



Republic of the Philippines  
Professional Regulation Commission  
Manila

**RESOLUTION NO. 1115**  
Series of 2018

**REVISED GUIDELINES ON THE CONDUCT OF  
OATH TAKING OF NEW PROFESSIONALS**

**WHEREAS**, Section 7 (a), Republic Act (RA) No. 8981 or the PRC Modernization Act of 2000 vests to the Professional Regulation Commission (Commission) the power to issue and promulgate such rules and regulations as may be necessary to effectively implement policies with respect to the regulation of the practice of professions;

**WHEREAS**, the regulatory laws of the various professions provide that all individuals who are qualified to register as professionals with or without examination shall be required to take the Oath of Professionals prior to the practice of their professions;

**WHEREAS**, the Commission issued Resolution No. 2012-657 prescribing the guidelines and procedures on the conduct of the mass oath taking of new professionals;

**WHEREAS**, the Commission issued Office Order Nos. 2015-71 and 2016-118 creating a Technical Working Group (TWG) to review and submit recommendations in the drafting of a new guideline for the oath taking of new professionals;

**WHEREAS**, consultative meetings were conducted to solicit comments and inputs from the Professional Regulatory Boards (Boards), Accredited Professional Organizations / Accredited Integrated Professional Organizations (APOs/AIPOs) and other offices/divisions of the Commission to address legal, technical and operational issues related to the oath taking;

**WHEREAS**, RA No. 10924 or the General Appropriations Act, FY 2017 was approved on December 29, 2016. Section 12, General Provisions, thereof provides, to wit:

*Conduct of Seminar, Conference, Training and Oath Taking Programs.* Departments, bureaus, offices and instrumentalities of the National Government, including Constitutional Offices enjoying fiscal autonomy, which conduct training programs in relation to their mandated functions are authorized to collect seminar, conference, training and oath taking fees from government and private agency participants.

The proceeds derived from each seminar, conference, training, and oath taking activities shall be deposited with the National Treasury as income of the General Fund pursuant to Section 44, Chapter 5, Book VI of EO No. 292: PROVIDED, That government agencies which do not have appropriations in their budgets for the purpose, may use the proceeds for the conduct of the said seminar, conference, training, and oath taking activities, subject to budgeting, accounting and auditing rules and regulations: PROVIDED, FURTHER, That any excess proceeds shall be deposited with the National Treasury as the income of the General Fund.



**WHEREAS**, the Commission, thru a letter dated August 14, 2017, requested for clarification on the treatment of the oath taking fees in light of Section 12, General Provisions, of RA No. 10924 from the Department of Budget and Management (DBM). In response, the DBM stated that all fees collected by National Government Agencies (NGAs) in the exercise of their mandated functions shall be recorded as income of the general fund; and only in exceptional circumstances that the collections may be used for the conduct of the oath taking when there is no appropriation made for such purpose. In any case, only the excess shall be deposited to the National Treasury and not the entire collections (*November 20, 2017 letter of DBM Director Cristina B. Clasara*);

**WHEREAS**, on April 2018, the Boards issued their Clarificatory Statement on the Nature of the Oath Taking Fees where the private character thereof was upheld on grounds that the subject fees do not fall within the definition of government or public funds and that fees paid therefor resemble more of voluntary payments;

**WHEREAS**, following previous inquiry from the Bureau of Treasury (BTr), the Commission subsequently requested the former to comment on the letter of the DBM via a letter dated May 24, 2018. The BTr, citing Section 12, General Provisions, of RA No. 10924, advised that for purposes of recognizing constructive receipt of the oath taking fees, a report on all fees collected and expenses incurred thereon upon the conclusion of the oath taking program shall be submitted to the National Cash Accounting Division of the BTr (*May 29, 2018 letter of National Treasurer Rosalia V. De Leon*);

**WHEREAS**, in view of the perplexing issues surrounding the oath taking, the Commission sought for legal opinion from the Department of Justice (DOJ) on the nature of the oath taking activity and the fees collected for such purpose (*May 28, 2018 letter of the Commission to DOJ*);

**WHEREAS**, the Commission issued Office Order No. 2018-380 creating a new TWG to finalize the draft Revised Guidelines on the Oath Taking for endorsement to the Commission;

**PREMISES CONSIDERED**, the Commission **RESOLVES**, as it so **RESOLVED**, to issue and promulgate the "Revised Guidelines on the Oath Taking of New Professionals".

