Professional Regulation Commission
International Affairs Office

APPLICATION FOR SPECIAL TEMPORARY PERMIT (STP)

Profession: _____ ☐ New application ☐ Renewal

Passport Size ID

Picture of the Applicant in formal attire with COMPLETE NAME Tag in plain white background

Categories:

This application must be accomplished by the applicant and submitted at the Regulation Division of any PRC Regional Office.

☐ **STP1:** Foreign professionals to practice a profession in the Philippines under reciprocity or international agreements (Architecture, Agricultural and Biosystems Engineering, Environmental Planning, Geodetic Engineering, Landscape Architecture, Radiologic Technology, Real Estate Service)

Note: If the profession is not mentioned in this category, they may fall either under category STP2, STP3 or STP4, depending on the activity/engagement of the foreign professionals in the Philippines.

☐ **STP2:** Foreign professionals who are to be engaged as consultants in foreign-funded, joint venture or foreign assisted projects of the government
☐ **STP3:** Foreign professionals who are to be employed by Philippine or foreign private firms or institutions
☐ **STP4:** Foreign professionals engaged in humanitarian or medical, dental or surgical missions for a limited period of time
☐ Exemption or Exclusion from the STP Requirement

Part I – Personal Data

Sex: ☐ Male ☐ Female	Surname:	Given Name:	Middle Name:
Citizenship:	Contact number and/ or E-mail Address:	BIR Tax Identification Number *(for Categories STP1, STP2 and STP3 only):*	Philippine Mailing Address:
Name of Sponsoring Entity/Individual in the Philippines:			Contact number and/or E-mail Address: Address:

Have you ever been charged or found guilty of crime involving moral turpitude, negligence, incompetence, malpractice fraud, deceit, unprofessional, unethical, immoral, or dishonorable conduct in relation to the practice of profession? ☐ Yes ☐ No

If ***YES***, give particulars: _____

Do you have any condition or impairment (including history of alcohol or substance abuse) that currently interferes, or if left untreated may interfere, with your ability to pratice in a competent and professional manner? ☐ Yes ☐ No

If ***YES***, give particulars: _____

Part II – Educational Attainment

Highest Relevant Educational Qualification/Degree	Granting Institution	Year Conferred

For Medicine, please include entry on Pre-medicine and Medical Degree.

Part III – License/s Obtained

Title of License	Place of Practice	Issuing Agency	License/ Certification Number	Date Issued	Validity

Part IV – Specialization *(Fields of specialization, special studies or research)*

Part V – Work Experience *(Continue on separate sheet if necessary)*

Employer	Address	Contact Details	Position Held	Date of Service

Part V- Acknowledgment

☐ I hereby certify that the above information is true and correct to the best of my knowledge. I further authorize the Professional Regulation Commission (PRC) to validate and/or investigate the authenticity of all the documents presented.

☐ I have read, understood, and agree with the PRC Privacy Notice, and I give my consent to the collection and processing of my personal data in accordance thereto.

_____ Signature over printed name of Applicant

_____ Date Accomplished

DOCUMENTARY REQUIREMENTS FOR SPECIAL TEMPORARY PERMIT

General requirements:

☐ 1. Duly accomplished Application Form for Special Temporary Permit (STP) (The form is available at the https://www.prc.gov.ph/special-temporary-permits)

☐ 2. Photocopy of the data page of the valid passport as proof of citizenship (The validity of the passport must be within the duration of the practice of profession.)

☐ 3. Authenticated or Apostilled Professional license issued by the competent regulatory authority in his/her country with official English Translation thereof when necessary. For foreign Physicians, he/she must submit an authenticated or apostilled Certificate of Specialization. The validity/expiration date must be reflected on the professional license or certificate and it **remains valid during the practice of profession in the Philippines**. For professional licenses/registration with lifetime validity, the applicant is required to submit an updated Certificate of Good Standing (COGS) issued by the Professional Regulatory Authority (PRA) or Accredited Institution for the Profession from the applicant's country of origin. The same must be apostilled/authenticated.
Please see asterisk at the bottom of this page on the legalization of the document. The laws are available at https://www.prc.gov.ph/professional-regulatory-boards.

☐ 4. For **Categories STP1, STP2, and STP3**, at least one (1) Filipino Professional counterpart for every foreign professional whose services will be engaged in the Philippines, who shall be employed for the same duration as the foreign national's tenure with the company or firm; indicate the name of counterpart in the letter request supported by a contract of employment with a photocopy of current PRC Professional I.D. Card (The validity of the Professional ID Card must be within the duration of the practice of profession of the foreign national. However, with regard to the following:

- **Accountancy:** If the foreign national is an ASEAN CPA, the counterpart should be a Filipino ASEAN CPA.
- **Electronics Engineering**: There must be at least two (2) Filipino electronics engineer counterparts for every foreign professional.
- **Geodetic Engineering**: The Filipino counterpart must be a member in good standing with the A.P.O.
- **Interior Design**: The Filipino counterpart must be in continuous practice of interior design for at least ten (10) years).

☐ 5. For **Category STP4**:

- At least one (1) Filipino Professional counterpart for every foreign professional whose services will be engaged in the Philippines to be indicated in the letter request to PRC/PRB with a photocopy of current PRC Professional I.D. However, with regard to **Midwifery, Nutrition and Dietetics, Physical Therapy, Occupational Therapy, Respiratory Therapy** and **Veterinary Medicine**, instead of providing a Filipino Professional counterpart, applicant must submit names of officers or representatives of local sponsoring organization/institution. This is **not applicable** to **Agriculture, Chemistry** and **Social Workers.**
- At least one (1) Filipino Professional counterpart of the same specialization for every foreign dentist or physician-specialists, whose services are under co-management arrangement characterized by shared responsibility, authority, and accountability in patient care.

