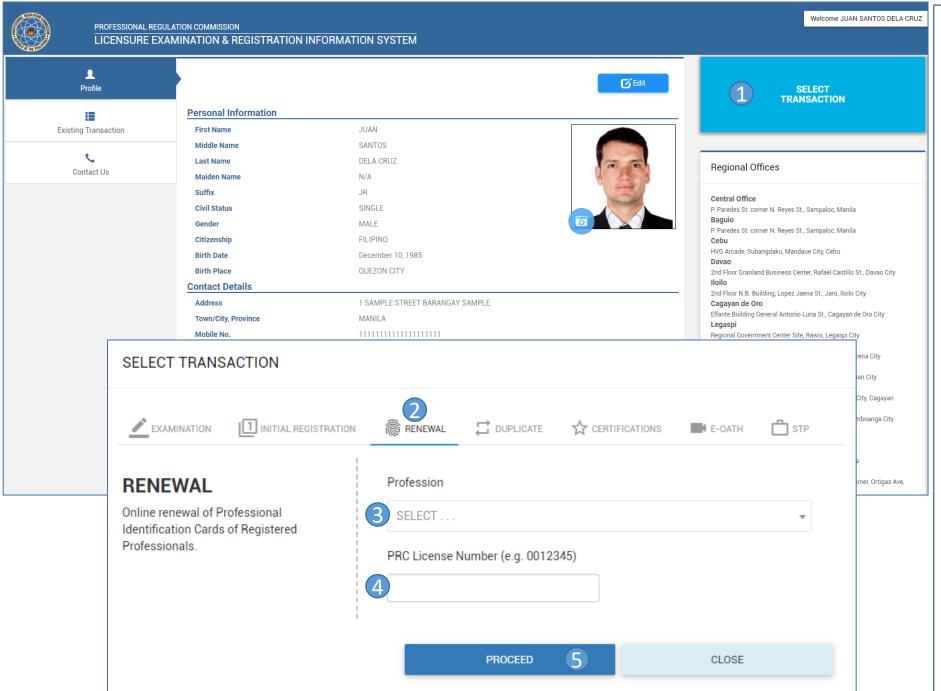
SELECTING TRANSACTION FOR APPLICATION OF EXAM

- Click to select transaction
- 2. Select Examination Tab
- 3. Select Name of Examination
- 1. Select Examination Type
- 5. Select Date of Examination
- 5. Select Place of Examination
- Click to confirm selection



SELECTING TRANSACTION FOR INITIAL REGISTRATION

- Click to select transaction
- .. Select Initial Registration Tab
- . Select Profession
- 1. Input Application Number
- 5. Click to confirm selection

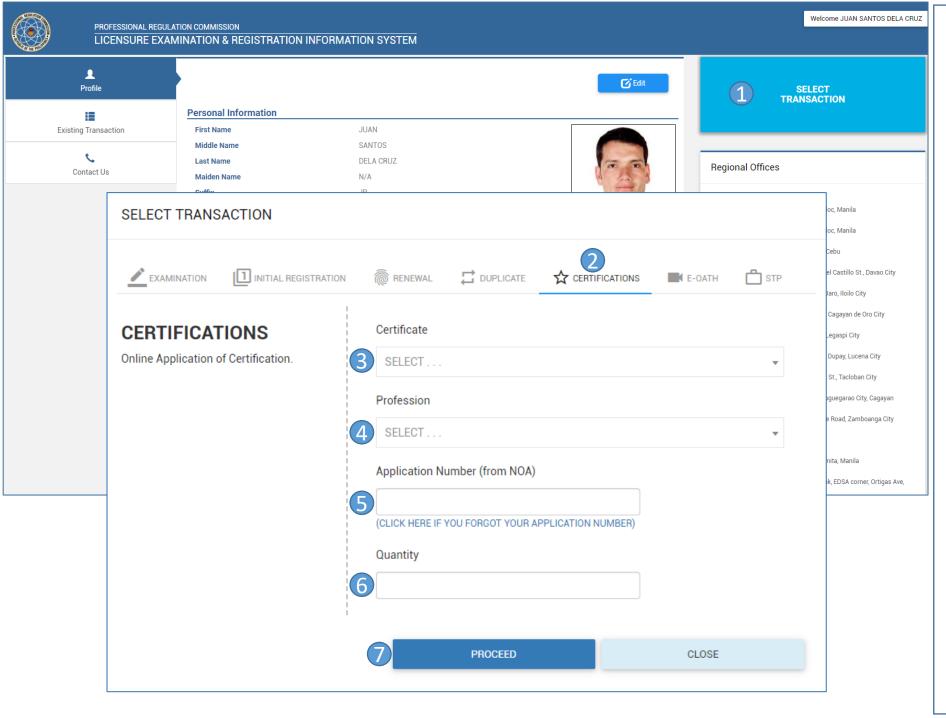


SELECTING TRANSACTION FOR RENEWAL OF PROFESSIONAL IDENTIFICATION CARDS

- Click to select transaction
- 2. Select Renewal Tab
- 3. Select Profession
- 4. Input License Number
- 5. Click to confirm selection

