Division Memorandum
No. (C) s. 2018

To: Elementary and Secondary School Heads
   CID Personnel
   SGOD Personnel
   OSDS Personnel
   This Division

From: ROY ANGELO E. GAZO
   Schools Division Superintendent

Date: February 12, 2018

Subject: ORIENTATION ON RA 10912 OR CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) ACT

1. The field is hereby informed that the Philippine Regulatory Commission (PRC) is scheduled to conduct an Orientation on Continuing Professional Development (CPD) and at the same time Renewal of PRC License of Teachers in this Division on March 3, 2018, 8:00 AM at Mindanao Civic Center Function Hall, Tubod, Lanao del Norte. It is encouraged that teachers with expired license shall renew during the said date. Earliest possible renewal is less than a year BEFORE expiration date, thus this office hereby requires all PRC license holder to apply for an application of renewal.

2. Procedures for online application is indicated in Enclosure No. 1

3. Strict compliance is directed.
Enclosure 1 to Division Memorandum No. 

Please take note if you are doing this for the first time.

1. Before you start, you must have the following on hand:
   - Your e-mail address (with password)
   - Your mobile number
   - Personal Data (including date of graduation)
   - ID photo in jpg format saved on your computer

Note: Your PIC is valid for three years, renewable on your birth month. However, you can renew your PIC before the expiration date. You will not lose the one (1) year validity as a result of early renewal.

2. Visit PRC website www.prc.gov.ph Click ID Renewal then click Central Office.
3. Click REGISTER. Complete all fields using drop down menu where applicable then choose ACCEPT TERMS OF SERVICE. You are allowed to use ONLY ONE VALID E-MAIL ACCOUNT PER USER/APPLICANT
   A. Click AGREE button to continue, then SIGN UP NOW button.
4. If you have previously registered online or finished signing up, enter your email address and password, then click SIGN IN
5. To activate your account, access your registered email account, open the PRC generated email then click ACTIVATE ACCOUNT to verify your account.
6. A. Create your profile
   B. After filling out your profile, check the box for renewal application. Click SAVE INFORMATION button.
   C. Double check your information before you click on the YES button
7. A. Your application details will be displayed. You may still edit your information by clicking EDIT button. Click the camera icon to upload your photo.
   B. READ the photo requirements carefully. Click OKAY button to proceed. Upload picture via computer or phone.
   C. To continue, click SELECT TRANSACTION
8. A. Select RENEWAL
   B. Select your profession and enter seven (7) digit PRC License number, then click PROCEED button
9. Select PRC Central Office. Choose an appointment date and venue. (Note: APPOINTMENT PLACE should be the SCHEDULED VENUE) Then choose your preferred payment option. (There will be a service fee of 45 pesos)
10. A confirmation window will appear with Reference Number. COPY YOUR REFERNCE NUMBER and pay at your selected payment channel.
11. After payment, VERIFY your status at EXISTING TRANSACTION tab. Select PRINT CLAIM STUB button.
12. Bring RENEWAL FORM and RECEIPT of PAYMENT at the scheduled venue and date.