



Republic of the Philippines
Professional Regulation Commission
BOARD OF NURSING

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PRC BON Memorandum No. 03 Series 2008

To : All Registrars and Deans, Colleges of Nursing
PRC Application Division, Central and Regional Offices

Subject : AMENDED GUIDELINES IN PROCESSING ALL
APPLICATIONS TO THE NURSE LICENSURE EXAMINATIONS

Date : MAY 30, 2008

Pursuant to Sec. 9 (h) of R.A. 9173, effective this filing season for the November 2008 Nurse Licensure Examination, the foregoing AMENDED Guidelines for the Processing of ALL Applications in the Nurse Licensure Examinations (NLE) shall apply and SHALL BE MADE EFFECTIVE FOR nursing graduates of Academic Years October of 2008, 2009, and 2010.

Guidelines for graduates under CMO No. 5 shall be released in an appropriate time and subject to results of the BoN-ORNAP-MCNAP-APDCN Collaborative Research.

Other/additional requirements imposed by any PRC Regional Office shall need prior approval from the Board of Nursing.

Better functional support and cooperative mechanisms from all concerned especially at the level of the PRC Regional Offices is hereby enjoined.

For full dissemination and guidance of all concerned.

**AMENDED GUIDELINES IN THE FILING AND PROCESSING OF ALL
APPLICATIONS FOR THE NURSE LICENSURE EXAMINATIONS
(NLE) (FOR GRADUATES OF
OCTOBER 2008, 2009, AND 2010)**

A. Checklist of Requirements for Incoming Second, Third, and Fourth Year Nursing Students, Schoolyear 2008-2009

Documentary Requirements	Original	Photocopy
o NSO Birth Certificate	✓	
o NSO Marriage Contract (for female married applicants)		✓
o Transcript of Records (for Board Examination Purpose only)	✓	
o Summary of Related Learning Experience (with total number of hours)	✓	
o Records of O.R., D.R. and Initial Cord Care Cases	✓	
o Properly Notarized Certification of Authenticity of O.R. / D.R. / Initial Cord Care Cases to accompany the application for NLE (for New/First Timer applicants only). FORM AVAILABLE AT ANY PRC Application Office)	✓	
o CHED Recognition Certificate for all New Schools/Programs including State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs)		✓
o 4 pieces passport size pictures (in white background and with complete name tag)	✓	
o 1 piece window mailing envelope with PRC metered postage stamp	✓	
o Examination Fee of Php 900.00 (complete)/Php450.00 (conditioned)	PAID DIRECTLY & RECEIPTED BY THE PRC CASHIER	
o Current Community Tax Certificate (Cedula)		✓
o Duly accomplished "Pre-Numbered" Nurse Application Form (NAF) No. 001-A, September 2007 obtained from PRC ONLY and NOT FOR SALE.	✓	
<i>Applicants may reproduce and wish to keep a second copy of all the above documents for future reference.</i>		

B. Evaluation of Records

B-1. Transcript of Records

- o With scanned picture of the applicant
- o With remark "FOR BOARD EXAMINATION PURPOSES ONLY"
- o With degree/courses and exact date of graduation
- o With Special Order (S.O. No.) with date of issuance (except for State Universities and Colleges, Local Universities and Colleges, and Private Higher Education Institution with Accredited, Deregulated, or Autonomous Status properly inscribed in the TOR).

Clarification: *The exact Date of Graduation refers to the date S.O. was granted or the Date of Approval by the Board of Trustees for SUCs/LUCs, and similarly for Colleges who are Autonomous or Deregulated and/or Accredited Level II and higher.*

B-2. Related Learning Experience (RLE) Exhibits

- With attached certification of authenticity to accompany the application for NLE (for new and First Time Applicants)
- Summary of Related Learning Experience indicating minimum of 2,142 RLE hours completed, **signed by the Dean**
- 5 Major Operations (maximum of 2 similar cases, 2 students may assist a complicated major surgery)
- 5 Minor Operations (maximum of 2 similar cases; 1 case per student; major case cannot be used as substitute for minor scrubs)
- 5 Handled Delivery Cases – 1 student per case
- 5 Assisted Delivery Cases – 1 student per case
- 5 Initial Cord Care Cases - 1 student per case

