



Republic of the Philippines
Professional Regulation Commission
Manila
RESOLUTION NO. 1183
Series of 2019



**SUPPLEMENTAL GUIDELINES ON THE CONDUCT OF THE
OATH TAKING OF NEW PROFESSIONALS OVERSEAS**

WHEREAS, all successful examinees as well as those who have been admitted to register without examination are enjoined to take the Oath of Professional prior to the practice of the profession;

WHEREAS, the Professional Regulatory Boards (Boards) are mandated by law to administer the oath to the new professionals;

WHEREAS, the Professional Regulation Commission (Commission) issued Resolution No. 1130 (s 2018), entitled "*Revised Guidelines on the Conduct of Oath Taking of New Professionals*" which became effective on 29 December 2018. This Resolution provides for the general guidelines on the organization, management and conduct of the mass and special/individual oath taking of new professionals, including the procedure on the designation of officials who are authorized to administer the oath;

WHEREAS, oath taking activities are being conducted locally and overseas;

WHEREAS, there is a need to provide a separate guideline that will apply to oath taking activities conducted overseas pursuant to Section 16 of Commission Resolution No. 1130 (s 2018).

WHEREFORE, the Commission hereby **RESOLVES** to issue and promulgate the "**Supplemental Guidelines on the Conduct of the Oath Taking of New Professionals Overseas**".

I. Authority to Administer the Oath of Professional:

The Boards shall have the preferential prerogative to administer the oath to the new professionals overseas, if deemed reasonably necessary, practical and viable under the circumstances.

Other officials of the Commission may likewise administer the oath, *provided*, that special authority has been obtained for such purpose. The head or any member of the Special Professional Licensure Examination (SPLE) delegation may, upon authority of the Commission, administer the oath to the new professionals in their respective places of assignment.

Aside from the Boards and Commission officials, only duly commissioned foreign service officers¹ of the Philippine Foreign Service Posts may administer the oath to professionals overseas, subject to the approval of the Commission.

¹ (i) Chief of Mission (Class I and II) referring to the Ambassador Extraordinary and Plenipotentiary or the consul general; (ii) Career Minister or Counsellor; (iii) Foreign Service Officer (Class I) referring to the First Secretary in a diplomatic mission or consul in a consular establishment; (iv) Foreign Service Officer (Class II) referring to the Second Secretary in a diplomatic mission or consul in a consular establishment; and (v) Foreign Service Officer (Class I) referring to the Third Secretary in a diplomatic mission or vice consul in a consular establishment. Consular officers are of two (2) categories: namely *career consular officers* and *honorary consular officers*. (Section 8, RA No. 7157 or the *Philippine Foreign Service Act of 1991* and Article 70: *Exercise of Consular Functions by Diplomatic Missions, Vienna Convention on Consular Relations* (24 April 1963). The jurisdiction of the Philippine Foreign Service Posts shall be determined by the Secretary of the Department of Foreign Affairs pursuant to Section 12 of RA No. 7157. Except that, in special circumstances, a consular officer may be allowed to exercise his/her functions outside of his/her consular district, with the consent of the receiving State (Article 6: *Exercise of Consular Functions Outside the Consular District, Vienna Convention on Consular Relations*, 24 April 1963)

II. Request for the Conduct of Mass and Special/Individual Oath Taking Overseas:

Mass Oath Taking

The conduct of the mass oath taking shall be governed by the following rules and procedures:

- (1) The Accredited Professional Organization/Accredited Integrated Professional Organization (APO/AIPO), through its foreign chapter/s, may organize mass oath taking ceremonies overseas. In case of its inability to assume such role, the APO/AIPO may indorse another organizer for the Board's concurrence.

Other parties/entities may also organize mass oath taking ceremonies at no expense on the part of the oath takers (hereinafter referred to as *special organizers*). Special organizers shall comply with the procedure below except item nos. (2) on the submission of the Statement of Budgetary Estimate of Fees and Expenses; (3) on the collection of oath taking fee; and (5) on the submission of the Statement of Oath Taking Receipts and Expenses.

