



Republic of the Philippines  
Professional Regulation Commission  
Manila



RESOLUTION NO. 1841  
Series of 2024

**IMPLEMENTING THE SPECIFIC GUIDELINES ON THE SCREENING AND  
SELECTION PROCESS OF NOMINEES FOR PROFESSIONAL  
REGULATORY BOARD CHAIRPERSONS AND  
MEMBERS APPOINTMENT**

**WHEREAS**, Section 7 (i) of Republic Act (R.A.) No. 8981<sup>1</sup> empowers the Professional Regulation Commission (PRC/Commission) to:

"(i) To submit and recommend to the President of the Philippines the names of licensed/registered professionals for appointment as members of the various Professional Regulatory Boards from among those nominated to fill up vacancies pursuant to the provisions of Executive Order No. 496, Series of 1991."

**WHEREAS**, the foregoing power is also provided in the professional regulatory laws (PRLs);

**WHEREAS**, Executive Order (E.O.) No. 496 (s. 1991) provides the general procedures and criteria for the selection and recommendation of nominees for appointment to vacant positions in the Professional Regulatory Boards (PRBs/Boards) under the supervision of the PRC;

**WHEREAS**, for the Commission to fully exercise its power, there is a need to issue clear and specific guidelines on the screening and selection process of nominees for PRB Chairmen and Members appointment;

**WHEREFORE**, the Commission **RESOLVES** to prescribe the following:

Republic of the Philippines  
Professional Regulation Commission  
**CERTIFIED TRUE COPY**

**ARTICLE I**

**VACANCIES IN THE BOARDS**

**SHERWIN M. MARASIGAN**  
Supervising Administrative Officer  
Archives and Records Division

O.R.# DB  
Date 11 Sept 2024

**Section 1. Vacancies due to expiration of Term of Office**

- a. When reappointment is not allowed, the Commission shall notify in writing the concerned accredited professional organization/accredited integrated professional organization (APO/AIPO) for the submission of its recommendation of qualified nominees from the respective professions.

The APO/AIPO must ensure that all nominees to be submitted to the Commission are willing and qualified.

- b. The Commission may also proceed with the following actions:
  - i. *Vacancy of a Chairperson.* – The Commission shall recommend a nominee from among the incumbent Members of the Board for possible appointment as Chairperson of the Board, after due

<sup>1</sup> The PRC Modernization Act of 2000



consultation with the outgoing Chairperson and/or other incumbent members of the Board and the concerned APO/AIPO.

In the event that the APO/AIPO concerned recommends other qualified professionals aside from the incumbent Member/s, all nominees shall be subjected to evaluation, screening, and interview as provided in Article IV of this guidelines.

- ii. *Vacancy of a Member.* – The Commission shall immediately notify the concerned APO/AIPO to submit its recommendation of nominees.

In the absence of express or implied constitutional or statutory provision to the contrary, a Chairperson or a Member of the Board is entitled to hold his/her office until his/her successor is appointed or chosen and qualified.<sup>2</sup>

**Section 2. Vacancies due to death, resignation, or incapacity to discharge duties:**

- a. *Vacancy of a Chairperson.* – The Commission shall recommend a nominee from among the incumbent Members of the Board for possible appointment as Chairperson of the Board, after due consultation with the outgoing Chairperson; however, in case of death or incapacity to give recommendation of the outgoing Chairperson, the Commission may consult with the other incumbent members of the Board and the concerned APO/AIPO for recommendation.

In the event that the APO/AIPO concerned recommends other qualified professionals aside from the incumbent Member/s, all nominees shall be subjected to evaluation, screening, and interview as provided in Article IV of this guidelines.

- b. *Vacancy of a Member.* – The Commission shall immediately notify the concerned APO/AIPO to submit its recommendation of nominees.

## ARTICLE II

### SUBMISSION OF NOMINATIONS AND REQUIREMENTS

**Section 3. Period for Submission of Nomination.** – The APO/AIPO shall submit its Nomination Committee Board Resolution with complete documentation to the Commission within thirty (30) days upon receipt of the notification of vacancy from the Commission.

