



**PROFESSIONAL REGULATION COMMISSION**

Resolution No. 1567  
Series of 2022

**PRESCRIBING THE NEW GUIDELINES ON THE FACE-TO-FACE OATHTAKING OF NEW PROFESSIONALS, ADOPTING FOR SUCH PURPOSE THE ONLINE CONFIRMATION SYSTEM AND THE RULES FOR ITS IMPLEMENTATION VIS-À-VIS THE ONLINE OATHTAKING**

**WHEREAS**, the Professional Regulation Commission (Commission) is mandated to administer, implement and enforce the regulatory policies of the national government with respect to the regulation and licensing of the various professions and occupations under its jurisdiction; make such rules and regulations and issue orders and other administrative issuances as may be necessary in the execution and implementation of its functions and the improvement of its services, among others;<sup>1</sup>

**WHEREAS**, the Professional Regulatory Laws (PRLs) provide that all examinees who passed the licensure examination and those applicants admitted for registration without examination shall take the Oath of Professional prior to the practice of their professions;

**WHEREAS**, the Philippines documented its first case of Corona Virus Disease (COVID-19) in the early part of 2020. Prior to the pandemic, the conduct of the oathtaking of new professionals was governed by Commission Resolution No. 1130 (s. 2018)<sup>2</sup> and other related guidelines issued subsequent thereto;

**WHEREAS**, as part of its COVID-19 response, the Commission issued Memorandum Order No. 17 (s. 2000) on the interim guidelines for the implementation of the social distancing measures and other guidelines for the management of COVID-19. Specifically, the guidelines prohibited the conduct of activities which entail mass or public gathering, including but not limited to the mass oathtaking of new professionals;

**WHEREAS**, the Commission later issued Resolution No. 1255 (s. 2020)<sup>3</sup>, entitled "Approving the Online Oathtaking Application System and Authorizing the Conduct of Virtual or Online Special Oathtaking during Public Health Emergency" which provides for an alternative platform in conducting the oathtaking of new professionals amidst the restrictions on mass gathering and the imposition of community quarantines and lockdowns due to COVID-19;

**WHEREAS**, after more than two (2) years since the onset of the health pandemic, most areas in the country, including the National Capital Region (NCR), have been placed under low alert levels, thereby, enabling public and private establishments to operate at full 100% capacity, subject only to the observance of the minimum public health standards and the prescribed administrative and engineering protocols;

**WHEREAS**, as the society adapts the "new normal", activities which used to be prohibited or controlled during the implementation of the community quarantine are now being opened to the public such as food establishments, sports arenas, tourist attractions, amusement and recreational centers, churches and other religious places, to name some;

<sup>1</sup> Section 7, Republic Act (RA) No. 8981 ("PRC Modernization Act of 2000")

<sup>2</sup> "Revised Guidelines on the Conduct of Oath Taking of New Professionals" issued on 23 November 2018

<sup>3</sup> issued on 03 August 2020

**WHEREAS**, the Boards and Commission are now receiving requests to conduct face-to-face oathtaking of the new professionals. In fact, professions like Criminology, Accountancy, Master Plumbing, Architecture, Interior Design, Landscape Architecture, and several others have successfully conducted their face-to-face oathtaking activities under the interim oathtaking guidelines issued by the Commission;

**WHEREAS**, consultations were made with concerned offices, including the Commission COVID-19 Task Force, for the purpose of coming up with new guidelines for the face-to-face mass and special oathtaking of the new professionals. This set of oathtaking rules seeks to address and clarify the interface between the face-to-face and the online oathtaking modalities and the viability of utilizing the current online oathtaking application system for the face-to-face oathtaking.

**WHEREFORE**, the Commission **RESOLVES** to issue these guidelines, entitled **“Prescribing the New Guidelines on the Face-To-Face Oathtaking of New Professionals, Adopting for such Purpose the Online Confirmation System and the Rules for its Implementation vis-à-vis the Online Oathtaking”**.

#### **I. COVERAGE**

These Guidelines shall cover all mass and special oathtaking of new professionals to be conducted face-to-face or in-person anywhere in the Philippines.

#### **II. PURPOSE**

To prescribe the operational guidelines on the conduct of face-to-face mass and special oathtaking of new professionals, including the adoption of the online oathtaking confirmation system for the guidance of the Professional Regulatory Boards (Boards), concerned Commission offices, and the oathtakers;

To clarify the interface between the face-to-face and online oathtaking in accordance with Resolution No. 1130 (s. 2018) and Resolution No. 1255 (s. 2020) as well as other Commission guidelines on the oathtaking of new professionals; and

To consolidate and harmonize all oathtaking guidelines that are applicable to face-to-face oathtaking.

