

Republic of the Philippines
National Telecommunications Commission



OPERATIONS MANUAL
REGIONAL OFFICES
QUALITY PROCEDURE MANUAL
QPR 10.11

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QUALITY PROCEDURES MANUAL

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1. Objective

To ensure the standardized issuance of permits / licenses/ certificates by the NTC Regional Offices.

2. Scope

This procedure shall apply to the evaluation and processing of applications which are decentralized as provided in pertinent Memorandum Circulars and Office Orders:

I. Maritime Service

A. Ship Station

- a. Issuance of Ship Radio Station License for Domestic Services
- b. Issuance of Permit to Purchase Due to Additional/Change of Radio Communications/Navigational Equipment O/B Ship Vessel/Fishing Boat (Domestic)
- c. Issuance of Modified Ship Radio Station License (Domestic) Due to Additional/Change of Equipment/Permit to Possess for Storage of Deleted Equipment from Ship Station License
- d. Issuance of Modified Ship Radio Station License (Domestic) Due to Change of Vessel Ownership
- e. Issuance of Modified Ship Radio Station License (Domestic Voyage) Due to Change of Vessel Name
- f. Issuance of Duplicate Copy of License / Permit

B. Coastal Station

- a. Issuance of Permit to Purchase New Private Coastal Radio Station (Domestic)
- b. Issuance of New Private Coastal Radio Station (Domestic)
- c. Issuance of Renewal of Private Coastal Radio Station (Domestic)
- d. Issuance of Permit to Purchase Due to Additional / Change of Radio Communications Equipment for Private Coastal Radio Station (Domestic)



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- e. Issuance of Modified Coastal Radio Station License (Domestic) Due to Additional/Change of Equipment
- f. Issuance of Modified Coastal Radio Station License (Domestic) due to Transfer of Location Within Regional Jurisdiction
- g. Issuance Of Duplicate Copy Of License / Permit (Coastal Radio Station)

II. Aeronautical Services

- a. Issuance of New Aircraft Radio Station License
- b. Issuance of Renewal of Aircraft Radio Station License
- c. Issuance of Modified Radio Station License Due to Additional / Change of Radio Communications/Navigational Equipment Aircraft
- d. Issuance of Modified Radio Station License (Domestic) Due to Change of Ownership of Aircraft
- e. Issuance of Duplicate Copy of License / Permit

III. Fixed & Land Mobile Services (VHF/UHF)

- a. Issuance of Permit to Purchase for New Commercial Radio Network (for Individuals/Private Companies/Government Agencies)
- b. Issuance of New Radio Station License for Commercial Radio Communications Network (Repeater, Fixed Base, Land Base, Mobile, Portable)
- c. Issuance of Renewal of Radio Station License For Commercial Radio Communications Network (Repeater, Fixed Base, Land Base, Mobile, Portable)
- d. Issuance of Permit to Purchase for Additional Radio Station / Change of Equipment Within the Existing Network
- e. Issuance of Additional New Radio Station License(S)
- f. The Existing Network (Repeater, Fixed Base, Land Base, Mobile, Portable)
- g. Issuance of Modified Radio Station License due to Change of Equipment
- h. Issuance of Modification of Radio Station License Due to Transfer of Location
- i. Issuance of Permit to Possess For Storage Due to De-Activation of a Station or Due to Defective or Lost of Equipment
- j.



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- k. Issuance of Duplicate Copy of License / Permit

IV. Amateur Radio Service

A. Amateurst

- a. Issuance of Permit to Purchase For New Amateur RSL
- b. Issuance of New Amateur Radio License (ATRSL)
- c. Issuance of Renewal Amateur Radio License (ATRSL)
- d. Issuance of Modification For Amateur RSL
- e. Due to Additional/Change/Deletion of Equipment
- f. Issuance of Modified Amateur Radio Station License
- g. Due to Transfer of Station Location
- h. Issuance of Modified Amateur Radio Station License
- i. Due to Request For Change of Call Sign
- j. Issuance of Modified Amateur RSL / ROC due to Upgrade of Class
- k. Issuance of New Amateur Radio Operator's Certificate
- l. Certificate (ATROC) Only
- m. Issuance of Renewal of Amateur Radio Operator's Certificate (ATROC) Only
- n. Issuance of Permit To Possess for Storage of Equipment Due to Deactivation of Station
- o. Issuance of Reciprocal Temporary Permit
- p. Issuance of Duplicate Copy of Amateur Radio License; and Radio Operators Certificate

B. Amateur Radio Club

- a. Issuance of Permit To Purchase For New Amateur Club Station
- b. Issuance of License For New Amateur Club Station
- c. Issuance of Renewal Of Amateur License Club Station
- d. Issuance of Duplicate Copy Of Amateur Radio Club

V. Radio Dealers Permit

- a. Issuance of New Dealer's Permit
- b. Radio Commercial Equipment (RCE)/ Wireless Data Network (WDN)
- c. Issuance of Renewal of Dealer's Permit



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- d. Radio Commercial Equipment (RCE)/ Wireless Data Network (WDN)
- e. Issuance of Duplicate Copy of Dealer's Permit
- f. Radio Commercial Equipment (RCE)/ Wireless Data Network (WDN)

