



**NATIONAL  
TELECOMMUNICATIONS  
COMMISSION  
Regional Office No. IV**

# **CITIZEN'S CHARTER**

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# MISSION

The National Telecommunications Commission (NTC) shall proactively and continually create a responsive regulatory environment for a viable, affordable, reliable and accessible telecommunications and information infrastructure and services to ensure the welfare and protection of our people.

# VISION

By 2020, National Telecommunications Commission (NTC) is a world class regulatory agency able to lead the Telecommunications and Information sector as an engine for progress and development.

# PERFORMANCE PLEDGE

The Commission as a dynamic and transparent regulatory agency commits to provide the public with quality and excellent service at all times.

# MANDATE

- \* Regulates the installation, operation and maintenance of radio stations both for private and public use (Act No. 3846, as amended).
- \* Regulates and supervises the provision of public telecommunications services (RA 7925, CA146, as amended).
- \* Manages the radio spectrum (Act No. 3846, as amended and RA7925).
- \* Regulates and supervises radio and television broadcast stations, cable television (CATV) and pay television (EO546 and EO205).

# TABLE OF CONTENTS

<b>Mission</b>	i
<b>Vission</b>	ii
<b>Performance Pledge</b>	iii
<b>Mandate</b>	iv
<b>Procedures</b>	
<b>A. Special Radio Service</b>	
1. Application for Radio Operators Examination Amateurs/ Commercial Radio Operators)	1
2. Issuance of Permit to Purchase for Short Range Radio Service (SRRS) Equipment	2
3. Issuance of Permit to Transport	3
4. Issuance of Permit to Import/Release Clearance/ Certificate of Exemption (Manual)	4
5. Issuance of Special Permit for SRRS Equipment	5
<b>B. Broadcast Service</b>	
1. Permits for Broadcast and CATV Entities	7
<b>C. Maritime Service</b>	
Ship Station	
1. Issuance of New Ship Radio Station License (Domestic)	10
2. Issuance of Renewal Ship Radio Station License (Domestic)	12
3. Issuance of Permit to Purchase due to Additional/ Change of Radio Communication/Navigational Equipment O/B Ship-Vessel	14
4. Issuance of Modified Ship Radio Station License (Domestic Voyage) due to Additional/Change of Radio Communication/Navigational Equipment and Permit to Possess for Storage of Deleted Equipment from Ship Station License	15
5. Issuance of Modified Ship Radio Station License (Domestic) due to Change of Vessel Ownership	17
6. Issuance of Modified Ship Radio Station License (Domestic Voyage) due to Change of Company Name and or Vessel Name	19
Coastal Station	
1. Issuance of Permit to Purchase – New Private Coastal Radio Station (Domestic)	21
2. Issuance of New Private Coastal Radio Station License (Domestic)	23
3. Issuance of Renewal Private Coastal Radio Station License (Domestic)	25

4. Issuance of Permit to Purchase due to Additional/ Change of Radio Communication Equipment for Private Coastal Radio Station (Domestic)	27
5. Issuance of Modified Private Coastal Radio Station License (Domestic Voyage) due to Additional/ Change of Radio Communication Equipment/ Navigational Equipment and Permit to Possess for Storage of Deleted Equipment from Ship Station License	29
6. Issuance of Modified Private Radio Station License (Domestic Voyage) due to Transfer of Location within Region IV	31
<b>D. Aeronautical Service</b>	
Aircraft Station	
1. Issuance of New Aircraft Radio Station License (Domestic)	33
2. Issuance of Renewal Aircraft Radio Station License (Domestic)	35
3. Issuance of Permit to Purchase for Spare/Change of Radio Communication Equipment (FA)	37
4. Issuance of Modified Aircraft Radio Station License (Domestic) due to Additional/Change of Radio Communication Equipment/Navigational Equipment and Permit to Possess for Storage of Deleted Equipment from Aircraft Station License	38
5. Issuance of Modified Aircraft Radio Station License (Domestic) due to Change of Aircraft's Ownership	40
6. Issuance of Modified Aircraft Radio Station License (Domestic) due to Change of Company's Name	42
Aeronautical Fixed Station	
1. Issuance of Renewal Aeronautical Fixed Radio Station License (FA)	44
2. Issuance of Permit to Purchase for Spare/Change of Radio Communication Equipment (FA)	46
3. Issuance of Modified Aeronautical Fixed Radio Station License due to Additional (Spare)/Change of Radio Communication Equipment and Permit to Possess for Storage of Deleted Equipment from FA Station License	47
<b>E. Fixed and Land Mobile Service</b>	
1. Assignment of Frequency for New VHF/UHF Conventional Radio Communication Network – Fixed and Land Mobile Service (VHF/UHF)	49
2. Issuance of Permit to Purchase for New Commercial Radio Communication Network – Fixed and Land Mobile Service – With Frequency Assignment Sheet (FAS)	51