SELECTING TRANSACTION FOR **DUPLICATE**

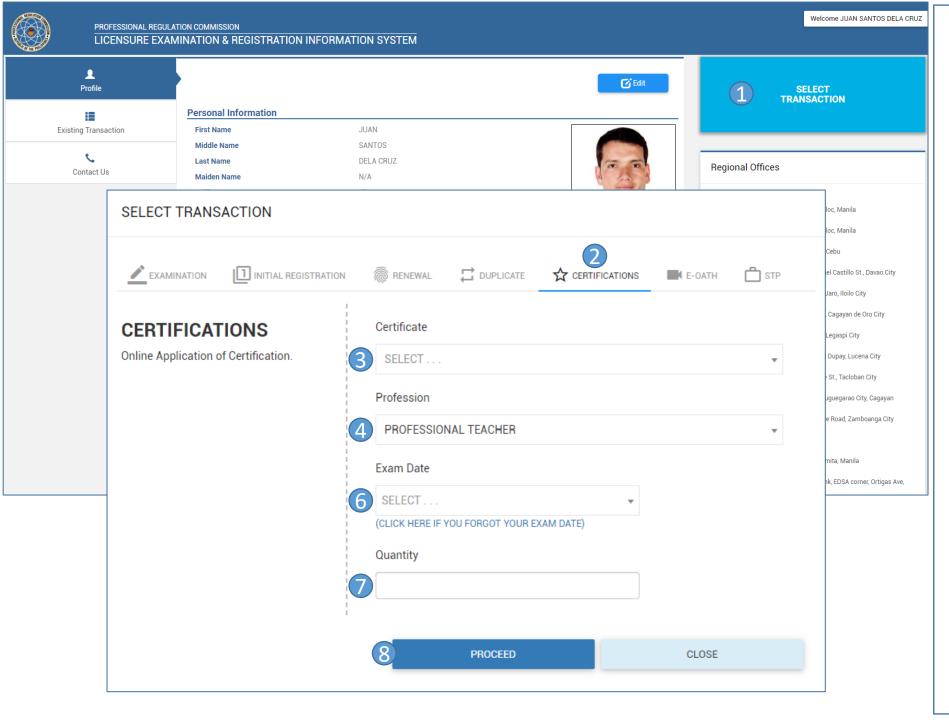
- Click to select transaction
- 2. Select Duplicate Tab
- . Select Profession
- 4. Input License Number
- 5. Click to confirm selection



SELECTING TRANSACTION FOR **CERTIFICATION WITH NOA**

(Certificate of Passing, Certification of Board Rating, and Certificate of Good Standing)

- 1. Click to select transaction
- Select Certifications Tab
- 3. Select type of Certificate
- 4. Select Profession
- 5. Input Application Number
- 5. Input quantity
- 7. Click to confirm selection



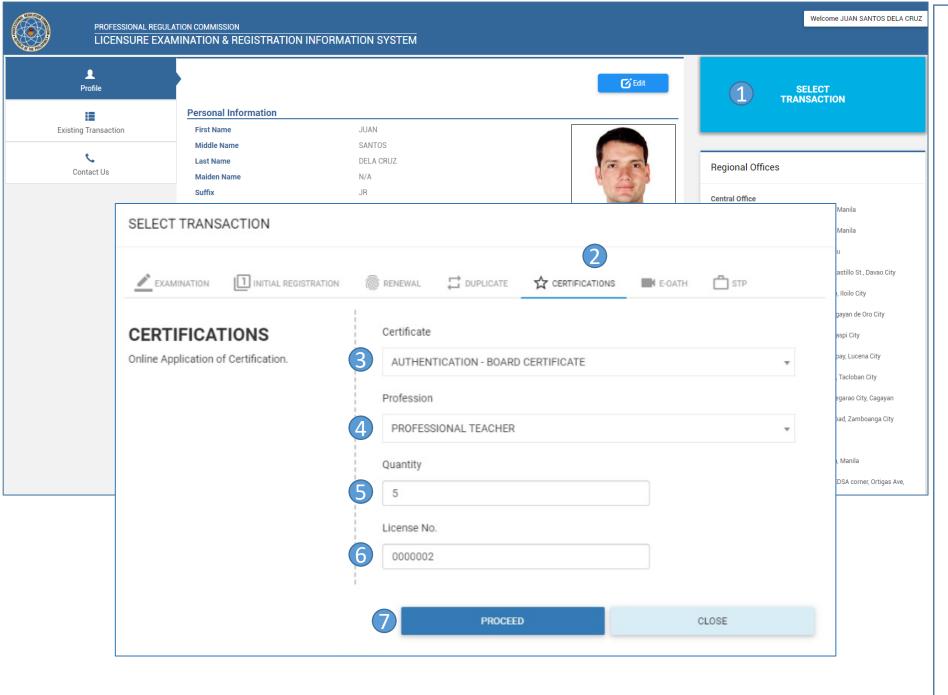
SELECTING TRANSACTION FOR CERTIFICATION WITHOUT NOA

(Certificate of Passing, Certification of Board Rating, and Certificate of Good Standing)

- Click to select transaction
- 2. Select Certifications Tab
- 3. Select type of Certificate
- 4. Select Profession
- . Click this button

(CLICK HERE IF YOU FORGOT YOUR APPLICATION NUMBER)