VI. Mobile Phone Service

A. Mobile Phone Dealer

- a. Issuance of Permit for New Mobile Phone Dealer
- b. Issuance of Permit for Renewal Mobile Phone Dealer
- c. Issuance of Duplicate Copy of Mobile Phone Dealer

B. Mobile Phone Retailer/Reseller (MPRR)

- a. Issuance of Permit for New Mobile Phone Retailer/Reseller (MPRR)
- b. Issuance of Permit for Renewal Mobile Phone Retailer/Reseller (MPRR)
- c. Issuance of Duplicate Copy of Mobile Phone Retailers /Resellers

C. Mobile Phone Service Center (MPSC)

- a. Issuance of Permit For New Mobile Phone Service Center (MPSC)
- b. Issuance of Permit For Renewal Mobile Phone Service Center (MPSC)
- c. Issuance of Duplicate Copy Of Mobile Phone Service Center

VII. Cable TV Service (CATV)

- a. Issuance of New CATV/TVRO License
- b. Issuance of Renewal CATV/TVRO License
- c. Issuance of Duplicate Copy of CATV/TVRO License

VIII. Commercial Radio Operator's Certificate

- A. Issuance of New & Renewal Commercial Radio Operator's Certificate
 - 1st, 2nd, 3rd Radio Telephone (PHN),
 - 1st, 2nd, 3rd Radio Telegraph (RTG)





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B. Non-Commercial Radio Operator's Certificate

Issuance of New & Renewal Non-Commercial Operator's Cert.
SROC-SHIP, RROC-Aircraft, GROC, RROC-FB, RLM

C. Issuance of ROC Duplicate For PHN, RTG,GROC, RLM

D. Radio Operator's Examination

D. 1 RROC-Aircraft / Radiotelephone / GROC / AT/ROC-SRROC
Application For Radio Operator's Examination

IX. Value Added Service (VAS)

- a. Issuance of New Wireless Outdoor Data Network Radio Station License
- b. Issuance of Renewal of Wireless Outdoor Data Network Radio Station License
- c. Issuance of Modification of Radio Station License Due to Transfer of Location, Change of Equipment and Other Minor Modification
- d. Issuance of Registration of Value Added Service (VAS) Providers (Except Content and VOIP)

X. Public Telecommunications Entity

- a. Issuance of Renewal of Radio Station License (PTE)
- b. Issuance of Duplicate Copy of Radio Station License
- c. Issuance of Permit To Purchase/Possess/Modification Due To Change/Additional Units/Permit To Possess For Storage

XI. Importation Permits

- a. Issuance of Permit to Import
- b. Issuance of Certification of Exemption of Non-CPE/ RCE/WDN Equipment

XII. Request for RLM Seminar

Request for Restricted Land Mobile (RLM) Seminar

XIII. Consumer Welfare and Protection Desk

Request for Blocking of Lost/Stolen Cellphone Complaint on Malicious Text Messages





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XIV. Tape/Video Preservation

Request for Tape / Video Preservation

3. Responsibility

The Regional Director, Technical and Clerical Personnel, Records Section and Cashier Section Are Responsible For the Screening, Assessment and Processing Of Applications for Permit to Purchase

4. Procedure

The details of the QUALITY PROCEDURES are contained in the OPERATIONS MANUAL (REGIONAL OFFICES).



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A. Ship Station

Issuance of Ship Radio Station License for Domestic Services

(For Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Letter of Intent addressed to the Regional Director (New)
- 2) Duly accomplished application forms for P/Possess(New Station) or Radio Station License
- 3) Authenticated copy of vessels registration, ownership & coastwise license from MARINA (New Station)
- 4) Copy of the Ship Radio Station (For Renewal)
- 5) Copy of receipt of purchase of equipment from authorized radio dealer (New)
- 6) Copy of Commercial Radio Operator's Certificate of Operator

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval and issuance of the Certificate/License/Permits



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ISSUANCE OF PERMIT TO PURCHASE DUE TO ADDITIONAL/CHANGE OF RADIO COMMUNICATIONS/NAVIGATIONAL EQUIPMENT O/B SHIP VESSEL/FISHING BOAT (DOMESTIC)

(Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Letter of Intent addressed to the Regional Director
- 2) Duly accomplished application forms for Permit to Purchase
- 3) Copy of Marina Certificate of Registration & Ownership

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/releasing of certificate/Permit/License



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**ISSUANCE OF MODIFIED SHIP RADIO STATION LICENSE (DOMESTIC)
DUE TO ADDITIONAL/CHANGE OF EQUIPMENT/PERMIT TO POSSESS FOR
STORAGE OF DELETED EQUIPMENT FROM SHIP STATION LICENSE**
(Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Duly accomplished application for Permit to Possess/Modification
- 2) Original copy of Permit to Purchase for Ship Radio Station License
- 3) Copy of receipt of purchase of equipment from authorized radio dealer / custom duties(if purchased abroad)
- 4) Original copy of the ship radio station license to be modified
- 5) Copy of Commercial Radio Operator's Certificate of Operator

Flow	Steps/Procedures
1	Received application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of certificate/Permit/license.



