

ISSUANCE OF CERTIFICATE OF APPEARANCE FOR PROFESSIONAL MECHANICAL ENGINEER/ PROFESSIONAL ENGINEER

The Certificate of Appearance for Professional Mechanical Engineer (PME)/ Professional Electrical Engineer (PEE) is issued to professional engineers who will be preparing mechanical and electrical plans, and installation of mechanical equipment and of electrical wiring in industrial establishments covered by DOLE Technical Safety Inspection.

OFFICE OR DIVISION	DOLE Regional Office 5
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C - Government to Citizen
WHO MAY AVAIL	Professional Mechanical Engineers and Professional Electrical Engineers

CHECKLIST OF REQUIREMENTS

- Valid Professional Tax Receipt (1 photocopy)
- Professional Regulation Commission (PRC) License (1 photocopy)
- Original Copy of valid Professional Tax Receipt and PRC License (for presentation only)

WHERE TO SECURE

- Local Government Unit (LGU) – Treasury Office
- Professional Regulation Commission (PRC) – Licensure and Registration Division
- LGU – Treasury Office
PRC – Licensure and Registration Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. PME/PEE to personally appear and submit the complete requirements at the DOLE Regional Office. See VII. List of Offices for the office address of DOLE Regional Offices.	1. Check completeness of the required documents.	None	10 minutes	ENGR. LICERIO ABEJURO III LEO II-FNLI
2. Affix 3 specimen signatures on the photocopy of the PRC License and the ff: ☑ address ☑ contact number ☑ email address	2. If requirements are complete, require the PME/ PEE to affix three (3) specimen signatures on the photocopy of the PRC License. ☑ If the presented requirements are incomplete, return to the applicant for resubmission and indicate lacking requirements.	None	5 minutes	ENGR. LICERIO ABEJURO III LEO II-FNLI
3. Log in the PME/ PEE information logbook.	3. Provide the logbook to the applicant for entry of required information in the PME/PEE logbook.	None	5 minutes	ENGR. LICERIO ABEJURO III LEO II-FNLI
4. Get the claim stub.	4. Issue claim stub. Forward the document to RO Focal Person. ☑ If the presented requirements are incomplete, return to the applicant for resubmission and indicate lacking requirements.	None	10 minutes	ENGR. LICERIO ABEJURO III LEO II-FNLI
	4.1. Validate applicant's information/ documents. If the information/ documents are in order, prepare the Certificate of Appearance and submit complete documents to the Office of the Director.	None	6 hours, 30 minutes	ENGR. LICERIO ABEJURO III LEO II-FNLI
	4.2. Sign the Certificate of Appearance. ☑ If not in order or if there is misrepresentation, endorsement letter to be sent to Legal Service for appropriate action.	None	30 minutes	MA. ZENAIDA A. ANGARA-CAMPITA, CESO III Regional Director
5. Receive the Certificate of Appearance. If the claimant of the requested service is other than the PME/PEE, submit the letter of authorization together with photocopy of their ID and copy of claim stub (Filer/ Applicant and Authorized Representative - to present original for verification purposes).	5. Release the Certificate of Appearance with official dry seal.	None	15 minutes	ENGR. LICERIO ABEJURO III LEO II-FNLI
PROCESSING TIME		None	7 hours, 45 minutes	

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