



REPUBLIC OF THE PHILIPPINES
NATIONAL TELECOMMUNICATIONS COMMISSION
NTC Building, BIR Road, East Triangle, Diliman, Quezon City 1104
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OFFICE ORDER
No. 75-05-2016

SUBJECT: Guidelines in the Application for Amateur Radio Examination and Issuance of Amateur Radio Station License (ARSL) / Radio Amateur Operator Certificate (RAOC)

Pursuant to the provisions of Act No. 3846, as amended, Executive Order No. 546, Series of 1979, Memorandum Circular No. 03-08-12 (Revised Amateur Radio Regulations), MC No. 9-4-94 (Additional Guidelines for the Renewal of Amateur Radio License and Application for Amateur Radio Examination) and other relevant regulations, the following guidelines in the application for amateur radio examination and the issuance of ARSL/RAOC are hereby issued:

- I. An applicant for amateur radio examination must possess the following general qualifications:
 1. A citizen of the Philippines or citizens of other countries that provide the same privilege extended to Filipino nationals in their country as far as amateur radio examination is concerned.
 2. At least twelve (12) years old for Classes "A","B" and "C". For Class "D", the Minimum age shall be nine (9) years old, provided, there is an Affidavit of Parental Consent.
 3. Ability to transmit and/or receive messages either in Pilipino, English, or any of the Philippine dialects.
 4. Applicants who are taking the amateur radio examination for the first time must show proof that they have attended an amateur radio orientation seminar conducted by an amateur radio club duly accredited by the NTC on the following topics:
 - a. Amateur Radio Rules and Regulations
 - b. Electrical and Electronics Principles and Concepts
 - c. Amateur Radio Practice
- II. Applicants for Permit to Purchase must submit the following:
 1. Accomplished Application form for Permit to Purchase
 2. Report of Ratings
 3. Payment of Applicable Fees

III. Applicants for New ARSL must submit the following:

1. Accomplished Application Form (Annex "A")
2. Notarized Information sheet
3. Original copy of Permit to Purchase
4. Invoice or Official Receipt from Authorized Radio Dealer
3. Three (3) pieces 1"x1" picture (taken within the last six months)
4. Payment of Applicable Fees

IV. Applicants for New RAOC must submit the following:

1. Accomplished Application Form (Annex "A")
2. Notarized Information sheet
3. Report of Ratings
4. Three (3) pieces 1"x1" picture (taken within the last six months)
5. Payment of Applicable Fees

V. Applicants for renewal of ARSL/RAOC, must submit the following:

1. Accomplished Application Form (Annex "A")
2. Three (3) pieces 1"x1" picture (taken within the last six months)
3. Photocopy of ARSL / RAOC
4. Payment of Applicable Fees
5. Proof of Amateur Activity – The Proof of Amateur Activity can be any of the following:
 - a. Dxing- Log extracts or QSL cards received, DX awards, contest awards earned as a result of Dxing.
 - b. Technical Experimentation - Documentation of being involved in the technical aspects of the amateur radio hobby which may include, among others, propagation tests, electronic innovations, home brewing of equipment and accessories.
 - c. Emergency Communications - Proof of actual involvement in ham emergency radio operations such as certificates, commendation letters, pictures, videos, news clippings or footages.
 - d. Copy of endorsement from an amateur radio club showing proof of active membership. The club must be duly recognized by the Commission.
 - e. Field Expedition- Copy of QSL cards, logbook sheets/extracts or pictures showing proof of operation from an exotic or rare location to generate amateur activity for award hunters and DXers.

VI. For the purpose of these guidelines, any equipment capable of transmitting and/or receiving on any of the amateur frequency bands can be licensed under the amateur radio service. Provided that, amateur radio license holders shall strictly adhere to the conditions stipulated on their respective licenses.

Only holders of amateur radio Class "A" and "B" license or certificate are allowed to operate dual band radio capable of operating in the VHF/UHF band.

This Order shall take effect immediately.



GAMALIEL A. CORDOBA
Commissioner