



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
Superintendent**


23 Feb 2021

DIVISION MEMORANDUM
OSDS No. **051**, s. 2021

RENEWAL OF PRC LICENSE OF TEACHERS

To: Schools Division Office Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with Civil Service Commission Memorandum Circular No. 18, s. 2018 on the Attendance in Continuing Professional Development Courses and Renewal of Professional Identification Cards (PICs) on Official Time, teachers who would process the renewal of PRC License are granted one (1) day official time for every three (3) years for the renewal of their professional identification card, provided that they have their PRC online transaction printout attached with their authority to travel (if outside the Division) signed by the SDS or locator slip (if within South Cotabato) signed by the School Head.
2. They are likewise directed to attach the authority to travel or locator slip together with the Certificate of Appearance in the DTR.
3. All other provisions of Memorandum Circular No. 18, s. 2018 of Civil Service Commission shall also be applied.
4. Immediate dissemination of this Memorandum is directed.


RUTH L. ESTACIO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: None

Reference: Civil Service Commission MC No. 18, s. 2018

To be indicated in the Perpetual Index
under the following subjects:

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
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TEACHERS

REQUIREMENTS

DDD/DM-renewal of prc license of teachers
0000/February 23, 2021

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