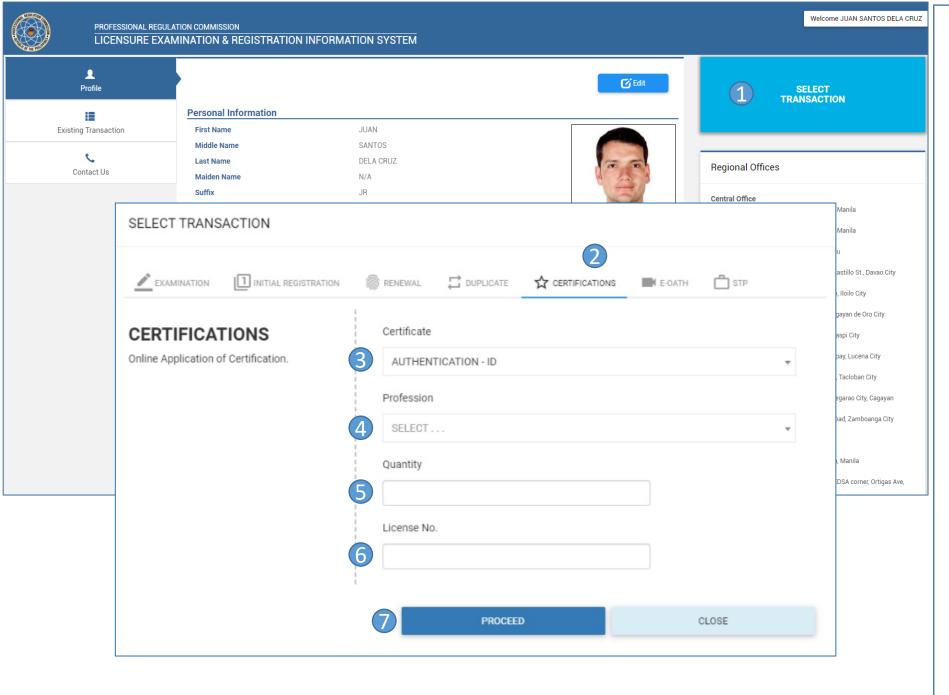
- 6. Input Exam Date
- 7. Input quantity
- 3. Click to confirm selection



SELECTING TRANSACTION FOR **CERTIFICATION**

(Certificate of Registration)

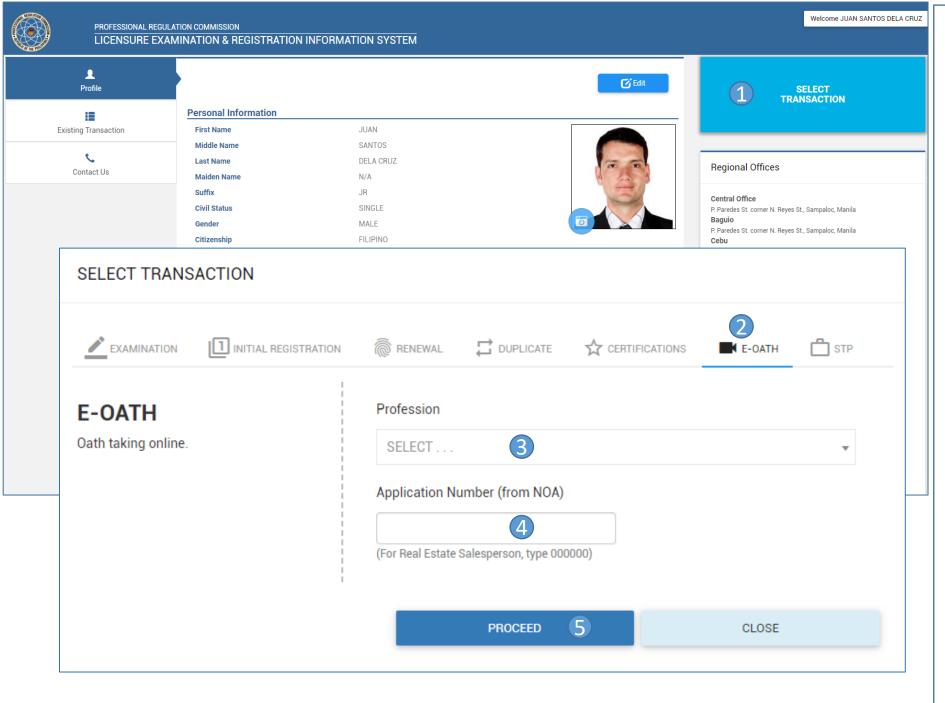
- Click to select transaction
- Select Certifications Tab
- 3. Select type of Certificate
- 4. Select Profession
- 5. Input quantity
- 6. Input your license number
- . Click to confirm selection



SELECTING TRANSACTION FOR **CERTIFICATION**

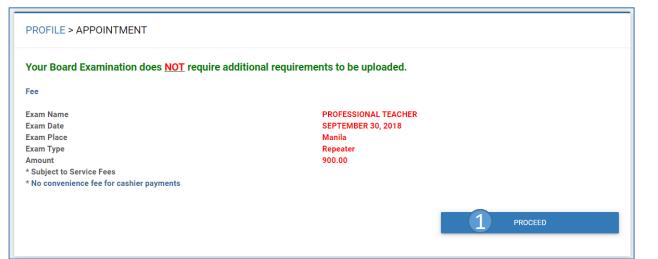
(Authentication of ID)

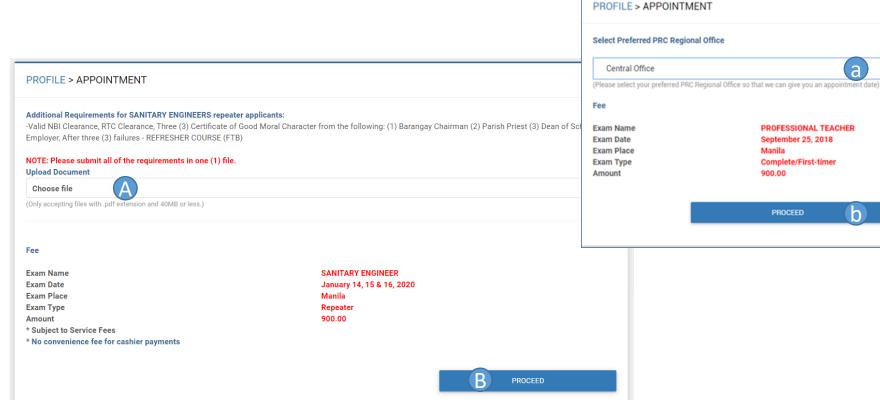
- Click to select transaction
- Select Certifications Tab
- 3. Select type of Certificate
- 4. Select Profession
- 5. Input quantity
- 6. Input your license number
- . Click to confirm selection