The **Certification of Authenticity of O.R. / D.R. / Initial Cord Care Cases** is subscribed and sworn to for free by authorized PRC officials per Office Order No. 7-259 dated September 24, 2007. There is no need to notarize each page of the RLE exhibits. ***To meet however the exigencies of beating the deadline for filing or towing a long line of applicants, Colleges of Nursing may opt to have notarization done by any independent notary public prior to filing the same documents to the PRC Application Division.***

B-3. Signatories to the Scrubs and Deliveries and Cord Care in Hospitals

- **Prepared by** : Name of Student
- **Supervised by** : Name of Faculty with Master's Degree in Nursing or other Allied Medical and Health Sciences.
- **Noted by** : Name of Clinical Coordinator with Master's Degree in Nursing or other Allied Medical and Health Sciences, PRC I.D No. and Date of Validity, PNA No. and Date of Validity, and Date the document is signed.
- **Concurred by** : Name of Chief Nurse with Master's Degree in Nursing (except for those serving in only 50-bed hospitals where only 9 Graduate Units in Management & Administration is required), PRC I.D No. and Date of Validity, PNA No. and Date of Validity, and Date the document is signed.
- **Approved by** : Name of Dean with Master's Degree in Nursing, PRC I.D No. and Date of Validity, PNA No. and Date of Validity, ADPCN I.D. No and Date of Validity, and Date the document is signed.

B-4. Signatories to Deliveries and Cord Care in Lying-In Clinics and Home Deliveries

- **Lying-In Clinics** : clinical instructor and clinical coordinator
- **Home Deliveries** : clinical instructor and clinical coordinator

B-5. O.R. / D.R. / Initial Cord Care Form (Please Follow Format as Attached)

Note: **The O.R. / D.R. / Initial Cord Care Form should bear the name of the College of Nursing, and the College Logo** (not the PRC and its logo) Please follow attached forms.

B-6. Guidelines in the Preparation of the specific requirement to the Nurse Licensure Examination

Major and minor scrubs classification shall follow PhilHealth Categorization such that 30 Relative Unit Value or R.U.V. and below are categorized as MINOR cases and 31 R.U.V. and above are MAJOR cases. HOWEVER, when there is discrepancy between the PhilHealth and Hospital classification, the **HOSPITAL classification** shall prevail.

While the PhilHealth Classification is used as guide, **DIAGNOSTIC PROCEDURES ARE NOT TO BE INCLUDED** in determining major or minor scrubs.

Specifically:

1. For major operation, 2 students may actually assist a major surgery or when the procedure takes two (2) hours or more, two (2) similar cases maybe allowed.
2. For minor operation, two (2) similar cases maybe allowed but only one student may claim the cases.
3. Deliveries in the community are to be supervised by a clinical instructor with Master's Degree in Nursing or Allied Medical or Health-Related Sciences and signed by the same before the approval of the Dean.

Note: Emphasis must be given to competencies developed during the intra-operative and intra-partal phase and a variety of cases is preferred.

4. The faculty member, clinical coordinator, chief nurse and dean WITH ACTUAL ACCOUNTABILITIES in the RLE of the student must be the signatories to the forms.
5. Student must accomplish as many forms depending on the number of institutions/agencies where the RLE have been conducted. OR-DR-Cord Care Cases completed in two or more hospitals or agencies must bear the signature of the Chief Nurses of the particular institutions or agencies.
6. The Delivery Room and Initial Cord Care requirements of Registered Midwives who are nursing graduates applying for the Nurse Licensure Examination are hereby WAIVED, provided they submit a "photo copy" of their updated PRC Identification Card.

For nursing graduates who have completed midwifery courses but have not practiced and/or are "under board" beyond five (5) years from date of midwifery graduation, a supervised case of one (1) actually handled delivery and cord care shall be required for the Nurse Licensure Examination properly documented and reported through the required Delivery/Initial Cord Care Forms.

"Pre-Numbered" Nurse's Application Form (NAF) may be obtained only at the Information Desk, PRC Central and Regional Offices only and which are NOT FOR SALE.

