

NATIONAL TELECOMMUNICATIONS COMMISSION
Agency Information Inventory

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released (or coverage)	frequency_of_update
SPECIAL LICENSING BRANCH											
NTC	National Telecommunications Commission	PERMIT	Special Permit (Ships Temporarily Engaged in International Trade)	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	N/A
			Demonstration Permit	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Temporary Permit	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Provisional Permit	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Permit to Transport	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	N/A
			Permit to Purchase	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Permit to Possess/Storage	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Construction Permit	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
					Yes	nsw.gov.ph	Limited with Fee	BOC	BOC	N/A	N/A
NTC	National Telecommunications Commission	CERTIFICATE	Exemption Certificate	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Shore-Based Maintenance Entity Certificate	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Certificate of Accounting Authority	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Certificate of Point of Service Activation Entity	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Ship Safety Radio Certificate	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
NTC	National Telecommunications Commission	LICENSE	Radio Station License	Document	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
NTC	National Telecommunications Commission	CERTIFICATION	Certificate of Exemption (Non-Radio Equipment)	a. Manual	No	N/A	Limited with Fee	NTC-SSCD	CENTRAL RECORDS	N/A	N/A
				b. Online	Yes	N/A	Limited with Fee	BOC	BOC	N/A	N/A
NTC	National Telecommunications Commission	MASTERLIST	Masterlist Of Examinees	Document	No	N/A	Internal	NTC-SSCD	CENTRAL RECORDS	N/A	N/A
NTC	National Telecommunications Commission	REGISTRATION NUMBERS	Registration Numbers	Document	No	N/A	Internal	NTC-SSCD	CENTRAL RECORDS	N/A	N/A
NTC	National Telecommunications Commission	PERMIT	Demo Permit	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Temporary Permit	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Permit to Transport	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	N/A
			Permit to Purchase	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Construction Permit	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Permit to Possess(Storage)	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
			Permit to Import	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	AS PER APPLICANT'S REQUEST
					Yes	nsw.gov.ph	Limited with Fee	BOC	BOC	N/A	N/A

NTC	National Telecommunications Commission	CERTIFICATE	Certificate of Exemption (Non-Radio Equipment)	a. Manual	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	N/A
				b. Online	Yes	nsw.gov.ph	Limited with Fee	BOC	BOC	N/A	N/A
NTC	National Telecommunications Commission	LICENSE	Radio Station License	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	Annually, every 2 or 3 years
NTC	National Telecommunications Commission	REGISTRATION	SRRS Special Permit (Registration)	Document	No	N/A	Limited with Fee	NTC-SRSD	CENTRAL RECORDS	N/A	N/A
REGULATION BRANCH											
NTC	National Telecommunications Commission	CERTIFICATES OF REGISTRATION	Certificates of Registration for Public Trunk Radios	approved printed copy	No	N/A	Limited	NTC-RB	RB-NFD/CENTRAL RECORDS		Per Registration
NTC	National Telecommunications Commission	Permits for Public Telecommunications Entities	Permits for Public Telecommunications Entities: Possess for Storage Propagation/Demonstration Purchase/Possess	approved printed copy	No	N/A	Limited	NTC-RB	RB-NFD/CENTRAL RECORDS		Per Application
NTC	National Telecommunications Commission	Radio Station License for Public Telecommunications Entities	Radio Station License for Public Telecommunications Entities for the ff: Microwave, WDN, VSAT, BWA Radio Stations, and Base Transceiver Station	approved printed copy	No	N/A	Limited	NTC-RB	RB-NFD/CENTRAL RECORDS		Per Application
NTC	National Telecommunications Commission	Logbooks	Logbooks for: Permit Number for Public Telecommunication Entities Registration Number for Public Trunk	Logbook	No	N/A	Internal	NTC-RB	RB-NFD		As needed
NTC	National Telecommunications Commission	Notice of Assessment	Notice of Assessment of Annual Spectrum Users Fee (SUF)	PDF	No	N/A	Limited	NTC-RB	RB-NFD		Annually
NTC	National Telecommunications Commission	List of Requirements	List of Requirements for the Issuance of Permits and Licenses to PTEs	PDF	Yes	http://ntc.gov.ph/wp-content/uploads/2017/citizens-charter/ARTA-112317-v2.pdf	Public	NTC-RB	RB-NFD	22/11/2017	As needed
NTC	National Telecommunications Commission	Application Forms	Application Forms required for the Issuance of Permits and Licenses to PTEs	PDF/XLS	Yes	http://ntc.gov.ph/wp-content/uploads/2015/10/downloadableforms	Public	NTC-RB	RB-NFD	2018-May-16	As needed
NTC	National Telecommunications Commission	Procedure for the Issuance of Permits and Licenses	Procedure on How to avail the Service of RB/NFD for the Issuance of Permits and Licenses to PTEs	PDF	Yes	http://ntc.gov.ph/wp-content/uploads/2017/citizens-charter/ARTA-112317-v2.pdf	Public	NTC-RB	RB-NFD	22/11/2017	As needed
NTC	National Telecommunications Commission	Fees and Charges	Applicable Fees and Charges for the Issuance of Permits and Licenses to PTEs	PDF	Yes	http://ntc.gov.ph/wp-content/uploads/2017/citizens-charter/ARTA-112317-v2.pdf	Public	NTC-RB	RB-NFD	22/11/2017	As needed
NTC	National Telecommunications Commission	CERTIFICATES OF REGISTRATION	Certificate of Registration for Value Added Service Providers, VOIP providers/Resellers and Public Calling Stations/Telecenters	PDF	No	N/A	Limited	NTC	RB/SID	Upon Issuance of COR	Upon Renewal/Modification of COR

