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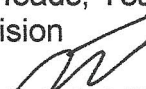
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office - Ifugao
Rizal Ave. Poblacion South, Lagawe, Ifugao
3600 Philippines



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Division Memorandum
No. 279, s 2017

TO : All Public Schools District Supervisor,
School Heads, Teachers & All Others Concerned
This Division

FROM : 
FELIPE L. BALLITOC
OIC-SDS

DATE : September 29, 2017

SUBJECT : **RENEWAL OF TEACHERS LICENSE, EXAM APPLICATION,
INITIAL REGISTRATION & DISTRIBUTION OF PROCESSED
PROFESSIONAL IDENTIFICATION CARD**

1. This office disseminates to the field that PRC Team - Baguio will be extending their mobile services on Renewal of Teachers License, Exam Application, Initial Registration & Distribution of Processed Professional Identification Card on October 3, 2017 at the Schools Division Office - Lagawe, Ifugao as part of their participation in the celebration of Teachers Day.
2. Qualified teachers are on Official Travel that day only and are advised to follow these procedures:
 - 2.1. Go to the website www.prc-online.com
 - 2.2. Register - Sign Up Now - Sign In
 - 2.3. Fill up Information Sheet
 - 2.4. Upload Photo (Size: 2x2 or 1.5x1.5, white background)
 - 2.5. Save Information
 - 2.6. Select Transaction (Renewal, Exam Application or Initial Registration)
 - 2.7. Select preferred Regional Office and Appointment Schedule
 - 2.8. Select Payment Center (like 7-Eleven, Bayad Centers-Villarica Pawnshop, Malayan Bank, etc.)
 - 2.9. Get reference number
 - 2.10. Proceed to selected Payment Center
 - 2.11. Log into your account at www.prc-online.com
 - 2.12. Click Existing Transactions
 - 2.13. Print the Following:
 - 2.13.1. For Renewal - Claiming Stub/PIC renewal form
 - 2.13.2. For Exam Application - Application Form
 - 2.13.3. For Initial Registration - Oath Form

Note: Bring the Printed Form (add other requirements: Renewal - Photocopy of latest PRC license) to SDO-Ifugao on October 3, 2017.

***Online filing of renewal is not applicable to the following:

- Renewal with petition for change of name and status and/or petition for correction of entries.
- Request for duplicate copy of Professional Identification Card (PIC).
- When message "for further verification" pops out when filing online.

3. Immediate dissemination of this Memorandum is desired.