



Republic of the Philippines  
Professional Regulation Commission  
Manila

PRC REG Form No. 006 (Rev. Sept 2002)

**REGISTRATION DIVISION**

**ACTION SHEET FOR REGISTRATION CERTIFICATE REPLACEMENT**

Date filed: \_\_\_\_\_ Date due: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Married Name \_\_\_\_\_

PROFESSION: \_\_\_\_\_ CERTIFICATE NO.: \_\_\_\_\_ DATE REGISTERED: \_\_\_\_\_

**FOR PRC PROCESSING**

Amount: _____	Verified by: _____ (Signature over printed name)	Checked by: _____ Unit Head, Registration Division
O.R. No. : _____		Recommending Approval: _____
Date: _____		
Issued by: _____	(Signature over printed name)	Chief, Registration Division

PLEASE FILL OUT THIS CLAIM SLIP

**CERTIFICATE REPLACEMENT CLAIM SLIP**

NAME: \_\_\_\_\_ PROFESSION: \_\_\_\_\_

CERTIFICATE NO.: \_\_\_\_\_ DATE REGISTERED: \_\_\_\_\_

Date filed: 1 2 3 4 5 6 Jan 7 8 Feb 9 10 Mar 11 12 13 Apr 14 15 May 16 17 Jun 18 19 20 Jul 21 22 23 24 25 26 27 28 29 30 31

Date due: 1 2 3 4 5 6 Jan 7 8 Feb 9 10 Mar 11 12 13 Apr 14 15 May 16 17 Jun 18 19 20 Sept 21 22 23 24 25 26 27 28 29 30 31

Please present this slip to claim documents at Window \_\_\_\_\_. REPRESENTATIVE WITH PROPER IDENTIFICATION SHOULD PRESENT AUTHORIZATION LETTER FROM THE REGISTERED PROFESSIONAL.

**REGISTRATION OFFICER**

## PROCEDURES

**Step 1.** Accomplish this Action Sheet (AS).

**Step 2.** Pay prescribed fees at the Cashier:

**Step 3.** Present duly accomplished AS together with the Affidavit of Loss/Damage and receive claim slip at:

Window 16

Window 18

Window 30

**Step 4.** Claim your documents as scheduled. Please refer to your claim slip for further instructions.

## REQUIREMENTS

1. Duly accomplished Action Sheet
2. Affidavit of Loss/Damage
3. Official Receipt
4. Passport size picture with name tag