NTC	National Telecommunications Commission	LIST OF REQUIREMENTS	List of Requirements for the Issuance of COR	PDF	Yes	http://www.ntc.gov.ph	Public	NTC	RB/SID	2003	As needed
NTC	National Telecommunications Commission	APPLICATION FORMS	Application forms for registration	PDF	Yes	http://www.ntc.gov.ph	Public	NTC	RB/SID	2003	As needed
NTC	National Telecommunications Commission	PROCEDURES FOR THE ISSUANCE OF COR	Procedures for COR	PDF	Yes	http://www.ntc.gov.ph	Public	NTC	RB/SID	2003	As needed
NTC	National Telecommunications Commission	FEES AND CHARGES	Fees and Charges for the Issuance of COR	PDF	Yes	http://www.ntc.gov.ph	Public	NTC	RB/SID	2000	As needed
NTC	National Telecommunications Commission	PERMIT TO IMPORT - PHILIPPINE NATIONAL SINGLE WINDOW	Permit to Import Telecommunications Equipment and Accessories	XLS	No	Philippine National Single Window (PNSW)	Exception	BOC	RB/SID	Upon Issuance of Permit	N/A
NTC	National Telecommunications Commission	PROMOTIONAL RATES	Letters acknowledging/Approving promotional rates of telcos	DOC	No	N/A	Limited	NTC	RB/SID	Upon Issuance of Letter	N/A
NTC	National Telecommunications Commission	ASSIGNMENT OF CODES	Letters Approving/Assigning codes	DOC	No	N/A	Limited	NTC	RB/SID	Upon Issuance of Approval	N/A
NTC	National Telecommunications Commission	MASTERLIST OF CODE ASSIGNMENTS	Database of central office codes, network access codes, special codes assigned to telcos, government agencies, other entities	XLS	No	N/A	Limited	NTC	RB/SID	Upon Assignment of Codes	As needed
NTC	National Telecommunications Commission	SRF NOTICES OF ASSESSMENT	Assessment of Supervision and Regulation Fees (SRF)	PDF	No	N/A	Limited	NTC	RB/SID	Prior to September 30	Annually
CORPORATE PLANNING AND MANAGEMENT BRANCH											
NTC	National Telecommunications Commission	KPI	Monthly Performance Report	PDF	No	N/A	Public	NTC	CPPD		Monthly
NTC	National Telecommunications Commission	ISSP	Hardware and Software Development or Projects	PDF	No	N/A	HARDWARE (Public)/ SOFTWARE (Limited)	NTC	ITU		Annually
NTC	National Telecommunications Commission	ACCOMPLISHMENT REPORT	Performance Review of Physical and Financial Accomplishment, Programs, Project Proposal and Objectives from all Branches and Regional Offices	PDF	No	N/A	Public	NTC	CPPD		Quarterly
NTC	National Telecommunications Commission	ANNUAL REPORT	Annual Accomplishment Report	PDF	Yes	http://ntc.gov.ph/wp-content/uploads/2015/10/reports/Annual_Report_2014.pdf	Public	NTC	CPPD	2014	Annually
FINANCE DIVISION											
NTC	National Telecommunications Commission	FARs (Financial Accountability Reports)	Consist of details on the movement (obligation and disbursement) of appropriation and allotment as authorized and the physical targets and accomplishments for a given period	PDF	Yes	NTC Website (Transparency Seal)	Public	NTC Finance Division	Budget/Accounting Unit	30th of the following month 31st of January (ff year)	Quarterly Annually