The Commission may, upon request from the APO/AIPO, grant an extension on the deadline of submission but not exceeding fifteen (15) days from the deadline initially set by the Commission.

Once the recommendation has been submitted to the Commission, the APO/AIPO cannot withdraw such recommendation without valid ground and the Commission must be notified of such withdrawal within fifteen (15) days from the date of submission.

<sup>2</sup> *Nuevo v. Angeles*, G.R. No. L-89. 01 February 1946



**Section 4. Requirements of Nominees.** – The APO/AIPO shall submit its Nomination Committee Board Resolution together with the documentary requirements from qualified nominees, all in triplicate copies, as follows:

- Written acceptance of the nomination;
- Duly accomplished and notarized Nomination Form/Personal Data Sheet of Nominees;
- Duly accomplished and notarized CS FORM 212 (*Revised 2017*);
- Up-to-date Resume
- Clearances from:
  - National Bureau of Investigation (NBI);
  - Ombudsman;
  - Sandiganbayan;
  - Civil Service Commission (CSC);
- Medical Certificate and other relevant test results duly signed by a government physician; and
- Photocopy of PRC Professional Identification Card.

### ARTICLE III

#### ACCEPTANCE OF NOMINATIONS FROM OTHER PROFESSIONAL ORGANIZATIONS AND APPLICATIONS FROM QUALIFIED INDIVIDUALS, AND REQUIREMENTS

**Section 5. Call for Nominations and Applications.** The Commission shall announce the positions in the PRBs which are considered vacant, and shall invite nominations and applications from other professional organization/s other than the APO/AIPO, educational and government institutions, and other interested individuals in the event that:

- a. The APO/AIPO failed or refused to submit its nomination and complete documentation, within the prescribed period;
- b. The APO/AIPO's accreditation has expired; and
- c. The APO/AIPO disregarded the criteria for nomination as provided for by the PRL and Sections 5 and 6 of E.O. No. 496 (s. 1991), subject to due notice and validation process.

**Section 6. Publication of the Call for Nominations and Applications.** The Commission shall publish the announcement in a newspaper of general circulation and simultaneously post the same on the PRC Website for fifteen (15) days.

**Section 7. Period and Place for Submission of Nomination and Application.** The nominations and applications shall be submitted to the PRB Screening Unit (PRBSU) of the Commission within thirty (30) days from the date of publication of the announcement. No nomination/application will be accepted beyond the 30 – day period.

**Section 8. Requirements for Other Professional Organizations and Applicants.** – The professional organization recommending a nominee to the PRB shall be duly registered with the Securities and Exchange Commission (SEC) as a non-stock non-profit corporation and shall not be, directly or indirectly, involved with any review center or any institution of higher learning offering courses leading to the PRB Licensure Examination.

The nominees from other organizations and individual applicants shall submit the same documentary requirements as provided for in Section 4 hereof.



## ARTICLE IV

### SCREENING, EVALUATION AND INTERVIEW

**Section 9. Evaluation of the Documents Submitted as to Completeness.** The PRBSU of the PRC shall, upon receipt of the nomination or application, evaluate the documents as to its completeness. Nominations or applications with incomplete or lacking documents shall not be processed.

**Section 10. Screening of Applicants/Nominees.** The PRBSU shall screen the qualifications of the nominees or applicants in accordance with Section 5 & 6 of E.O. No. 496 (s. 1991) and the concerned PRL, conduct a background investigation in coordination with the National Intelligence Coordinating Agency, and may require submission of additional documents from the APO/AIPO and/or nominees/applicants, if necessary.

Only those who met the minimum criteria set forth by the PRL of the concerned PRB and E.O. No. 496 (s. 1991) shall be endorsed to the Commission Proper for interview and further assessment.