Required CODES:

- A. **Urban/City/Town or Provincial CODES** of Residences and **Places of Birth** as well as **Postal address** and **ZIP CODES** as required stipulation in the respective Application Forms are posted in a Master List at the premises of the filing center at any PRC Branch.
- B. The master list of **SCHOOL CODES** is likewise printed at the filing center of any PRC Branch and the same is EXPECTEDLY AVAILABLE from the respective Colleges or Universities.
- C. The master list of **COURSE CODES** is likewise found at the filing center of any PRC Branch and the same is also EXPECTEDLY AVAILABLE from the respective Colleges or Universities.

Specifications pertaining to the "Examination Type Code and the Code signifying the number of times the NLE have been taken" IS FOUND AT THE BACK OF THE NURSES' APPLICATION FORM for everyone's guidance.

**Note: All the above stipulations are in keeping with:
BON RESOLUTION No. 9, Series of 2007
BON RESOLUTION No. 357, Series of 2004
BON Memorandum April 17, 2006 and May 27, 2006
Office Order No. 7-259 dates September 24, 2007**

B-7. Additional Guidelines Specific to Second Degree Nurse-Examinees

- A. Pre-requisite subjects must be completed prior to enrolling other succeeding higher professional nursing courses. These are:
- Anatomy & Physiology (3 units lecture, 2 units laboratory = 5 units); and
 - Microbiology & Parasitology (3 units lecture & 1 unit laboratory = 4 units), and
 - Health Care I (4 units lecture & 3 units RLE), and
 - Primary Health Care II (3 units lecture & 2 units RLE) and
 - Foundations of Nursing (2 units lecture & 1 unit RLE)

- B. PRIOR TO THE IMPLEMENTATION OF CMO No. 5, only NCM 100 – Foundation of Nursing Practice (2 units lecture & 1 unit RLE) and NCM 103 – RELATED LEARNING EXPERIENCES (4 units) are the Professional Nursing Courses which can be enrolled in summer (in accord with the CHED Policies, Standards, and Guidelines)

In strict adherence to the CHED Nursing Policies, Standards, and Guidelines (PSG), Professional Nursing Courses with RLE e.g. those with 16 unit academic credits (8 units lecture & 8 units RLE), cannot/must not be enrolled during summers.

- C. Regular Semester load must be observed, and only one (1) Professional Nursing Course with 16 unit academic credit is allowed during regular semesters.
- D. Must have taken the last curricular year in the College that granted the degree.
- E. Requirements in the preparation of Operating Room Scrubs, Deliveries, and Cord Care Is applied.

References: **CHED Memorandum Order No. 16 S. 2006**

Enforcement of Republic Act 9173

It should be emphasized that R.A. 7164 passed by congress and duly promulgated in 1991-1992 carries the same provisions as well as similar “grace period” for compliance, therefore R.A. 9173 as of this writing can and is FULLY ENFORCIBLE. Nurses hired for managerial/supervisory/administrative posts e.g. Deans and Chief Nurses/Directors of Nursing Services, as well as Faculty Members in College of Nursing MUST be QUALIFIED and full burden of responsibility rests upon the specific agency administration.

Article V

Sec. 27 – Qualification of the Faculty – A member of the faculty in a college of nursing teaching professional courses must:

- (a) Be an RN in the Philippines;
- (b) Have at least one (1) year experience of clinical practice in a field of specialization;
- (c) Be a member of good standing in the accredited professional organization of nurses; and
- (d) Be a holder of a master's degree in nursing, education, or other allied medical and health sciences conferred by a college or university duly recognized by the Government of the Republic of the Philippines.

In addition xxx, the dean of a college must have a master's degree in nursing. He/she must have at least five (5) years of experience in nursing.

