



CENTRAL OFFICES

Internal Services



**OFFICE OF THE COMMISSIONER (OC)-
Radio Spectrum Planning Division (RSPD)
Internal Services**



SERVICE NAME:	1. Issuance of Frequency Assignment Sheet (FAS)			
<p>A Frequency Assignment Sheet (FAS) is a document issued by the Commission showing, after technical evaluation and feasibility study, the available frequency(ies), among others, for proposed radio stations/networks.</p> <p>A FAS is an internal document that serves as a reference of the Delivery Units in the processing of applications for Permit to Purchase and/or modification of Radio Station License.</p>				
Office or Division:	Radio Spectrum Planning Division (RSPD), Office of the Commissioner			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Delivery Units [Networks & Facilities Division/Regulation Branch (NFD/RB), Special Radio Services Division/Special Licensing Branch (SRSD/SLB), Broadcast Services Division (BSD) and Regional Offices (ROs)]			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter			Delivery Unit	
2. Application with requirements			Applicant	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Delivery Unit endorses application	1. Screens application for preliminary assessment	None	1 Hour	CDO II Engr. II Engr. III
1.1 Receives the application documents and Notice of Deficiency (NOD)	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and return the application to the Delivery Units			
1.2 Receives the AR	1.2 <i>If complete</i> , issues Acknowledgement Receipt (AR)			



	<p>1.3 Records the application and assigns Unique Identification Number (UIN)</p> <p>1.4 Assigns application for technical evaluation and study</p>			
Processing Stage				
	<p>2. Evaluates / studies the technical feasibility of the application</p> <p>2.1 Encodes the application in the database</p> <p>2.2 Prints FAS</p> <p>2.3 Reviews printed FAS and affixes initial</p> <p>2.4 Approves / Disapproves FAS</p>		79 Hours	<p>CDO II Engr. II Engr. III</p> <p>CDO II Engr. II Engr. III</p> <p>CDO II Engr. II Engr. III</p> <p>Chief CDO</p> <p>Commissioner</p>
Releasing Stage				
3.1 Receives application with approved FAS	3. Records the approved FAS and forwards application to Delivery Unit		1 Hour	Receiving Clerk
TOTAL:		None	80 Hours	



SERVICE NAME:	2. Issuance of Frequency Assignment Notice (FAN)			
<p>A Frequency Assignment Notice (FAN) is a document issued by the Commission showing the particulars of a proposed station, such as, radio equipment, antenna system, call sign, among others, in reference to the issued FAS.</p> <p>A FAN is an internal document used by the Delivery Units as a basis in processing of applications for Construction Permit/Radio Station License of different types of radio communication systems.</p>				
Office or Division:	Radio Spectrum Planning Division (RSPD), Office of the Commissioner			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Delivery Units [Networks & Facilities Division/Regulation Branch (NFD/RB), Special Radio Services Division/Special Licensing Branch (SRSD/SLB), Broadcast Services Division (BSD) and Regional Offices (ROs)]			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter			Delivery Units	
2. Application with requirements			Applicant	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Delivery Units endorses application	1. Accepts application for preliminary assessment	None	1 Hour	Receiving Clerk
1.1 Receives the application documents and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application to the Delivery Units			
1.2 Receives AR	1.2 <i>If complete</i> , issues Acknowledgement Receipt (AR)			



	<p>1.3 Records the application and assigns Unique Identification Number (UIN)</p> <p>1.4 Assigns application for technical evaluation and study</p>			
Processing Stage				
	<p>2. Assigns call sign</p> <p>2.1 Encodes the application in the database</p> <p>2.2 Prints FAN</p> <p>2.3 Reviews printed FAN and affixes initial</p> <p>2.4 Approves / Disapproves FAN</p>		79 Hours	<p>Engineer III Engineer II CDO II</p> <p>Engineer III Engineer II CDO II</p> <p>Engineer III Engineer II CDO II</p> <p>Chief CDO</p> <p>Commissioner</p>
Releasing Stage				
3.1 Receives application with approved FAN	3. Records the approved FAN and forwards application to Delivery Units		1 Hour	Receiving Clerk
TOTAL:		None	80 Hours	



SERVICE NAME:	3. Issuance of Notice of Frequency Supportability (NFS)			
<p>A Notice of Frequency Supportability (NFS) is a document issued by the Commission, after technical evaluation/study, showing the feasibility/availability of proposed frequency(ies), for Temporary Permit to Propagate/Demonstrate applications, subject to certain conditions.</p> <p>A FAN is an internal document used by the Delivery Units as a basis in processing of applications for Temporary Permit to Propagate/Demonstrate applications of different types of radio communication systems. It is also being issued to indicate frequency availability for newly-approved Provisional Authority(ies) (PA) of public telecommunications entities (PTEs).</p>				
Office or Division:	Radio Spectrum Planning Division (RSPD), Office of the Commissioner			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Delivery Units [Networks & Facilities Division/Regulation Branch (NFD/RB), Special Radio Services Division/Special Licensing Branch (SRSD/SLB), Broadcast Services Division (BSD) and Regional Offices (ROs)]			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter			Delivery Units	
2. Application with requirements			Applicant	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Delivery Unit endorses application	1. Accepts application for preliminary assessment	None	1 hour	Receiving Clerk
1.1 Receives the application documents and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application to the Delivery Units			
1.2 Receives the AR	1.2 <i>If complete</i> , issues Acknowledgement Receipt (AR)			



	<p>1.3 Records the application and assigns Unique Identification Number (UIN)</p> <p>1.4 Assigns application for technical evaluation and study</p>			
Processing Stage				
	<p>2. Evaluates / studies the technical feasibility of the application</p> <p>2.1 Encodes the application in the database</p> <p>2.2 Prints NFS</p> <p>2.3 Reviews printed NFS and affixes signature</p> <p>2.4 Approves / Disapproves NFS</p>		79 Hours	<p>Engineer III Engineer II CDO II</p> <p>Engineer III Engineer II CDO II</p> <p>Engineer III Engineer II CDO II</p> <p>Chief CDO</p> <p>Commissioner</p>
Releasing Stage				
3.1 Receives application with approved NFS	3. Records the approved NFS and forwards application to Delivery Unit		1 hour	Receiving Clerk
TOTAL:		None	80 Hours	