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ISSUANCE OF MODIFIED SHIP RADIO STATION LICENSE (DOMESTIC) DUE TO CHANGE OF VESSEL OWNERSHIP (Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Duly accomplished application for Permit to Sell / Transfer;
- 2) Duly accomplished application for modification of Ship Radio Station License
- 3) Original copy of the ship radio station license to be modified
- 4) Copy of Commercial Radio Operator's Certificate of Operator
- 5) Copy of Marina Certificate of Vessel Registration & Ownership

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permit/License



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**ISSUANCE OF MODIFIED SHIP RADIO STATION LICENSE(DOMESTIC VOYAGE)
DUE TO CHANGE OF VESSEL NAME**

(Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Duly accomplished application for Permit to Sell / Transfer;
- 2) Duly accomplished application for modification of Ship Radio Station License
- 3) Original copy of the ship radio station license to be modified
- 4) Copy of Commercial Radio Operator's Certificate of Operator
- 5) Copy of Marina Certificate of Vessel Registration & Ownership

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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ISSUANCE OF DUPLICATE COPY OF LICENSE / PERMIT

Shipping / Fishing Operators

(Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Duly accomplished application for duplicate of radio station license/permit
- 2) Photocopy of the radio station license/permit.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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B. Coastal Station

ISSUANCE OF PERMIT TO PURCHASE NEW PRIVATE COASTAL RADIO STATION (DOMESTIC)

(Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Letter of Intent addressed to the Regional Director
- 2) Duly accomplished application forms for Permit to Purchase
- 3) Authenticated copy of SEC Registration/Articles of Incorporation/By-Laws
- 4) Copy of at least five(5) valid Ship Radio Station License issued to applicant
- 5) Information Sheet-Handwritten and duly notarized
- 6) Copy of valid Mayor's Permit

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License.



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ISSUANCE OF NEW PRIVATE COASTAL RADIO STATION (DOMESTIC) (Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Duly accomplished application for P/Possess, CP and New Station
- 2) Original copy of Permit to Purchase
- 3) Copy of receipt of purchase of equipment from authorized radio dealer
- 4) Engineering Plans, Antenna system and Geographical Map duly signed and sealed by a registered PECE
- 5) Copy of Commercial Radio Operator's Certificate of Operator

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF RENEWAL OF PRIVATE COASTAL RADIO STATION (DOMESTIC)
(Private Companies/Shipping/Fishing Operators)

Requirements

- 1) Duly accomplished application form
- 2) Copy of Commercial Radio Operator's Certificate of Operator
- 3) Original copy of the coastal radio station license due for renewal.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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ISSUANCE OF PERMIT TO PURCHASE DUE TO ADDITIONAL / CHANGE OF RADIO COMMUNICATIONS EQUIPMENT FOR PRIVATE COASTAL RADIO STATION (DOMESTIC)

(For Private Companies, Shipping/Fishing Operators)

Requirements

- 1) Letter of Intent addressed to the Regional Director
- 2) Duly accomplished application forms for Permit to Purchase
- 3) Copy of valid Private Coastal Radio Station License

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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ISSUANCE OF MODIFIED COASTAL RADIO STATION LICENSE (DOMESTIC) DUE TO ADDITIONAL/CHANGE OF EQUIPMENT

(For Companies, Shipping, Fishing Operators)

Requirements

- 1) Duly accomplished application forms for Permit to Possess
- 2) Duly accomplished application forms for modification
- 3) Original copy of Permit to Purchase
- 4) Copy of receipt of purchase of equipment from authorized radio dealer
- 5) Original copy of the coastal radio station license to be modified

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF MODIFIED COASTAL RADIO STATION LICENSE (DOMESTIC) DUE TO TRANSFER OF LOCATION WITHIN REGIONAL JURISDICTION (For Companies, Shipping, Fishing Operators)

Requirements

- 1) Letter of Intent addressed to the Regional Director
- 2) Duly accomplished application for modification
- 3) Original copy of the coastal radio station license to be modified
- 4) Engineering Plans duly signed and sealed by a registered Professional Electronics Engineer (PECE)

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF LICENSE / PERMIT (Coastal Radio Station) (For Companies, Shipping, Fishing Operators)

Requirements

- 1) Duly accomplished application for duplicate of radio station license/permit
- 2) Photocopy of the radio station license/permit.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF NEW AIRCRAFT RADIO STATION LICENSE (For Aircraft Operators/Owners)

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application forms for P/Possess, New Radio Station
- 3) Copy of customs clearance if radio was acquired abroad or receipt of purchase of equipment from authorized radio dealer
- 4) Authenticated copy of aircraft's registration, ownership issued by CAAP
- 5) Copy of Pilots' RROC (aircraft)
- 6) Latest REI Inspection Report

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF RENEWAL OF AIRCRAFT RADIO STATION LICENSE

(For Aircraft Operators/Owners)

Requirements

- 1) Duly accomplished application form for renewal of radio station license
- 2) Original copy of the aircraft radio station license
- 3) Copy of Pilot's RROC with certificate of employment from the company
- 4) Latest REI Inspection Report

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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**ISSUANCE OF MODIFIED RADIO STATION LICENSE DUE TO ADDITIONAL/
CHANGE OF RADIO COMMUNICATIONS/NAVIGATIONAL EQUIPMENT AIRCRAFT**
(For Aircraft Operators/Owners)

Requirements

- 1) Letter of Intent addressed to the Regional Director
- 2) Duly accomplished application forms for Permit to Purchase/Possess
- 3) Copy of dealers receipt from authorized dealer
- 4) Duly accomplished application for modification
- 5) Original copy of aircraft radio station license to be modified