Article VI

Sec. 29 – Qualifications of Nursing Service Administrators. – A person occupying supervisory or managerial positions requiring knowledge of nursing must:

- (a) Be an RN in the Philippines;
- (b) Have at least two (2) years experience in general nursing service administration;
- (c) Possess a degree of Bachelor of Science in Nursing, with at least nine (9) units in management and administration courses at the graduate level; and
- (d) Be a member of good standing of the accredited professional organization of nurses;

Provided, That a person occupying the position of chief nurse or director of nursing service shall, in addition to the foregoing qualifications, possess:

- (1) At least five (5) years of experience in a supervisory or managerial position in nursing; and
- (2) A master's degree in nursing;

Provided, further, That for primary hospitals, the maximum academic qualifications and experiences for a chief nurse shall be as specified in subsections (a), (b), and (c) of this section:

Provided, furthermore, That for chief nurses in the public health agencies, those who have a master's degree in public health/community health nursing shall be given priority.

Provided, even further, That for chief nurses in military hospital, priority shall be given to those who have finished a master's degree in nursing and the completion of the General Staff Course (GSC):

Provided finally, That those occupying such positions before the effectivity of this Act shall be given period of five (5) years within which to qualify.

Article IX

Sec. 36 – Enforcement of this Act. - It shall be the primary duty of the Commission and the Board to effectively implement this Act. Any duly law enforcement agencies and officers of national, provincial, city or municipal governments shall, upon the call or request of the Commission or the Board, render assistance in enforcing the provisions of this Act and to prosecute any persons violating the same.

Sec. 40 – Repealing Clause. – xxx All other laws, decrees, orders, circulars, issuances, rules, and regulations and parts thereof which are inconsistent with this Act are hereby repealed, amended or modified accordingly.

GENERAL APPLICATION RULE

INSTRUCTIONS to the PRC Central and Regional Offices: *In cases where there are problems in the processing that cannot be resolved at the level of the application division, the application should be referred to the Board of Nursing with the corresponding findings. There should be no alterations from the requirements contained herein. All Matters forwarded to the Board of Nursing and all decisions warranted by the same Board are FINAL AND EXECUTORY.*

INSTRUCTIONS to the College of Nursing Deans: *Please see to it that the guidelines for the processing of Applications for the NLE shall be strictly observed.*

ADVISORY FOR REPEATERS: In order for REPEATERS, to be better equipped in taking any succeeding NLE, YOU ARE ENCOURAGED to visit your Nursing College Dean for appropriate GUIDANCE so that you may obtain the proper orientation / re-orientation: (1) into the current NLE Test Framework and (2) get guidance prior to seeking another application to the Nurse Licensure Examination. EVERY NURSING GRADUATE IS OUR CONCERN IN NURSING!

PRC-NLE-APPLICATION DEADLINE RULE

INSTRUCTIONS to the College of Nursing Deans and Nursing Graduates: *Please see to it that PRC – Set DEADLINES for the filing of application to the NLEs are strictly observed. FILING OF APPLICATION TO THE NLE IS STRICTLY “INDIVIDUAL” (meaning the graduates themselves need to file their own application to PRC similar to when professionals are filing for the renewal of their respective Professional I.D.’s).*

Only application-documents filed completely or completed on the set deadline shall be processed and given due course of action by the PRC Application Division.

LIABILITIES

All entries made in the academic records (Transcript of Records) of graduates shall be the principal responsibility and accountability of the REGISTRAR;

Entries made in the Summary of Related Learning Experiences, Operating Room / Delivery Room / Initial Cord Care Record of Cases shall be the sole responsibility and accountability of the DEAN OF THE COLLEGE OF NURSING.

Additionally and a more encompassing reminder to everyone concerned is the explicit proviso of Republic Act 9173, Article IV, Section 13 on *Qualifications for Admission to the Licensure Examination*, which state:

“In order to be admitted to the examination for nurses, an applicant must, at the time of filing his/her application, establish to the satisfaction of the Board that:

- (a) He/she is a citizen of the Philippines, or subject of a country which permits Filipino nurses to practice within its territorial limits on the same basis as the subject or citizens of such country:

- Provided, That the requirements for the registration or licensing of nurses in said country are substantially the same as those prescribed in this Act;*
- (b) He/she is of GOOD MORAL CHARACTER; and
 - (c) He/she is a holder of a Bachelor's Degree in Nursing from a College or University that complies with the standards of nursing education duly recognized by the proper government agency.

Hon. Carmencita M. Abaquin

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