SELECTING TRANSACTION FOR **E-OATH**

- Click to select transaction
- 2. Select E-Oath Tab
- 3. Input Profession
- 4. Input Application Number
- 5. Click to confirm selection





SETTING APPOINTMENT AND SELECTING PAYMENT OPTION (FOR EXAM REPEATER APPLICANTS ONLY)

If Board Examination has no additional Requirements:

- Click Proceed button
- Select payment option (click here)

If Board Examination has additional requirements:

- A. Upload the requirement
- Click Proceed button
- Select payment option (click here)

If any changes to the examinee details are done after the exam:

- Select Appointment Place
- Click Proceed button

a

(b)

PROFESSIONAL TEACHER

September 25, 2018

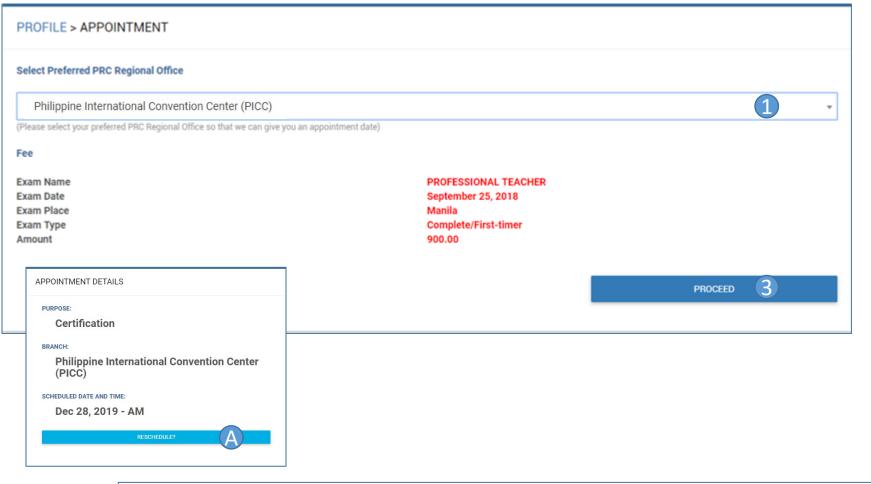
Complete/First-timer

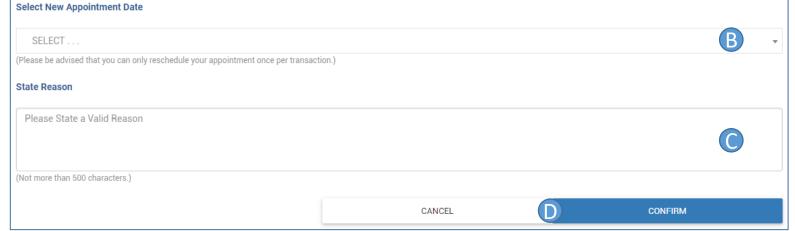
PROCEED

Manila

900.00

Select payment option (click here)





SETTING APPOINTMENT AND SELECTING PAYMENT OPTION

- Select Preferred PRC Regional Office
- 2. Select payment option

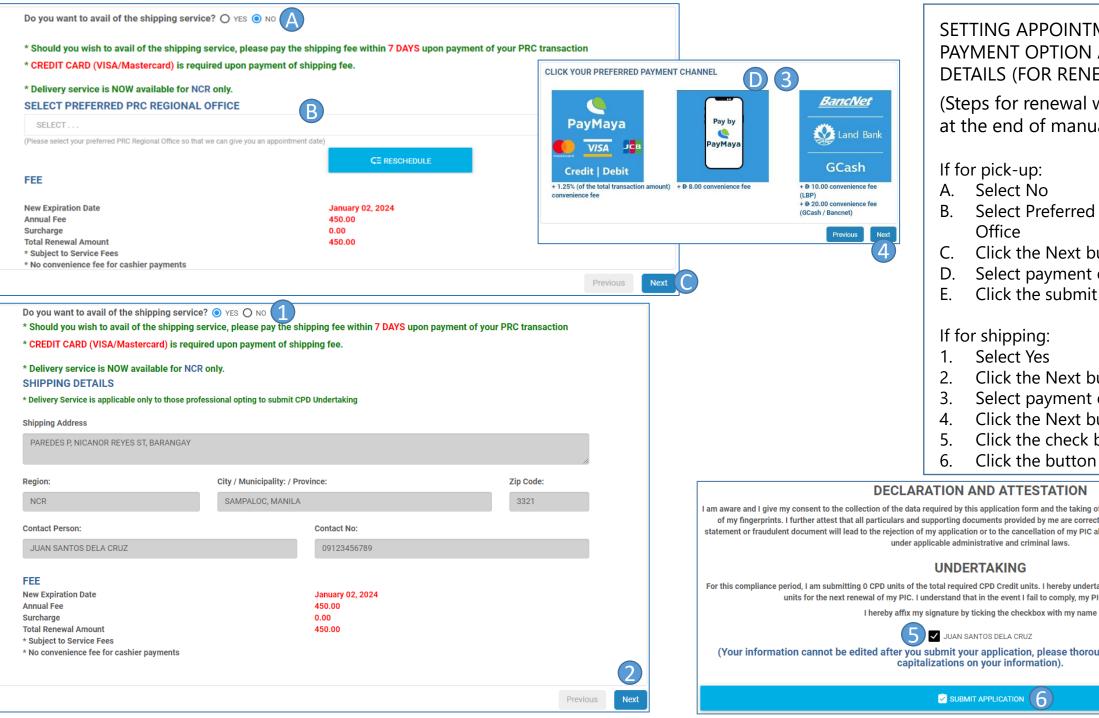


Click to Proceed

Note: If you select PRC-Cashier then you have to pay at the selected appointment place.