3. Issuance of New Commercial Radio Communication Network – Fixed and Land Mobile Service (VHF/UHF)	53
4. Issuance of Renewal Commercial Radio Communication Network – Fixed and Land Mobile Service (VHF/UHF)	55
5. Issuance of Permit to Purchase for Additional Radio Station within the existing Licensed Network – Fixed and Land Mobile Service (VHF/UHF)	57
6. Issuance of Additional New Radio Station License(s) within the Existing Network – Fixed and Land Mobile Service (VHF/UHF)	59
7. Issuance of Permit to Purchase for Change of Equipment - Fixed and Land Mobile Service (VHF/UHF)	62
8. Issuance of Modified Commercial Radio Station License Due to Change of Equipment	64
9. Issuance of Permit to Posses for Storage due to Deactivation of Radio Station or due to Defective Unit with a Valid RSL	66
10. Issuance of Duplicate Copy of Valid Radio Station License/Permit	68
<b>F. Radio Dealers Permit</b>	
1. Issuance of New Dealer’s Permit (RCE/WDN)	69
2. Issuance of Renewal Dealer’s Permit (RCE/WDN)	71
3. Issuance of Duplicate Copy of Valid Radio Station License/Permit	73
4. Issuance of Modification of Dealer’s Permit (RCE/WDN) Due to Change of Company’s Name	74
5. Issuance of Modification Dealer’s Permit (RCE/WDN) Due to Transfer of Location	76
<b>G. Radio Operator Certification</b>	
Commercial Radio Operator Certificate	
1. Issuance of f New Commercial Radio Operator's Certificate (1 <sup>st</sup> / 2 <sup>nd</sup> /3 <sup>rd</sup> PHN; 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> RTG)	77
2. Issuance of Renewal of Commercial Radio Operator's Certificate (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> PHN; 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> RTG)	79
3. Issuance of Duplicate of Commercial Radio Operator's Certificate (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> PHN; 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> RTG)	81
Non-Commercial Radio Operator's Certificate	
1. Issuance of New Non-Commercial Radio Operator's Certificate	83
2. Issuance of Renewal of Non-Commercial Radio Operator's Certificate	85
3. Issuance of Duplicate of Non-Commercial Radio Operator's Certificate	87



## **H. Amateur Service**

### Amateurist

1. Issuance of Permit to Purchase for New Amateur RSL 89
2. Issuance of New Amateur Radio Station License/  
Operator's Certificate (ATRSL/ROC) 91
3. Issuance of New Amateur Radio Operaoatr's Certificate  
(ATROC) only 93
4. Issuance of Renewal Amateur Radio Station License/  
Operator's Certificate (ATRSL/ROC) 94
5. Issuance of Permit to Purchase/Additional Change of  
Amateur Radio Equipment 96
6. Issuance of Modified Amateur Radio Station License  
Due to Additional/Change of Equipment/Issuance of  
Permit to Possess for Storage of Deleted Amateur  
Equipment 97
7. Issuance of Permit to Possess for Storage of Amateur Radio  
Radio Equipment due to Deactivation of Station 99
8. Issuance of Modified Amateur Radio Station License due  
To Change of Station Location 100
9. Issuance of Modified Amateur Radio Station License due  
To Request for Change of Call Sign 102
10. Issuance of Modified Amateur Radio Station Licenses due  
To Upgrade of Class 104
11. Issuance of Lifetime Amateur Radio Station License for  
Class A 106
12. Issuance of Reciprocal Temporary Permit 108

### Amateur Radio Club

1. Issuance of Permit to Purchase for New Amateur (Simplex) 110

## **I. Importation Authorities**

### Permit to Importation

1. Issuance of Permit to Import/Release Clearance of  
CPE/RCE/WDN Equipment with Existing Type Approval 112

## **J. Request for Restricted Land Mobile Seminar** 114

## **K. Consumer Welfare and Protection**

1. Request for Blocking of Lsot/Stolen Mobile Phone/Unit 115
2. Complaint on Services Provided by Public  
Telecommunications Entities (PTEs)/CATV Complaints and  
Other Service Provider Regulated by this Commission 116
3. Complaint on Text Message (Text Spam, Text Scam, Illegal  
/Obscene Text Message, Threats and other Related items) 118

