



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

**CHED MEMORANDUM ORDER**

No. 17  
Series of 2004

**TO :** Presidents/Heads of Public and  
Private Higher Education Institutions

**SUBJECT :** Requirements for the Various Licensure Examinations

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It has been the policy of the Professional Regulation Commission (PRC) to admit conditionally applicants to the licensure examination even if the requisite documents are incomplete or have entries that are inaccurate or erroneous such as: birth certificate, transcript of records. This practice has created problems for both PRC and examinees particularly in the filing and retrieval of the examinees' records with incomplete documents, creating additional work and delays.

In order to avoid these inconveniences/delays, the PRC has decided to make the submission of the documentary requirements attached to the applications for licensure examinations mandatory.

In this regard, you are enjoined to include in your orientation sessions for freshmen this school year 2004-2005 a reminder that upon enrolment in the course to be taken, all students must provide information/data on the registration forms which are accurate and consistent with entries indicated in their birth certificates in terms of:

- a) name
- b) date of birth, and
- c) sex

Attached, please find a list of other reminders for students enrolled in courses that require the passing of licensure examination and some materials, documents, forms provided by the PRC for information, guidance and reference.

For immediate dissemination.

Pasig City, Philippines June 3, 2004.

  
**ROLANDO R. DIZON**  
Chairman

In-Charge - OPPM - c/o Elvie Vellegas

*received by:  
Matabianca OPS  
13 June 04*

### **PRC Reminders/Requirements for Licensure Examination**

1. PRC will not accept applications with incomplete documentary requirements or documents whose entries are inaccurate or erroneous.
2. The deadline for the submission of applications will not be extended to complete/correct the documentary requirements to be attached to the application filed.
3. The following applications will not be accepted:
  - a.) Applications whose entries with respect to name, date of birth and sex differ from entries in the birth certificate and the transcript of records and other required documents;
  - b.) Applications whose attached documents are incomplete or whose entries are inaccurate or erroneous, such as:
    - 1.) the transcript of records do not bear the special order number where such number is required;
    - 2.) the date of birth of the applicant entered in the record of the school where he/she graduated is different from the date of birth appearing in his/her birth certificate;
    - 3.) the entries such as given name, middle name and family name appearing in the transcript of records are different from those appearing in the birth certificate.
  - c.) Failure to attach to the application the original and photo copies of any of the documents required to be submitted.
4. The documentary requirements are the following:
  - Original and photo copies of Transcript of Records with Special Order; Date of Graduation and seal of the school [Government schools and institutions/programs accredited by recognized accrediting agencies under the FAAP are exempted from S.O. (B) ]
  - Original and photo copy of the Certificate of Live Birth printed on National Statistics Office (NSO) security paper and signed by Ms. Carmelita N. Ericta with attached original receipt or  
  
Original & Photocopy of the computer generated NSO Certificate of Live Birth stating at the dorsal portion thereof, "A Certified True Copy:

Office of the Civil Registrar" duly signed by an authorized NSO statistician in security paper with attached original receipt;

- Four (4) passport size pictures in white background with complete name tag
- One (1) piece Metered Postage Stamped Window Mailing Envelope
- Current Community Tax Certificate (Cedula)
- Original and photo copies of Marriage Contract (for married female only)
- Other specific requirements as required by the Commission and/or Professional Regulatory Board.