SELECTING A NEW APPOINTMENT DATE

- A. Click RESCHEDULE?
- 3. Select new appointment date
- Input reason for selecting new appointment date
- D. Click to confirm new appointment or cancel selection



SETTING APPOINTMENT, SELECTING PAYMENT OPTION AND SHIPPING DETAILS (FOR RENEWAL ONLY)

(Steps for renewal without shipping at the end of manual)

If for pick-up:

- A. Select No.
- Select Preferred PRC Regional Office
- Click the Next button
- Select payment option
- Click the submit application button

If for shipping:

- Select Yes
- Click the Next button
- Select payment option
- Click the Next button
- Click the check box
- Click the button

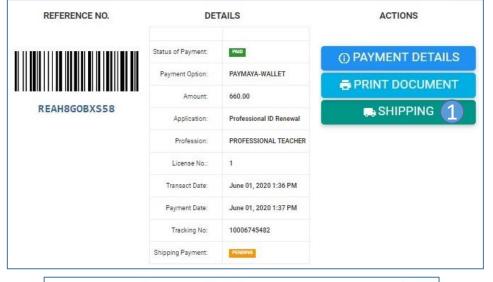
DECLARATION AND ATTESTATION

I am aware and I give my consent to the collection of the data required by this application form and the taking of my photograph, and if applicable, the taking of my fingerprints. I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws.

For this compliance period, I am submitting 0 CPD units of the total required CPD Credit units. I hereby undertake to submit the complete number of credit units for the next renewal of my PIC. I understand that in the event I fail to comply, my PIC will not be renewed.

JUAN SANTOS DELA CRUZ

(Your information cannot be edited after you submit your application, please thoroughly review any misspellings or capitalizations on your information).



NOTICE

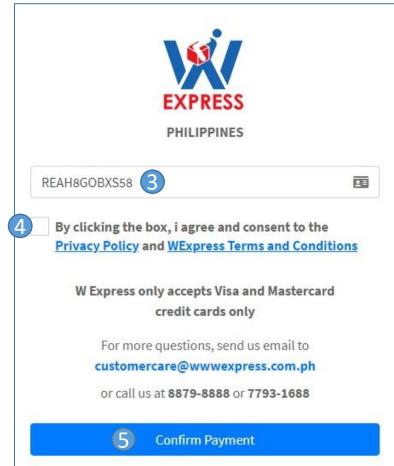
Your payment for your online transaction was successful Please pay your SHIPPING FEE here:

[CLICK HERE TO PAY]

Your shipment will not proceed if your shipping fee was not settled.

We are sorry for the inconvenience.

CLOSE



CONFIRM PAYMENT FOR SHIPPING

(FOR RENEWAL ONLY)

- 1. Click the Shipping button
- 2. Click the button
- 3. Input your reference number
- 4. Click the check box
- Click the button to confirm payment

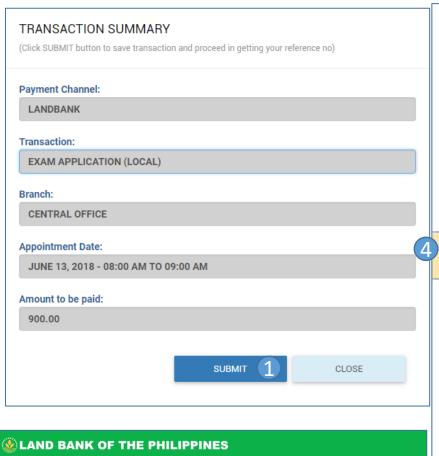
CLICK YOUR PREFERRED PAYMENT OPTION



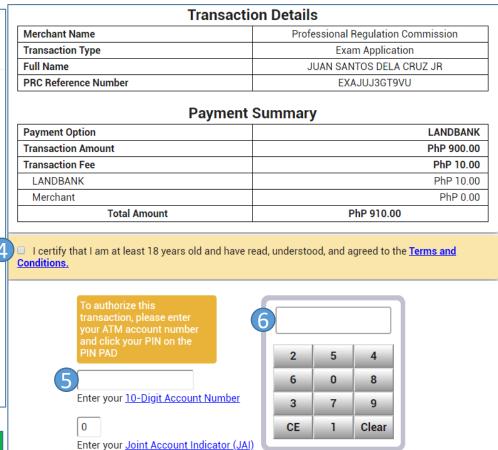


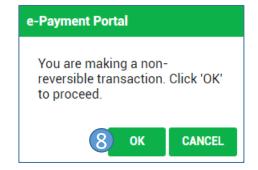












Submit

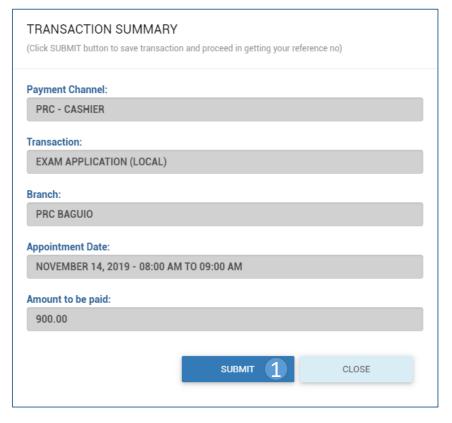
Cancel

PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Select Payment Option
- 3. Click to submit selection
- 4. Click to agree to Terms and Conditions
- 5. Input account number
- 6. Input PIN number
- 7. Click to submit
- 8. Click to confirm

NOTE: The client should have a LANDBANK iAccess account.







