



**ASEAN MONITORING COMMITTEE ON ENGINEERING SERVICES
OF THE PHILIPPINES (AMCESP)**

Memorandum Order No. **01**
Series of 2023

**SUPPLEMENTARY GUIDELINES ON THE PROCEDURE FOR APPLICATION,
PRESCRIBED DOCUMENTARY REQUIREMENTS, REGISTRATION PROCEDURE, AND
CONFERMENT PROVIDED UNDER THE PHILIPPINE ASSESSMENT STATEMENT AND
ISSUANCE OF AN ASEAN CHARTERED PROFESSIONAL ENGINEER OF THE
PHILIPPINES IDENTIFICATION CARD PURSUANT TO THE AMCESP MEMORANDUM
ORDER 01 (S. 2022)**

WHEREAS, the ASEAN Mutual Recognition Arrangement (MRA) on Engineering Services provides the framework for mutual professional recognition and borderless practice of Professional Engineers within the ASEAN Region;

WHEREAS, the ASEAN Monitoring Committee on Engineering Services of the Philippines (AMCESP) issued the Philippine Assessment Statement, as amended, which prescribed the Administrative and Procedural Guidelines for the Registration of ASEAN Chartered Professional Engineering (ACPE) Applications;

WHEREAS, Section 12.1 of the Philippine Assessment Statement provides that an ACPE is required to renew his registration every three (3) years subject to the rules and regulations and prescribed fees;

WHEREAS, Section 8 of the Guidelines in Implementing the MOA for the Creation of the AMCESP pursuant to the ASEAN MRA on Engineering Services states that the AMCESP shall ensure that a Filipino ACPE applies for the renewal of his/her local license and ACPE Registration every three (3) years;

WHEREAS, AMCESP issued Memorandum Order No. 1 (s. 2022) or the "Adoption of the ASEAN Chartered Professional Engineer of the Philippines Identification Card" which provides that the renewal of the ACPE Identification Card (ID) shall be simultaneous with the ACPE's PRC Professional Identification Card;

WHEREAS, Section 4 of the said Memorandum Order states that a Supplementary Guidelines shall be issued including the details on process flow, fees, and documentary requirements for issuance of a Philippine ACPE Identification Card;

NOW THEREFORE, the AMCESP **RESOLVES**, as it is hereby **RESOLVED**, to issue and promulgate the "Supplementary Guidelines on the Procedure for Application, Prescribed Documentary Requirements, Registration Procedure, and Conferment Provided Under the Philippine Assessment Statement and Issuance of an ASEAN Chartered Professional Engineer of the Philippines Identification Card Pursuant to the AMCESP Memorandum Order 01 (s. 2022)".

Section 1. Registration of an ASEAN Chartered Professional Engineer (ACPE). The ACPE registration procedure, prescribed documentary requirements, and conferment of ACPE title including the corresponding issuance of the ACPE Certificate and Identification Card provided under the 'Philippine Assessment Statement for the ACPE shall be observed.

Section 2. Validity of the ACPE Identification Card upon registration as an ACPE. The ACPE Identification Card issued to ACPEs shall be valid for (3) years from the date of registration and shall be renewed on a three (3)-year basis. Further, the ACPE Identification Card shall have the same period of validity as the holder's PRC Professional Identification Card (PRC PIC), subject to renewal upon compliance with the prescribed requirements.

Reckoning from the date of issuance of the ACPE Identification Card, the following rules shall apply:

1. If the remaining validity of the holder's current PRC PIC is one year or less, the ACPE shall be valid until the next renewal cycle of the PRC PIC (or an additional 3-year validity on top of the remaining validity period).
2. If the remaining validity of the holder's current PRC PIC is more than one year, the ACPE ID shall have the exact same period of validity as the current PRC PIC.

Section 3. Requirements for renewal of ACPE Identification Card. An ACPE shall renew his/her ACPE Identification Card simultaneous with the renewal of the PRC Professional Identification Card. The following documents should be submitted for the renewal of the ACPE Identification Card:

1. Duly accomplished application form for renewal of ACPE Identification Card (**Annex A**)
2. Photocopies of the latest PRC Professional Identification Card and ACPE Identification Card;
3. Proof of compliance with the Continuing Professional Development requirement; and,
4. Certificate of No Pending Case.

