



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

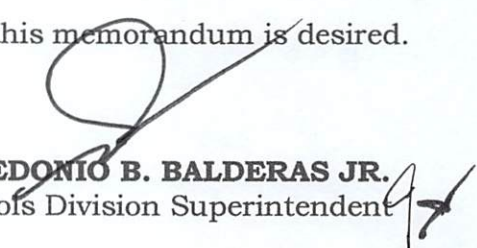
16 August 2024

DIVISION MEMORANDUM  
No. 553 s. 2024

**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS AND PROFESSIONAL  
REGULATION COMMISSION (PRC) REGION IV-A FIRST PARTNERSHIP  
AGREEMENT ON LICENSE RENEWAL AND PROFESSIONAL  
IDENTIFICATION CARDS (PICs)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. This pertains to the **City Schools Division of the City of Tayabas and Professional Regulation Commission (PRC) Region IV-A First Partnership Agreement on License Renewal and Professional Identification Cards (PICs)** which aims to decongest the increasing number of license and Personal Identification Card (PIC) renewal transactions at PRC Lucena Office.
2. In this regard, this office announces to the field the newly designated **Professional Regulation Commission (PRC) focal person** of City Schools Division of the City of Tayabas, **Ms. Kathleen J. Dazo**, Administrative Officer II.
3. In addition, all professionals employed under the City Schools Division of the City of Tayabas are advised to accomplish this link: <https://tinyurl.com/PRCINVENTORY2024> on or before **August 23, 2024**.
4. Enclosed are the steps to renew a professional identification card (**Annex A**) and the Checklist of Requirements for Renewal of the Professional Identification Card (**Annex B**) for the renewal of the professional identification card.
5. Immediate dissemination and compliance of this memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated  
Reference: PRC-SDO Tayabas Memorandum of Agreement (MOA)  
To be indicated in the Perpetual Index  
under the following subjects:  
PRC license

OSDS Personnel Unit – city schools division of the city of tayabas and professional regulation commission (prc) region iv-a  
first partnership agreement on license renewal and professional  
identification cards (pics)  
PERJ741E-000718 /August 16 2024



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Website: <https://www.sdotayabascity.ph>

**Annex A**

**Steps to renew a Professional Identification Card**

1. Go to PRC Online Services or LERIS at <https://online.prc.gov.ph/>.
2. Log in to your account and set a PRC renewal online appointment.
3. Pay for the renewal fee and print your application form.
4. After printing the application form, accomplish this link: <https://tinyurl.com/DEPED-PRCRENEWAL>.
5. Submit your PRC renewal requirements (*see Annex B - Checklist of Requirements*) to the Records Office of the City Schools Division of Tayabas, through the school's Administrative Officer.  
**Note:** For Division Office personnel, submit your requirements directly to the Records Office.
6. Wait for an email to be sent to the authorized Administrative Officer once the Identification Card is ready for release.

**Note:** For Division Office personnel, the email will be sent directly to your DepEd email address.



**Annex B**
**Checklist of Requirements for Renewal of the Professional Identification Card**

1. Proof of system generated signed application form for the renewal of Professional Identification Card (PIC).
2. Certificate of attendance to accredited Continuing Professional Development (CPD) seminars (Annex A) validated through the CPD Accreditation System (CPDAS), otherwise sign CPD Undertaking.
3. Other documents as may be prescribed by the Professional Regulatory Law of the concerned profession, as follows:

NO	PROFESSION	ADDITIONAL REQUIREMENT/S
1	AGRICULTURIST	CERTIFICATION OF GOOD STANDING
2	ARCHITECT	CERTIFICATION OF GOOD STANDING
3		OFFICIAL RECEIPT (OR) PAYMENT FOR MEMBERSHIP DUES (ANNUAL/LIFETIME
4	AERONAUTICAL ENGINEER	CERTIFICATION OF GOOD STANDING
5	CERTIFIED PUBLIC ACCOUNTANT	CERTIFICATION OF GOOD STANDING
6	CRIMINOLOGIST	CERTIFICATION OF GOOD STANDING
7	CUSTOMS BROKER	CERTIFICATION OF GOOD STANDING
8	*ELECTRONICS ENGR. *PROFESSIONAL ELECTRONICS ENGR. *ELECTRONICS TECHNICIAN	CERTIFICATION OF GOOD STANDING
9	GEODETIC ENGINEER	CERTIFICATION OF GOOD STANDING
10	GUIDANCE COUNSELOR	VALID CERTIFICATE OF PGCA MEMBERSHIP
		ANNUAL PAYMENT RECEIPT
11	INTERIOR DESIGNER	CERTIFICATION OF GOOD STANDING
12	LANDSCAPE ARCHITECT	CERTIFICATION OF GOOD STANDING
13	LIBRARIAN	CERTIFICATION OF GOOD STANDING
14	AGRICULTURAL AND BIOSYSTEMS ENGR.	CERTIFICATION OF GOOD STANDING
15	*REG. ELECTRICAL ENGR. *PROF. ELECTRICAL ENGR.	CERTIFICATION OF GOOD STANDING <b>OR</b> LIFETIME ID CARD (TO PRESENT ORIGINAL and submit photocopy)

	*REG. MASTER ELECTRICIAN	
16	RESPIRATORY THERAPIST	CERTIFICATION OF GOOD STANDING
17	PSYCHOLOGIST PSYCHOMETRICIAN	CERTIFICATION OF GOOD STANDING
18	ENVIRONMENTAL PLANNER	CERTIFICATION OF GOOD STANDING
19	*RE BROKER *RE APPRAISER	SURETY BOND- BONDED AT 20,000 PHP TO <b>PRC AND HLURB</b> (IF APPRAISER IS A GOVERNMENT EMPLOYEE WITH WORK RELATED IN REAL ESTATE, A NOTARIZED CERTIFICATE OF EMPLOYMENT CAN BE SUBMITTED INSTEAD)