



**MEMORANDUM ORDER NO. 05-04-2020**

**TO :** ALL PUBLIC TELECOMMUNICATIONS ENTITIES (PTEs),  
BROADCAST AND CABLE TV (CATV) NETWORKS,  
DIRECT-TO-HOME (DTH), LMDS AND ALL OTHER PAY TV  
SERVICES

**SUBJECT :** Extension on the Submission of 2019 Annual Reports  
in view of the Enhanced Community Quarantine (ECQ)

**DATE :** 08 April 2020

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On 09 October 2006, the NTC issued Memorandum Circular No. 04-10-2006 requiring the submission of Annual Reports (AR) by the PTEs, Broadcast and Cable TV Networks. Item #1 of the said NTC Memorandum Circular provides:

*"1. Annual Reports in the prescribed form/s shall be submitted to the Commission **not later than 30 April of each year**".*

Last 16 March 2020, the Office of the Executive Secretary issued a Memorandum on the "COMMUNITY QUARANTINE OVER THE ENTIRE LUZON AND FURTHER GUIDELINES FOR THE MANAGEMENT OF THE CORONAVIRUS DISEASE 2019 (COVID-19) SITUATION". Paragraph 4 of the Memorandum provides:

*"4. **A work from home arrangement shall be implemented in the Executive Branch**, except the PNP, AFP, PCG, and health and emergency frontline services, border control and other critical services which shall ensure a skeletal work force."*

Further, the enactment of Republic Act No. 11469 on 25 March 2020 (*An Act Declaring the Existence of a National Emergency Arising from the Coronavirus Disease 2019 (COVID-19) Situation and a National Policy in Connection Therewith, and Authorizing the President of the Republic of the Philippines for a Limited Period and Subject to Restrictions, to Exercise Powers Necessary and Proper to Carry Out the Declared National Policy and For Other Purposes*) provides:

*"Section 4. Authorized Powers."*

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*"(t) **Continue to authorize alternative working arrangements for employees and workers in the Executive Branch**, and whenever it becomes necessary, in other independent branches of government and constitutional bodies, and the private sector";*

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*"(z) **Move statutory deadlines and timelines for the filing and submission of any document**, the payment of taxes, fees, and other charges required by law, and the grant of any benefit, in order to ease the burden on individuals under Community Quarantine".*

In view of the foregoing, and considering that the enhanced community quarantine (ECQ) brought about by the COVID-19 situation is still in effect, **the submission of 2019 Annual Reports as required under NTC Memorandum Circular 04-10-2006 is hereby extended until 30 June 2020.**

For information and guidance.