

Annex C: Supporting Documents for Profile Update/Updating of Records of HCProfs

Condition/s	Description	Documents required	
		Profile update during/within a valid accreditation	Profile update during renewal/re- accreditation
1. Change in Name and/or marital status	Due to marriage or re-marriage	<ul style="list-style-type: none"> Properly accomplished and signed PDR 	N/A
		<ul style="list-style-type: none"> Photocopy of the Certificate of Marriage issued by PSA 	
	Due to reversion (from married to single)	<ul style="list-style-type: none"> Properly accomplished and signed PDR 	N/A
		<ul style="list-style-type: none"> Copy of the certificate of nulled/void Marriage issued by PSA 	
2. Correction of Name		<ul style="list-style-type: none"> Properly accomplished and signed PDR 	N/A
		<ul style="list-style-type: none"> Copy of Birth Certificate issued by PSA 	
3. Correction of Sex		<ul style="list-style-type: none"> Properly accomplished and signed PDR 	N/A
		<ul style="list-style-type: none"> Copy of Birth Certificate issued by PSA 	
4. Updating of personal information	Mailing address, telephone/Mobile numbers/ and e-mail address	<ul style="list-style-type: none"> Properly accomplished and signed PDR 	N/A
5. Hospital Affiliation	Addition	<ul style="list-style-type: none"> Properly accomplished and signed PDR Letter of Request to add hospital affiliation 	N/A
	Deletion	<ul style="list-style-type: none"> Properly accomplished and signed PDR Letter of Request to delete hospital affiliation 	N/A