NTC	National Telecommunications Commission	Financial Statements	Statement of Financial, Performance and Cash Flows of the agency and the supporting Notes for a given period	PDF	Yes	COA Website	Public	NTC Finance Division	Accounting Unit	15th of the following month 14th of February (ff year)	Quarterly Abnually
NTC	National Telecommunications Commission	Ledgers, Journals and Registries (Central Office)	Ledgers (General and Subsidiary) of Accounts from Journals (General and Special) for entries pertaining to accounting transactions such as disbursement, payment, collection, adjustments and others; Registries for Allotment, Obligations and Disbursements and revenues	XLS	No	N/A	Internal/Limited	NTC Finance Division	Budget/Accounting Unit	N/A	Daily
MANAGEMENT DIVISION											
NTC	National Telecommunications Commission	Issuances	COA Annual Audit Findings	DOC	Yes	COA Website	Public	COA	Management Division	N/A	Annually
HUMAN RESOURCE DIVISION											
NTC	National Telecommunications Commission	Appointments	Name of Appointee Position Status Compensation Rate Item Number	Document	No	201 File	Exception pursuant to R.A. 10173, Data Privacy Act of 2012	NTC-HRD	HRD	Upon Assumption	Upon Assumption (Newly Hired Employees & Promoted)
NTC	National Telecommunications Commission	Salaries and Benefits	Name Position Basic Monthly Salary Monthly Loan Deduction Monthly Compulsory Deduction	Document	No	Payroll Files	Exception pursuant to R.A. 10173, Data Privacy Act of 2013	NTC-HRD	HRD	Upon Awarded of Benefits &Released of Salary	Monthly
NTC	National Telecommunications Commission	List of Employees	a.) Retired b.) Active	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Retirement/ Resignation from the service	Quarterly
NTC	National Telecommunications Commission	Personnel Folders (201, Files)	a) Appointments	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Assumption	Upon Assumption (Newly Hired Employees & Promoted)
			b) Approval of Retirement	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Retirement/ Resignation from the service	Quarterly
			c) Awards Benefit/Gratuity	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Retirement/Resignation from the service	Bi- Annually
			d) Certificates Eligibility	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Assumption	Upon submission of Newly Hired Employee/Appointee
			e) Training / Seminar Attended	Document	No	201 File	Limited	NTC-HRD	HRD	Upon attended the training	Quarterly
			f) Change of Marital Status /Name	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Change of Marital Status	Quarterly
			g) Clearance	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Retirement/ Resignation from the service	Upon Mandatory/Compulsory Retired Employees and Resignation/Deceased