CONGRATULATIONS! YOUR TRANSACTION IS

SUCCESSFUL

Please proceed to your **APPOINTMENT PLACE** * to pay for your transaction **ON YOUR APPOINTMENT DATE** and **take a photo or screenshot** the reference number below:

Reference Number:

EX2LU8CT9UUI



Amount:

900.00

Your appointment date and given name:

November 14, 2019

08:00 AM TO 09:00 AM

DELA CRUZ, JUAN

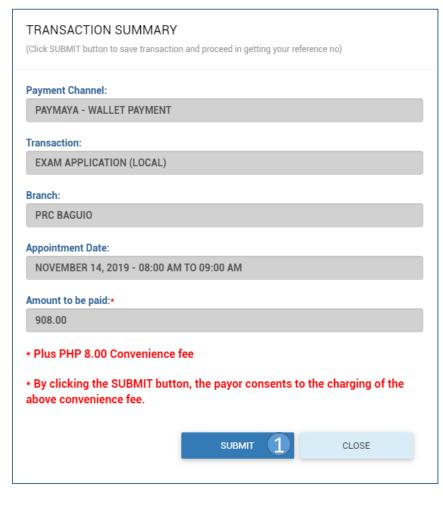
(* For OSSCO-POEA appointments, please pay at Robinsons Galleria Ortigas.)

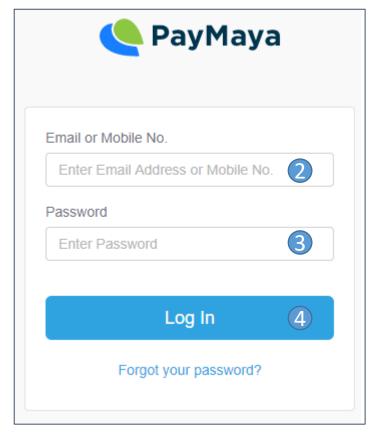
CLICK TO GO BACK

PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Write down your reference number, take a picture or print the page containing your reference number
- 3. Pay thru the PRC Cashier at your selected appointment place



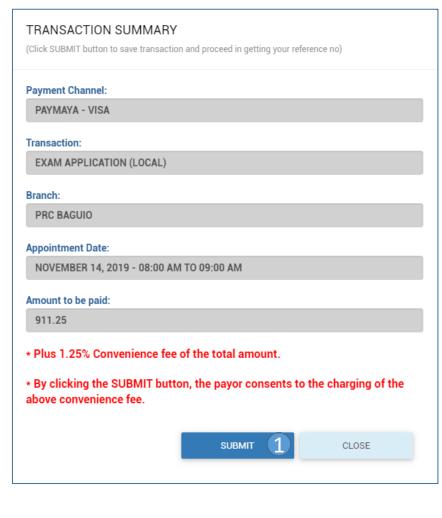


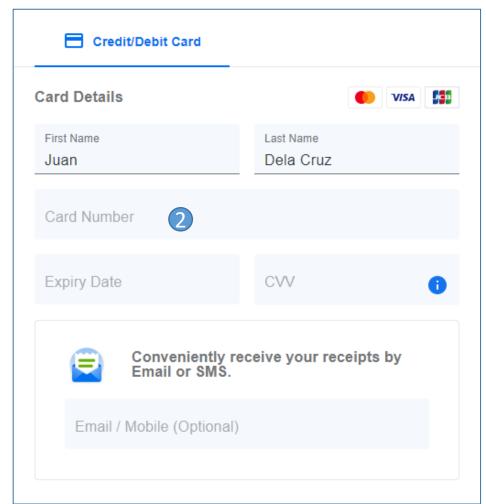


PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Input your mobile number or email address
- 3. Input your password
- 4. Click to login
- 5. Pay using your PayMaya wallet







PROCESSING TRANSACTION

- 1. Click to proceed
- 2. Input your card details
- 1. Click the Pay now button to proceed



LICENSURE EXAMINATION & REGISTRATION INFORMATION SYSTEM

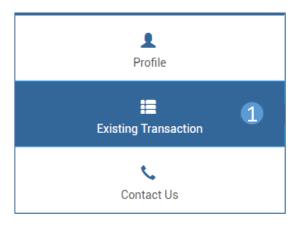
CLICK YOUR CORRESPONDING TRANSACTION STEP BY STEP

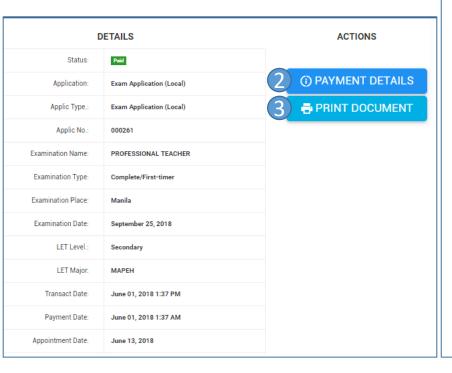
- 1. EXAM APPLICATION
- 2. EXAM APPLICATION REPEATER
- 3. INITIAL REGISTRATION
- 4. RENEWAL / DUPLICATE
- 5. <u>CERTIFICATION</u>

