



## V. List of Services

SERVICES	PAGE NO.
<b>CENTRAL OFFICES – External Services</b>	9
<b>OFFICE OF THE COMMISSIONER - Broadcast Services Division (BSD)</b>	10
1. Issuance of A. Permit to Purchase for Broadcast Stations B. Permit to Possess and Construction Permit for Broadcast Stations C. Temporary Permit / Radio Station License (New/Renewal) for Broadcast Stations D. TVRO Station License (Renewal) E. CATV Station License (New/Renewal)	11
2. Issuance of A. Permit to Possess and Construction Permit for Broadcast Auxiliary Stations B. Temporary Permit (New/Renewal) for Broadcast Auxiliary Stations	20
3. Issuance of A. Permit to Import CATV Equipment B. Permit to Import Broadcast Equipment	25
4. Issuance of A. Construction Permit due to Modification of Temporary Permit / Radio Station License for Broadcast Stations and Broadcast Auxiliary Stations B. Temporary Permit / Radio Station License (Modification) for Broadcast Stations and Broadcast Auxiliary Stations	28
5. Issuance of Permit of Purchase for Broadcast Auxiliary Stations	34
6. Issuance of TVRO Registration Certificate (Commercial) and TVRO Station License (New)	38
<b>OFFICE OF THE COMMISSIONER - Equipment Standards Division (ESD)</b>	43
1. Issuance of A. Type Acceptance Certificate for Radio Communications Equipment (RCE) B. Type Approval Certificate for Customer Premises Equipment (CPE) C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface	44
2. Issuance of A. Type Acceptance Certificate for RCE (Modification) B. Type Approval Certificate for CPE (Modification) C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface (Modification)	50
3. Issuance of Duplicate Copy of Certificate	54
4. Issuance of Permit to Import for non-type approved/ non-type accepted Customer Premises Equipment for purposes of demonstration and/or testing thru the Philippine National Single Window (NSW)	57



<b>SERVICES</b>	<b>PAGE NO.</b>
<b>OFFICE OF THE COMMISSIONER - Commission Secretariat (ComSec)</b>	59
1. Issuance of SEC Endorsement	60
2. Issuance of Certified True Copy or Certification of Documents	62
<b>LEGAL BRANCH (LB) – Consumer Welfare and Protection Division (CWPD)</b>	65
1. Handling of Request for Blocking of A. Lost/Stolen Mobile Phone received through Walk-In, Courier, Facsimile or Electronic Mail B. Subscriber Identity Module (SIM) received through Walk-In, Courier, Facsimile or Electronic Mail	66
2. Handling of Complaints on A. Text Spam/Text Scam received through Walk-In, Courier, Facsimile or Electronic Mail B. Illegal/Obscene/Threat/Other Similar Text Messages received through Walk-In, Courier, Facsimile or Electronic Mail	68
3. Handling of Complaints on Services provided by A. Telecommunications Service Providers received through Walk-In, Courier, Facsimile or Electronic Mail B. Value-Added Service Providers received through Walk-In, Courier, Facsimile or Electronic Mail C. Cable TV Service Providers received through Walk-In, Courier, Facsimile or Electronic Mail	70
<b>REGULATION BRANCH (RB) – Services and Interconnection Division (SID)</b>	72
1. Issuance of A. Certificate of Registration (New/Renewal/Modification) as Value-Added Service (VAS) Provider B. Certificate of Registration (New/Renewal/Modification) as VOIP Provider /VOIP Reseller C. Registration of Public Calling Station/Office and/or Telecenter Service Provider (PCSOTSP)	73
2. Issuance of Approval/Endorsement of Promotional Rates	81
3. Issuance of Permit to Import thru the Philippine National Single Window (NSW)	83
<b>REGULATION BRANCH (RB) – Network and Facilities Division (NFD)</b>	85
1. Issuance of A. Permit to Purchase/Possess (New, Extension)/Construction Permit/ Radio Station License (New or Renewal/Modification) for Radio Stations (Microwave, VSAT, Public Trunked, BWA, WDN) of a Public Telecommunications Entity B. Issuance of Temporary Permit to Demonstrate and Propagate for a Public Telecommunications Entity	86



