



Republic of the Philippines
Professional Regulation Commission
Manila

2"x2" PICTURE

PERSONAL DATA SHEET
(For Room Watcher / Proctor)

WARNING: All statements are subject to verification and any false statement or misinterpretation made in this application is a ground for disqualification and criminal prosecution for falsification.

SURNAME		GIVEN NAME		MIDDLE NAME
RESIDENTIAL & POSTAL ADDRESS				TEL. / C.P. NO.
SEX	CIVIL STATUS	DATE OF BIRTH (MONTH/DATE/YEAR)	PLACE OF BIRTH	
SPOUSE NAME		FATHERS NAME		MOTHERS NAME

HAVE YOU EVER BEEN CONVICTED IN A FINAL JUDGEMENT BY ANY COURT, MILITARY TRIBUNAL OR ADMINISTRATIVE BODY?
 YES NO (IF YES, ATTACHED HERETO A COPY OF THE DECISION)

IF EMPLOYED:

Office: _____ Position: _____
Address: _____ Tel. / C.P. No.: _____
Immediate Supervisor: _____

IF NOT EMPLOYED:

Name of person who referred you to PRC? _____
Office & Tel./C.P. No.: _____

EDUCATIONAL QUALIFICATIONS:

Highest Educational Attainment: _____
Course Completed: _____
School Graduated: _____
Year Graduated: _____
(Submit copy of Diploma and Transcript of Records)

**LICENSURE EXAMINATION PASSED /
CSC ELIGIBILITIES**

Profession: _____
License Number: _____ Date: _____
Eligibilities: _____

COMMUNICATION SKILLS / EXPERIENCE:

1) Have you had an experience / exposure on how and what are the duties and responsibilities of a Room Watcher / Proctor?
 YES NO Give details/facts. _____

2) Have you had an experience / exposure on public speaking or giving instruction to a group of people?
 YES NO Give details/facts. _____

OTHER INFORMATION / DATA REQUIRED:

1) Are you or any of your relatives, connected with a REVIEW CENTER?
State name & address of the Review Center: _____

2) Are you related to any PRC employees (present, separated or retired)? YES NO
State Name: _____

3) Are you ready to accept all the responsibilities and willing to be held liable for any anomaly or untoward incident that would happen in your area of responsibility? YES NO

I HEREBY CERTIFY that the information and/or statements in this application including the exhibits submitted in support thereof are all true and correct of my own knowledge, and that I am fully aware that any false information or statement in this application or in its attachments shall render me liable for criminal prosecution and/or administrative sanction.

Date Accomplished

Signature of Applicant

ENDORSEMENT

TO WHOM IT MAY CONCERN:

This is to certify that Mr./Ms _____ is an employee/faculty of this Office/School _____ and presently holds the position of _____ in Permanent / Contractual / Casual status. He/She has a track record of good performance and good standing. Records of this Office/School show that he/she has NO pending administrative case/s.

Mr./Ms. _____ is hereby endorsed to serve as ROOMWATCHER/PROCTOR in the Licensure Examinations conducted by the Professional Regulations Commission.

Date: _____

Office/School: _____ Personnel Officer/Principal

NOTE: APPLICANTS NOT CONNECTED TO ANY OFFICE MUST SUBMIT A CERTIFICATION OF GOOD MORAL CHARACTER SIGNED BY THE BARANGAY CHAIRMAN.

ATTESTATION ON NON-DISCLOSURE DECLARATION

I declare upon my oath that i will not take from the examination room any examination questions which are used in the licensure examinations in which I will be assigned, or copy, reproduce and/or divulge or make known the nature or content of any examination questions or answer to any individual and I will report to the PROFESSIONAL REGULATION COMMISSION (PRC) or PROFESSIONAL REGULATORY BOARD (PRB) concerned anybody who takes or brings out said examination questions from the examination room or copy/reproduce the same.

I understand that failure on my part to comply with the above undertakings may result in my disqualification to be assigned in future examinations and/or may be subject to criminal prosecution.

Signature of Room Watcher

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____ at _____, Affiant exhibiting to me his/her Community tax Certificate No. _____ Issued at _____ on _____

Administrative Officer
(PRC Authorized Official)

COMMITMENT

I, _____, of legal age, single/married/widow/widower, an employee of _____ and a resident of _____, and now a Member of the Pool of Room Watchers/Proctors of the Professional regulation Commission, after being duly sworn upon my oath, do hereby make the following commitments:

1. That I shall, fully support the centerpiece program of the Professional Regulation Commission, that is part of preserving the integrity and credibility of the licensure examinations.
2. That I shall, abide and enforce the policies, rules and regulations set by the Professional Regulation Commission insofar as the conduct of the licensure examination is concerned;
3. That I shall, be prompt and punctual and property dressed in accordance with the official prescribed dress code.
4. That I shall, at all times, Strictly follow the rules, guidelines, steps and procedures of the Professional Regulation Commission in the conduct of Licensure examinations;
5. That shall project competency and professionalism as a Room Watcher/Proctor and such as I shall study and familiarize myself with the guidelines, steps and procedures in the conduct of licensure examinations to be able to give clear and correct instructions to examinees;
6. That I shall be extra careful in handling examination forms and documents to avoid mishandling and errors;
7. That I shall not sleep in my job; shall refrain from reading newspaper, magazines and other materials; shall refrain from using any electronic gadgets; shall not copy or read the test questions and answers of the examinees; and shall not take out of the examination room the test questions/questionnaires/test booklets;
8. That I shall not leave my room/post and shall not talk to other Room Watcher/Proctors while the examination is in progress;
9. That I shall avoid familiarity with the examinees; shall refrain from extending special favors to any examinee; and **shall not accept any favor, in kind or money, from the examinees;**
10. That I shall not tolerate cheating and collusion inside the examination room;
11. That I shall be alert and shall exercise extra vigilance to prevent any untoward incident to happen during the progress of the examination;
12. That I shall immediately communicate problems or issues that need clarifications with the Floor Supervisor and Building Supervisor;
13. That as a responsible Room Watchers/Proctor, I shall at all times maintain the dignity and integrity of an honest person trusted by the Professional Regulation Commission to assist them in its most sensitive function, that of the actual conduct of licensure examination;
14. **That I understand and I am fully aware that i can charged and prosecuted for violation of the Revised Penal Code and other pertinent penal laws, and/or Republic Act No.8981 (PRC Modernization Law) and its implementing Rules and Regulations, and/or the Civil Service Law ad its Rules and Regulations should I commit any crime or infraction in relation to the conduct of any licensure examination wherein I am the Room Watcher/Proctor/Supervisor and I am also fully aware that i can be penalized with imprisonment, fine, cancellation of my PRC License, cancellation of my Civil Service Eligibility and perpetual disqualification from servicing as Room Watcher/Proctor/Supervisor.**

IN WITNESS WHEREOF, I have here unto set my hand this _____ day of _____ in the City of Baguio, Philippines.

Signature of Room Watcher/Proctor

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____ at _____, Affiant
exhibiting to me his/her Community Tax Certificate No. _____ Issued at _____ on _____.

Administrative Officer
(PRC Authorized Official)