- (2) After the oath taking details shall have been agreed upon, a request for the conduct of the mass oath taking shall be filed with the Board at least two (2) months prior to the intended date thereof. The request must be accompanied with a copy of the draft Oath Taking Program of Activities and Statement of Budgetary Estimate of Fees and Expenses (*Annex A*). The oath taking fee to be collected must be based on the actual, necessary and reasonable expenses to be incurred in the conduct of the mass oath taking ceremony. The request shall also state the name and designation of the administering officer. Should the administering officer be a Member of the Board or the SPLE delegation head or member, a Travel Authority shall be issued by the Commission for such purpose. Expenses to be incurred therefor shall not however be chargeable against the general funds of the Commission.

In the event of the Board's unavailability, a request shall have to be filed by the organizer, on behalf of the oath takers, in order that a special authority to administer the oath may be granted to the Philippine foreign service officer concerned (*Annex B*).

- (3) The organizer shall not collect any fee from the oath takers until the oath taking request shall have been indorsed by the Board and approved by the Commission, through the Oversight Chairman/Chairperson or Commissioner.
- (4) The organizer shall conduct the mass oath taking ceremony in accordance with the guidelines on the preparation of the program of activities for the mass oath taking of new professionals (*Annex C*).
- (5) The organizer shall prepare and submit to the Board the Statement of Oath Taking Receipts and Expenses (*Annex D*) within fifteen (15) working days after the mass oath taking.

(6) The organizer's duties and responsibilities shall be embodied in the document/instrument, contract or Memorandum of Agreement (MOA) to be executed by the party/ies concerned.

(i) If the APO/AIPO will be the organizer, the Board shall issue a document/instrument authorizing the APO/AIPO to be the organizer (*Annex E*).

(ii) If the party/entity indorsed by the APO/AIPO will be the organizer, the APO/AIPO shall enter into a contract or MOA with the organizer (*Annex F*). The Board, if amenable to the indorsement, shall manifest its concurrence thereto through a letter signed by the Board Chairman/Chairperson (*Annex G*).

(iii) In the case of special organizers, the Board shall issue a document/instrument authorizing the former as the organizer (*Annex H*).

The foregoing documents/instruments of authority, contract or MOA and letter of concurrence shall be submitted, together with the request for the conduct of the mass oath taking, at least two (2) months prior to the date of the mass oath taking. If the Board has no objection, it shall issue a Memorandum (*Annex I*) indorsing the approval of the oath taking request to the Commission.

As provided in Commission Resolution No. 1130 (s 2018), the mass oath taking of the new professionals may be subsumed or made part of an official activity of the APO/AIPO, through its foreign chapter/s. The latter may likewise induct their new members during the mass oath taking, *provided*, that the conditions cited in Section 5 of Commission Resolution No. 1130 (s 2018) are present.

Special/Individual Oath Taking

Those who cannot or has failed to attend the scheduled mass oath taking overseas may request for a special/individual oath taking before any duly commissioned Philippine foreign service officer. The request for the conduct of the special/individual oath taking and the grant of special authority to administer the oath to the Philippine foreign service officer concerned shall be submitted to the Board and the Commission at least fifteen (15) working days before the intended date of the special/individual oath taking.

The Commission, upon indorsement of the Board, shall issue to the Philippine foreign service officer concerned the corresponding authority to conduct the special/individual oath taking overseas (*Annex J*).

III. Initial Registration and Issuance of the Certificate of Registration (COR) and Professional Identification Card (PIC)

No COR and PIC shall be issued to any registrant unless he/she submits proof of having taken the Oath of Professional.

The registrant shall be required to register online. Upon completion of the online transaction, he/she shall download and print a copy of the Oath Form.

The registrant shall execute an Authorization Letter² or Special Power of Attorney (SPA)³ in favor of his/her chosen representative, as the case may be, who shall then be authorized to perform any and all acts necessary to facilitate the former's registration with the Commission. The Authorization Letter or SPA, Oath Form and other documentary requirements shall be sent to the Commission, through the Philippine Foreign Post or the duly authorized representative.

The CORs and PICs shall be distributed during the mass oath taking ceremony, or may, at the option of the professional, be claimed from the Licensure and Registration Division within the appointed time.

This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in any newspaper of national circulation.

Let copies hereof be furnished the U. P. Law Center, Department of Foreign Affairs (DFA) and Department of Labor and Employment (DOLE).

