



PROFESSIONAL REGULATORY BOARD OF FOOD TECHNOLOGY
RESOLUTION No. **02**
SERIES OF **2022**

OPERATIONAL GUIDELINES ON THE REGISTRATION WITHOUT EXAMINATION OF PROFESSIONAL FOOD TECHNOLOGISTS

WHEREAS, Section 2, Article I of Republic Act (R.A.) No. 11052, otherwise known as the "Philippine Food Technology Act," provides for the policy of the State to regulate and professionalize the practice of Food Technology, to wit:

"Section 2. Statement of Policy – The State recognizes the importance of professional food technologists in nation-building and development. Hence, it shall develop and nurture competent, virtuous, productive, and well-rounded professional food technologists whose standards of practice and service shall be excellent, world class, and globally competitive through honest, effective, relevant, and credible licensure examinations and through regulatory programs, measures, and activities that foster their professional growth, social responsibility, and development."

WHEREAS, Section 9 (f) of R.A. No. 8981 or the "PRC Modernization Act of 2000" provides that the Professional Regulatory Boards shall recommend registration without examination and issuance of corresponding Certificate of Registration (COR) and Professional Identification Card (PIC), subject to the final approval by the Professional Regulation Commission (Commission);

WHEREAS, Section 20, Article III of R.A. No. 11052 provides for the issuance of COR and professional license to qualified applicants without taking the prescribed licensure examination, provided, that applicants for registration without examination shall file their applications in the form prescribed for the purpose not later than two (2) years from the date of effectivity of R.A. No. 11052 or until 01 August 2020;

WHEREAS, the Professional Regulatory Board of Food Technology (Board) was only constituted in year 2021¹ which made the implementation of the provision on registration without examination not plausible within the prescribed two (2) year period;

WHEREAS, the Board deemed it reasonable to consider such circumstance in implementing the provision on registration without examination to give qualified applicants a fair chance and opportunity to avail of this privilege under the law;

WHEREAS, the Board conducted consultative meetings with its stakeholders in the formulation of the operational guidelines on the registration without examination of professional food technologist, pursuant to law;

NOW THEREFORE, the Board **RESOLVES**, as it is hereby **RESOLVED**, to endorse for the approval of the Commission its Operational Guidelines on the Registration Without Examination of Professional Food Technologists pursuant to R.A. Nos. 11052 and 8981 and their respective Implementing Rules and Regulations (IRRs):

Section 1. Actions on Applications for Registration Without Examination – All applications for registration without examination shall be acted and decided upon by the Board, as a collegial body. In case the Board Chairperson or Member is related to an applicant within the fourth (4th) civil degree of consanguinity or affinity, or if other ground/s exist which may give rise to conflict of interest, the Board Chairperson or Member concerned shall inform the Board of such fact and shall, as a consequence, be required to inhibit from participating in the processing and approval of such application. The fact of inhibition shall be reflected in the Resolution to be issued by the Board.

¹ Hon. Anthony C. Sales and Hon. Remedios V. Bacilig were appointed on July 8, 2021.

Section 2. Registration Without Examination of the Members of the First Appointed Board

The Commission shall issue CORs and PICs as Professional Food Technologists to the Chairperson and Members of the first (1st) appointed Board without requirement of examination, after taking the required oath and signing in the Roll of Professional Food Technologists. Provided further, that they pay the prescribed fees for registration.

Section 3. Qualification Requirements for Registration Without Examination

Registration and licensing without examination shall apply to holders of a Bachelor's Degree in Food Technology or its equivalent, or of any of the following allied fields: Nutrition, Agriculture, Biochemistry or Molecular Biology, Chemistry, Fishery, or Chemical Engineering from higher education institutions in the Philippines or abroad, and who have been actively practicing the profession of food technology, within the Philippines or abroad, for a period of at least five (5) years immediately preceding the effectivity of R.A. No. 11052. This provision is open to qualified applicants based in the Philippines or abroad who have complied with the requirements.

Qualified applicants shall be given only **two (2) years after the effectivity of this Operational Guidelines** to file their applications for registration without examination. No application beyond such period shall be accepted and entertained.