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF MODIFIED RADIO STATION LICENSE (DOMESTIC) DUE TO CHANGE OF OWNERSHIP OF AIRCRAFT

(For Aircraft Operators/Owners)

Requirements

- 1) Letter of Intent addressed to the Regional Director
- 2) Duly accomplished application forms for Permit to Purchase/Possess;
- 3) Duly accomplished application for Permit to Sell/Transfer
- 4) Duly accomplished application for modification
- 5) Copy of aircraft's registration and ownership issued by CAAP
- 6) Latest REI Inspection Report
- 7) Original copy of aircraft radio station license to be modified

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF LICENSE / PERMIT (For Aircraft Operators/Owners)

Requirements

- 1) Duly accomplished application for duplicate of radio station license/permit
- 2) Photocopy of the radio station license/permit.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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ISSUANCE OF PERMIT TO PURCHASE FOR NEW COMMERCIAL RADIO COMMUNICATIONS NETWORK

(For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Letter of Intent addressed to the Regional Director
- 2) Duly accomplished Information Sheet (Handwritten & Notarized)
- 3) Copy of SEC Registration/Articles of Inc/By-Laws or DTI
- 4) Latest Audited Financial Statements with Latest ITR
- 5) Valid PNP Permit to Operate Security Agency (for security agency)
- 6) Copy of Business/Mayor's Permit
- 7) Network Diagram signed and sealed by a registered PECE

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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ISSUANCE OF NEW RADIO STATION LICENSE FOR COMMERCIAL RADIO COMMUNICATIONS NETWORK (Repeater, Fixed Base, Land Base, Mobile, Portable) (For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Original copy of Permit to Purchase
- 2) Duly accomplished application forms for P/Possess, Construction
- 3) Duly accomplished application for Radio Station License
- 5) Latest Audited Financial Statements with Latest ITR
- 6) Engineering Plans, Antenna Plan, Geographical Map(for repeater and base) signed and sealed by a registered PECE
- 7) Copy of OR or CR for Mobile Stations
- 8) Original copy of Official Receipt of Dealer, Dealer's Stock Report
- 9) Photocopy of valid Operator's certificate (At least 2nd class for base)
- 10) Photocopy of valid RLM certificate for mobile and portable stations

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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ISSUANCE OF RENEWAL OF RADIO STATION LICENSE FOR COMMERCIAL RADIO COMMUNICATIONS NETWORK

(Repeater, Fixed Base, Land Base, Mobile, Portable)

(For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Duly accomplished application for renewal of radio station license
- 2) Original copy of license with two(2) photocopies
- 3) Photocopy of valid Operator's certificate (At least 2nd class for base)
- 4) Photocopy of valid RLM certificate for mobile and portable stations

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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**ISSUANCE OF PERMIT TO PURCHASE FOR ADDITIONAL RADIO STATION /
CHANGE OF EQUIPMENT WITHIN THE EXISTING NETWORK**
(For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Letter of Intent addressed to the Regional Director
- 2) Duly accomplished application for Permit to Purchase
- 3) Copy of Valid Radio Station License

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/License



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ISSUANCE OF ADDITIONAL NEW RADIO STATION LICENSE (S) WITHIN THE EXISTING NETWORK(Repeater, Fixed Base, Land Base, Mobile, Portable) (For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Original copy of Permit to Purchase
- 2) Duly accomplished application forms for P/Possess, Construction Permit (for Repeater/base/Land Mobile stations)
- 3) Duly accomplished application for Radio Station License
- 6) Engineering Plans, Antenna Plans, Geographical Map (for repeater and base station) signed and sealed by a registered PECE
- 7) Copy of OR or CR for Mobile Stations
- 8) Original copy of Official Receipt of Dealer, Dealer's Stock Report
- 9) Photocopy of valid Operator's certificate (At least 2nd class for base)
- 10) Photocopy of valid RLM certificate for mobile and portable stations

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/Licenses



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ISSUANCE OF MODIFIED RADIO STATION LICENSE DUE TO CHANGE OF EQUIPMENT

(For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Duly accomplished application for Permit to Possess, Construction Permit (for Repeater, Base / Land Mobile stations).
- 2) Duly accomplished application for modification
- 3) Original copy of Permit to Purchase
- 4) Original copy of the RSL subject for modification
- 5) Engineering Plans, Antenna Plans, Geographical Map (for Repeater, Base) duly signed and sealed by a registered PECE
- 6) Copy of Dealer's Official Receipt, Sales Invoice, Sales and Stock Report.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF MODIFICATION OF RADIO STATION LICENSE

Due to Transfer of Location

(For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Duly accomplished application form for modification
- 2) Original copy of radio station license to be modified
- 4) Copy of OR or CR of vehicle for mobile stations (change of vehicle)
- 5) Engineering plans for Repeater and Base (transfer) for more than 500 meters

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF PERMIT TO POSSESS FOR STORAGE DUE TO DE-ACTIVATION OF A STATION OR DUE TO DEFECTIVE OR LOST OF EQUIPMENT (For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Duly accomplished application for Permit to Possess for storage
- 2) Original copy of valid radio station license subject for storage
- 3) Letter of Intent addressed to the Regional Director
- 4) Affidavit of Loss

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF LICENSE /PERMIT (For Individuals/Private Companies/Government Agencies)

Requirements

- 1) Duly accomplished application for duplicate of radio station license/permit
- 2) Photocopy of the radio station license

