



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

Divisional Advisory No. 031 s. 2024
November 26, 2024

Complying with DepEd Order No. 8, s. 2013
this Office issues this Advisory not for endorsement per DO 28, s. 2001,
but for the information of DepEd officials,
personnel/staff, and the concerned public.
(Visit ozamiz.depedozamiz.gov.ph)

**DISSEMINATION OF THE LETTER FROM PRC REGION 10 FOR THE
REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE OF
APPEARANCE**

Attached is the email from the Professional Regional Commission Regional Office 10, Cagayan de Oro City which reiterates the requirements for the issuance of Certificate of Appearance, as follows:

1. Computerized Hard Copy of the Travel Order with Control/Travel Order Number (The Control/Travel Order Number will be included in the issued CA, indicating the following):
 - Name of the Professional/s
 - Name of Office/Station/Schools and address
 - Date of Official Travel
 - Duly Signed by the Designated Approving Authority
 - Purpose/s of your visit to the PRC Office
2. Valid PRC License or Company ID

This Office directs the immediate and wide dissemination of this Advisory.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

ATCH: PRC Email dated November 18, 2024

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

AUTHORITY COMMUNICATIONS

OSDS/AJS



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph



Reiteration on the Certificate of Appearance Inbox x



PRC Region 10 Legal Processes <ro10.legalprocesses@prc.gov.ph>

Mon, Nov 18, 3:56 PM (3 days ago) ☆ 😊 ↶ ⋮

to bukidnon, cagayandeoro.city, jammers24, elsalvador.city, gingoog.city, depediligancity, personnel.depedldr, depedmalaybalay, malaybalay.city, depedmisoc_hrmo, misamis.oriental, depedoroquieta, ...

Dear Department of Education,

Greetings from the PRC Cagayan de Oro Regional Office 10!

We are resending the Requirements for the Certificate of Appearance request of the professionals who are visiting the office, Please see attached file.

Please disseminate this information to your respective schools for their awareness. We are still receiving various Travel Orders that are not following our guidelines.

Thank you



**Professional Regulation Commission - Legal
Cagayan de Oro Regional Office X**

2nd Level, North Concourse, Skyperk, Limketkar Center, Lapasan,
9000 Cagayan de Oro City, Misamis Oriental, Philippines
Legal Contact No.: 0997-802-0997
Email Address: ro10.legalprocesses@prc.gov.ph

One attachment • Scanned by Gmail



to Google Drive.

Added to My Drive [Organize](#) x



Republic of the Philippines
Professional Regulation Commission
Cagayan de Oro Regional Office X
2nd Level, Skypark, North Concourse, Limketkai Center, Lapasan, CDOC
Hotline: 0916-528-6221 Email Address: ro10@prc.gov.ph

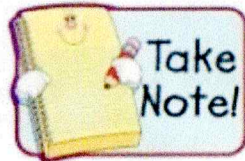


Requirement for **Certificate of Appearance (CA)** request:

- 1. COMPUTERIZED HARD COPY** of the **Travel Order** with **Control/Travel Order Number**
(The Control/Travel Order Number will be included in the issued CA, indicating the following:
 - Name of the Professional/s
 - Name of Office/Station/School and address
 - Date of the Official Travel
 - **DULY SIGNED** by the designated Approving Authority
 - Purpose/s of your visit to the PRC Office



- 2. Valid PRC License or Company ID**



The issuance of the Certificate of Appearance should be made **on the day of the visit**.
Late submission of Travel Order and email sending shall not be honored.