Section 4. Documentary Requirements for Registration Without Examination

Applicants for registration and licensing without examination shall submit the following documents and pay the appropriate fees:

1. Notarized Application Form (*Annex A*);
2. Birth Certificate from the Philippine Statistics Authority (PSA);
3. PSA Marriage Contract/Certificate (for female married applicants);
4. College Diploma and Transcript of Records;
5. Certificate of Program Compliance to the Bachelor of Science (BS) Food Technology policies, standards, and guidelines for graduates of BS in Food Technology, or a certificate indicating equivalency with BS in Food Technology for graduates of allied or other courses from the Commission on Higher Education (CHED);
6. Certification or Attestation confirming active practice in food technology as defined in Section 4 of R.A. No. 11052 for at least five (5) years immediately preceding the effectivity of RA No. 11052 which may be executed by the applicant, if self-employed; otherwise, by any competent party such as the Human Resource Department or Administrative Office of his/her employer. In case of self-certification/attestation, the same must be under oath. Attached is the prescribed form for the self-certification/attestation (*Annex B*);
7. National Bureau of Investigation clearance;
8. Ombudsman Clearance, if applicable; and
9. Other documents that may be required by the Board.

For foreign applicants, he/she must submit the following documentary requirements and pay the appropriate fees:



1. Notarized Application Form (*Annex A*);
2. Copy of the national law or international treaty, agreement, or covenant to prove reciprocity for the practice of Food Technology between the Philippines and his/her country;
3. Birth Certificate;
4. Marriage Contract/Certificate (for married female applicants);
5. Copy of passport data page or any equivalent document to establish citizenship;
6. College Diploma and Transcript of Records;
7. Certificate of Good Moral Character to be issued by any of the following: employer, school/college/university, or any competent authority acceptable to the Board; and
8. Other documents that may be required by the Board.

For degrees taken abroad, the applicant has to submit a Certificate of Equivalency from the CHED.

All official documents that are issued or executed abroad must be authenticated by the Philippine Embassy/Consulate/Legation in the state or country where they are issued or executed. An Apostille Certification issued by the foreign competent authority responsible for the implementation of the Apostille Convention is sufficient. The document must also be accompanied by an official English translation, if applicable.

The Board may modify or revise herein list of documentary requirements as needed.

Section 5. Procedure for Application for Registration Without Examination – The following shall be the procedure in the processing of applications for registration without examination:

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1. The applicant shall accomplish the Application Form for Registration Without Examination (*Annex A*) and submit the required documents for pre-evaluation to the Application Section of the Commission Regional Offices (RO) processing counters. Applications may be filed with any RO, at the option of the applicant.
 2. The applicant shall present the documentary requirements in hard and soft copies. The soft copy shall be scanned in pdf format, which shall be contained in a flash drive.
 3. Upon receipt of the application, the processing officer shall check the completeness and correctness of the documentary requirements and compare the same with the soft copies. If the documents are in order, the other required processes shall be done, such as verification of licenses, checking for derogatory records, and payment of the prescribed fee.
 4. After completion of the required processes, the processing officer shall receive the application documents, both in hard and soft copies. The soft copies shall be copied from the flash drive and saved in the processing officer's computer.
 5. The processing officer shall scan the duly accomplished application form and email the same, with the documentary requirements and the draft Board Resolution, to the Board, through the Board Secretary, within four (4) working days from receipt. The hard copies of the application documents shall likewise be forwarded to the Board, through the Board Secretary, within the same period.
 6. The Board shall act on the application within ten (10) working days from receipt thereof, noting on the Application Form under box "Action taken by the Board" whether the application is (a) Approved; (b) Disapproved (stating the reason/s therefor); or (c) Deferred (stating the deficiencies noted and deadline for submission of compliance).
 7. The Board shall issue either a: (a) Resolution, in the case of approved applications; (b) Letter of Disapproval, in case of disapproved applications; or (c) Letter to Comply, in case additional compliance is required of the applicant. The Letter of Disapproval (*Annex C*) and Letter to Comply (*Annex D*) shall be sent to the applicant, through the RO concerned. The disapproval of the application shall not preclude the filing of a new application, *provided*, that the reason for disapproval shall have been resolved or addressed, and that the same shall have been filed within the two (2) year period stipulated in this guidelines. In case of deferment, the applicant shall be given ten (10) working days from receipt within which to comply with the required additional documents. Additional documentary submissions shall be sent to the Board, through the RO, via electronic mailing. Failure to comply with the Board's directive within the given timeline shall cause the disapproval of the application.
 8. The Board Resolution referred to in number 7 (a) of this Section shall be endorsed to the Commission for approval/signature, and thereafter, for docketing.

