



Republic of the Philippines
Professional Regulation Commission
Manila
OFFICE FOR PROFESSIONAL TEACHERS

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PASSPORT SIZE PHOTO with COMPLETE Name Tag in plain white background (taken within 3 mos.)

Scanned/Photocopied picture not acceptable

APPLICATION FOR REGISTRATION WITHOUT EXAMINATION (PURSUANT TO REPUBLIC ACT NO. 9293)

WARNING: All documents/statements submitted shall form part of the records of this Commission and are subject to verification. Any false statement or misrepresentation made in this application is a ground for disqualification and criminal prosecution/administrative sanction for falsification.

TO BE FILLED UP PERSONALLY BY THE APPLICANT

PERSONAL INFORMATION

LAST NAME		FIRST NAME		MIDDLE NAME	M. I.
COMPLETE MAILING ADDRESS (House No., Street, Town Prov./City)				ZIP CODE	CONTACT NUMBER
<input type="checkbox"/> SINGLE	<input type="checkbox"/> WIDOW/ER	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DATE OF BIRTH	PLACE OF BIRTH
<input type="checkbox"/> MARRIED	<input type="checkbox"/> LEGALLY SEPARATED	CITIZENSHIP :			
<input type="checkbox"/> ANNULLED	<input type="checkbox"/> DIVORCED				
SPOUSE NAME & CITIZENSHIP		FATHER'S NAME & CITIZENSHIP		MOTHER'S NAME & CITIZENSHIP	
HAVE YOU EVER BEEN CONVICTED IN A FINAL JUDGMENT BY ANY COURT, MILITARY TRIBUNAL OR ADMINISTRATIVE BODY?					
<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, attach hereto a copy of the decision)					

EDUCATIONAL INFORMATION

	COURSE/DEGREE COMPLETED /UNITS EARNED	NAME OF SCHOOL	LOCATION	DATE GRADUATED (mm/yyyy)
Bachelor's Degree				
Graduate Degree				
Post Graduate				

EXAMINATION/S TAKEN

REGISTRATION

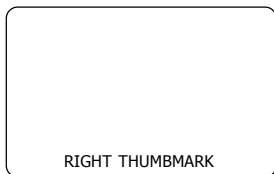
EXAMINATION/S TAKEN	DATE OF EXAM	RATING OBTAINED	CERTIFICATE NO.	DATE ISSUED
			GURO Certificate	
			Cert. of Eligibility	

TEACHING EXPERIENCE

POSITION	SCHOOL	EMPLOYMENT STATUS	FROM (MM-YYYY)	TO (MM-YYYY)

I HEREBY CERTIFY that the information and/or statements in this application including the exhibits submitted in support thereof are all true and correct of my own knowledge, and that I am fully aware that any false information or statement in this application or in its attachments shall render me liable for criminal prosecution and /or administrative sanction.

I AM WILLING TO BE SUBJECTED TO A VALIDATING EXAMINATION IN CASE THE TEST RESULTS IN MY PLACE OF EXAMINATION ARE STATISTICALLY IMPROBABLE.



Signature of Applicant

Date Accomplished

ACTION TAKEN BY THE APPLICATION PROCESSOR

Processed by: _____
Date: _____
Remarks: _____

ACTION TAKEN BY THE ISSUING OFFICER

Issued by: _____
Date: _____
Remarks: _____

ACTION TAKEN BY THE CASH SECTION

Amount: _____
O.R. No: _____
Date: _____
Issued by: _____

ACTION TAKEN BY THE BOARD

Chairman: _____
Member: _____
Member: _____
Remarks: _____

Subscribed and sworn to before me this ____ day of _____ 20__ at _____. Affiant applicant exhibited to me his/her Community Tax Certificate No. _____ issued at _____ on _____.

PRC Administering Officer

Metered
Documentary
Stamp

PASTE HERE

APPLICATION FOR REGISTRATION WITHOUT EXAMINATION FILER'S STUB

PASSPORT SIZE PHOTO with COMPLETE Name Tag in plain white background (taken within 3 mos.)

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NAME: _____ DATE OF FILING: _____
LEVEL: _____ RESOLUTION NO. _____ DATED _____

- IMPORTANT: 1. Notice of Approval/Disapproval will be mailed to you. If you fail to receive your notice on scheduled date, please verify status of your application at OPT-Application Windows.
2. Keep this stub for verification and registration purposes.

Application Processor

REQUIREMENTS

- Certified true copy of Report of Rating (Category A) / Guro Certificate (Category B), or in the absence thereof, original Certification of Rating/Eligibility (for both categories) issued by the Civil Service Commission (CSC)
- Original and photocopy of Certificate of Live Birth issued by the National Statistics Office (NSO) in security paper, with the following entries clearly printed: Name, Civil Registry Number, Date of Birth, Citizenship, Gender, and Name of Parents
- Original and photocopy of Marriage Certificate issued by NSO in security paper (for married female applicants)

IMPORTANT: In case of NON-AVAILABILITY OF RECORD, Negative Certification issued by NSO should be accompanied by a Certificate of Live Birth/Marriage from the Local Civil Registrar (LCR) duly authenticated by the authorized NSO Statistician.

* For Senior Citizen, negative certification issued by NSO and Passport *

- Original and photocopy of the Transcript of Records for degree earned
- One piece window envelope with metered mailing stamp (for Notice of Approval/Disapproval)
- Three (3) recent identical copies of passport size pictures in plain white background with complete name tag
- Filing fee of PhP900.00
- Current Community Tax Certificate (Cedula)

STEPS IN FILING APPLICATION FOR REGISTRATION WITHOUT EXAMINATION

1. Present required documents to processor at OPT-Application Windows for issuance of Application Form and blank Permanent Examination and Registration Record Card (PERRC).
2. Pay filing fee at the Cashier. Get Official Receipt.
3. Pay metered documentary stamp at the PRC Customer Service Center.
4. Submit duly accomplished application form, required documents, PERRC, and Official Receipt to Issuing Officer at OPT-Application Windows for final review of documents and issuance of Filer's Stub.
5. Keep Filer's Stub for verification and registration purposes.

Notice of Approval/Disapproval will be mailed to you. If you fail to receive your notice on scheduled date, please verify status of your application at OPT-Application Windows.



FOR PRC PROCESSING

Approval **Disapproval** **Others (Specify)** _____

is recommended.

Reviewer, OPT-Application Unit

Date