## PRELIMINARY PROVISIONS

**Section 1. Definition of Terms:** For purposes hereof, the following terms shall be construed to mean:

- 1.1 **Oath Taking** refers to the act of subscribing to the oath or pledge to fulfil the duties and responsibilities incumbent upon a professional. The taking of the Oath of Professional is a prerequisite for the practice of profession.
- 1.2 **Mass Oath Taking Ceremony** refers to the formal rites organized on a predetermined date, usually catering to large groups of oath takers.



- 1.3 **Special/Individual Oath Taking** refers to the oath taking activity organized, upon the request of a registrant who is unable to attend the mass oath taking ceremony as scheduled.
- 1.4 **Commission** refers to the Professional Regulation Commission.
- 1.5 **Boards** refers to the Professional Regulatory Boards.
- 1.6 **CO** refers to the Central Office of the Commission.
- 1.7 **ROs** refers to the Regional Offices of the Commission.
- 1.8 **D-SPRB OT** refers to the Professional Regulatory Board Secretariat Oath Taking Unit.
- 1.9 **COR** refers to the Certificate of Registration.
- 1.10 **PIC** refers to the Professional Identification Card.

**Section 2. Oath of Professional.** All examinees who passed the licensure examinations and those applicants admitted for registration without licensure examination must take the Oath of Professional prior to the practice of their professions.

**Section 3. Officials Authorized to Administer the Oath of Professional.** The Chairperson or any Commissioner of the Commission, the Chairperson or any Member of the Professional Regulatory Board (Board), or any authorized or deputized official of the Commission may administer the Oath of Professional. Other government or public officials may likewise administer the oath only upon the approval of the Commission.

**Section 4. Taking of the Oath of Professional, Signing in the Registry of Professionals and Issuance of the Certificate of Registration (COR) and Professional Identification Card (PIC).** No COR and PIC shall be issued to any successful examinee or applicant admitted for registration without examination unless he/she submits proof of having taken the Oath of Professional.

Mass Oath Taking Ceremony.

Central Office (CO). Registrants are required to register online and to complete all the fields required, including the choice of oath taking venue and the number of companions. Registration for the mass oath taking shall be on a first-come first-served basis. After reaching a prescribed cap or limit, the registration for the mass oath taking shall be closed and all subsequent registrants shall be automatically registered for the special/individual oath taking.

Those who are able to register for the mass oath taking shall be required to bring printed copies of their Oath Forms (with corresponding serial number), one (1) piece of passport size picture, and four (4) pieces of documentary stamps placed inside a short brown envelope on the day of the mass oath taking. The Rating Division (RD) shall issue announcements for this purpose.

The Oath Form shall serve as the gate pass which shall be collected and stamped by authorized representatives of the Commission. All collected Oath Forms shall be endorsed to the Professional Registry Division (PRD) for the printing of the COR and PIC.

The schedule of the signing in the Registry of Professionals and issuance of the CORs and PICs shall be posted at the website. Announcements shall likewise be made at designated places within the PRC premises.

Regional Offices (ROs). The ROs shall adopt similar procedures in the regions. The Regional Directors/Officer-in-Charge shall ensure that the conduct of the oath taking precede the signing in the Registry of Professionals.



**Section 5. Request for the Conduct of Mass Oath Taking Ceremony and Special/Individual Oath Taking.** The mass oath taking ceremony and special/individual oath taking must be simple, solemn and formal.

Mass Oath Taking Ceremony.

CO. The Board, through the Professional Regulatory Board Secretariat Division Oath Taking Unit (D-SPRB OT), shall submit the request (*Annex A*) for the conduct of the mass oath taking ceremony for the approval of the Oversight Commissioner/Chairperson. The request shall be supported by a Statement of Budgetary Estimate of Fees and Expenditures (*Annex B*) and the Oath Taking Program (*Annex C*).