#### **III. DEFINITION OF TERMS**

For purposes of these Guidelines, the following terminologies shall be defined as:

1. **Mass oathtaking** refers to an oathtaking activity organized to cater to large groups of oathtakers on a predetermined date and venue.

The mass oathtaking may be conducted face-to-face or via online.

- 1.1 The face-to-face mass oathtaking shall be organized and managed through the designated oathtaking organizer/s pursuant to Commission Resolution Nos. 1130 (s. 2018) and 1182 (s. 2019)<sup>4</sup>.

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<sup>4</sup> “Guidelines in the Determination of the Parties/Entities which may Organize Mass Oathtaking Ceremonies of the New Professionals” issued on 22 July 2019

1.2 The online mass oathtaking shall be conducted by the Board and the Commission in accordance with Commission Resolution No. 1255 (s. 2020);

2. **Special oathtaking** refers to an oathtaking activity organized upon the request of the oathtaker in the following instances: (i) the oathtaker will not be able to attend the scheduled face-to-face or online mass oathtaking<sup>5</sup>; or (ii) the oathtaker intends to attend the scheduled face-to-face or online mass oathtaking but fails or is unable to attend the same.

The special oathtaking may be conducted face-to-face or via online.

2.1 The face-to-face special oathtaking shall be conducted by the Board and the Commission in accordance with Commission Resolution Nos. 1130 (s. 2018) and 1193 (s. 2019)<sup>6</sup>.

2.2 The online special oathtaking shall be conducted by the Board and the Commission in accordance and Commission Resolution No. 1255 (s. 2020);

3. **Oathtaking organizer** (includes the '*private organizers*' and '*special organizers*')<sup>7</sup> refers to the party/entity authorized to organize and manage face-to-face mass oathtaking under Commission Resolution No. 1182 (s. 2019);

4. **Face-to-face oathtaking** refers to an oathtaking activity wherein the oathtaker attends and takes the oath in person before the Chairperson or Commissioner of the Commission, any Member of the Board, official of the Commission, or any government or public official authorized or deputized by the Commission to administer the oath.

The face-to-face modality may be utilized for the mass and special oathtaking;

5. **Online oathtaking** refers to an oathtaking activity wherein the oathtaker attends and takes the oath via an online platform. The online modality may likewise be utilized for the mass and special oathtaking; and

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<sup>5</sup> due to financial constraints, travel requirements/restrictions, internet issues, unavailability on the scheduled mass oathtaking, et. al.

<sup>6</sup> "Supplemental Guidelines on the Conduct of Special/Individual Oathtaking of New Professionals" issued on 23 September 2019

<sup>7</sup> A. Private Organizers:

1. The Accredited Professional Organization/Accredited Integrated Professional Organization (APO/AIPO) may organize the mass oathtaking ceremonies as a private organizer. In case of its inability to assume such role, the APO/AIPO may endorse another organizer for the Board's concurrence; and
2. The Philippine Association of Professional Regulatory Boards Members, Inc. (PAPBRB), Federation of Outstanding Professionals (FOP), or the Philippine Federation of Professional Associations (PFFPA) may endorse an organizer for the Board's concurrence.

B. Special Organizers:

1. Public institutions, state universities and colleges, and other agencies or instrumentalities of the government, including local government units; and
2. Other private parties/entities.

6. **Host Regional Office (RO)** refers to the RO of the place where the face-to-face mass or special oathtaking will be held and which shall be responsible for the opening of the confirmation slots; processing of the initial registration; and issuance of the Professional Identification Cards (PICs).

#### IV. OPERATIONAL GUIDELINES

The following procedure shall be observed in the conduct of face-to-face mass and special oathtaking of new professionals:

##### A. **Face-to-Face Mass Oathtaking**

1. Request for the Conduct of Mass Oathtaking. The Board, in coordination with the relevant Commission offices and the designated oathtaking organizer/s, shall submit to the Oversight Chairperson or Commissioner the following documents:

- (i) Request for clearance to conduct the mass oathtaking, which shall include information on the date and venue of the mass oathtaking, the projected number of the oathtakers, name of the administering officer and whether the activity will be a joint oathtaking/ induction of the new members of the APO/AIPO;
- (ii) Authority to organize the mass oathtaking ceremonies which may either be in the form of:
  - Document/instrument evidencing the authority granted by the Board, in case the oathtaking organizer is the APO/AIPO;
  - Copy of the contract or memorandum of agreement and letter of concurrence from the Board, in case the oathtaking organizer is a party/entity endorsed by the APO/AIPO, PAPRB, FOP, or PFFA; or
  - Authority granted by the Board, in the case of special organizers.
- (iii) Draft Oathtaking Program of Activities; and
- (iv) Statement of Budgetary Estimate of Fees and Expenses.