Done this 22nd day of July, 2019 in the City of Manila.



TEOFILO S. PILANDO, JR.
Chairman



YOLANDA D. REYES
Commissioner



JOSE Y. CUETO, JR.
Commissioner

DATE OF PUBLICATION IN THE
OFFICIAL (GAZETTE) : JULY 25, 2019
DATE OF EFFECTIVITY : AUG. 10, 2019

² shall be presented if the representative is a registered and licensed professional

³ shall be presented if the representative is not registered and licensed professional



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Professional Regulation Commission
Manila



ANNEX A

STATEMENT OF BUDGETARY ESTIMATE OF FEES AND EXPENSES

Profession: _____

Date and Venue of the Oath Taking: _____

Estimated Number of Attendees:	
Estimated Oath Taking Fees to be Collected	P
Rental for the Venue	P
Printing Expenses	P
Souvenir Programs	
Tarpaulin	
Certificates of Distinction/Recognition	
Others	
Miscellaneous Expenses	P
Plaques	
Medals	
Flowers and other Decorations	
Pictures	
Office Supplies	
Transportation	
Meals	
Others	
Total Estimated Expenses	P

PREPARED/SUBMITTED BY:



Republic of the Philippines
Professional Regulation Commission
Manila



Annex B

Date

Name of Organizer
Address

Sir/Ma'am:

Pursuant to *Commission Resolution Nos. 1130 (s 2018)*¹ and ____ (s 2019)², and as recommended by the Professional Regulatory Board of/for _____, authority is hereby given to (name of Philippine foreign service officer), (designation), to administer the oath to the new (professionals) **(list attached)** on (date of mass oath taking) at (venue of mass oath taking).

For your guidance.

Very truly yours,

Oversight Chairman/Chairperson or Commissioner

¹ "Revised Guidelines on the Conduct of Oath Taking of New Professionals"

² "Supplemental Guidelines on the Conduct of the Oath Taking of New Professionals Overseas"



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ANNEX C

**GUIDELINES ON THE PREPARATION OF THE PROGRAM OF ACTIVITIES
FOR THE MASS OATH TAKING OF NEW PROFESSIONALS**

There shall be a standard program of activities to be observed in all mass oath taking ceremonies, subject to the following rules and protocols:

A. If the Guest of Honor/Keynote Speaker is from the Board or Commission

1. Processional Rites.
2. National Anthem, Invocation/Prayer and PRC Hymn.
3. Opening/Welcome Remarks
4. Message of the Board Chairman/Chairperson.
5. Introduction of the Guest of Honor/Keynote Speaker. The Board Chairman/Chairperson or Member shall introduce the Guest of Honor/Keynote Speaker.
6. Address/Message of the Guest of Honor/Keynote Speaker.
7. Awarding of the Plaque/Certificate of Appreciation to the Guest of Honor/Keynote Speaker.
8. Oath Taking, Charging, Pledge and/or Recitation of the Code of Ethics.
The following oaths may be recited, as may be applicable to the profession.
9. Other rituals such as pinning, candle lighting (as applicable).
10. Recognition of Topnotcher/s and Top Performing Schools. (if applicable)
11. Response of the Topnotcher/s. (if applicable)
12. Induction of New Members of the Professional Organization.
13. Closing Remarks.
14. Announcement on the Claiming of Certificate of Registration, Professional Identification Card and Board Rating.

B. If only one (1) of the Guests of Honor/Keynote Speakers is from the Board or Commission

1. Processional Rites.
2. National Anthem, Invocation/Prayer and PRC Hymn.
3. Opening/Welcome Remarks
4. Introduction of the Guest of Honor/Keynote Speaker from the Board or Commission. The Master of Ceremonies shall introduce the Guest of Honor/Keynote Speaker.
5. Address/Message of the Guest of Honor/Keynote Speaker (from the Board or Commission).
6. Message of the Board Chairman/Chairperson.
7. Introduction of the Main Guest of Honor/Keynote Speaker.
8. Address/Message of the Main Guest of Honor/Keynote Speaker.
9. Awarding of the Plaque/Certificate of Appreciation to the Guests of Honor/Keynote Speakers.
10. Oath Taking, Charging, Pledge and/or Recitation of the Code of Ethics.
11. Other rituals such as pinning, candle lighting (as applicable).
12. Recognition of Topnotcher/s and Top Performing Schools. (if applicable)
13. Response of the Topnotcher/s. (if applicable)
14. Induction of New Members of the Professional Organization.
15. Closing Remarks.
16. Announcement on the Claiming of Certificate of Registration, Professional Identification Card and Board Rating.



