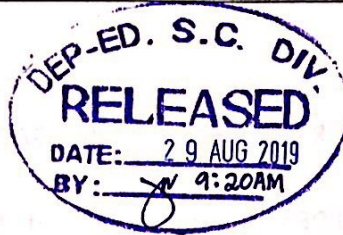




August 28, 2019

DIVISION MEMORANDUM
No. 243 s. 2019



**INVENTORY ON THE
PROFESSIONAL REGULATION COMMISSION (PRC) LICENSES
OF THE SELECT HUMAN RESOURCE OF THIS SCHOOLS DIVISION OFFICE (SDO)**

TO : Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division

1. Republic Act 7836 entitled An Act to Strengthen the Regulation and Supervision of the Practice of the Teaching in the Philippines and Prescribing a Licensure Examination for Teachers and for Other Purposes otherwise known as *"The Philippines Professionalization Act of 1994"* states that:

Article III, Section 13 - ... A valid certificate of registration and a valid professional license from the Commission are required before any person is allowed to practice as a professional teacher in the Philippines, except as otherwise allowed under this Act.;

Article III, Section 13 - A professional license signed by the chairman of the Commission and bearing the registration number and date of issuance thereof and the month of expiry or renewability shall likewise be issued to every registrant who has paid the annual registration fees for three (3) consecutive years. This license shall serve as evidence that the licensee can lawfully practice his profession until the expiration of its validity.

Article III, Section 13 - Revocation of the Certificate of Registration, Suspension from the Practice of the Teaching Profession, and Cancellation of Temporary or Special Permit. — The Board shall have the power, after due notice and hearing, to suspend or revoke the certificate of registration of any registrant, to reprimand or to cancel the temporary/special permit of a holder thereof who is exempt from registration, for any of the following causes:

(g) *Violation of any of the provisions of this Act, the rules and regulations and other policies of the Board and the Commission, and the code of ethical and professional standards for professional teachers;*



SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Roxas Sreet, C.Y. Diez Memorial Central Elementary School Compound, Barangay Washington, Surigao City, Surigao Del Norte Province
Telefax: (086) 826-3075; Telephone Numbers: (086) 826-8931 and (086) 826-1268

2. With the foregoing legal mandates, select human resource of this SDO with permanent employment status only will have to submit an Inventory Report (IR) on their respective PRC licenses including those non-teaching human resource whose eligibility admitted for permanent employment status is duly issued by the PRC.

2.1 PROCEDURES

| OFFICE | PERFORMED BY | PROCEDURES | SPECIFIC POLICY |
|-----------------------------|---|--|--|
| School / Section / Division | School – as assigned by the School Head District – Administrative Assistant SDO – Administrative Assistant of the Chiefs and SDS | 1. Provides soft copy of the Inventory Report (IR) to all human resource with PRC licenses; | » See Annex A for the pro forma of the IR. |
| School / Section / Division | All human resource with PRC Licenses | 2. Receives soft copy of the IR and fill out the required details; 3. Submits the filled out IR to the duly assigned consolidator; | » No column must be left unfilled. » The duly assigned consolidator is the one who provides the soft copy of the IR. |
| School / Section / Division | School – as assigned by the School Head District – Administrative Assistant SDO – Administrative Assistants of the Chiefs and SDS | 4. Receives and consolidates the details of the IR; 5. Submits the consolidated IR in soft and hard copies to the Personnel Section human resource; | <i>School level -</i> » Submit to the District Administrative Assistant. <i>District and SDO levels -</i> » Submit to the Personnel Section human resource in the person of Ms. Trisha Jade A. Billedo. |



| OFFICE | PERFORMED BY | PROCEDURES | SPECIFIC POLICY |
|-------------------|-----------------------------|--|--|
| Personnel Section | Administrative Assistant II | 6. Receives and consolidates the IRs from various districts and offices. | » The consolidated report must be the basis for further legal administrative actions from the SDO. |

3. Deadline of submission is on or before September 13, 2019.
4. For your information and strict compliance;
5. Wide and immediate dissemination of this memorandum is highly desired.

Florencia

FLORENCE E. ALMADEN, CESE
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

Enclosure : 1 (as stated)
Reference/s : Republic Act 7836
Allotment : 3 and 4

To be indicated in the perpetual index:

Human Resource Management

Human Capital Management

Employee Database

Valid PRC License

FEA/fcc
08/28/19



"Annex A"

**INVENTORY ON THE
PROFESSIONAL REGULATION COMMISSION (PRC) LICENSES
OF THE SELECT HUMAN RESOURCE OF THIS SCHOOLS DIVISION OFFICE (SDO)**

| NAME | REGISTRATION NUMBER | REGISTRATION DATE | VALIDITY DATE |
|-------------------------------|---------------------|-------------------|---------------|
| 1. Princess Farrah C. Windsor | 1234567 | 01/01/19 | 01/01/24 |

Prepared by:

Reviewed by:

Noted by:

School –
as assigned by the School Head

School Head

PSDS

District –
Administrative Assistant

CID Chief

CID Chief

SDO –
Administrative Assistants of the
Chiefs and SDS

CID / SGOD Chief and

SDS