



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
NATIONAL TELECOMMUNICATIONS COMMISSION  
BIR Road, East Triangle, Diliman, Quezon City

**OFFICE ORDER**  
**NO. 37-04-2004**

**SUBJECT: Guidelines in the Administration of Radio Operators Examination**

Pursuant to Act 3846 as amended, EO 546, Office Order No. 7-2-99, existing rules and regulations and in order to standardize procedures in the acceptance of applications, conduct of radio operator's examination, notification of ratings and appeal on the result of examinations, the following guidelines are hereby issued:

**1. ACCEPTANCE OF APPLICATIONS:**

- 1.1 The acceptance of applications for commercial and non-commercial radio operator's examination shall be evaluated by designated evaluators from the ROTSD, RRLD and/or from concerned regional offices as to the completeness of required documents.

**1.1.1 Amateur**

i. For Filipino Applicants:

- a. Photocopy of any documents such as birth certificate, voter's ID, passport, PRC license, driver's license which can show proof of age and citizenship (note: to present original)
- b. Copy of latest report of rating in Amateur Radio Examination (for repeater or those taking removal exams)
- c. Authenticated copy of Amateur Radio Station License (for upgrading examinations)
- d. Copy of any of the following for those taking the exams directly to Amateur Class B  
PRC ID, BSECE College Diploma, 1 RTG, 2RTG or 1PHN NTC Certificates
- e. Proof of attendance to an orientation seminar conducted by NTC accredited amateur club (MC No. 06-07-97 dated 30 July 1997)
- f. Two (2) copies of recent (taken within six months from date of application) 1" x 1 ID picture
- g. Two (2) pieces self-addressed stamped envelopes
- h. Payment of examination fee

ii. For Foreign Applicants

- a. Certification of Good Moral Character from concerned embassy
- b. Two (2) copies of recent (taken within six months from date of application) 1" x 1 ID picture
- c. Two (2) pieces self addressed stamped envelope
- d. Payment of examination fee

### 1.1.2 Commercial

- i. For Graduates of GRCO, Broadcast Technician, Electronics and Communications Engineering and Electronics Communications Technician
  - a. Photocopy of Diploma or Transcript of Records bearing the Special Order Number from the Department of Education (DepED). Graduates of State Colleges or University are exempted from the Special Order Number requirement. The original must be presented for validation.
  - b. Photocopy of Birth Certificate. Original must also be presented for validation.
  - c. Copy of valid commercial radio operators certificate (for upgrade purposes)
  - e. Two (2) copies of recent (taken within six months from date of application) 1" x 1 ID picture
  - f. Two pieces self-addressed stamped envelopes
  - g. Payment of Examination fee
- ii. OTHER CONDITIONS:
  - Other technical courses other than those mentioned above are subject to evaluation of ROTSD or Regional Office.
  - Graduates of NTC Accredited training schools with expired radio station licenses and non-accredited training schools shall not be allowed to take the examination.

### 1.1.3 For Government Radio Operators (GROC)

- a. GROC – Service Record in the government service as radio operator for at least six (6) months
- b. 1PHN and 2RTG – Service Record in the government service as radio operator for at least one (1) year of satisfactory service
- c. 1RTG – Service Record in the government service as radio operator for at least five (5) years of satisfactory service
- d. Two (2) copies of recent (taken within six months from date of application) 1" x 1 ID picture
- e. Two (2) pieces self-addressed stamped envelopes
- f. Payment of examination fee

### 1.1.4 STCW Radio Personnel

- a. For GOC – Certificate of Completion on Restricted Radiotelephone, INMARSAT and GMDSS seminar from NTC accredited Radio Training Centers and deck officer's certificate issued by the Professional Regulations Commission or radio operator's certificate issued by NTC
  - b. For ROC – Certificate of Completion on Restricted Radiotelephone Operator Seminar from NTC accredited Radio Training Center and deck officer's certificate issued by PRC.
  - c. For REC – Copy of Certificate of Completion on Radio Electronic Operator's Course, copy of 1 RTG Certificate and Copy of GOC Certificate
  - d. Two (2) copies of recent (taken within six months from date of application) 1" x 1 ID picture
  - e. Two (2) pieces self-addressed stamped envelopes
  - f. Payment of examination fee
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### 1.1.5 RROC-Aircraft

- a. Aircraft Pilot's or Student's Pilot License from the Bureau of Air Transportation or valid aircraft pilot's license in a country that is a member of the International Civil Aviation Organization (ICAO)
- b. Two (2) copies of recent (taken within six months from date of application) 1" x 1 ID picture
- c. Two (2) pieces self-addressed stamped envelopes
- d. Payment of examination fee

1.2 For examinations in the Central office, the ROTSD/RRLD shall prepare the master list of examinees and endorse the same to Chairman, ROEC two (2) days before the scheduled date of examination.

- For regional examinations, the Regional Examination (REX) Staff shall prepare the master list and endorse the same to the Chairman, ROEC at least one (1) week before the scheduled examinations.

## 2. SCOPE OF EXAMINATION

2.1 The regular radio operator's examination at the Central office shall be conducted once a week, which shall cover the following areas.