**Section 11. Publication of Names of Applicants/Nominees.** The Commission shall publish the names of the applicants/nominees in a newspaper of general circulation and simultaneously post the same on the PRC Website, for the purpose of inviting anyone who may have derogatory information against any of the applicants which may render him/her unfit for the position. Such information shall be submitted to the Commission within (10) days from the date of publication.

**Section 12. Conduct of Interview.** Interviews shall be scheduled on a common date of availability of the Chairperson and two (2) Commissioners ten (10) days after the completion of the required publication of the list of applicants/nominees. It shall be conducted physically or virtually, as the circumstances would warrant.

**Section 13. Ranking of Nominees.** In accordance with Section 5, Article I of E.O. No. 496 (s. 1991), the nominees and applicants shall be rated in the following areas of evaluation, *to wit*:

- A. Proven Leadership Qualities – 10%
- B. Professional Competence and Experience – 30%
- C. Integrity and Commitment to Highest Professional Standards – 20%
- D. Up-to-Date Professional Knowledge – 30%
- E. Time, Capacity, and Capability to Perform Duties – 10%

Any reliable evidence of lack of integrity such as records of the NBI, Ombudsman, Sandiganbayan and CSC, or direct or indirect solicitation or use of influence by the nominee/applicant, shall automatically disqualify a nominee or applicant for nomination, regardless of his or her ratings in the other areas.

**Section 14. Submission of Recommendation.** The Commission shall submit to the Office of the President, through the Department of Labor and Employment (DOLE), its Resolution recommending a list of nominees, *ranked in order of preference*, for possible appointment to a position in the Board, within thirty (30) days from the last date of interview. Subsequently, such recommendation must be forwarded by the DOLE to the Office of the President within fifteen (15) days from the date of its receipt.

A separate resolution recommending a nominee based on the consultation mentioned in Article I of this Guidelines, or a list of nominees, *ranked in order of*



**Section 19. Assumption of Office.** In coordination with the Commission and the PRB, the appointee may assume his/her post immediately after taking his/her oath of office or within a reasonable amount of time, but it shall not be later than six (6) months from the date of appointment.

**Section 20. Proper Turnover.** An outgoing Chairperson shall endorse all his/her present and/or pending duties and responsibilities to the most senior Board Member, while an outgoing Board Member shall endorse to the Chairperson or Officer-in-Charge of the concerned PRB.

The PRB Secretariat Division shall oversee and certify that proper turnover is done by an outgoing Chairperson or Member before the assumption of the new appointee to the PRB. The PRB Secretariat Division shall closely coordinate with the PRBSU on this matter.

It is understood that the required clearance from money, property and work – related accountabilities shall be secured by the outgoing Chairperson or Board Member before his/her separation from service.

## ARTICLE VII

### SEPARABILITY AND REPEALING CLAUSES

**Section 21. Separability Clause.** Any Section, or part thereof, that is not considered valid or not constitutional shall not affect the other parts or the rest of the Guidelines.

**Section 22. Repealing Clause.** Any resolution or guideline or part/s thereof inconsistent with the provisions of this Resolution are hereby repealed or modified accordingly.

**Section 23. Effectivity.** This Resolution shall take effect after fifteen (15) days from its complete and full publication in the Official Gazette or any newspaper of general circulation in the Philippines.

Let copies hereof be further furnished the U.P. Law Center, APOs, AIPOs, and other concerned professional organizations.

Done in the City of Manila, this 19th day of June 2024.

Republic of the Philippines  
Professional Regulation Commission  
**CERTIFIED TRUE COPY**

**SHERWIN M. MARASIGAN**  
Supervising Administrative Officer  
Archives and Records Division

O.R.#  
Date

OB  
11 July 2024

**JOSE Y. CUETO, JR.**  
Commissioner

**DATE OF PUBLICATION IN THE  
BUSINESS MIRROR: 26 June 2024**  
**EFFECTIVE DATE: 12 July 2024**

**CHARITO A. ZAMORA**  
Chairperson

**ERWIN M. ENAD**  
Commissioner