



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

January 27, 2023

DIVISION MEMORANDUM

No. 076 s. 2023

To : **Assistant Schools Division Superintendent**
Chiefs of Divisions
Division Office Section Heads
Public Schools District Supervisors/ District in-charge
All School Heads
All Teachers and Non-Teaching Personnel
This Division

Subject : **REMINDERS ON THE ISSUANCE OF TRAVEL ORDERS FOR**
CERTIFICATE OF APPEARANCE FROM
PROFESSIONAL REGULATION COMMISSION (PRC)

1. Based on the communication sent by the Professional Regulation Commission (PRC) Legal Services, dated January 23, 2023, they have been receiving multiple Travel Orders for the issuance of Certificate of Appearance to DEPED Personnel with handwritten travel order, scanned copies, and incomplete information. In some instances, there were some that were suspicious.

2. In line with the above - mentioned case, all DEPED Personnel who will request Certificate of Appearance from PRC are **required to comply** with the following requirements:

a. **COMPUTERIZED/ ENCODED** Travel Order with **Control Number** indicating at least of the following:

- Name of the Professional/s
- Name of Office/ station address
- Date of Official Travel
- Duly signed by the designated officer/ authority
- Purpose/s of the visit to the PRC office

b. **Valid PRC License Card or Company ID**

3. The Certificate of Appearance should be made on the day of the visit to the PRC. **Late submission of Travel Order shall not be honored** by the PRC.

4. Strict compliance of this Memorandum is desired.

5. For widest dissemination.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

JSDP / egd / rlg



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Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Misamis Oriental <misamis.oriental@deped.gov.ph>

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

1 message

PRC CDO Regional Office - Legal Service <ro10.legal@prc.gov.ph>

Mon, Jan 23, 2023 at 2:59 PM

To: bukidnon@deped.gov.ph, cagayandeoro.city@deped.gov.ph, jammers24@gmail.com, elsalvador.city@deped.gov.ph, gingoog.city@deped.gov.ph, depediligancity@yahoo.com, personnel.depeddn@gmail.com, "depedmalaybalay@gmail.com" <depedmalaybalay@gmail.com>, malaybalay.city@deped.gov.ph, depedmisoc_hrmo@yahoo.com, misamis.oriental@deped.gov.ph, depedoroquieta@gmail.com, deped1miz@gmail.com, deped_interimvalencia@yahoo.com, "quezonhhs314912@gmail.com" <quezonhhs314912@gmail.com>, misamis.occidental@deped.gov.ph, depeddevofacagayandeoro@gmail.com

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.

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**

Finally, kindly disseminate this information to other Deped offices.

If you have concerns or clarification, please don't hesitate to contact us.

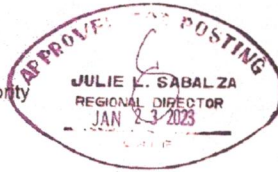
DATE: 25 JAN 2023



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

Requirements for Certificate of Appearance (CA) request:

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 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**

Thank you and stay safe always



Professional Regulation Commission (PRC)
Cagayan de Oro Regional Office 10 – LEGAL Division
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Mobile# 0997-602-0997 Email: ro10.legal@prc.gov.ph
Official website: www.prc.gov.ph
Facebook page: https://www.facebook.com/ro10.prcddo

ASDS OFFICE

FROM: OSDS
DATE: 1-27-2023
TIME: 2:22 PM aw