- a. STCW Radio Personnel Examination
- b. RROC-Aircraft Examination
- c. All classes of Amateur Radio Examination
- d. Upgrading of Commercial Radio Operator Licenses (limited to one element only)
- e. Government Radio Operator's Certificate Examination

2.2 The regular examinations in the Regional Offices shall include all examinations for Commercial Radio Operators licenses.

## 3. BRIEFING OF PROCTORS

3.1 The Director of regional office concerned shall assign proctors who will assist the members of the Radio Operators Examination committee (ROEC) in the conduct of examination

3.2 Proctors shall undergo briefing to be conducted by the Regional Examination Staff and/or ROEC and shall be guided by the following instructions which shall be disseminated during examinations, to wit:

3.2.1 Examinees must fill out spaces with check (✓) marks only provided in the Rating Form (ID Sheet)

3.2.2 Examinees must indicate their answers by shading the appropriate box provided in the answer sheets using black or blue ball pen only. Examinees are not allowed to put any markings on the questionnaires and answer sheets. Proctors will provide extra papers for computations, if necessary.

3.2.3 Examinees shall only raise questions and/or clarifications to the assigned proctors and/or ROEC. They are not allowed to communicate with their seatmates and any form of cheating is not allowed.

3.2.4 The time duration of the examination shall be two (2) hours for commercial and one and a half (1.5) hours for non-commercial.

- 3.2.5 Proctors shall maintain order within their respective room assignments and must ensure that attendance sheets are properly signed.
- 3.2.6 Proctors and/or ROEC may require additional proof of identification from the examinees when necessary.

#### 4. CONDUCT OF EXAMINATION

- 4.1 Examination shall start at 8.30 am or as designated at least two (2) days before the date of examination
- 4.2 Examinees must present their Notice of Admission Slip and/or any valid identification cards to the assigned proctors and/or ROEC before taking the examination.
- 4.3 Examinees who came in late for more than thirty (30) minutes shall be considered ABSENT.
- 4.4 Request for re-scheduling of examination must be filed at least one (1) week from date of examination.
- 4.5 Regional examinations shall be covered by Office Order No. 31-05-2003 re; Guidelines and Procedures in the conduct of Radio Operators Examination in the regional offices.

#### 5. CORRECTION OF EXAMINATION PAPERS

- 5.1 After examination, all questionnaires and answer sheets shall be collected, accounted, signed and sealed by the REX and/or ROEC Support Group before turning it over to ROEC members for immediate correction by ROEC.
- 5.2 Correction Activities
  - 5.2.1 Examination papers shall be opened by the Radio Operators Examination Committee Support Group (ROEC-SG) in the presence of ROEC members
  - 5.2.2 ROEC members shall detach the Rating Form (ID Sheets) from the corresponding answer sheets before endorsing to ROEC-SG for correction.
  - 5.2.3 After checking, ROEC-SG shall affix their initials on the answer sheets and endorse the same to ROEC members.
  - 5.2.4 ROEC members shall validate the results and attach the examination papers to their corresponding Rating Form (ID sheets).
  - 5.2.5 ROEC shall prepare the Report of Rating for signature of the Chairman, ROEC
- 5.3 ROEC-SG shall prepare five (5) copies of the Masterlist of Examination Results and shall be distributed to the following:
  - 5.3.1 Original Copy for NTC Central Records Section
  - 5.3.2 Authenticated copy for Regional office concerned
  - 5.3.3 File copy of ROEC
  - 5.3.4 File copy of ROTSD; and
  - 5.3.5 File copy of the Commissioner's Office

#### 6. NOTIFICATION OF EXAMINATION RESULTS:

The NTC Central Records Section and/or REX shall post the Official Masterlist of Examination Results in a conspicuous space/bulletin board and shall send through registered mail all unclaimed Report of Ratings to concerned examinees one (1) month after receipt of the Official Masterlist of examination result from ROEC.

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## 7. APPEAL ON EXAMINATION RESULTS

- 7.1 Examinee requesting for appeal/ rechecking must file a written request addressed to the Chairman, ROEC within fifteen (15) days from the date of release of the Master List. After the fifteen-day period, no request shall be considered by ROEC.
- 7.2 Upon receipt of the request, ROEC members shall notify the Central Records Section and/or Regional Office to forward the examinee's answer sheet or a certified true copy of the answer sheet to the Chairman, ROEC.
- 7.3 ROEC member(s) shall recheck the answer sheet of the examinee in the presence of the examinee and a representative from the Central Records Section.
- 7.4 Any rechecking that will cause a substantial change in the examination results must be concurred by majority members of the ROEC and approved by the Chairman of ROEC.
- 7.5 ROEC shall issue the corresponding Result of Rating and an amended Masterlist to reflect the corresponding changes in the examination results.
- 7.6 The amended Masterlist shall be re-distributed accordingly to all affected parties as specified on the Masterlist.

This Order shall take effect immediately and supersedes or amends other memoranda, circulars, and orders inconsistent herewith.

Quezon City, Philippines, APR 05 2004

  
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**RONALD OLIVAR SOLIS**  
Commissioner