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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A. Amateurist

ISSUANCE OF PERMIT TO PURCHASE FOR NEW AMATEUR RSL
(For Amateur Exams Passer)

Requirements

- 1) Duly accomplished application for Permit to Purchase
- 2) Copy of Original Result of Rating

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF NEW AMATEUR RADIO LICENSE (ATRSL) (Amateur Enthusiasts)

Requirements

- 1) Duly accomplished application for Permit to Possess
- 2) Duly accomplished application for new RSL
- 3) Duly accomplished/notarized information sheet
- 4) Original copy of the Permit to Purchase
- 5) Copies of Dealer's official receipt/Sales Invoice/Stock Report/Custom Duties
- 5) Four (4) pcs. 1" x 1" ID photo.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF RENEWAL AMATEUR RADIO LICENSE (ATRSL) (Amateur Enthusiasts)

Requirements

- 1) Duly accomplished application form
- 2) Certificate of endorsement (Amateur Activity)
- 2) Original copy of ATRSL
- 3) Four (4) pcs. 1" x 1" ID photo

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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**ISSUANCE OF MODIFICATION FOR AMATEUR RSL
Due to Additional/Change/Deletion of Equipment**

(For Amateur License Holder)

Requirements

- 1) Duly accomplished application form
- 2) Duly accomplished application for Permit to Purchase AT equipment
- 3) Duly accomplished application for Permit to Store for deletion of equipment
- 4) Duly accomplished application for Permit to Possess AT equipment
- 5) Original copy of amateur license
- 6) Copies of Dealer's official receipt/Sales Invoice/Stock Report/Custom Duties
- 7) Four (4) pcs. 1" x 1" ID photo

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/Licenses



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ISSUANCE OF MODIFIED AMATEUR RADIO STATION LICENSE DUE TO REQUEST FOR CHANGE OF CALL SIGN
(For Amateur License Holder)

Requirements

- 1) Letter of Request
- 2) Duly accomplished application form for modification of ATRSL
- 3) Original copy of ATRSL
- 4) Four (4) pcs. 1" x 1" ID photo

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF MODIFIED AMATEUR RSL / ROC DUE TO UPGRADE OF CLASS (For Amateur License Holder)

Requirements

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF MODIFIED AMATEUR RSL / ROC DUE TO UPGRADE OF CLASS (For Amateur License Holder)

Requirements

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF NEW AMATEUR RADIO OPERATOR'S CERTIFICATE CERTIFICATE (ATROC) ONLY (For Amateur Enthusiast)

Requirements

- 1) Duly accomplished application form
- 2) Original copy of the result of ratings
- 3) Duly accomplished/notarized information sheet
- 4) Four (4) pcs. 1" x 1" ID photo.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
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ISSUANCE OF RENEWAL OF AMATEUR RADIO OPERATOR'S CERTIFICATE (ATROC) ONLY (For Amateur Enthusiast)

Requirements

- 1) Duly accomplished application form
- 2) Original copy of ATROC with 2 photocopy
- 3) Four (4) pcs. 1" x 1" ID photo

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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**ISSUANCE OF PERMIT TO POSSESS FOR STORAGE OF AT EQUIPMENT
DUE TO DEACTIVATION OF STATION**

(For Amateur Enthusiast)

Requirements

- 1) Letter of Request for Deactivation
- 2) Duly accomplished application for Permit to Possess for Storage
- 3) Surrender the original AT license

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF RECIPROCAL TEMPORARY PERMIT
(Foreign Amateur License Holders)

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application for ATRSL
- 3) Copy of the Amateur License issued from his country
- 4) Indorsement from PARA
- 5) Four (4) pcs. 2" x 2" ID photo

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF AMATEUR RADIO LICENSE; AND RADIO OPERATORS (For Amateur Enthusiast)

Requirements

- 1) Duly accomplished application form
- 2) Photocopy of license / permit
- 3) Four (4) pcs. 1" x 1" ID photo

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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B. Amateur Radio Club

**ISSUANCE OF PERMIT TO PURCHASE FOR NEW AMATEUR CLUB STATION
 (SIMPLEX/DUPLEX)
 (Amateur Radio Groups)**

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application for Permit to Purchase signed by the President
- 3) Copy of SEC Registration / Articles of Incorporation / By-Laws
- 4) List of Licensed AT Officers and Trustee and active members
 (at least 25 licensed holders)
- 5) Duly accomplished Information Sheet accomplished by the President
- 6) Indorsement from PARA
- 7) PARA Accreditation
- 8) MOA between NTC and Radio Club

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
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ISSUANCE OF LICENSE FOR NEW AMATEUR CLUB STATION (SIMPLEX/DUPLEX) (Amateur Radio Groups)

Requirements

- 1) Original copy of Permit to Purchase
- 2) Duly accomplished application form for Permit to Possess
- 3) Duly accomplished application for New Club Radio Station License
- 4) Copy of Dealer's Receipt and Sales & stock report

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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**ISSUANCE OF RENEWAL OF AMATEUR LICENSE CLUB STATION
(SIMPLEX/DUPLEX)**

(Amateur Radio Groups)

Requirements

- 1) Duly accomplished application form
- 2) Original copy of RSL with 2 photocopy
- 3) Updated copy of list of active members (AT Holders)
- 4) Updated copy of list of Licensed AT Officers and Trustee
- 5) Endorsement from PARA