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ANNEX D

STATEMENT OF OATH TAKING RECEIPTS AND EXPENSES

Profession: _____
Date and Venue of the Oath Taking: _____

Receipts:		
Ticket Sales (_____ x P _____)		P
Total		P
Expenses:		
Venue - Rental	P	
Food		
Physical Arrangement		
Light, Sounds, LED Walls Projections		
Tarpaulin; Signages/Welcome Banners/Photo Wall		
Others		
Printing		
Certificates / Medals	P	
Oath Taking Tickets		
Souvenir Program		
Plaques for Speakers		
Others		
Honorarium:		
Medical/Nurse	P	
Ushers/Usherettes		
Project Team and Staff		
Others		
Miscellaneous		
Uniforms	P	
Mailing		
Meeting		
Others		
TOTAL		
Excess of Receipts over Expenses		P

PREPARED/SUBMITTED BY:



Republic of the Philippines
Professional Regulation Commission
Manila



Annex E

Professional Regulatory Board of/for _____

Date

Name of Organizer (APO/AIPO)
Address

Sir/Ma'am:

Pursuant to *Commission Resolution No. ___ (s 2019)* or the "*Supplemental Guidelines on the Conduct of the Oath Taking of New Professionals Overseas*", authority is hereby given to (APO/AIPO) to organize the mass oath taking ceremonies of the new (professionals) on (date of mass oath taking) at (venue of mass oath taking).

The (APO/AIPO) is therefore enjoined to comply with the duties and responsibilities incumbent upon the organizers for the mass oath taking activity under *Commission Resolution No. 1130 (s 2018)* or the *Revised Guidelines on the Conduct of Oath Taking of New Professionals*, viz:

1. Coordinate with the Board on the administrative preparations for the mass oath taking, which include the arrangements on the oath taking date, venue and program of activities, among others;
2. Prepare and submit to the Board the request for the conduct of the mass oath taking, draft Oath Taking Program, and Statement of Budgetary Estimate of Fees and Expenses not later than two (2) months prior to the date of the mass oath taking;
3. Collect oath taking fees, and issue the corresponding official receipts therefor;
4. Enter into contracts for the lease of venue, procurement of materials/supplies and services in connection with the conduct of the mass oath taking;
5. Facilitate the smooth and orderly conduct of the mass oath taking;
6. Prepare and submit to the Board the Statement of Oath Taking Receipts and Expenses within fifteen (15) working days after the mass oath taking; and
7. Perform such other duties as may be required by the Board.

For your guidance.

Very truly yours,

Board Chairman/Chairperson

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

The _____, hereinafter referred to as the First Party¹, with principal office address at _____, represented by its _____,

-and -

The _____, hereinafter referred to as the Second Party², with principal office address at _____, represented by its _____,

WITNESSETH:

WHEREAS, the Professional Regulation Commission (Commission) issued Resolution No. 1130 (s 2018) on the Revised Guidelines on the Conduct of Oath Taking of New Professionals which became effective on 29 December 2018;

WHEREAS, Commission Resolution No. 1130 (s 2018) provides that the Professional Regulatory Boards (Boards) shall have the general supervision over the conduct and management of the oath taking, and by virtue of which, may select private organizers for the mass oath taking ceremonies in accordance with the established standards or criteria;

WHEREAS, Commission Resolution No. ____ (s 2019) was subsequently issued which provides for the guidelines in the determination of parties/entities which may organize mass oath taking ceremonies, aside from the private organizers referred to under Commission Resolution No. 1130 (s 2018);

WHEREAS, Commission Resolution No. ____ (s 2019) was further issued on the supplemental guidelines governing the conduct of the oath taking of the new professionals overseas;

