



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 26, 2023

DIVISION MEMORANDUM

No. 071, s. 2023

**DISSEMINATION OF CORRESPONDENCE FROM PROFESSIONAL
REGULATION COMMISSION (PRC) CDO REGIONAL OFFICE
ON THE REQUIREMENTS FOR THE ISSUANCE OF
CERTIFICATE OF APPEARANCE (CA)**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Personnel
This Division

1. For the information and guidance of all concerned, this Office disseminates the information on the requirements for the request of Certificate of Appearance from PRC CDO Regional Office (as attached).
2. To provide proper direction the requirement no. 1 - approved Computerized Travel Order/Authority with Control Number shall be issued by this Office upon submission of letter request from the School Heads with attached copy of proof of schedule of appointment in the PRC at least 5 days prior to the scheduled date.
3. Wide dissemination of this Memorandum is desired.

JEAN G. VELOSO
Schools Division Superintendent





Republic of the Philippines
Professional Regulation Commission
Cagayan de Oro Regional Office X

Requirements for **Certificate of Appearance (CA)** request:

1. **Valid PRC Travel Order with Control Number**

(The Control Number will be printed in the issued CA) indicating at least of the following

- Name of the Professional/s
- Name of Office/Station and Address
- Date of the Official Travel
- **Duly signed** by the designated Approving authority
- Purpose/s of the visit to PRC Office



2. Valid PRC License Card or Company ID

Note The Certificate of Appearance should be made on the day of the visit to this office. Late submission of Travel Order shall not be honored.

11:22 AM

Reminders for the issuance of Travel Orders for Certificate of Appearance request - deped1miz@gmail

Reminders for the issuance of Travel Orders for Certificate of Appearance request

PRC CDO Regional Office - Legal Service

Dear Sir/Ma'am,

Greetings from the PRC CDO Legal!

For the past years, we have been receiving multiple Travel Orders for the issuance of Certificate of Appearance to Professional Teachers/Dep-Ed personnel. Some of them were just handwritten, scanned copies, and incomplete information. In some instances, there were some that were suspicious.

Please note the following requirements for the Request of Certificate of Appearance (CA):

1. **COMPUTERIZED Travel Order with Control Number** (The Control Number will be printed in the issued CA) indicating at least of the following:

- Name of the Professional/s
- Name of Office Station and Address
- Date of the Official Travel
- Duly signed by the designated Approving authority
- Purpose/s of the visit to the PRC office

2. Valid PRC License Card or Company ID.