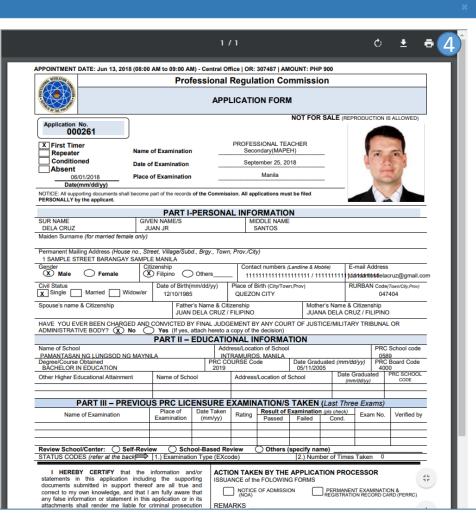
PROPERTY OF THE PROPERTY OF TH

OF THE PHILIPPI

- 6. <u>VIEWING OF e-PIC</u>
- 7. VERIFICATION OF LICENSE (BY SCANNING)







PRINTING DOCUMENT OF EXAM APPLICATION

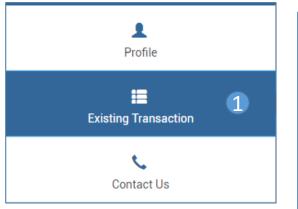
- 1. Click to see Existing Transactions
- 2. Click to see Payment Details
- 3. Click to Print document
- 4. Click to start printing

(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

For technical concerns, please email at crms.prc.gov.ph

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000

Click HERE for the List of Requirements.



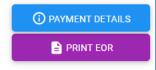


Status of Payment:	PAID
Payment Option:	PAYMAYA-VISA
Amount:	900.00
Application:	Exam Application (Local)
Applic Type.:	Exam Application (Local)
Applic No.:	000002
Examination Name:	SANITARY ENGINEER
Examination Type:	Repeater
Examination Place:	Manila
Examination Date:	January 14, 15 & 16, 2020
Transact Date:	May 26, 2022 4:32 PM
Payment Date:	January 01, 2020 1:01 AM
Status of Compliance:	PENDING
Compliance Remarks:	For document verification.

after seven (7) working days. If no

cial email address of PRC Regional

ncern on this link.





PRINTING NOA OF EXAM REPEATER

1. Click to see Existing Transactions

If the status of compliance is pending. Verification of the application will take 7 working days.

If the status of compliance is not complied after the verification.

- 2. Click RE-UPLOAD DOCUMENT
- B. Read and follow the instructions
- 1. Click the button to upload file
- 5. Click the Submit button

If the status of compliance is complied and issued after the verification.

6. Click 🗖 PRINT NOA

For technical concerns, please email at crms.prc.gov.ph

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000

Click **HERE** for the List of Requirements.

RE-UPLOAD DOCUMENT

Reference Number: EXZV74QCMZXK

Additional requirements for SANITARY ENGINEERS repeater applicants:

Valid NBI Clearance, RTC Clearance, Three (3) Certificate of Good Moral Character from the following: (1) Barangay Chairman (2)

Parish Priest (3) Dean of School (4) Employer

PRC Remarks:

Incomplete requirenents. NBI Clearance is expired.

NOTE: Please submit all of the requirements in one (1) file including the ones you previously uploaded.

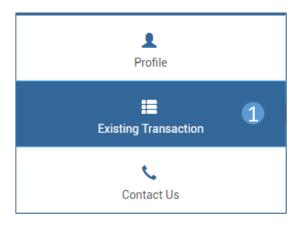
Upload Document

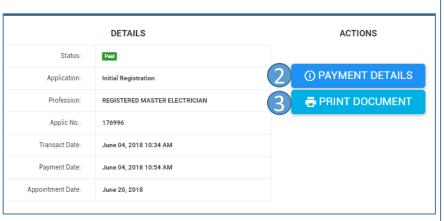
Choose File No file chosen

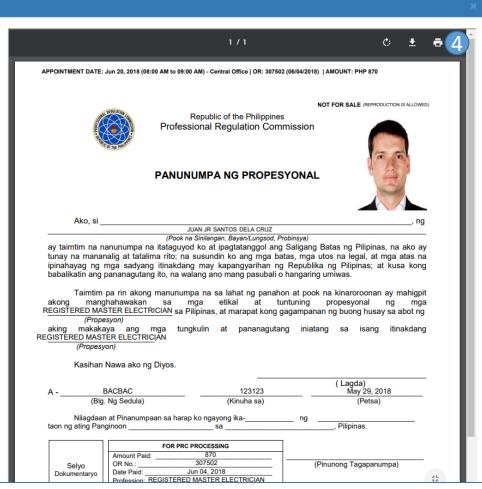
(Only accepting files with .pdf extension and 40MB or less.)

5 ѕивміт

CLOSE







PRINTING DOCUMENT OF INITIAL REGISTRATION

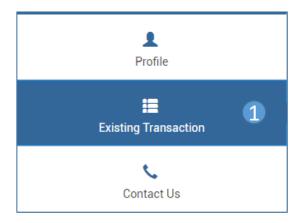
- 1. Click to see Existing Transactions
- 2. Click to see Payment Details
- 3. Click to Print document
- 4. Click to start printing

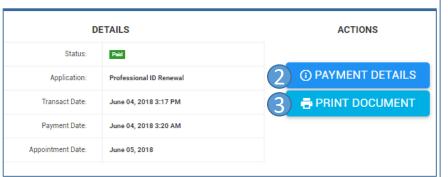
(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

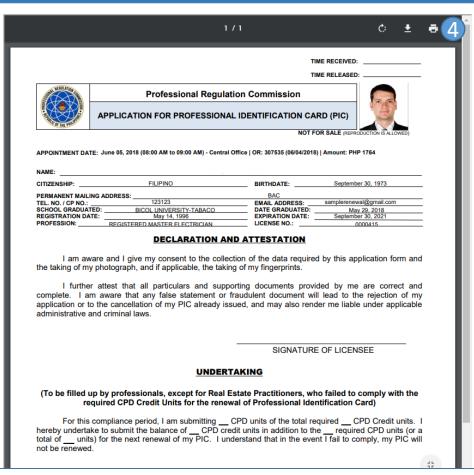
END OF TRANSACTION FOR INITIAL REGISTRATION