Section 6. Oath – All Professional Food Technologists issued with CORs without examination shall, prior to the practice of food technology, be required to take their

respective oaths of profession before the Board or any member thereof, any officer of the Commission, or any person authorized by law.

Section 7. Membership to the Accredited Integrated Professional Organization – All Professional Food Technologists issued with CORs without examination shall automatically become members of the Accredited Integrated Professional Organization (AIPO), and shall be entitled to the benefits and privileges appurtenant thereto, upon payment of the required fees and dues. Membership in the AIPO shall not be a bar to membership in other associations of food technologists.

Section 8. Inclusion in the Roster of Food Technologists – All Professional Food Technologists issued with CORs and PICs without examination shall be included in the Roster of Food Technologists maintained by the Board which shall contain the name of each registered food technologist, the residence and/or office address, the dates of registration and issuance of certificates, and other data which the Board may deem pertinent.

Section 9. Indication of License and Professional Tax Receipt – Professional Food Technologists issued with CORs without examination are required to indicate the date of issuance of the COR and the date of expiry of the PIC, the Professional Tax Receipt number, and his/her professional registration number on any document they sign or issue in connection with the practice of profession.

Section 10. Appending of Professional Title – Professional Food Technologists who have been registered without examination must append or affix “PFT” to their names. It shall be unlawful for any person not otherwise registered as a Professional Food Technologist to append to his/her the name the professional title “PFT”.

Section 11. Prohibited Acts – All prohibited acts indicated in Section 30 of R.A. No. 11052 and its IRR shall apply to all Professional Food Technologists issued with CORs without examination.

Section 12. Revocation or Suspension of the Certificate of Registration Without Examination - The Board may, after giving proper notice of hearing to the party concerned, revoke or suspend the COR of a Professional Food Technologist for any unprofessional or unethical conduct, malpractice, or violation of any of the provisions of R.A. No. 11052, its IRR, the Code of Professional Conduct, and this Guidelines.

Section 13. Reinstatement, Reissuance or Replacement of Certificate of Registration and Professional Identification Card Issued Without Examination – Two (2) years from the date of surrender of the COR and PIC, the Board may, upon application and for reasons deemed proper and sufficient, reinstate any revoked COR without examination and reissue a PIC.

A new COR or PIC to replace lost, destroyed, or mutilated ones may be issued, subject to the rules as implemented by the Board.

Section 14. Repealing Clause – Except as may be provided under R.A. No. 11052 and its IRR, all other resolutions, orders, circulars, issuances, or parts thereof inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 15. Effectivity - This Guidelines shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in any newspaper of general circulation in the Philippines.

Let a copy hereof be distributed to the University of the Philippines Law Center, the AIPO for Professional Food Technologists, and all other relevant offices, agencies, or associations for information.

Done this **11th** day of **May, 2022** in the City of Manila.

OPERATIONAL GUIDELINES ON THE REGISTRATION WITHOUT EXAMINATION
OF PROFESSIONAL FOOD TECHNOLOGISTS




ANTHONY C. SALES
Chairperson



REMEDIOS V. BACLIG
Member

VACANT
Member

ATTESTED BY:



Atty. Lovellika T. Bautista
Chief, PRB Secretariat Division

APPROVED:



TEOFILO S. PILANDO, JR.
Chairman



JOSE Y. CUETO, JR.
Commissioner



ERWIN M. ENAD
Commissioner

Note: Attachments may be downloaded at www.prc.gov.ph under PRB of Food Technology Resolution. <https://www.prc.gov.ph/food-technology>

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