



14 June 2023

**MEMORANDUM CIRCULAR NO. 94**  
Series of 2023

**T O: All Concerned Faculty and Staff**

- |                            |                                  |
|----------------------------|----------------------------------|
| • Accountants              | • Foresters                      |
| • Agriculturists           | • Guidance Counselors            |
| • Architects               | • Lawyers                        |
| • Chemist/Chem Technicians | • Medical Technologists          |
| • Doctors                  | • Nurses                         |
| • Drivers                  | • Security Guards/Criminologists |
| • Engineers                | • Teachers                       |
| • Food Technologists       | • Veterinarians                  |

**R E: Renewal and Submission of Valid Professional License**

As professionals, it is crucial to maintain the validity of professional licenses to ensure that we continue to meet certain standards of education, training, and competence set by the government regulatory bodies in order to practice each profession legally. Keeping professional license up to date not only demonstrates our commitment to professional growth and development but also upholds one's credibility and competency in each respective field of expertise. A valid license means any license issued by the Authority which is valid for the period specified to carry out one's professional practice.

In this regard, professionals (regular, casual, contractual, and JO) whose professional licenses need renewal are directed to process it the soonest time possible to avoid any disruption in their ability to practice their profession within the organization. Failure to renew a license may result in penalties, potential loss of employment, and limitations in carrying out certain responsibilities.

Professionals (regular, casual, contractual, and JO) whose professional licenses are still valid are directed to submit a copy of his/her Professional IDs to Human Resource Management Office for record purposes **on or before June 30, 2023**. Also, it is also understood that professionals shall submit a copy of the ID for every renewal to the HRMO. These will be deposited in your individual 201 folders at the Records and Archives Office.

For your appropriate attention and compliance.

**EDGARDO E. TULIN**  
President