SERVICES	PAGE NO.
2. Issuance of A. Permit to Purchase/Possess (New/Extension) for Base Transceiver Stations (BTS) of a Public Telecommunications Entity B. Construction Permit/Radio Station License (New, Renewal/ Modification) for Base Transceiver Stations (BTS) of a Public Telecommunications Entity	95
3. Issuance of A. Permit to Possess for Storage of Radio Communications Equipment of Public Telecommunications Entity B. Certificate of Registration in the Public Trunk Radio Service	101
<b>SPECIAL LICENSING BRANCH (SLB) – Safety Radio Services and STCW Compliance Division (SSCD)</b>	105
1. Issuance of Admission Slip for Radio Operator Examination A. RROC-Aircraft B. Radiotelephone/Radiotelegraph C. Amateur	106
2. Issuance of Cargo Ship Safety Radio Certificate (CSSRC)	110
3. Issuance of Certificate (New, Renewal, Modification) of A. Recognition as Accounting Authority (AA) B. Authorization as Point of Service Activation (PSA) Entity C. Accreditation as Shore-Based Maintenance Entity (SBME)	114
4. Issuance of A. Exemption Certificate B. Deletion Certificate	120
5. Issuance of A. Ferrying Permit for Ship B. Ferrying Permit for Aircraft	123
6. Issuance of Temporary Permit to a newly acquired Philippine-registered Ship engaged in International Trade, but not touching Philippine ports	126
7. Issuance of New Station License for Ship Engaged in International Trade A. Ship Station License B. Ship Earth Station License 1. Inmarsat – C 2. Ship Security Alert System (SSAS) 3. Long Range Identification and Tracking (LRIT) 4. Inmarsat Mini – C 5. Inmarsat – F 6. Fleet Broadband	129
8. Issuance of Permit to Import/Certificate of Exemption thru the Philippine National Single Window (NSW)	134



<b>SERVICES</b>	<b>PAGE NO.</b>
<b>SPECIAL LICENSING BRANCH (SLB) – Special Radio Services Division (SRSD)</b>	136
1. Issuance of Permit to Purchase/Possess for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas	137
2. Issuance of Construction Permit and Radio Station License (New and Modification) for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/ System covers two or more Regional Areas	141
3. Issuance of Radio Station License (Renewal) for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas	147
4. Issuance of Temporary Permit to Demonstrate and Propagate for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas	152
5. Issuance of Permit to Transport Radio Communications Equipment	156
6. Issuance of Permit for Short Range Radio Service (SRRS) Equipment A. Permit to Purchase B. Special Permit	159
7. Issuance of Permit to Import / Certificate of Exemption thru the Philippine National Single Window (NSW)	162
<b>PLANNING, FINANCIAL AND MANAGEMENT BRANCH (PFMB) – Finance Division (FD)</b>	165
1. Issuance of Order of Payment for the collection of Regulatory and Administrative Fees and Charges	166
<b>ADMINISTRATIVE BRANCH (AB) – General Services Division (GSD)</b>	167
1. Issuance of Official Receipt for the collection of Regulatory and Administrative Fees and Charges	168
<b>REGIONAL OFFICES – External Services</b>	170
<b>OFFICE OF THE REGIONAL DIRECTOR – Enforcement and Operations Division (EOD)</b>	171
1. Issuance of Admission Slip for Radio Operator Examination A. RROC-Aircraft B. Radiotelephone/Radiotelegraph C. Amateur	172
2. Issuance of Radio Operator Certificate (ROC) excluding Amateur ROC A. Commercial ROC (1RTG, 2RTG, 3RTG, 1PHN, 2PHN, 3PHN) B. Restricted Radiotelephone Operator’s Certificate – Aircraft (RROC-Aircraft) C. Temporary ROC for Foreign Pilot D. Special Radio Operator's Permit (SROP) E. Government Radio Operator Certificate (GROC) F. Restricted Radiotelephone Operator’s Certificate for Land Mobile Station (RROC-RLM) G. Modification of any of the above certificates	176