NTC	National Telecommunications Commission	Personnel Folders (201, Files)	h) Designations/Details Oaths of office	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Assumption	Upon Assumption (Newly Hired Employees & Promoted)
			i) Personal Data Sheet (latest)	Document	No	201 File	Exception pursuant to Sec.2 of R.A. 10173, otherwise known as Data Privacy Act of 2012	NTC-HRD	HRD		Annually
			j) Position Descriptions	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Assumption	Upon Assumption/Fill-Up Positions (Newly Hired Employees & Promoted)
			k) Reinstatements	Document	No	201 File	Limited	NTC-HRD	HRD	Upon Resinstatement	Upon Resinstatement
			l) Service Records (updated)	Document	No	201 File	Exception pursuant to Sec.2 of R.A. 10173, otherwise known as Data Privacy Act of 2012	NTC-HRD	HRD	Upon Requested	Upon Requested / Monthly
			m) Statements of Duties and Responsibilities	Document	No	201 File	Limited	NTC-HRD	HRD	Upon needed arises	Annually
			SALN	Document	No	SALN Files	Public	NTC-HRD	HRD	Every April 15th of the Month	Annually
NTC	National Telecommunications Commission	Leave Balance	Name Year/Month No. of earned Leave No. of Days of Absences No. of Tardiness/Undertime Total No. of Earned Leaved Credits Remarks: Specification of Leave Sick Leave Vacation Leave Mandatory Leave SPL Solo Parent COC Magna Carta for Women Maternity Leave Paternity Leave	Document	No	Leave Card Files	Internal	NTC-HRD	HRD	Every Month	Monthly
NTC	National Telecommunications Commission	Daily Time Record (DTR)	Name Date Time-In-Out	Document	No	HRD- DTR Files	Internal	NTC-HRD	HRD		Monthly
NTC	National Telecommunications Commission	PSB - minutes of the meeting resolution	List of Applicants Notice of Deliberation Interview/Exam Ratings based on QS/ Interview/Exam Deliberation Appointment Notice of Appointee to submit documents Assumption/ Oath of Office	Document	No	PSB Minutes Files	Internal	NTC-HRD	HRD	After PSB Deliberation	After PSB Deliberation
	National		RIS/Request to fill up			List of Vacant Position				Upon	

NTC	Telecommunications Commission	List of Vacant Position	Publication to CSC & General Circulation	Document	No	Files	Public	NTC-HRD	HRD	resignation/retirement of employee	Upon resignation/retirement of employee
NTC	National Telecommunications Commission	Plantilla of Personnel	Name/Gender Position Title/ Salary Grade Annual Salary (Authorized/Actual) Step Inc./Code/Type/Level Name of Incumbent Sex Date of Birth TIN Date of Original Appointment Date of Last Promotion Status Civil Service Eligibility	Document	No	Plantilla Files	Limited	NTC-HRD	HRD	Upon updates in NTC Plantilla	Monthly
NTC	National Telecommunications Commission	List of Job Order Contracts	Name Medical Records Personal Data Sheet Transcript of Records NBI/Police Clearance Diploma Contracts	Document	No	Job Order Files	Public	NTC-HRD	HRD	Upon Assumption of Job Order	Quarterly
NTC	National Telecommunications Commission	Logbooks	Incoming Outgoing	Document	No	N/A	Limited	NTC-HRD	HRD	N/A	Monthly
NTC	National Telecommunications Commission	Travels	Foreign Trainings Local Trainings	Document	No	Training Database/Files	Limited	NTC-HRD	HRD	Upon International Commitments Trainings Attended & In-house Conducted	Monthly

GENERAL SERVICES DIVISION

NTC	National Telecommunications Commission	FILES	Inventory and Inspection Report of Unserviceable Property	XLS	No	N/A	Public	NTC	GSD	2016	Annually
			Report of Physical Count on Property, Plant and Equipment	XLS	No	N/A	Public	NTC	GSD	2016	Annually
			Report on Physical Count of Inventories	XLS	No	N/A	Public	NTC	GSD	June 2018	Semi-Annually
			Report of Supplies and Materials Issued	XLS	No	N/A	Public	NTC	GSD	July 2018	Monthly
			Report of Accountability on accountable Forms	XLS	No	N/A	Public	NTC	GSD	July 2018	Monthly
NTC	National Telecommunications Commission	LOGBOOKS	Outgoing/Incoming	Logbook	No	N/A	Public	NTC	GSD	N/A	Daily
			Purchased Order	Logbook	No	N/A	Public	NTC	GSD	N/A	Daily
			Trip Ticket	Logbook	No	N/A	Public	NTC	GSD	N/A	Daily

