



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

---

Division Advisory No. 022, s. 2023  
February 3, 2023

*In compliance with DepEd Order (DO) No. 8, s. 2013,  
this advisory is issued not for endorsement as per DO No. 8, s. 2001,  
but only for the information of DepEd Officials,  
personnel/ staff, as well as the concerned public.  
(Visit <https://depedelsalvadorcity.net/>)*

**REITERATION ON THE USE/ ISSUANCE OF AN APPROVED AUTHORITY TO  
TRAVEL FOR PRC TRANSACTIONS**

In reference to the email received from the Professional Regulation Commission Regional Office 10 – Legal Service, all are reminded to carry with them their **computerized and duly approved Travel Authorities** for all PRC transactions/Appointments. This is to ensure the easy issuance of the Certificate of Appearance.

Please see attachment for the complete details

For information and guidance.

Encl:

As stated

Reference:

Email from PRC Region 10 Legal Services

To be indicated in the Perpetual Index

Under the following subjects:

COMMUNICATIONS

TRAVEL

OSDS/FML

---



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 855-0113 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



DepEd El Salvador City &lt;elsalvador.city@deped.gov.ph&gt;

## Reminders for the issuance of Travel Orders for Certificate of Appearance request

1 message

PRC CDO Regional Office - Legal Service &lt;ro10.legal@prc.gov.ph&gt;

Mon, Jan 23, 2023 at 2:59 PM

To: bukidnon@deped.gov.ph, cagayandeoro.city@deped.gov.ph, jammers24@gmail.com, elsalvador.city@deped.gov.ph, gingoog.city@deped.gov.ph, depediligancity@yahoo.com, personnel.depedldn@gmail.com, "depedmalaybalay@gmail.com" <depedmalaybalay@gmail.com>, malaybalay.city@deped.gov.ph, depedmisoc\_hrmo@yahoo.com, misamis.oriental@deped.gov.ph, depedoroquieta@gmail.com, deped1miz@gmail.com, deped\_interimvalencia@yahoo.com, "quezonhs314912@gmail.com" <quezonhs314912@gmail.com>, misamis.occidental@deped.gov.ph, depeddevofacagayandeoro@gmail.com

Dear Sir/Ma'am,

Greetings from the PRC CDO Legal!

For the past years, we have been receiving multiple Travel Orders for the issuance of Certificate of Appearance to Professional Teachers/Dep-Ed personnel. Some of them were just handwritten, scanned copies, and incomplete information. In some instances, there were some that were suspicious.

Please note the following requirements for the Request of **Certificate of Appearance (CA)**:

1. **COMPUTERIZED Travel Order with Control Number** (*The Control Number will be printed in the issued CA*) indicating at least of the following:

- Name of the Professional/s
- Name of Office/Station and Address
- Date of the Official Travel
- **Duly signed** by the designated Approving authority
- Purpose/s of the visit to the PRC office

2. Valid PRC License Card or Company ID.

**NOTE:** The Certificate of Appearance should be made **on the day of the visit** to this office.

**Late submission of Travel Order shall not be honored**

Finally, kindly disseminate this information to other Deped offices.

If you have concerns or clarification, please don't hesitate to contact us.



Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X

Requirements for **Certificate of Appearance** (CA) request:

1. **COMPUTERIZED** Travel Order with **Control Number**

(The Control Number will be printed in the issued CA) indicating at least of the following:

- Name of the Professional/s
- Name of Office/Station and Address
- Date of the Official Travel
- **Duly signed** by the designated Approving authority
- Purpose/s of the visit to PRC Office



2. Valid PRC License Card or Company ID.



The Certificate of Appearance should be made **on the day** of the visit to this office. **Late submission of Travel Order shall not be honored**



Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X

Requirements for **Certificate of Appearance (CA)** request:

- 1. COMPUTERIZED Travel Order with Control Number**  
(The Control Number will be printed in the issued CA) indicating at least of the following:
  - Name of the Professional/s
  - Name of Office/Station and Address
  - Date of the Official Travel
  - **Duly signed** by the designated Approving authority
  - Purpose/s of the visit to PRC Office



- 2. Valid PRC License Card or Company ID.**



The Certificate of Appearance should be made on the day of the visit to this office. **Late submission of Travel Order shall not be honored**

*Thank you and stay safe always*



**Professional Regulation Commission (PRC)**

Cagayan de Oro Regional Office 10 – LEGAL Division  
2<sup>nd</sup> Level, North Concourse, Skypark, Limketkai Center, Lapasan  
9000 Cagayan de Oro City, Misamis Oriental, Philippines  
Mobile# 0997-602-0997 Email: [ro10.legal@prc.gov.ph](mailto:ro10.legal@prc.gov.ph)  
Official website: [www.prc.gov.ph](http://www.prc.gov.ph)  
Facebook page: <https://www.facebook.com/ro10.prcddo>



**CA requirement.jpg**  
428K