



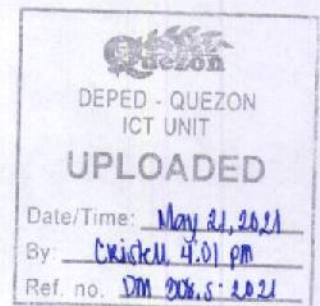
Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

21 May 2021

DIVISION MEMORANDUM
DM No. 308, s. 2021

RENEWAL AND INVENTORY OF TEACHERS' PROFESSIONAL LICENSE

To: OICs, Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance Operation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary, Junior and Senior High School Heads
All Public Elementary, Junior and Senior High School Teachers
All Others Concerned



1. The 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) issued by the Civil Service Commission (CSC) provides that one of the requirements for original appointment, promotion, transfer, reappointment (change of status to permanent) and reemployment in the government service, including that of the Department of Education, is a valid professional license issued by the Professional Regulation Commission (PRC) for positions involving practice of profession (Sec. 4, Rule II – Requirements for Regular Appointments). This is aligned with the provision of RA No. 7836, specifically Article IV, Section 27 which states that: No person shall practice or offer to practice the teaching profession in the Philippines or be appointed as teacher to any position without having previously obtained a valid professional license from the PRC.
2. In connection with this, the Human Resource Section of this division has been observing cases of teachers and school heads whose professional licenses have long been expired or soon to expire which affect the actions of Division Human Resource Section on issuance of appointment.
3. In view thereof, all concerned officials and teachers of this Division are hereby reminded of the provisions of the 2017 ORA OHRA in relation to Republic Act No. 1080 (An Act Declaring the Bar and Board Examinations as Civil Service Examinations) and required to update and renew

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- their professional license with the PRC. Otherwise, the appointment of one who does not meet the qualification standard for the position set by the CSC shall be disapproved/invalidated and/or recalled as per Section 107 of 2017 OHRA ORA. Moreover, a teacher whose license has expired shall not be allowed to practice the teaching profession.
4. In consideration of the number of months given by the PRC (3 to 4 months) for the release of renewed license due to the existing health pandemic, this Office is advising the concerned officials and teachers whose PRC License will expire in the coming months to consider applying for renewal in advance.
 5. For monitoring and record purposes, schools and districts are hereby advised to conduct inventory of PRC License of teachers. Teachers must submit to the school head copy of PRC License (E-Copy or hard copy) which will serve as basis for the inventory.
 6. The schools will submit to the district the inventory report of PRC License of teachers until May 28, 2021. The consolidation will be done in the district and the consolidated report should be sent to the PSDS' Messenger Group with the file name **District Inventory of PRC License (Name of District)** on or before June 4, 2021. The template for the inventory will be sent to the PSDS' Messenger Group.
 7. Posting and widest dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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