SERVICES	PAGE NO.
3. Issuance of Certificates, Permits and Licenses in the Amateur Service A. Amateur Radio Operator Certificate (AT-ROC) B. Amateur Radio Station License (AT-RSL) C. Lifetime Amateur Radio Station License for Class A (AT-LIFETIME) D. Amateur Club Radio Station License (AT-CLUB RSL) [Repeater (RPTR), Fixed (FX), Land Base (FB)] E. Temporary Permit to Operate an Amateur Radio Station – Foreign Visitor F. Special Permit for the Use of Vanity Call Sign G. Special Permit for the Use of Special Event Call Sign	183
4. Issuance of A. Permit to Purchase/Possess B. Fixed Aeronautical Station License C. Aircraft Station License in the Aeronautical Service	194
5. Issuance of A. Permit and Ship Station License (New/ Renewal/Modification) for Ship engaged in Domestic Trade B. Station License (Renewal/Modification) for Ship engaged in International Trade 1. Ship Station License 2. Ship Earth Station License(s) 2.1 Inmarsat – C 2.2 Ship Security Alert System (SSAS) 2.3 Long Range Identification and Tracking (LRIT) 2.4 Inmarsat Mini – C 2.5 Inmarsat – F 2.6 Fleet Broadband C. Private Coastal Radio Station License in the Maritime Service	201
6. Issuance of Permit to Purchase/Possess for Public Coastal Radio Station in the Maritime Service	211
7. Issuance of Public Coastal Radio Station License (New and Modification) in the Maritime Service	215
8. Issuance of Public Coastal Radio Station License (Renewal)	220
9. Issuance of A. Radio Station License (Renewal) of radio stations (Microwave, VSAT, Public Trunked, BWA, WDN, BTS) B. Radio Station License (Modification) of Base Transceiver Stations (BTS) C. Permit to Possess for Storage of BTS radio equipment of Public Telecommunications Entities	223
10. Issuance of Permit to Purchase/Possess for Government and Private Radio Stations in the Fixed and Land Mobile Service	228
11. Issuance of Construction Permit and Radio Station License (New and Modification) for Government and Private Radio Stations in the Fixed and Land Mobile Service	232



<b>SERVICES</b>	<b>PAGE NO.</b>
12. Issuance of Radio Station License (Renewal) for Government and Private Radio Stations in the Fixed and Land Mobile Service	239
13. Issuance of Permit to Possess for Storage of radio equipment excluding radio equipment for Fixed Stations of PTE and VSAT Stations	245
14. Issuance of temporary Permit to Demonstrate and Propagate for Government and Private Radio Stations in the Fixed and Land Mobile Service	248
15. Issuance of Permit to Transport Radio Communications Equipment	252
16. Issuance of Accreditation of A. Dealer, Manufacturer and Service Center of Radio Communication Equipment (RCE) B. Supplier of Customer Premises Equipment (CPE) C. Dealer, Retailer/Reseller and Service Center of Mobile Phones	255
17. Issuance of Registration Certificate A. Radio Frequency Identification Devices (RFID) B. Short Range Devices (SRD) C. Wireless Data Network (WDN) Devices - Indoor	266
18. Issuance of A. TVRO Registration Certificate (Commercial) B. TVRO Station License (New) for CATV System	270
19. Issuance of A. TVRO Registration Certificate (Non-Commercial) B. TVRO Station License (Renewal) C. CATV Station License (New and Renewal)	274
20. Issuance of Certificate of Registration (Renewal) as a Value-Added Service (VAS) Provider	279
21. Issuance of Permit to Import/Certificate of Exemption for Customer Premises Equipment (CPE) thru the Philippine National Single Window (NSW)	282
22. Issuance of A. Certified True Copy of Certificates, Permits and Licenses B. Duplicate Copy of Certificates, Permits and Licenses	285
23. Handling Requests and Complaints of Consumers/Subscribers received through Walk-in, Courier, Facsimile or Electronic Mail	288
<b>OFFICE OF THE REGIONAL DIRECTOR – Financial and Administrative Division (FAD)</b>	291
1. Issuance of Order of Payment for the collection of Regulatory and Administrative Fees and Charges	292
2. Issuance of Official Receipt for the collection of Regulatory and Administrative Fees and Charges	293