WHEREAS, Part II (6) (ii) of Commission Resolution No. ____ (s 2019) requires the Accredited Professional Organization/Accredited Integrated Professional Organization (APO/AIPO) to enter into a contract or Memorandum of Agreement (MOA) with the organizer it has indorsed. The contract or MOA shall outline the organizer's duties and responsibilities relative to the conduct of the mass oath taking;

WHEREAS, the mass oath taking of the new (professionals) will be held on (date of mass oath taking) at (venue of mass oath taking);

WHEREAS, the First Party indorsed the Second Party as the organizer for the above-described mass oath taking ceremonies for the concurrence of the Board of/for _____ (Board);

¹ Accredited Professional Organization/Accredited Integrated Professional Organization (APO/AIPO), through its foreign chapter/s

² party/entity indorsed by the APO/AIPO as the organizer

WHEREAS, the Board, after consideration of the qualifications of the indorsed party/entity, concurred with the indorsement of the Second Party as the organizer for mass oath taking of the new (professionals) on the date and venue indicated.

BY VIRTUE OF THE FOREGOING PREMISES, the Parties heretofore agree to enter into this MOA, subject to the following stipulations:

1. It is understood that this indorsement shall apply only to the mass oath taking ceremonies of the new (professionals) that will be held on (date of mass oath taking) at (venue of mass oath taking).
2. As private organizer, the Second Party is enjoined to comply with its duties and responsibilities, viz:
 - 2.1 Coordinate with the Board on the administrative preparations for the mass oath taking activity, which include the arrangements on the oath taking date, venue and program of activities, among others;
 - 2.2 Prepare and submit to the Board, through the First Party, the draft Oath Taking Program and Statement of Budgetary Estimate of Fees and Expenses not later than two (2) months prior to the date of the mass oath taking;
 - 2.3 Collect oath taking fees, and issue the corresponding official receipts therefor;
 - 2.4 Enter into contracts for the lease of venue, procurement of materials/supplies and services in connection with the conduct of the mass oath taking;
 - 2.5 Facilitate the smooth and orderly conduct of the mass oath taking;
 - 2.6 Prepare and submit to the Board, through the First Party, the Statement of Oath Taking Receipts and Expenses within fifteen (15) working days after the mass oath taking; and
 - 2.7 Perform such other duties as may be required by the Board.
3. The rate of oath taking fees shall be determined by the Second Party, taking into consideration the actual, necessary and reasonable expenses to be incurred in the conduct of the mass oath taking. The oath taking fee to be collected shall be subject to the approval of the Board.
4. The Second Party shall discharge its duties and responsibilities under the direction of the Board. Except to the extent that the First Party warrants to the Board the legal capacity and qualifications of the Second Party to become the organizer, the former shall not be accountable whatsoever for the actions of the latter in relation to its undertaking under item no.2 of this MOA. The Second Party, in the performance of its duties and responsibilities as organizer, shall be directly accountable to the Board.
5. The Second Party warrants and represents to the First Party that it has the legal capacity to fulfil its duties and responsibilities as organizer, and that it has the requisite license/s, authority/ies and permit/s for the performance of any and all its obligations hereunder.
6. The Second Party, in coordination with the Board, shall endeavor to maintain the solemnity and formality in the conduct of the mass oath taking ceremonies.

This MOA shall take effect upon signing hereof, and shall continue to be in force and effect unless otherwise suspended or revoked upon written notice by either Party.

IN WITNESS WHEREOF, the Parties have signed this MOA this ____ day of ____ in the City of _____, _____.

SIGNED

FIRST PARTY

SECOND PARTY

WITNESSES:

ACKNOWLEDGMENT

Republic of the Philippines
City of _____

Before me, notary public in _____ this ____ day of _____, 2019, personally appeared the following with their respective government issued identification cards/documents as indicated below.

	Government Issued ID/Card	Issued on/at
_____	_____	_____
_____	_____	_____



Republic of the Philippines
Professional Regulation Commission
Manila



Annex G

Professional Regulatory Board of/for _____

Date

Name of Indorser (APO/AIPO)

Address

Sir/Ma'am:

Pursuant to *Commission Resolution No. ____ (s 2019)* or the "*Supplemental Guidelines on the Conduct of the Oath Taking of New Professionals Overseas*", the Board hereby manifests its concurrence to the indorsement of (name of private organizer) as the organizer of the mass oath taking ceremonies of the new (professionals) on (date of mass oath taking) at (venue of mass oath taking).