For technical concerns, please email at crms.prc.gov.ph

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000







PRINTING DOCUMENT OF RENEWAL AND DUPLICATE

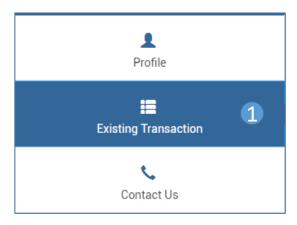
(Same steps for Duplicate and Renewal)

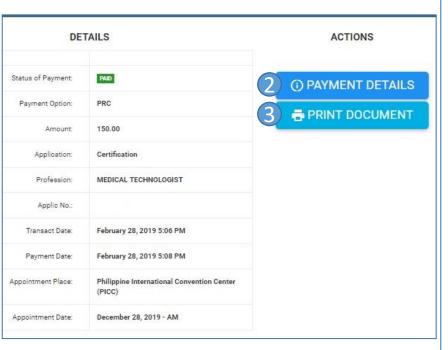
- Click to see Existing Transactions
- 2. Click to see Payment Details
- 3. Click to Print document
- 4. Click to start printing

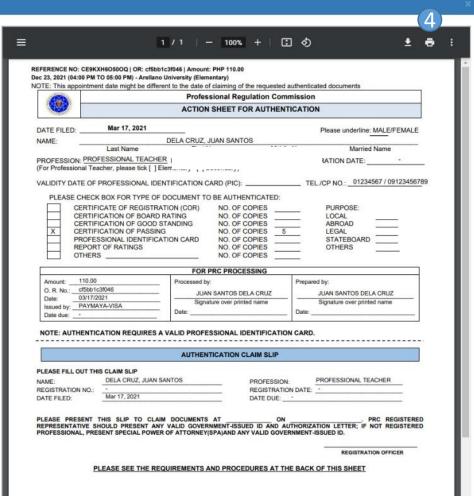
(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

For technical concerns, please email at crms.prc.gov.ph

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000







PRINTING DOCUMENT OF CERTIFICATION

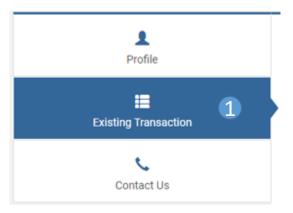
(Certificate of Passing, Certification of Board Rating, Certificate of Registration, Authentication of ID, and Certificate of Good Standing)

- 1. Click to see Existing Transactions
- 2. Click to see Payment Details
- 3. Click to Print document
- 4. Click to start printing

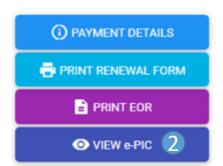
(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

For technical concerns, please email at crms.prc.gov.ph

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000



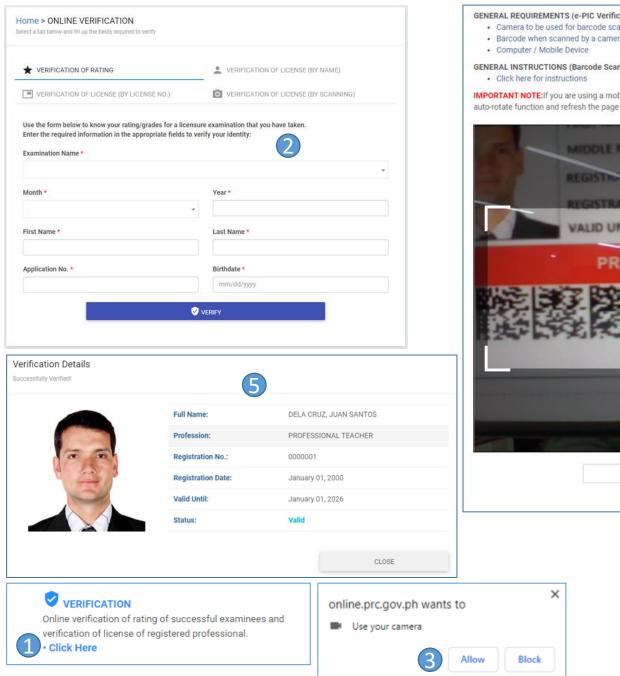
ACTIONS

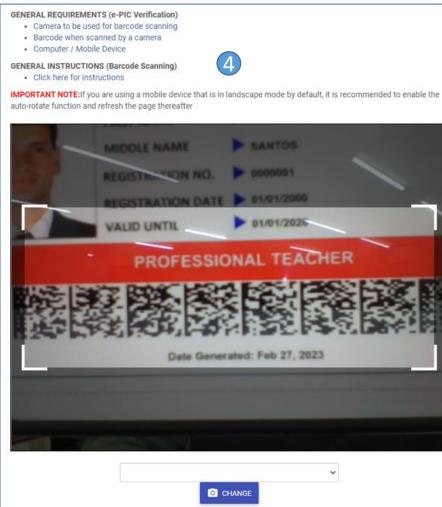




VIEWING OF E-PIC

- 1. Click the existing transaction tab from your account page.
- 2. Click the generate your e-PIC.
- 3. The e-PIC will be displayed.





VERIFICATION OF LICENSE (BY SCANNING)

- From the home p Click Here website, click the button below verification to redirect.
- A request for permission to use the camera of your device will appear, click the allow button.
- 3. To _overlication of License (BY SCANNING) :k the tab
- Scan the barcode of the e-PIC through the camera
- 5. The details will appear if the verification is successful

Note: You can change your default camera using the dropdown menu