☐ 6. One (1) piece passport size I.D. picture **in formal attire** with complete name tag in white background

☐ 7. For profession specific documentary requirements, the same is available at https://prc.gov.ph/special-temporary-permits.

Category-specific requirements

Category STP1

☐ 1. Letter request to the PRB Chairperson requesting for the issuance of STP to the foreign professional indicating the following **in bullet points** the date and venue of the undertaking and name of Filipino Professional counterpart with current roles and responsibilities in the company to qualify as counterpart and provide with narratives of the detailed expertise, skills and competencies of foreign applicant that will be transferred to the counterpart for the duration of the undertaking of foreign applicant;

☐ 2. Authenticated/apostilled official copy of the foreign law or international agreement as proof of reciprocity for the practice of profession, officially translated in the English Language, if applicable. **(Please see asterisk at the next page on the legalization of document executed/issued abroad)**

☐ 3. Notarized copy of Contract of Employment or Services, or Memorandum of Agreement between the employer and the foreign professional indicating the terms of reference, nature of engagement, scope, duration and other project or contract details

Category STP2

☐ 1. Letter request addressed to the PRB Chairperson requesting for the issuance of STP to foreign professional to be engaged as a consultant in foreign-funded, joint venture or foreign-assisted projects of the government indicating the following **in bullet points** the date and venue of the undertaking and name of Filipino Professional counterpart with current roles and responsibilities in the company to qualify

as counterpart and provide with narratives of the detailed expertise, skills and competencies of foreign applicant that will be transferred to the counterpart for the duration of the undertaking of foreign applicant;

☐ 2. Notarized copy of the Contract of Employment or Services, or Memorandum of Agreement between the government agency and the foreign professional, indicating the terms of reference, nature of engagement, scope, duration and other project or contract details

Category STP3

☐ 1. Letter request addressed to the PRB Chairperson requesting for the issuance of the STP to the foreign professional to be employed by the local or foreign private firms or institutions indicating the following **in bullet points** the date and venue of the undertaking and name of Filipino Professional counterpart with current roles and responsibilities in the company to qualify as counterpart and provide with narratives of the detailed expertise, skills and competencies of foreign applicant that will be transferred to the counterpart for the duration of the undertaking of foreign applicant; if a foreigner is a teacher, please also include the following information on the letter: year level and subjects to be taught.

☐ 2. Notarized copy of the Contract of Employment or Services, or Memorandum of Agreement between the private firm or institution and the foreign professional, indicating the terms of reference, nature of engagement, scope, duration and other project or contract details

Category STP4

☐ 1. Letter request to the PRB Chairperson requesting for the issuance of STP to the foreign professional for the conduct of humanitarian or medical, dental or surgical mission indicating the following **in bullet points** the date and venue of the mission in the Philippines, name of Filipino professional counterpart (Please see No. 4 above for the details) and names of foreign professionals indicating their respective undertaking with supporting Certificate/s of Training/Competency in the discipline of area of specialization for which the foreign professional is to be engaged in the Philippines

**** **Legalization of document executed/issued abroad:** Starting **14 May 2019**, foreign documents from Apostille-contracting countries (available at https://www.hcch.net/en/instruments/conventions/status-table/?cid=41) need not be authenticated abroad by Philippine Embassies and Consulates General in order to be recognized and accepted in the Philippines. **Apostille Certification or e-Apostille (electronic copy)** issued by the foreign competent authority responsible for the implementation of the Apostille Convention will be sufficient. While foreign documents issued in non-member countries including Germany, shall have notarial (i.e., acknowledgement and jurat) with authentication from the Philippine Embassies and Consulates. The document must be accompanied by an official English translation, if applicable.*

REQUEST FOR AN EXEMPTION OR EXCLUSION FROM THE STP REQUIREMENT

☐ 1. Letter request addressed to PRC/PRB requesting for an exemption from authority to practice by citing clear factual and/or legal basis for an exemption

☐ 2. Photocopy of valid passport as proof of citizenship

☐ 3. Notarized copy of the Contract of Employment or Services, or Memorandum of Agreement between the employer and the foreign professional, indicating the terms of reference, nature of engagement, scope, duration and other project or contract details

IMPORTANT NOTE:

1. For group applications, documentary requirements should be segregated and submitted **per profession.**
2. Applicant must also submit the application documents in one pdf file. Kindly scan the documents in an orderly manner based on the General Requirements list, followed by the Category-Specific Requirements list. The same applies to the request for Exemption or Exclusion from the STP Requirement list. Email the same at the official email address of the Regional Office where the hard copies of the documents will be submitted.
3. The names of the PRB Chairperson are available at the https://prc.gov.ph/professional-regulatory-boards
4. For Categories **STP1, STP2 and STP3**, the Accomplishment report must include the following information: 1) Performance of the Filipino counterpart within the duration of the STP including his/her specific learnings on the advance trends and technologies; and, 2) Information in dealing with delays, emergencies and mitigating risks at the project site, if applicable.
5. For **STP4,** Accomplishment report/Post Mission Report of foreign professional for the period covered by the STP, previously issued to the foreign professional/s must be immediately submitted after the expiration of the STP at **grd2@prc.gov.ph** with the subject: *Post Report – (Name of the Requesting Group)*.