The Forms herein referred to are the Annexes of Commission Resolution Nos. 1130 (s. 2018) and 1182 (s. 2019) and which are hereby adopted as part of these Guidelines.

The request for clearance to conduct the mass oathtaking and all its supporting documents must be submitted not later than one (1) month prior to the date of the mass oathtaking. The mass oathtaking shall be conducted not later than sixty (60) days from the date of release of the licensure examination results unless extended for valid reasons.

2. Public Advisory or Announcement. If the request is approved, the PRB Secretariat Division (D-SPRB) shall furnish the Public Information and Media Relations Unit with a copy of the approved request for the preparation and dissemination of the public advisory or announcement on the mass oathtaking.

The advisory or announcement shall contain information on the face-to-face mass oathtaking and an instruction to the oathtakers to proceed with the online confirmation for the oathtaking:

<p><b>FACE-TO-FACE MASS OATHTAKING:</b></p> <p>The face-to-face mass oathtaking of the new _____ will be held on <u>(date)</u> and <u>(venue)</u>.</p> <p>All successful examinees [and those who qualified for registration without examination] who are interested to attend the face-to-face mass oathtaking shall register to confirm their attendance via _____ <b>not later than 12:00 noon of the day prior to the date of the oathtaking.</b> [It is advisable that the oathtakers register and confirm their attendance in the regions where they took the licensure examination and intend to register as professionals.]</p> <p>Those who will not be able to attend the scheduled face-to-face mass oathtaking may attend the <b>online mass oathtaking on _____ or request for a special oathtaking.</b> Announcements will be made for these oathtaking activities.</p> <p>After the oathtaking, the registrants shall proceed with their <b>online transaction for initial registration from _____ to _____.</b></p> <p>For more information, please contact _____</p>
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\*Additional information may be included as deemed necessary by the Board and the oathtaking organizer/s.

- 3. Online Confirmation of Attendance for the Mass Oathtaking.* The host RO shall likewise be provided with a copy of the approved request as basis for the opening of the confirmation slots for the mass oathtaking. The number of slots to be opened shall be based on the projected number of oathtakers as stated in the request. If the allotted slots be not enough, the host RO may open additional slots, in coordination with the oathtaking organizer/s. The slots shall remain open until 12:00 noon of the day prior to the mass oathtaking, unless extended in order to accommodate additional oathtakers. No additional slot shall be opened after the deadline unless the Board, upon the recommendation of the host RO, submits a Memorandum-request addressed to the Oversight Chairperson or Commissioner for approval.

The oathtakers may already log-in and register, free of charge, once the slots are opened. Confirmation slots for canceled transactions shall be opened again and be made available to other oathtakers.

Should there be more than one (1) scheduled oathtaking activity for the same profession (e.g. oathtaking scheduled in NCR, Cebu, and CDO, etc.), the host RO/s shall, as much as possible, open the confirmation slots **on the same day** that they are provided with the copies of the approved request.

4. Instructions to the Registered Oathtakers. After the transaction, the oathtakers shall receive an auto-reply stating that their online transaction is successful, with an instruction to contact the oathtaking organizer named in the advisory or announcement.

A copy of the Oath Form may also be downloaded after the transaction. The oathtakers are encouraged to bring copies of the Oath Form which they will recite on the day of the mass oathtaking.

5. Proof of Attendance during the Mass Oathtaking and Tagging in the Database. The use of QR Codes shall be adopted for attendance monitoring. The names of all those who have registered using the prescribed QR Code shall be automatically tagged "as attended" in the database.
6. Online Appointment for the Initial Registration. The registrant must secure an online appointment for his/her initial registration. Those whose names have not been tagged "as attended" cannot proceed with their initial registration.

## **B. Face-to-Face Special Mass Oathtaking**

1. Request for the Conduct of Special Oathtaking. The oathtaker or the host RO, as the case may be, shall submit a request for special-oathtaking to the Board concerned, through the D-SPRB. The request must be filed at least seven (7) days before the requested date of the special oathtaking, citing the reason/s for the request.

