



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

13 Oct 2022

DIVISION MEMORANDUM
No. 458, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 101, S. 2022 RE:
RENEWAL OF PROFESSIONAL IDENTIFICATION
CARDS (PICs) ON OFFICIAL TIME**

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

1. In consideration of the recent changes implemented by the Professional Regulation Commission (PRC) relative to schedule of appointments for the renewal of PRC License, the following steps provided in Division Memorandum No. 101, s. 2022 shall be amended as follows:

Step 1	<p>Employee shall present/submit the approved appointment schedule with Professional Regulation Commission (PRC) to his/her immediate superior, at least 1 month before the schedule</p> <p>Amended: Employee shall present/submit the approved appointment schedule with Professional Regulation Commission (PRC) to his/her immediate superior, at least three (3) working days before the schedule</p>
Step 2	<p>School Head/ Section Head shall issue and recommend approval of the Authority to Travel (AT) 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.</p> <p><i>*No amendment</i></p>
Step 3	<p>Schools Division Superintendent shall approve or disapprove the AT received and facilitate release of the same to the school/section</p> <p><i>*No amendment</i></p>

OSDS/AMA



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



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Step 4	<p>Employee upon return to work from PRC must submit to his/her school or section head the approved AT with attached copy of updated PRC license, copy furnished the Personnel Unit (attendance.elsalvadorcity@deped.gov.ph).</p> <p>Amended: Employee upon return to work from PRC must submit to his/her school or section head the approved AT with attached copy of updated PRC license, copy furnished the Personnel Unit (attendance.elsalvadorcity@deped.gov.ph).</p> <p>However, should PRC fail to provide the updated PRC license on the date of appointment, employee shall secure a Certificate of Appearance (CA) from PRC which shall be attached with the approved AT. The same shall be submitted to the employee's school or section head, copy furnished the Personnel Unit (attendance.elsalvadorcity@deped.gov.ph).</p>
Step 5	<p>School head shall facilitate updating of employee's 201 file in school and the school's electronic database for monitoring of employees' eligibility.</p> <p>Personnel Unit 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</p> <p><i>*No amendment</i></p>

- To avoid disruption of work, employees who fail to secure their PRC license on the date of appointment may opt to have it delivered to their address or submit an authorization letter allowing someone else to pick-up their PRC license, once available.
- All are reminded that practicing your profession without an updated license is punishable by law. This Office encourages all schools to maintain a database relative to employees' PRC License validity, following this suggested template, copy furnished the Human Resource Development (HRD) Section.

Name of Employee	PRC License Number	Date of Validity (valid until)	CPD units earned for next PRC License Renewal
Juana L. Cruz	1234567	December 20, 2022	
Mae Y. Lim	7654321	May 08, 2023	

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4. HRD Section shall identify the teachers with lacking CPD units and provide the appropriate technical assistance such as updating the employees on the accredited CPD Programs and Providers available. Employees are also encouraged to coordinate with HRD section as to other matters relative to earning CPD units for PRC license renewal.
5. 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.
6. This is for your information, guidance and compliance.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

ATTENDANCE ELIGIBILITY EMPLOYEES POLICY

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