ROs. Upon release of the examination results, the RO shall make arrangements for the mass oath taking in the regions, in coordination with the Board, through the D-SPRB OT. The Regional Director/Officer-in-Charge concerned shall likewise submit a request, with a Statement of Budgetary Estimate of Fees and Expenditures and Oath Taking Program as mentioned above.

The Commission shall issue the corresponding travel authority to the Chairperson/s or Member/s of the Board who will administer the oath in the regions. In case of unavailability of the Board, the Oversight Commissioner/Chairperson shall authorize the Regional Director/Officer-in-Charge concerned to perform such function.

Special/Individual Oath Taking.

CO. The registrant shall submit a written request to the D-SPRB OT for the scheduling of the special/individual oath taking and the signing in the Registry of Professionals.

The special/individual oath taking shall be done in batches on such dates and time as the D-SPRB OT may so fix. Request for special/individual oath taking outside of such schedule may be accommodated, *provided*, that the request must be made at least three (3) days prior to the requested date of the oath taking. Urgent request for the conduct of special/individual oath taking, i. e. those without prior notice, may be allowed in exceptional cases and for valid reason/s as may be determined by the Commission.

The PIC shall be issued on the day of the special/individual oath taking, but the COR shall be issued on a later date at the advice of the D-SPRB OT and PRD.

The administering officer shall preferably be the Chairperson or any Commissioner of the Commission or the Chairman or any Member of the Board. Only in the event of their unavailability that other officials of the Commission may be authorized or deputized to administer the oath.

ROs and Service Centers. The same procedure shall be observed in the ROs and Service Centers. All written requests for special/individual oath taking shall be addressed to the Regional Director/Officer-in-Charge or the head of the Service Center. There shall be a unit assigned in every RO and Service Center that will be responsible for the preparations for the special/individual oath taking.

The administering officer shall preferably be the Regional Director/Officer-in-Charge or the head of the Service Center, or in their absence, any other authorized or deputized official of the Commission.



Oath Taking Before Other Government or Public Official. Oath Forms signed by other government or public officials authorized by the Commission shall be submitted to the D- SPRB OT which in turn shall coordinate with the PRD for the issuance of the PIC. The professional shall be advised of the date of issuance of the COR.

Special/individual oath taking shall be held at specially designated places within PRC offices to ensure the formality and solemnity of the activity.

***Section 6. Role of the Commission, Board, Accredited Professional Organizations/Accredited Integrated Professional Organizations (APOs/AIPOs) and the Academe.***

Commission. The Commission, through the D-SPRB OT, PRD, RD, and other relevant offices/divisions/units in the CO, ROs and Service Centers, shall provide the necessary administrative assistance in the preparation and conduct of the mass and special/individual oath taking.

Board. In addition to the administration of the oath, the Board shall supervise the oath taking activity to ensure its smooth and orderly conduct.

APO/AIPO and the Academe. The Commission and the Board may invite the APO/AIPO and/or the members of the academe to the mass oath taking ceremony, where appropriate.

## GENERAL PROVISIONS

***Section 7. Schedule of the Oath Taking.***

Mass Oath Taking Ceremony. The mass oath taking ceremony shall be scheduled not later than two (2) months from the date of release of the results of the licensure examination. The target date of the mass oath taking ceremony shall be included in the Annual Master Schedule of Activities for the Licensure Examination that will be issued by the Commission.

Special/Individual Oath Taking. The special/individual oath taking shall, as far as practicable, be scheduled after the conduct of the mass oath taking ceremony.

Request for special/individual oath taking before the date of the mass oath taking ceremony shall be allowed, subject to the requirements and procedure set forth in Section 5 hereof.

***Section 8. Venue of the Oath Taking.***

Mass Oath Taking Ceremony. The mass oath taking ceremony shall be held *preferably* at the CO or ROs of the Commission, or in any government facility/establishment, taking into account the number of projected attendees and the capacity of the venue. The Commission shall enter into Memorandum of Agreement (MOA) with other government facilities or establishments for the purpose of holding the mass oath taking ceremony. Privately-owned venues may be used, subject to applicable government procurement rules and regulations.