Walk-in request for special oathtaking is discouraged except in exceptional cases, where the Board may allow such, in coordination with the host RO.

2. Arrangements for the Special Oathtaking. The D-SPRB shall coordinate with the Board for the date of the special oathtaking. As far as practicable, the special oathtaking shall be scheduled by batch or group. Once the schedule and list of oathtakers have been finalized, the Board shall then submit a request for clearance to conduct the special oathtaking which shall include information on the oathtaking date and venue (may either be at the Commission office or any government facility or institution), the projected number of the oathtakers, and name of the administering officer.
3. Online Confirmation for the Special Oathtaking. The approved request shall be furnished the host RO for the opening of the confirmation slots for the special oathtaking. The number of slots to be opened by the host RO shall be based on the number of oathtakers stated in the request. If there are additional requests received, the same shall be coordinated to the Board which shall then advise the host RO to open additional slots, on the condition that the additional oathtakers can still be accommodated onsite. The slots shall remain open until 12:00 noon of the day prior to the special oathtaking, unless extended. In this case, the same procedure on requests for additional slots shall be followed under Part IV (A) (3).

The oathtakers may already log-in and register, free of charge, once the slots are opened.

4. *Instructions to the Registered Oath takers.* After the transaction, the oath takers shall receive an auto-reply stating that their online transaction is successful, with an instruction to contact the host RO.

A copy of the Oath Form may also be downloaded after the transaction. The oath takers are encouraged to bring copies of the Oath Form which they will recite on the day of the special oath taking.

5. *Proof of Attendance during the Special Oath taking and Tagging in the Database.* The use of QR Codes shall be adopted for attendance monitoring. The names of all those who have registered using the prescribed QR Code shall be automatically tagged "as attended" in the database.
6. *Online Appointment for the Initial Registration.* The registrant must secure an online appointment for his/her initial registration. Those whose names have not been tagged "as attended" cannot proceed with their online registration.

## **V. SPECIAL PROVISIONS**

### ***A. Implementation of the Face-to-Face vis-à-vis the Online Oath taking.***

The online oath taking pursuant to Commission Resolution No. 1255 (s. 2020) shall continue to be implemented. In which case, a separate schedule for the face-to-face and online mass oath taking will be set, in coordination with the Board and RO/s concerned. A special oath taking (face-to-face or online) may also be allowed upon request to be approved by the Board and the Commission.

### ***B. Officials Authorized to Administer the Oath of Professional.***

The mandate to administer the oath is given primarily to the Board. As such, it is only in their absence or unavailability that other officials of the Commission<sup>8</sup> will be authorized to administer the oath. In the case of other government or public officials, appropriate requests for authority to administer oath shall be submitted for the consideration of the Board and the Commission.<sup>9</sup>

If it is the Board who will be administering the oath in the regions, the Board Member/s concerned shall request for the issuance of the corresponding Office/Travel Order. If another official of the Commission will be authorized to administer the oath in the regions (e.g. Regional Directors/OICs), such statement must be included in the request for clearance to conduct the face-to-face mass or special oath taking as mentioned in Part IV (A) (1) (i) and (B) (2) of these Guidelines.

Commission officials and employees authorized under the pertinent Office Order issued by the Commission may administer the oath, without need of a separate Office Order for every oath to be administered. Commission officials and employees other than those identified in said Office Order may, nevertheless, administer the oath to professionals, with the approval of the Oversight Chairperson or Commissioner.<sup>10</sup>

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<sup>8</sup> as provided in Office Order No. 601 (s. 2018) issued on 28 September 2018 or in such other issuance that the Commission may issue thereafter

<sup>9</sup> Section 3, Commission Resolution No. 1130 (s. 2018)

<sup>10</sup> Part II, Commission Resolution No. 1193 (s. 2019)

### ***C. Role of the Commission, Boards, Oathtaking Organizers and APOs/AIPOs in the Conduct of the Face-to-Face Mass Oathtaking***

The Commission, through its concerned offices/divisions, shall provide the necessary administrative assistance to the Boards to ensure the smooth and orderly conduct of the face-to-face mass oathtaking.

