



Republic of the Philippines  
Professional Regulation Commission  
Manila



PROFESSIONAL REGULATION COMMISSION  
MEMORANDUM CIRCULAR NO. 04

Series of 2020  
July 7, 2020

TO : ALL APORs IN THE SECTOR OF DENTISTS, OPTOMETRISTS,  
ACCOUNTANTS, ARCHITECTS, ENGINEERS, MANAGEMENT  
CONSULTANCY PROFESSIONALS, SCIENTIFIC AND  
TECHNICAL PROFESSIONALS

SUBJECT : RAPIDPASS SYSTEM IMPLEMENTATION GUIDELINES FOR  
THE PROFESSIONAL SECTOR

Pursuant to the Rapid Pass System (RPS) adopted by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF-MEID) to fast track movement and access at designated checkpoints, and the Accreditation and Authentication Guidelines on the Implementation of the *RapidPass* System issued by the Technical Working Group (IATF-TWG-RPS) headed by the Department of Information and Communications Technology (DICT), the Professional Regulation Commission, having been identified as an Approver under the RPS, hereby promulgates the following guidelines on the application and approval of *RapidPass* for the Professional Sector - Dentists, Optometrists, Accountants, Architects, Engineers, Management Consultancy Professionals, Scientific and Technical Professionals:

## I. APPLICATION PROCESS

### A. Applicants

The following professionals identified as Authorized Persons Outside of Residence (APOR) shall be eligible to apply for RapidPass:

1. Dentists
2. Optometrists
3. Accountants
4. Architects
5. Engineers
6. Other Professionals
  - 6.1 Management Consultancy Professionals
  - 6.2 Scientific and Technical

### B. Application Form

1. The applicant must download the *RapidPass* Form from the DICT website (<https://dict.gov.ph/rapidpass/>) through this link: (<http://dict.gov.ph/wp-content/uploads/2020/04/Rapidpassform.xlsx>) and complete all the required fields with true and accurate information. The required fields are as follows:

- Pass Type – Default input is “INDIVIDUAL”
- Nature of Work – APOR Code assigned to PRC
  - DN – Dentists
  - OT – Optometrists
  - AC – Accountants
  - AR – Architects
  - EG – Engineers
  - OP – Other Professionals
- Firstname
- Lastname
- Mobile Number (should be unique, cannot be used more than once)
- Destination City (enter a specific city or enter “Multi Cities” if applicant will travel around Metro Manila)

2. The applicant must also accomplish the Attestation Form which can be downloaded through this link: (<http://dict.gov.ph/wp-content/uploads/2020/04/RapidPass-AttestationForm.pdf>).
3. The applicant should not delete any columns as the sheet is strictly matched in the system.

### C. Submission of Application

1. The applicant shall email to [prc@rapidpass.gov.ph](mailto:prc@rapidpass.gov.ph) the duly-executed: (i) RapidPass Form (in excel/CSV format) and, (ii) duly signed Attestation Form (in PDF format).
2. The application email shall contain the following:
  - i. Subject: (Name of the Applicant) request for the issuance of *RapidPass*.
  - ii. Body: Name of Applicant, Justifications for being classified as exempt from the community quarantine

## II. PROCESSING OF APPLICATION

1. The designated Approver or his/her Alternate shall:
  - i. Review the completeness and format compliance of the application;
  - ii. Verify whether the applicant is a duly registered professional with the PRC;
  - iii. Determine the reasonableness for the issuance of the *RapidPass*;
  - iv. If application is approved, upload the duly approved RapidPass Form to the *RapidPass* Dashboard.
2. Only one (1) RapidPass will be issued to each APOR and all duplicitous and redundant applications, if any, shall be automatically denied.
3. Non-compliance of the required formats of the required forms shall result in the automatic denial of the application.
4. The applicant shall be notified through email the denial of his/her application.

## III. NOTIFICATION

For approved applications (duly uploaded at the RPS), the applicant will receive a notification via SMS message and an email on the approval and attached therewith is the *RapidPass* QR Code generation.

This Order shall take effect immediately.

For compliance.



**TEOFILO S. PILANDO, JR.**  
Chairman