



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON




29 August 2024

Regional Memorandum  
No. 600 s. 2024

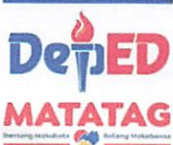
**PROFESSIONAL REGULATION COMMISSION (PRC)  
REGION IV-A DOOR TO DOOR DELIVERY SERVICE  
FOR THE PRC ID RENEWALS**

To **Schools Division Superintendents**

1. In line with the Professional Regulation Commission's mandate to regulate various professions nationwide, the PRC Regional Office IV-A has introduced shipment options for the PRC ID Renewal.
2. This initiative aims to offer the organization additional methods to assist licensed professional teachers in updating their personnel records, while also reducing transportation expenses and travel time.
3. Enclosed with this memorandum is the procedure regarding the availment of the door-to-door delivery service option of PRC Regional Office IV-A.
4. Immediate dissemination of this Memorandum is highly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

cc: ROH10/ROH1/



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Republic of the Philippines  
Professional Regulation Commission  
Regional Office No. 4A  
Lucena City



ORD-ILA01-2024-643

August 13, 2024

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Director, Regional Office IV-A  
Department of Education

Sir:

Greetings!

The Professional Regulation Commission (PRC) Regional Office IV-A, in relation to its mandate to regulate various profession in the country, has come up with the PRC ID renewal with shipment options to provide services to our professionals with other option or modality. Understanding that your organization has a significant number of registered professionals, we are seeking your support by cascading and disseminating the information in your field/ground offices.

Providing our professionals in the organization with other avenues in renewing their PRC License will help them update personnel records while saving transportation cost and travel time.

Attached is the copy of important details of the said procedure.

This office is hoping for your favorable response on this matter and it is hoped that you will find this in order.

Very truly yours,

  
**RAUL F. MARQUEZ**

Chief, Licensure and Registration Division

Noted:

  
**REYNALDO V. CRISTOBAL**

Regional Director





To avail, please read the step-by-step process below.

#### A. Photo requirements

Update your photo in your LERIS account by uploading a photo taken within the last six (6) months. Make sure that the photo meets the following requirements:

- 2x2inches
- Colored and with a white background
- Without eyeglasses
- Not blurred
- Shows your entire face and fits within the prescribed frame..

#### B. Check Serviceable Zones

To ensure that your area is within the serviceable zones, please check the link below. If your location is included, feel free to proceed with your transaction.

#### C. Door to Door Delivery Service (Step by Step Process):

##### Step 1

Click the link below

<https://deliverybooking.fsi.com.ph/booking?pua=PRCIVA>

##### Step 2

Check if your area is within our serviceable zones.

##### Step 3

Once delivery booking is confirmed, **please reply to this email and attach the necessary documentation requirements stated above to complete the process (if applicable).**

#### NOTE:

1. *For professions with additional requirements, printing of their PRC ID shall be upon receipt of the additional requirements.*
2. *By availing of the shipping service, you agree to undertake your CPD compliance.*
3. *Delivery period is within fifteen (15) working days from the date of confirmed booking and upon submission of the additional requirement/s.*

Should you have any concerns/inquiries, please feel free to reach us at (042) 373-7316.

- PRC Regional Office IV-A

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