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF AMATEUR RADIO CLUB
(Amateur Enthusiasts)

Requirements

- 1) Duly accomplished application form
- 2) Photocopy of license / permit

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF NEW DEALER'S PERMIT
Radio Commercial Equipment(RCE)/ Wireless Data Network (WDN)
 (Individuals/Private Companies)

Requirements

- 1) Duly accomplished application form
- 2) Duly accomplished/notarized Information Sheet
- 3) Copy of DTI/SEC Registration/Articles of Inc/By-Laws (if corporation)
- 4) Latest Audited Financial Statements with Latest ITR
- 5) Copy of Business/Mayor's Permit (per location) as dealer
- 6) Copies of certificate of employment of supervising ECE and technician
- 7) Copies of PRC and/or Certificate of training for technician
- 8) Certificate of Distributorship for WDN Dealer
- 9) For RCE: List of test equipment. Refer to M.C. 2-05-88

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
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ISSUANCE OF RENEWAL OF DEALER'S PERMIT

Radio Commercial Equipment(RCE)/ Wireless Data Network (WDN)

(Individuals/Private Companies)

Requirements

- 1) Duly accomplished application form
- 2) Copy of Business/Mayor's Permit as dealer
- 3) Copies of certificate of employment of supervising ECE and technician
- 4) Original copy of permit due for renewal

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
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Document Title	V. RADIO DEALERS PERMIT		
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ISSUANCE OF DUPLICATE COPY OF DEALER'S PERMIT Radio Commercial Equipment(RCE)/ Wireless Data Network (WDN) (Individuals/Private Companies)

Requirements

- 1) Duly accomplished application form for duplicate
- 2) Photocopy of dealer's permit

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/Licenses



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A. Mobile Phone Dealer

ISSUANCE OF PERMIT FOR NEW MOBILE PHONE DEALER (Cellphone Dealer)

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application form
- 3) Copy of DTI/SEC registration with articles of Inc. (if corporation)
- 4) Copy of Business/Mayor's Permit
- 5) Copy of dealership agreement with an NTC accredited mobile phone supplier
- 6) Sales and stock reports
- 7) List of stock of spare parts and accessories sufficient to cover warranty period
- 8) Proof of paid up capitalization of at least Php 100,000.00

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF PERMIT FOR RENEWAL MOBILE PHONE DEALER (Cellphone Dealer)

Requirements

- 1) Duly accomplished application form for renewal
- 2) Surrender original copy of permit
- 3) Copy of Business/Mayor's Permit
- 4) List of stock of spare parts and accessories sufficient to cover warranty period

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/Licenses



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ISSUANCE OF DUPLICATE COPY OF MOBILE PHONE DEALER (Cell Phone Dealer)

Requirements

- 1) Duly accomplished application form
- 2) Photocopy of license / permit

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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B. Mobile Phone Retailer/Reseller (MPRR)

ISSUANCE OF PERMIT FOR NEW MOBILE PHONE RETAILER/RESELLER (MPRR)
(Cellphone Retailer/Reseller)

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application form
- 3) Copy of DTI/SEC registration with articles of Inc. (if corporation)
- 4) Copy of Business/Mayor's Permit
- 5) Copy of dealership agreement with an NTC accredited mobile phone supplier
- 6) Sales and stock reports
- 7) List of stock of spare parts and accessories sufficient to cover warranty period
- 8) Proof of paid up capitalization of at least Php 100,000.00

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/Licenses



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**ISSUANCE OF PERMIT FOR RENEWAL MOBILE PHONE
RETAILER/RESELLER (MPRR)**
(Cellphone Retailer/Reseller)

Requirements

- 1) Duly accomplished application form for renewal
- 2) Surrender original copy of permit
- 3) Copy of Business/Mayor's Permit
- 4) List of stock of spare parts and accessories sufficient to cover warranty period

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF MOBILE PHONE RETAILERS /RESELLERS (Cellphone Retailer/Reseller)

Requirements

- 1) Duly accomplished application form
- 2) Photocopy of license / permit

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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C. Mobile Phone Service Center (MPSC)

ISSUANCE OF PERMIT FOR NEW MOBILE PHONE SERVICE CENTER (MPSC)
 (Cellphone Service Center)

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application form
- 3) Copy of DTI/SEC registration with articles of incorporation
- 4) Copy of Business/Mayor's Permit
- 5) Certificate of employment of the electronic technician
- 6) Copy of TESDA accredited training certificate of technician
- 7) List of service tools, equipment and software

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF PERMIT FOR RENEWAL MOBILE PHONE SERVICE CENTER (MPSC)
(Cellphone Service Center)

Requirements

- 1) Duly accomplished application for renewal of permit.
- 2) Surrender original copy of permit.
- 3) Copy of Business Permit/Mayor's Permit.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF MOBILE PHONE SERVICE CENTER (Cellphone Service Center)

Requirements

- 1) Duly accomplished application form
- 2) Photocopy of license / permit

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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Document Title	VII. CABLE TV SERVICE (CATV)		
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ISSUANCE OF NEW CATV/TVRO LICENSE

(Cable TV Operators)

