

	Professional Regulation Commission
	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.

NAME: _____

PERMANENT ADDRESS: _____

TEL. NO.: _____

MOBILE NO.: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

COURSE COMPLETED: _____

YEAR GRADUATED: _____

SCHOOL GRADUATED: _____

LICENSURE EXAMINATION: _____

NAME OF OFFICE: _____

ADDRESS: _____

NAME OF RELATIVE(s): _____

WORKING AT PRC, if any: _____

RELATIONSHIP: _____ DIVISION/SECTION: _____

NAME OF VOLUNTEER(s) WHO REFERRED YOU TO PRC, if any: _____

RELATIONSHIP: _____

Are you or any of your relatives, connected with a REVIEW CENTER:

If yes, complete name and address of the Review Center:

EXPERIENCE AS ROOM WATCHER: (from the first Licensure Examination served):

LICENSURE EXAMINATION	YEAR	SCHOOL

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.

Further, I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.

Date Signed: _____

Name of Applicant / Signature

ENDORSEMENT

TO WHOM IT MAY CONCERN:

This is to certify that (Mr/Ms/Mrs.) _____ 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/Mrs.) _____ is hereby endorsed to serve as ROOMWATCHER/PROCTOR in the Licensure Examinations conducted by the Professional Regulation Commission.

Date:

Office/School:

Personnel Officer/ Principal

NOTE: APPLICANTS NOT CONCERNED 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 question or answer to any individual or entity and I will report to the PROFESSIONAL REGULATION COMMISSION (PRC) or PROFESSIONAL REGULATORY BOARDS (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
(Affiant)

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

Administering 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 centrepiece program of the Professional Regulation Commission, that is preserving 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 properly dressed in accordance with the official time and 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 I shall project competency and professionalism as a Room Watcher/Proctor and as such 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 the 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 Watchers/Proctors while the examination is in progress;
- 9. That I shall not 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 examinations;
- 14. That I understand and am fully aware that I can be charged and prosecuted for violation of the Revised Penal Code and other pertinent laws, and/or or Republic Act No. 8981 (PRC Modernization Law) and its implementing Rules and Regulations, and/or the Civil Service Law, and 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 serving as Room Watcher/Proctor/Supervisor.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ in the City of Manila, 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 _____.

Administering Officer
(PRC Authorized Official)