



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

01 Mar 2022

DIVISION MEMORANDUM

No. 101, s. 2022

**RENEWAL OF PROFESSIONAL IDENTIFICATION CARDS (PICs)  
ON OFFICIAL TIME**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. With reference to Civil Service Commission (CSC) Memorandum Circular (MC) 18, s. 2018, all government professionals are granted **one (1) day on official time** for every three (3) years for the renewal of their Professional Identification Cards (PICs). For this purpose, the following steps shall be observed.

Step 1	<b>Employee</b> shall present/submit the <b>approved appointment</b> schedule with Professional Regulation Commission (PRC) to his/her immediate superior, at least 1 month before the schedule
Step 2	<b>School Head/ Section Head</b> shall issue and recommend approval of the <b>Authority to Travel (AT)</b> for the employee's renewal of PIC; Copy of the approved appointment with PRC must be enclosed with the AT. Absence of the required attachment shall warrant for disapproval of the AT.
Step 3	<b>Schools Division Superintendent</b> shall <b>approve or disapprove</b> the AT received and facilitate release of the same to the school/section
Step 4	<b>Employee</b> upon return to work from PRC must submit to his/her school or section head the <b>approved AT with attached copy of updated PRC license</b> , copy furnished the Personnel Unit ( <a href="mailto:attendance.elsalvadorcity@deped.gov.ph">attendance.elsalvadorcity@deped.gov.ph</a> ).
Step 5	<b>School head</b> shall facilitate updating of employee's 201 file in school and the school's electronic database for monitoring of employees' eligibility <b>Personnel Unit</b> shall record the date the employee has renewed his/her license and note whether it may still be considered on official time. Employee shall be marked absent if employee failed to present a copy of his/her updated PRC license

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)





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2. All are reminded that practicing your profession without an updated license is punishable by law.
3. This Office would like to reiterate that it adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. This is for your information, guidance and compliance.

**OLGA C. ALONSABE**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

ATTENDANCE

ELIGIBILITY

EMPLOYEES

POLICY

OSDS/AMA



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