The Boards shall have the general supervision over the conduct and management of the face-to-face mass oathtaking and shall exercise the following powers, duties and responsibilities:

1. Set the date, venue and program of activities for the oathtaking consistent with the general guidelines thereon<sup>11</sup>, the rate of oathtaking fees to be collected, the standards or criteria on the designation of the oathtaking organizer, among others, subject to the approval of the Commission;
2. Designate the oathtaking organizer based on the set standards and criteria and require the submission of report on the oathtaking proceedings;
3. Submit the request for clearance to conduct the mass oathtaking, with all the supporting documents to the Commission for approval;
4. Tap the services of Commission officials and employees who will provide the administrative support in the conduct of the oathtaking; and
5. Perform such other functions as may be relevant and necessary.

The designated oathtaking organizer for the face-to-face mass oathtaking shall carry out these duties and responsibilities:

1. Coordinate with the Board on the administrative preparations for the mass oathtaking, which include the arrangements on the oathtaking date, venue, and program of activities, among others;
2. Prepare and submit to the Board the draft Oathtaking Program of Activities and Statement of Budgetary Estimate of Fees and Expenses not later than one (1) month prior to the date of the mass oathtaking;
3. Collect oathtaking 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 oathtaking;
5. Facilitate the smooth and orderly conduct of the mass oathtaking;
6. Prepare and submit to the Board the Statement of Oathtaking Receipts and Expenses within seven (7) working days after the mass oathtaking; and
7. Perform such other duties as may be required by the Board.

The APOs/AIPOs may induct its new members on the same occasion of the face-to-face mass oathtaking, subject to herein conditions:

1. The professional organization has a valid and subsisting APO/AIPO accreditation with the Commission as of the date of the oathtaking;

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<sup>11</sup> Annex A: "Guidelines on the Preparation of the Program of Activities for the Mass Oathtaking of New Professionals", Commission Resolution No. 1130 (s. 2018)



2. The concerned Board and Oversight Chairperson or Commissioner have signified their conformity to the joint oath taking with the APO/AIPO; and
3. The induction of new members to the APO/AIPO shall be held in a separate session or segment of the oath taking program.

The face-to-face mass oath taking may also be subsumed or made part of an APO/AIPO event, and for this purpose:

1. The Board shall coordinate with the APO/AIPO for the schedule of the oath taking and the APO/AIPO event;
2. The APO/AIPO shall assume the collection of oath taking fees, if any, as well as the issuance of the official receipts therefor;
3. The APO/AIPO shall design the oath taking program following the general guidelines referred to earlier;
4. The Board, in coordination with the APO/AIPO, shall submit the request for the conduct of the oath taking, with the corresponding draft Oath taking Program of Activities and Statement of Budgetary Estimate of Fees and Expenses, if applicable, to the Commission not later than one (1) month prior to the date of the mass oath taking and APO/AIPO event; and
5. The APO/AIPO shall prepare and submit a report on the Statement of Oath taking Receipts and Expenses, if applicable, to the Board within seven (7) working days after the date of the oath taking and APO/AIPO event.

During this time of the pandemic, it will be the collective responsibility of the Board and the oath taking organizer to ensure that the minimum health and safety protocols are consistently being implemented throughout the conduct of the face-to-face mass oath taking, subject to the alert level requirements of the locality where the oath taking is to be held.

#### **D. System Enhancements**

The Information and Communications Technology Service, through the Systems Development and Maintenance Division, shall be responsible in the systems enhancement of the oath taking module and other related processes within two (2) months from the approval of these Guidelines.

**E. Supplemental Guidelines.** The Commission shall issue supplemental guidelines as may be necessary to cover improvements in the processes and other matters not otherwise included herein relating to the conduct of the oath taking of new professionals.

**F. Separability clause.** Should any part of these Guidelines be declared invalid, the legality and enforceability of its remaining sections shall not, in any way, be affected or impaired thereby.

**G. Repealing Clause.** The provisions of Commission Resolution No. 1130 (s. 2018) and all other issuances contrary to or inconsistent with these Guidelines are hereby repealed, amended or modified accordingly.

**H. Effectivity Clause.** These Guidelines shall take effect immediately following its publication in the Official Gazette or in any newspaper of general circulation.

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OF NEW PROFESSIONALS, ADOPTING FOR SUCH PURPOSE THE  
ONLINE CONFIRMATION SYSTEM AND THE RULES FOR ITS IMPLEMENTATION  
VIS-À-VIS THE ONLINE OATH TAKING

Let copies hereof be furnished the UP Law Center.

Done this 22<sup>nd</sup> day of September, 2022 in the City of Manila.

(vacant)  
Chairperson

  
**JOSE Y. CUETO, JR.**  
Acting Chairperson

  
**ERWIN M. ENAD**  
Commissioner

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