Requirements

- 1) Application for TVRO registration
- 1) Copy of Provisional Authority (PA), for TVRO
- 2) Copy of Certificate of Authority (CA), for CATV license
- 3) Duly accomplished application forms
- 4) List of Satellite Receivers/Make/Model of L.N.A./L.N.B. with serial No.
- 5) Signals to be received (Satellite; Frequency)

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/Licenses



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ISSUANCE OF RENEWAL CATV/TVRO LICENSE (Cable TV Operators)

Requirements

- 1) Duly accomplished application form for renewal
- 2) Surrender original copy of permit to be renewed

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF CATV/TVRO LICENSE (Cable TV Operators)

Requirements

- 1) Duly accomplished application for duplicate copy of license
- 2) Photocopy of CATV / TVRO License

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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Document Title	VII. Commercial Radio Operator's Certificate		
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A. ISSUANCE OF NEW & RENEWAL COMMERCIAL RADIO OPERATOR'S CERTIFICATE

1ST, 2ND, 3RD Radio Telephone (PHN),
1ST, 2ND, 3RD Radio Telegraph (RTG)
(Commercial Radio Operators)

Requirements

A. NEW

- 1) Duly accomplished application form
- 2) Copy of original result of rating
- 3) Duly accomplished/notarized information sheet
- 4) Three (3) pcs. 1" x 1" ID photo

B. RENEWAL

- 1) Duly accomplished application form
- 2) Original copy of ROC
- 3) Three (3) pcs. 1" x 1" ID photo

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing



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5	Approval/Releasing of Certificate/Permits/Licenses
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B. Non-Commercial Radio Operator's Certificate

**ISSUANCE OF NEW & RENEWAL NON-COMMERICAL OPERATOR'S CERT.
 SROC-SHIP, RROC-AIRCRAFT, GROC, RROC-FB, RLM
 (Non-Commercial Radio Operators)**

Requirements

A. NEW

- 1) Duly accomplished application from
- 2) Original copy of result of Rating for RROC-Aircraft /
- 3) Certificate of seminar attendance for RLM/GROC RROC-FB
- 4) Duly accomplished/notarized information sheet
- 5) Three (3) pcs. 1" x 1" ID photo
- 6) Service Record duly signed by the head of the Human Resource Unit of the Agency (GROC)
- 7) Certificate of good moral character from Head of Human Resource Unit of the Agency (GROC)
- 8) Certification as a Radio Operator or one who operates a radio station from his/her Head of Human Resource Unit of the agency (GROC)

B. RENEWAL

- 1) Duly accomplished application form
- 2) Original copy of ROC

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees



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4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/Licenses



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C. ISSUANCE OF ROC DUPLICATE FOR PHN, RTG,GROC, RLM (ROC Holders)

Requirements

- 1) Duly accomplished application form
- 2) Affidavit of Loss
- 3) Photocopy of original certificate
- 4) Three (3) pcs. 1" x 1" ID photo

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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D. RADIO OPERATOR'S EXAMINATION

D. 1 RROC-AIRCRAFT / RADIOTELEPHONE / GROC / AT/ROC-SRROC

APPLICATION FOR RADIO OPERATOR'S EXAMINATION

(Pilots/Other Radio Operators)

Requirements

A. RROC-AIRCRAFT

- 1) Duly accomplished application form
- 2) Aircraft or student pilot's license
- 3) Copy of PRC Certificate/ID
- 4) Three (3) pcs. 1 x 1 ID picture
- 5) Two (2) Self-stamped mailing envelope

B. RADIO TELEPHONE/TELEGRAPH

- 1) Duly accomplished application form
- 2) Transcript of Record, Diploma with S. O.
- 3) Birth/Baptismal certificate
- 4) Three (3) pcs. 1 x 1 ID picture
- 5) Two (2) Self-stamped mailing envelope

C. ROC-SRROC

- 1) Duly accomplished application form
- 2) Certificate of completion of SRR0C seminar
- 3) Copy of PRC Certificate/ID
- 4) Three (3) pcs. 1 x 1 ID picture
- 5) Two (2) Self-stamped mailing envelope

D. AMATEUR

- 1) Duly accomplished application form
- 2) Birth/Baptismal certificate/Passport/PRC or Driver's License or any document proving for age and Filipino citizenship.
- 3) Three (3) pcs. 1 x 1 ID picture
- 4) Two (2) Self-stamped mailing envelope



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1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF NEW WIRELESS OUTDOOR DATA NETWORK RADIO STATION LICENSE (Private Companies)

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application form (Purchase/Possess/CP/RSL)
- 3) Copy of DTI/SEC registration with articles of incorporation
- 4) Copy of Business/Mayor's Permit
- 5) Network diagram showing exact location of stations service area, antenna system lay-out, duly signed and sealed by a registered PECE
- 6) Official Receipt issued by authorized radio dealer

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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**ISSUANCE OF RENEWAL OF WIRELESS OUTDOOR DATA NETWORK
RADIO STATION LICENSE**
(Private Companies)

Requirements

- 1) Duly accomplished application for renewal of permit.
- 2) Original copy of permit.

