



CENTRAL OFFICES

Internal Services



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



SERVICE NAME:	1. Issuance of A. Frequency Assignment Sheet B. Notice of Frequency Supportability			
<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> <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>An NFS 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 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. Accepts application for preliminary assessment	None	1 Hour	CDO II Engr. II Engr. III Receiving Clerk



1.1 Receives the application documents and Notice of Deficiency (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)			
	1.3 Records the application and assigns Unique Identification Number (UIN)			
	1.4 Assigns application for technical evaluation and study			
Processing Stage				
	2. Evaluates / studies the technical feasibility of the application		79 Hours	CDO II Engr. II Engr. III
	2.1 Encodes the application in the database			CDO II Engr. II Engr. III
	2.2 Prints FAS/NFS			CDO II Engr. II Engr. III
	2.3 Reviews printed FAS/NFS and affixes initial			Chief CDO
	2.4 Approves / Disapproves FAS/NFS			Commissioner



Releasing Stage				
3.1 Receives application with approved FAS/NFS	3. Records the approved FAS/NFS and forwards application to Delivery Unit		1 Hour	Receiving Clerk
	TOTAL:	None	80 Hours	



SERVICE NAME:	2. Issuance of Frequency Assignment Notice			
<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)			
	1.3 Records the application and			



	assigns Unique Identification Number (UIN) 1.4 Assigns application for technical evaluation and study			
Processing Stage				
	2. Assigns call sign 2.1 Encodes the application in the database 2.2 Prints FAN 2.3 Reviews printed FAN and affixes initial 2.4 Approves / Disapproves FAN		79 Hours	Engineer III Engineer II CDO II Engineer III Engineer II CDO II Engineer III Engineer II CDO II Chief CDO Commissioner
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 Non-Interference			
<p>A Notice of Non-Interference (NNI) is a document issued by the Commission showing, after technical evaluation and feasibility study, that a particular radio station will not cause radio frequency interference to any electrical appliance, electronic equipment or device, IT equipment, RF facility or system, aviation and maritime communications equipment and navigational systems.</p> <p>An NNI is an internal document that serves as a reference of the Delivery Units in the processing of applications for Certification of Non-Interference.</p>				
Office or Division:	Radio Spectrum Planning Division (RSPD), Office of the Commissioner			
Classification:	Simple			
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. Accepts application for preliminary assessment.	None	1Hour	CDO II Engr. II Engr. III Receiving Clerk
1.1 Receives the application documents and Notice of Deficiency (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 NNI</p> <p>2.3 Reviews printed NNI and affixes initial</p> <p>2.4 Approves / Disapproves NNI</p>		<p>22 Hours</p>	<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				
<p>3.1 Receives application with approved NNI</p>	<p>3. Records the approved NNI and forwards application to Delivery Unit</p>		<p>1 Hour</p>	<p>Receiving Clerk</p>
TOTAL:		None	24 Hours	