The (name of private organizer) is therefore enjoined to comply with the duties and responsibilities incumbent upon the organizers for the mass oath taking under *Commission Resolution No. 1130 (s 2018)* or the *Revised Guidelines on the Conduct of Oath Taking of New Professionals*, viz:

1. Coordinate with the Board on the administrative preparations for the mass oath taking, which include the arrangements on the oath taking date, venue and program of activities, among others;
2. Prepare and submit to the Board, through the Indorser, the draft Oath Taking Program and Statement of Budgetary Estimate of Fees and Expenses not later than two (2) months prior to the date of the mass oath taking;
3. Collect oath taking fees, and issue the corresponding official receipts therefor;
4. Enter into contracts for the lease of venue, procurement of materials/supplies and services in connection with the conduct of the mass oath taking;
5. Facilitate the smooth and orderly conduct of the mass oath taking;
6. Prepare and submit to the Board, through the Indorser, the Statement of Oath Taking Receipts and Expenses within fifteen (15) working days after the mass oath taking; and
7. Perform such other duties as may be required by the Board.

For your guidance.

Very truly yours,

Board Chairman/Chairperson



Republic of the Philippines
Professional Regulation Commission
Manila



Annex H

Professional Regulatory Board of/for _____

Date

Name of Special Organizer
Address

Sir/Ma'am:

Pursuant to *Commission Resolution No. ____ (s 2019)* or the "*Guidelines in the Determination of the Parties/Entities which may Organize Mass Oath Taking Ceremonies of the New Professionals*", authority is hereby given to (name of special organizer) to organize the mass oath taking ceremonies of the new (professionals) on (date of mass oath taking) at (venue of mass oath taking).

The (name of special organizer) is therefore enjoined to comply with the duties and responsibilities incumbent upon the organizers for the mass oath taking activity under *Commission Resolution No. 1130 (s 2018)* or the *Revised Guidelines on the Conduct of Oath Taking of New Professionals*, viz:

1. Coordinate with the Board on the administrative preparations for the mass oath taking, which include the arrangements on the oath taking date, venue and program of activities, among others;
2. Prepare and submit to the Board the request for the conduct of the mass oath taking and the draft Oath Taking Program not later than two (2) months prior to the date of the mass oath taking;
3. Facilitate the smooth and orderly conduct of the mass oath taking; and
4. Perform such other duties as may be required by the Board.

For your guidance.

Very truly yours,

Board Chairman/Chairperson



Republic of the Philippines
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Annex I

MEMORANDUM

FOR : _____
Oversight Chairman/Chairperson or Commissioner

FROM : _____
Chairman/Chairperson, Professional Regulatory Board of/for

SUBJECT : **INDORSING THE APPROVAL OF THE MASS OATH TAKING
REQUEST OVERSEAS**

DATE : _____

Pursuant to Resolution No. ____ (s 2019)¹, the PRB of/for _____
is respectfully indorsing the approval of the request to conduct the mass oath taking
of the new (professionals) on (date and place of mass oath taking).
_____ shall be the inducing officer in this oath taking activity.

For the (Chairman's/Chairperson's or Commissioner's) consideration and approval,
please.

Enclosed are the relevant materials/documents for your reference.

Thank you.

¹ "Supplemental Guidelines on the Conduct of the Oath Taking of New Professionals Overseas"



Republic of the Philippines
Professional Regulation Commission
Manila



Annex J

Date

Name of Organizer
Address

Sir/Ma'am:

Pursuant to *Commission Resolution Nos. 1130 (s 2018)*¹ and ____ (s 2019)², and as recommended by the Professional Regulatory Board of/for _____, authority is hereby given to (*name of Philippine foreign service officer*), (*designation*), to administer the oath to the new (*professionals*) (**list attached**) on (*date of special/individual oath taking*) at (*venue of special/individual oath taking*).

For your guidance.

Very truly yours,

Oversight Chairman/Chairperson or Commissioner

¹ "Revised Guidelines on the Conduct of Oath Taking of New Professionals"

² "Supplemental Guidelines on the Conduct of the Oath Taking of New Professionals Overseas"