Special/Individual Oath Taking. In the case of special/individual oath taking, the oath shall be administered at the premises of the CO, ROs or Service Centers of the Commission, or in exceptional cases and for valid reason/s at other places as may be authorized by the Commission.



## SPECIAL PROVISIONS

### Section 9. Special Rules Governing the Conduct of the Oath Taking.

#### Oath Taking Fee Collection, Accounting and Disbursements.

General Principles. The purpose of imposing the oath taking fee is for cost recovery. The fees to be paid for the oath taking shall have been reviewed and rationalized, taking into account the administrative costs and the socio-economic impact to those who will be affected by such imposition. Administrative costs shall include the direct cost of arranging and conducting the oath taking activity, to cover the venue rental, supplies and materials used, and other related costs. To ensure that the rate of the oath taking fee is reasonable and will not create unnecessary burden to the stakeholders, the same had been subjected to consultations, particularly the prospective registrants as well as the members of the APO/AIPO.

Any revision to the amount of the oath taking fee shall be subject to pertinent government rules and procedures.

Procedure. The oath taking fee shall be non-refundable, and shall be paid by all registrants, whether or not he/she attends the mass oath taking ceremony. Even those who registered for special/individual oath taking shall be required to pay the oath taking fee.

The oath taking fee must be paid within three (3) days from the date of online registration. Otherwise, the transaction shall be automatically cancelled and the registrant has to register anew.

The Commission shall maintain a special account where all oath taking fees collected shall accrue. All oath taking collections for the various professions shall be commingled in this special account. The amount to be released from the oath taking account shall be based on the Statement of Budgetary Estimate of Fees and Expenditures approved by the Oversight Commissioner/Chairperson.

The procurement for venue rental and other major expenses shall be bid for one (1) year in advance. Miscellaneous expenses shall be covered by petty cash fund to be held by Special Disbursing Officers (SDOs) to be designated in the CO and the ROs. The SDOs shall be responsible for the management of all disbursements for each oath taking activity.

#### Report on the Disbursements and General Conduct of the Mass Oath Taking.

Mass Oath Taking Ceremony. Reports on the expenses incurred in the conduct of the mass oath taking ceremony (*Annex D*) as well as the general oath taking proceedings (*Annex E*) shall be prepared by the D-SPRB OT and the Board concerned, or in the case of the ROs, by the Regional Director/Officer-in-Charge, for submission to the Oversight Commissioner/Chairperson and the Accounting Division not later two (2) weeks from the date of the mass oath taking.

Special/Individual Oath Taking. A report on the special/individual oath taking proceedings (*Annex F*) shall be prepared and submitted by the D-SPRB OT and the Board concerned, or in the case of the ROs, by the Regional Director/Officer-in-Charge, to the Oversight Commissioner/Chairperson within the same time allotted.

Oath Taking Program. There shall be a standard Oath Taking Program to be prescribed by the Commission.

## FINAL PROVISIONS

**Section 10. Supplemental Rules and Guidelines.** The Commission may issue such other rules and guidelines to govern the other processes that are not provided herein but are necessarily connected with or incidental to the conduct of the oath taking.

**Section 11. Separability Clause.** Should any section, provision, or paragraph hereof be declared unconstitutional or not valid, the same shall not invalidate the other sections, provisions, or paragraphs not affected thereby.

**Section 12. Repealing Clause** - Commission Resolution No. 2012-657 and all other administrative issuances and parts thereof which are inconsistent herewith are hereby repealed, amended or modified accordingly.

**Section 13. Effectivity-** This Resolution shall take effect immediately upon publication in the Official Gazette or in any newspaper of national circulation.

Done this 13th day of August 2018 in the City of Manila.



TEOFILO S. PILANDO, JR.  
Chairman



YOLANDA D. REYES  
Commissioner



JOSE V. CUETO, JR.  
Commissioner