CASHIER SECTION

NTC	National Telecommunications Commission	Report of Accountability for Accountable Forms	Monthly report by accountable officer of the physical count of all accountable forms with or without face value such as checks, official receipts and list of due and demandable accounts payable - Advice to Debit Account (LDDAP-ADA) in custody and maintained by fund.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	Official Receipts	Evidence of payment to acknowledge the receipt of cash or check	Hard Copy	No	N/A	Public	NTC	Cashier Section		Daily
NTC	National Telecommunications Commission	Cash receipts Record	Record the correct and complete collections and deposit as of a specific date	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	List of cancelled official receipts	List of all cancelled Official Receipts issued as of a specific date.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	List of Documentary Stamps Collected	List of all Documentary Stamps Tax collected as of a specific date	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	Summary Report of Collections	Report summarizing all the collections received for a given month/period.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	Report of Collections and Deposits	Report of Collections and Deposits to an authorized government depository bank as of a specific date and maintained by fund.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Daily
NTC	National Telecommunications Commission	Report of Checks Issued	Daily Report of Disbursement made through checks including Cancelled checks and maintained by fund.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Daily
NTC	National Telecommunications Commission	Advice of Check Issued and Cancelled	Report prepared and submitted by agency / entity to the Government Servicing Bank (GSB) to enable the payees to encash / negotiate checks and ADA's issued.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	When checks are issued
NTC	National Telecommunications Commission	List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)	Is an accountable form used as an authorization issued by National Government Agency (NGA) to the MDS-GSB instructing the bank to debit a specified amount from its available NCA to pay the creditors/payees listed.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	When checks are issued
NTC	National Telecommunications Commission	Report of Advice to Debit Account Issued	Daily report of Disbursements made through ADA including the cancelled ADA and maintained by fund.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Daily

NTC	National Telecommunications Commission	Checks and Advices to Debit Account Disbursement Record	Record to monitor all checks drawn whether released or unreleased and ADA's issued with NCA/Bank Balance indicated.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	Check Register	Log Book used to record checks issued and signed by payees.		No	N/A	Internal	NTC	Cashier Section	2018-07-31	Daily
NTC	National Telecommunications Commission	Cash Disbursement Record	Record maintained by disbursing / accountable officer to monitor the cash advance balance.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	Report of Cash Disbursement	report prepared by Disbursing Officer to liquidate the cash advance for payment of salaries, Wages, Allowances and other Perosnnel Benefits.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	List of Deposited Collections	List of Collections received by agency/entity for deposit to Bureau of Treasury thru the Government Servicing Bank (GSB).	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
NTC	National Telecommunications Commission	Schedule of Deposited Collection	Monthly report submitted to Bureau of Treasury showing the collections received by agency and deposited to GSB.	XLS	No	N/A	Internal	NTC	Cashier Section	2018-07-31	Monthly
RADIO OPERATOR EXAMINATION COMMITTEE											
NTC	National Telecommunications Commission	EXAMINATIONS FILES	Official Masterlist of Examinations Result	approved copy	No	N/A	Public	NTC-ROEC	Central Records	N/A	
			List of Passers for Radio Operator Examination	PDF	Yes	www.ntc.gov.ph	Public	NTC-ROEC	NTC-ITU	N/A	
			Examinations Ratings	approved copy	No	N/A	Exception pursuant to R.A. 10173, Data Privacy Act of 2013	NTC-ROEC	Central Records	N/A	
EQUIPMENT STANDARD DIVISION											
NTC	National Telecommunications Commission	Type Approved/Accepted Equipment	List of Type Approved/Accepted Equipment for Philippines Market	PDF	Yes	ntc.gov.ph	Public	NTC-ESD	ITU	January 2018	as needed
BROADCAST SERVICES DIVISION											
NTC	National Telecommunications Commission	List of Broadcast Stations and CATV in the Philippines	Listing	XLS	No	N/A	Public	NTC	BSD	2005	As new application comesin/ as new modification of permit/is/are filed
NTC	National Telecommunications Commission	List of SRF Payments	Listing	XLS	No	N/A	Internal	NTC	BSD	undetermine	Annually / as needed
NTC	National Telecommunications Commission	Audited Financial Statement	Financial Information	PDF	No	N/A	Limited	BSD/CATV Companies	BSD	one year after Authorization	Annually /As needed

