

**[PRC COMMISSION RESOLUTION NO. 2004-235,
S. 2004, September 15, 2004]**

**GUIDELINES TO INSURE SECURITY AND ACCOUNTABILITY IN
THE ENTRIES OF DATA IN THE REGISTRY OF PROFESSIONALS**

Whereas Section 7 of R.A. 8981 otherwise known as the "PRC Modernization ACT of 2000", provides the Power, Functions and Responsibilities of the Commission.

Whereas paragraph (e) of Section 7 provides: to admit the successful examinees to the practice of the profession or occupation; cause the entry of their names on its registry book and computerized database; issue certificates of registration/professional license, bearing the registrant's name, picture and registration number, signed by all the members of the Board concerned and the Chairperson, with the official seal of the Board and the Commission affixed thereto which certificate shall be the authority to practice; and at the option of the professional concerned, ministerially issue the professional identification card, to be used solely for the purpose of identification, upon payment of the appropriate amount; x x x

Whereas to standardize the policy on the registration of professional into the registry book, the Commission has decided to adopt the following guidelines:

1. A registering professional should personally fill up all entries in the registry book and affix his/her signature and a "1x1" picture with complete nametag in it;
2. Registry sheets shall not be cut to accommodate 1 or 2 registrants in the regional offices. If a registry sheet contains less than five (5) registrants (a registry sheet has 5 registrants) and waiting for it to be completely filled up shall delay transmittal to the central office, the incomplete registry sheet shall be transmitted to the central office for completion;
3. In cases where an initial registrant commits a typographical error in his/her entries, a correction fluid shall not be used. Instead, a line shall be drawn across it and the correction written after or above it. The registrant acknowledges the error and correction by affixing his/her signature at or near the corrected entry;
4. In case of amendment in the entries such as change of family name due to marriage, correction of name and/or correction of date of birth, the original entry should not be deleted, instead the amended data shall be written above it including an annotation of the