



Republic of the Philippines
Professional Regulation Commission
Manila

PROFESSIONAL REGULATORY BOARD OF REAL ESTATE

**RESOLUTION NO. 13
SERIES OF 2011**

AMENDMENT OF SEC. 31, RULE IV OF BOARD RES. NO. 02, SERIES OF 2010, THE IMPLEMENTING RULES AND REGULATIONS OF R.A. NO. 9646, KNOWN AS THE "REAL ESTATE SERVICE ACT OF THE PHILIPPINES", AND ISSUANCE OF THE GUIDELINES ON THE ACCREDITATION OF REAL ESTATE SALESPERSONS UNDER THE SAME SECTION

WHEREAS, Sec. 31, Rule IV of Board Res. No. 02, Series of 2010, the "IRR of R.A. No. 9646" provides, in part, the accreditation of real estate salespersons, to wit: "x x x no examination shall be given, but they shall be accredited by the Board, provided that they have completed at least two (2) years of college and have undergone training and seminars of at least twelve (12) credit units in real estate brokerage. THOSE SALESPERSONS WHO ARE REGISTERED WITH THE DTI/HLURB OR OTHER SALESPERSONS WHO ARE IN THE ACTIVE PRACTICE FOR AT LEAST THREE (3) YEARS, AS MAY BE CERTIFIED BY A LICENSED BROKER OR A REAL ESTATE DEVELOPER, PRIOR TO THE EFFECTIVITY OF R.A. NO. 9646 MAY ALSO BE ACCREDITED BY THE BOARD UNTIL 30 JULY 2011. *Provided, further, that in both cases, such Real Estate Salespersons must have undergone at least one hundred twenty (120) training hours in real estate brokerage, and have submitted original NSO certificate of live birth/birth certificate, NBI clearance, certificate of educational attainment or its equivalent, notarized certificate of training or seminar and notarized certificate of their supervising licensed brokers, as may be required by the Board X X X X X*"; (Capitalization supplied)

WHEREAS, since the period for the filing of DTI/HLURB registered and the other salespersons' application for the accreditation as salesperson would be too short or inadequate, the Board decided to amend the aforementioned provision by extending the 30 July 2011 to another deadline; and

WHEREAS, inasmuch as the aforementioned provisions would need for the effective implementation thereof, the Professional Regulatory Board of Real Estate Service, the Board, agreed to issue the necessary guidelines or procedures therefor;

NOW, THEREFORE, the Board **RESOLVES**, as it is hereby **RESOLVED**, to amend Sec. 31, Rule IV of Board Res. No. 02, Series of 2010, the "IRR of R.A. No. 9646", by extending the "30 July 2011" deadline to "31 December 2011" and to issue the guidelines on the accreditation of real estate service salespersons under the same section.

These Guidelines in the Accreditation of Real Estate Salesperson shall be observed:

1. **The applicant shall follow these steps:**
 - 1.1. Submit the filled-up or accomplished application with documents for pre-evaluation to the Office of the Secretary, PRBs or of the Assistant Secretary, PRBs (3rd Flr., Main Bldg.) at the PRC Central Office, and the Regional Offices processing counters.
 - 1.2. Proceed to the cashier for payment of fees P600.00 (Ground Flr., Main Bldg.)
 - 1.3. Proceed to the Customer Service Center for metered documentary stamp.
 - 1.4. Submit duly accomplished application form to the Office of the Asst. Secretary, PRBs (3rd Flr.)
 - 1.5. Verify the status of application at the PRC Website: www.prc.gov.ph
2. **The applicant shall submit the following papers / documents in support of his / her qualification and in compliance with other requirements:**
 - 2.1 **For Real Estate Salesperson with no DTI / HLURB Registration.**
 - 2.1.1 Original and Photocopy of NSO Birth Certificate / Certificate of Live Birth
 - 2.1.2 Original and Photocopy of NSO Marriage Certificate / Contract (for Married female only)
 - 2.1.3 Original and Notarized Certificate of Educational Attainment on the Completion of at least two (2) years of College
 - 2.1.4 Original NBI Clearance (Valid)
 - 2.1.5 Original and Notarized Certification of twelve (12) credit units on Real Estate Brokerage.
 - 2.2 **For Real Estate Salesperson with DTI / HLURB Registration**
 - 2.2.1 Original and Photocopy of NSO Birth Certificate / Certificate of Live Birth
 - 2.2.2 Original and Photocopy of NSO Marriage Certificate / Contract (for Married female only)
 - 2.2.3 Original and Notarized Certificate of Educational Attainment (at least H.S. Diploma)
 - 2.2.4 Original NBI Clearance (Valid)
 - 2.2.5 Original and Notarized Certification of his /her DTI Licensed Estate Broker or HLURB Registered Real Estate Developer
 - 2.2.6 Original and Photocopy of DTI / HLURB Certificate of Registration as Salesperson
 - 2.2.7 Original and Notarized Certification of at least One Hundred Twenty (120) Hours of training and seminar to be issued by the Employer or Provider (60 hrs. classroom lectures or seminars and 60 hrs. of training or fieldwork).
 - 2.3 **Real Estate Salesperson with at Least Three (3) years of Active Practice.**
 - 2.3.1 Original and Photocopy of NSO Birth Certificate / Certificate of Live Birth
 - 2.3.2 Original and Photocopy of NSO Marriage Certificate / Contract (for Married female only)
 - 2.3.3 Original and Notarized Certificate of Educational Attainment (at least H.S. Diploma)
 - 2.3.4 Original NBI Clearance (Valid)
 - 2.3.5 Original and Notarized Certification of his /her Supervising Real Estate Broker or HLURB registered Real Estate Developer
 - 2.3.6 Original and Notarized Certification of at least One Hundred Twenty (120) Hours of training and seminar to be issued by the Employer or Provider (60 hrs. classroom lectures or seminars and 60 hrs. of training or fieldwork).
3. The Board shall include in the Resolution thereof subject to approval by the Commission the list of the salespersons accredited.
4. The Registration Division shall notify the accredited salespersons to enroll their names in the Roster of Accredited salespersons after they shall have paid the prescribed fee therefor.
5. Within a reasonable period, the enrolled accredited salespersons shall be issued with their identification cards (ID), containing the data or items that are material to the use thereof in their practice as real estate accredited salespersons.
6. The said ID shall be renewable every year for a period of one (1) year from his / her birth month.
7. The Board and the Commission shall have the right to cancel, withdraw, confiscate, or not to renew such ID upon violation of any law /rule or non-compliance with the conditions or obligations set forth therein.

This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or any major daily newspaper of general circulation in the Philippines.

Let a copy hereof be furnished to the UP Law Center, the Central and Regional Offices / Units and other governmental and non-governmental organizations that the PRBRES and the PRC may tap for their cooperative involvement on the implementation of this Resolution.

Done in the City of Manila, this 3rd day of August 2011.

EDUARDO G. ONG
Chairman

RAMON C. CUERVO, III
Member

BANSAN C. CHOA
Member

RAFAEL M. FAJARDO
Member

FLORENCIO C. DIÑO, II
Member

ATTESTED BY:

CARLOS G. ALMELOR
Secretary, Professional Regulatory Boards

APPROVED:

TERESITA R. MANZALA
Chairperson

ALFREDO Y. PO
Commissioner

JENNIFER JARDIN-MANALILI
Commissioner