NTC	National Telecommunications Commission	Permits / License	Permit to Purchase Construction Permit Temporary Permit RSL	XLS	No	N/A	Internal	NTC	BSD/RECORDS	Undetermine	Permanent
NTC	National Telecommunications Commission	Legal Documents	Pleadings / Motions	Hard Copy	No	N/A	Internal	NTC	BSD after receipt	N/A	Permanent
RADIO SPECTRUM PLANNING DIVISION											
NTC	National Telecommunications Commission	National Radio Frequency Allocation Table (NFRAT)		PDF	Yes	ntc.gov.ph	Public	NTC	RSPD	N/A	As need arises
LEGAL BRANCH / COMMISSION SECRETARIAT											
NTC	National Telecommunications Commission	Application/Petition	Application/Petition for Approval of Authorization to install, operate and maintain services in a certain area	Document	No	N/A	Public	Applicant	Commission Secretariat/Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	Notice of Initial Hearing	Notice of Initial Hearing	Document	No	N/A	Public	Commission Secretariat	Commission Secretariat/Legal Branch	days prior to the date of hearing	N/A
NTC	National Telecommunications Commission	List of Affected Parties	List of Affected Parties (Companies who are grantee of Authorization in the area being applied for and its respective addresses)	Document	No	N/A	Limited	Commission Secretariat	Commission Secretariat/Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	Minutes of Hearing	Case Information and remarks made by the hearing officer about the session/hearing; names and signatures of the parties who attended the session	Document	No	N/A	Limited	Legal Branch	Commission Secretariat/Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	Stenographical Notes/Transcript of Stenographical Notes	Stenographical notes taken by the Stenographer on the proceedings; sinature of the counsels	Document	No	N/A	Limited	Legal Branch	Commission Secretariat/Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	Pleadings	Motions or Manifestations and its attachments submitted by the parties in a case	Document	No	N/A	Limited	Parties	Commission Secretariat/Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	Orders/Decisions	Resolution Rendered by the Commission	Document	No	N/A	Public	Legal Branch	Commission Secretariat/Legal Branch	On the date promulgated	N/A
NTC	National Telecommunications Commission	Indorsements	Indorsement for filling of Administrative Case (with Attached Inspection Report by Regional Offices)	Document	No	N/A	Internal	BSD/RB/NTC Regional Offices	BSD/RB/Regional Offices/Legal Branch/Commission Secretariat	N/A	N/A

NTC	National Telecommunications Commission	List of Authorization Cases	List of Authorization Cases forwarded to Legal Branch	Doc,XLS	No	N/A	Internal	Commission Secretariat	Commission Secretariat/Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	List of Administrative Cases	List of administrative Cases forwarded to legal Branch	Document	No	N/A	Internal	Commission Secretariat	Commission Secretariat/Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	En-Banc Session Agenda with Remarks	List of Cases to be taken action to by En-Banc Committee (with remarks)	Document	No	N/A	Exception	En-Banc Committee	En-Banc Committee/Legal Branch/Commission Secretariat	N/A	N/A
NTC	National Telecommunications Commission	Evaluations	Evaluations made by Broadcast Services Division/Regulation Branch	Document	No	N/A	Internal	Internal	BSD/RB/Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	SEC Indorsement	Letter of no objection to the Articles of Incorporation (AOI) and By-Laws of New Corporation, or Amendment of Existing AOI and By- laws	Document	No	N/A	Public	Legal Branch	Commission Secretariat/Legal Branch	on the date signed	N/A
NTC	National Telecommunications Commission	Letter Correspondence	Reply/Response to queries of government/private entities or individual	Document	No	N/A	Public	Legal Branch	Commission Secretariat/Legal Branch	on the date approved/signed	N/A
NTC	National Telecommunications Commission	Orders and Decisions from other Courts	Orders and Decisions from MeTC, MTC, RTC, Court of Appeals, Supreme Court regarding cases involving NTC	Document	No	N/A	Limited	Other Courts	Legal Branch	N/A	N/A
NTC	National Telecommunications Commission	Docket Books	Promulgated Orders/Decisions	Hard Copy	No	N/A	Internal	Commission Secretariat	Commission Secretariat	on the date approved/signed	DAILY
NTC	National Telecommunications Commission	Logbooks	Incoming/Outgoing of Cases/Pleadings	Logbook	No	N/A	Internal	Commission Secretariat	Commission Secretariat	Daily	DAILY
NTC	National Telecommunications Commission	Logbooks	Incoming/Outgoing of Cases/Pleadings/Letter Correspondences	Logbook	No	N/A	Internal	Legal Branch	Legal Branch	Daily	DAILY