Section 4. Procedure for the renewal of ACPE Identification Card. The process of application for renewal of ACPE Identification Card are as follows:

1. The applicant should schedule an appointment online through <https://online.prc.gov.ph/> and pay the prescribed the renewal fee.
2. On the date of appointment, the applicant should submit to the Registration Section of the Regional Office concerned: (a) the complete documentary requirements; and (b) a copy of the official receipt as proof payment.
3. The Regional Office shall process and verify the completeness of the requirements submitted.

Applications with incomplete documentary requirements shall be returned to the applicant for completion.

4. The Regional Office shall print and release the renewed ACPE Identification Card to the applicant. The applicant should validate the data printed in the ACPE Identification Card.

If the renewal or claiming of the renewed ACPE Identification Card is done through a representative, the following should be presented:

1. Any valid government-issued ID or valid NBI Clearance; and,
2. If the representative is a PRC registered professional: authorization letter and PRC-issued PIC; if not registered professional, Special Power of Attorney.

Section 5. ACPE with two qualification titles in the same engineering discipline. If the ACPE is both a Registered Mechanical Engineer (RME) and a Professional Mechanical Engineer (PME) or both a Registered Electrical Engineer (REE) and a Professional Electrical Engineer (PEE), or both a Registered Electronics Engineer (RecE) and a Professional Electronics Engineer (PecE), the basis of counting the validity of the ACPE Identification shall be their PRC PIC either as a PME or PEE or PEcE.

Section 6. Replacement of ACPE Identification Card. An ACPE may request for the replacement of his/her ACPE Identification Card by filing an online application and submission of the following documents:

1. Duly accomplished application form for replacement of ACPE Identification Card (**Annex A**); and,
2. Affidavit of loss or submission of damaged PIC.

The procedure for the renewal of ACPE Identification Card shall be observed in ACPE Identification Card replacement applications.

Section 7. Fees. Upon filing of the application for the renewal or replacement of the ACPE Identification Card, the applicant shall pay a non-refundable processing fee as prescribed under the existing guidelines on fees.

Section 8. Transitory Provision. The renewal fees for the Filipino ACPEs who have been conferred the title ACPE prior to the effectivity of this Memorandum Order shall be waived.

Section 9. Separability Clause. – If any part or provision of this Guidelines is declared invalid or unconstitutional or repealed, other provisions not affected shall remain in full force and effect.

Section 10. Repealing Clause. – All resolutions, orders, circulars, issuances and parts thereof which are inconsistent with this resolution are hereby repealed or modified accordingly.

Section 11. Effectivity. This Memorandum Order shall take effect immediately upon its publication in the Official Gazette or in any newspaper of general circulation, copy furnish the UP Law Center.


DONE, in the City of Manila, this **23rd** day of **November**, in the year of our Lord **Two Thousand and Twenty-Three**.


CHARITO A. ZAMORA
Chairperson, AMCESP

DATE OF PUBLICATION IN THE

Business Mirror : **December 01, 2023**

Effective Date : **Immediately**

	Professional Regulation Commission
	APPLICATION FORM FOR RENEWAL/ REPLACEMENT OF ASEAN CHARTERED PROFESSIONAL ENGINEER (ACPE) IDENTIFICATION CARD

Instructions: Fill in all the required information. DO NOT leave an item blank. DO NOT abbreviate. If item is not applicable, indicate “N/A”.

- Renewal
- Replacement

PART I. PERSONAL DATA

Surname:	Given Name:	Middle Name:	Suffix:
Citizenship:	Birthdate (mm/dd/yyyy):	Civil Status:	
PRC PIC Registration No. & Validity (mm/dd/yyyy):		ACPE Registration No.:	
Contact number:	Local Mailing Address:		
E-mail Address:			

PART II. PRACTICE OF PROFESSION

Current Place of Practice (Country):	Name of Employer/Company/Agency:
	Complete Address Employer/Company/Agency:

I hereby declare that I have no record of any violation of technical, professional or ethical standards, local and international, applicable to the practice of engineering.

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

_____ Signature over printed name of applicant _____ Date Accomplished

NOTE: Representative/s filing application/s for renewal and claiming the ACPE ID on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative

----- *To be filled out by PRC Processor* -----

CLAIM SLIP (ACPE Identification Card)		
Name of Applicant		
Date of Appointment		
Received by:	NAME and SIGNATURE	DATE