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF MODIFICATION OF RADIO STATION LICENSE

**Due to Transfer of Location, Change of equipment and other Minor Modification
(Private Companies)**

Requirements

- 1) Duly accomplished application form for modification
- 2) Original copy of radio station license to be modified
- 3) Application for Permit to Purchase/Possess/CP
- 4) Engineering plans for Base (transfer) for more than 500 meters

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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**ISSUANCE OF REGISTRATION OF VALUE ADDED SERVICE (VAS) PROVIDERS
(EXCEPT CONTENT AND VOIP)**

(Registered Business Entities for Value Added Service (VAS) Providers)

Requirements

NEW

- 1) Duly accomplished application for VAS Registration
- 2) Description of each of the value added service intended to be offered
- 3) List of equipment and materials to be installed for the system including equipment to be installed if any
- 4) Fundamental block diagram, system configuration and a brief description of the proposed system
- 5) Copies of valid facilities , network lease agreement with duly authorized facilities network providers
- 6) Certified true copy of SEC Registration(Articles of Incorporation & By-Laws) or DTI Registration showing that the entity is at least sixty percent (60%) Owned
- 7) Latest Audited Financial Statement (or capitalization for the proposed project , for newly established entities)
- 8) Schedule of Service Rates

RENEWAL

- 1) Duly accomplished application form for VAS Registration
- 2) Original copy of Certificate of Registration



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Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records 1-A. Verification Admin Case 1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF RENEWAL OF RADIO STATION LICENSE (PTE) (Private Companies)

Requirements

- 1) Duly accomplished application for renewal of radio station license
- 2) Original copy of license with two(2) photocopies
- 3) Letter of Authorization for transacting person with copy of his/her company ID

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF DUPLICATE COPY OF RADIO STATION LICENSE (Private Companies)

Requirements

- 1) Duly accomplished application for duplicate copy of license
- 2) Photo copy of the license

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF PERMIT TO PURCHASE/POSSESS/MODIFICATION DUE TO CHANGE/ADDITIONAL UNITS/PERMIT TO POSSESS FOR STORAGE (Private Companies)

Requirements

- 1) Duly accomplished application form for modification
- 2) Original copy of radio station license to be modified
- 3) Application for Permit to Purchase/Possess/CP
- 4) Engineering plans for Base (transfer) for more than 500 meters

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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ISSUANCE OF PERMIT TO IMPORT (Private Companies)

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application form
- 3) Technical Specifications of the gadgets/equipments
- 4) Certified copies of Proforma Commercial Invoice
- 5) Copy of valid dealers permit / CPE accreditation
- 6) For release clearance (copy of BOC documents/airway bill)

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
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**ISSUANCE OF CERTIFICATION OF EXEMPTION OF NON-CPE/
RCE/WDN EQUIPMENT**

(Private Companies)

Requirements

- 1) Letter of intent addressed to the Regional Director
- 2) Duly accomplished application form
- 3) Technical Specifications of the gadgets/equipment
- 4) Certified copies of Proforma Commercial Invoice
- 5) Copy of BOC document (airway bill)

Flow	Steps/Procedures
1	Receive application with required documents for screening, verification of records
	1-A. Verification Admin Case
	1-B. Preparation of order of payments
2	Forward the complete application to Licensing Assessor for final screening and approval of order of payment
3	Payment of prescribed fees
4	Endorse the complete application to the licensing staff for processing
5	Approval/Releasing of Certificate/Permits/Licenses



Republic of the Philippines
NATIONAL TELECOMMUNICATIONS COMMISSION

QUALITY PROCEDURES MANUAL

Document Title	XII. REQUEST FOR RLM SEMINAR		
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REQUEST FOR RESTRICTED LAND MOBILE (RLM) SEMINAR (Private Companies/LGU's)

Requirements

- 1) Letter request for a RLM Seminar addressed to the Regional Director
- 2) Photocopy of valid Radio Station License



QUALITY PROCEDURES MANUAL

Document Title	XIII. CONSUMER WELFARE AND PROTECTION DESK		
Document Code	QPR-10.11	Reviewed by	QAR
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A. REQUEST FOR BLOCKING OF LOST/STOLEN CELLPHONE COMPLAINT ON MALICIOUS TEXT MESSAGES (CELLPHONE OWNERS)

Requirements

A. BLOCKING

- 1) Duly accomplished Affidavit of Ownership and Loss with Undertaking
- 2) Proof of ownership (Official Receipt, owner's cert, barcode sticker from box
- 3) Police Report with IMEI No, in the absence of the above (#2)
- 4) Copies of Two (2) valid IDs

B. COMPLAINT ON TEXT MESSAGES (MALICIOUS/SCAM)

- 1) Duly accomplished complaint form
- 2) Proof of the malicious /scam text message

1	Complainant submit application with required documents to the CWP staff for screening and verification of document.
2	NTC 10 CWP prepares transmittal letter to CWP Central Office
3	For Stolen/Lost cellular phones: NTC orders all Cellular Mobile Telecommunications Service (CMTS) Operator's to block the serial number /International Mobile Equipment Identification (IME) of the cellular phone.
	For Malicious Text Messages: NTC sends warning messages to a cellular phone that is subject of a complaint.
	For Text Scam: NTC orders the CMTS to block the SIM/cellphone number that is subject of a complaint.



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B. Tape/Video Preservation

REQUEST FOR TAPE/VIDIEO PRESERVATION

(Individual or Company representative)

Requirements

- 1) Letter of request /intent for tape/video preservation stating the name of radio station; program and name of announcer/commentator

1	Applicant/Client submit letter of intent to the CWP staff for screening and verification of document.
2	NTC 10 CWP prepares memo letter to the station concerned for tape/video preservation