



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2023-66807  
D1-2023-01-007  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
JAN 25 2023 time: 3:21  
By: shuadr

**Division Advisory**

No. 007,s 2023

To: Assistant Schools Division Superintendents  
Division Chiefs and Unit Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

FROM: **VICTORIA V. GAZO PhD, CESO V**  
Schools Division Superintendent *g*

DATE: January 25, 2023

SUBJECT: **DISSEMINATION OF REQUIREMENTS FOR A CERTIFICATE OF APPEARANCE (CA) REQUEST TO THE PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE X**

1. For the information and guidance of all concerned, enclosed is a copy of Letter from the Professional Regulation Commission (PRC) Cagayan de Oro Regional Office X dated January 23, 2023, titled **Requirements for a Certificate of Appearance (CA) request**.
2. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:  
Records file  
AO file



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
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Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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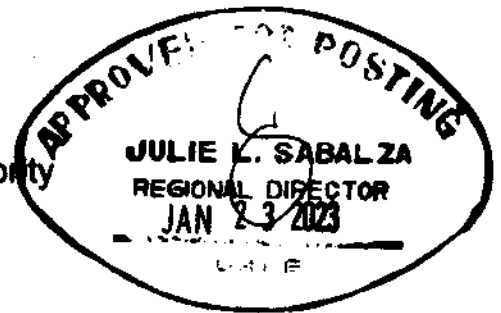
Republic of the Philippines  
Professional Regulation Commission  
Cagayan de Oro Regional Office X

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.



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