# PROCEDURES

**FRONTLINE SERVICE** : **Application for Radio Operator Examination**

**CLIENTS** : **Seafarers / Aircraft Pilots/ Amateurs / Commercial Radio Operators**

**REQUIREMENTS** :

I. Radiotelephone / Radiotelegraph

1. Transcript of Records and Diploma with Special Order (SO)
2. Copy of birth certificate or any government issued ID indicating the birth date of the applicant, i.e. passport, driver's license, PRC, GSIS, SSS, and others.(to show original)
3. 2 pieces 1" X 1" recent ID picture (taken within the last 6 months)
4. 2 pieces mailing envelopes with stamps (size: 4 1/8" x 9 1/2")

II. Amateur

1. Copy of any of the following: Birth Certificate, Baptismal Certificate, Passport, PRC License, Driver's License or any document which can serve as the basis for age and Filipino citizenship. (to show original)
2. Proof of attendance of seminar conducted by NTC accredited amateur radio club.
3. 2 pieces 1" X 1" Recent ID picture (taken within the last 6 months)
4. 2 pieces mailing envelopes with stamps (size: 4 1/8" x 9 1/2")

**Schedule of Availability of Service:** Monday to Friday (7:00 AM to 6:00 PM)

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000 Examination Fee: PHP50.00

**Total Processing Time:** One (1) hour

**How to Avail the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application. (Receiving personnel will give instructions to applicant.)	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Processing
4	Applicant undertakes examination on scheduled date and venue.	<b>Examination Committee:</b> ROEC Regional ROEC	

**FRONTLINE SERVICE** : **Issuance of Permit to Purchase for Short Range Radio Service (SRRS) Equipment**

**CLIENTS** : **Private Entities/ Users**

**REQUIREMENTS** :

1. Letter of Intent
2. Duly accomplished and notarized application form and information sheet
3. Photocopies of two (2) valid ID for individuals
3. Certified true copy of DTI or SEC or Business Permit for companies
5. Valid Security License issued by PNP for security agencies

**Schedule of Availability of Service:**

Monday – Friday

8:00 AM – 5:00 PM

**FEES:** Memorandum Circular No. 02-01-2014

Permit to Purchase	PHP 96.00/unit
Documentary Stamp tax	PHP 15.00/document

One (1)

**Totak Processing Time:** \_\_\_\_\_ day

**How to avail of the service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application.	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Transport

**CLIENTS :** Private/ Commercial Entities/ Government Agencies  
(Holder of Permits and/or Licenses)

**REQUIREMENTS :**

1. Certified true copy of Permit to Purchase
2. Certified true copy of Radio Station License
3. Duly accomplished application form

**Schedule of Availability of Service:**

Monday to  
Friday

8:00 AM – 5:00 PM

**Fees:** Memorandum Circular No. 19-12-2000, Section 2, XIV (Various permit fees)

Permit to Transport PHP 85.00/unit

Documentary Stamp  
tax

PHP 15.00/document

**Totak Processing Time :** One (1) day

**How to avail of the service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application.	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Import/ Release Clearance/ Certificate of Exemption (Manual)

**CLIENTS :** Accredited Dealer/Private Entities

**REQUIREMENTS :**

1. Letter of Intent/justification
2. Photocopy of Proforma Invoice
3. Photocopy of Dealer's Permit (for accredited dealer)
4. Photocopy of Permit to Purchase (for individuals/Corporation)
5. Photocopy of Type-acceptance/Approval certificate or Grant of Equipment Conformity

**Schedule of Availability of Service:**

Monday - Friday

8:00 AM – 5:00 PM

**Fees:** MC No. 19-12-2000

Permit to Import	PHP 240.00/invoice
Certificate of Exemption	PHP 120.00/invoice
Release Clearance	PHP 240.00/invoice
Documentary Stamp tax	PHP 15.00//document

**Total Processing Time:** Three (3) days after payment

**How to avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Special Permit for Short Range Radio Service (SRRS) Equipment**

**CLIENTS** : **Accredited Dealer(s)**

**REQUIREMENTS** :

1. Sales and Stock Report
2. Copy of Manufacturer's/Dealer's Permit
3. Copy of Certificate of Type Acceptance/Approval of equipment
4. Duly accomplished Application Form
5. Copy of Permit to Import

**Schedule of Availability of Service:**

Monday - Friday

8:00AM – 5:00 PM

**Fees:** Based on NTC MC No. 01-01-98 and NTC MC No- 10-06-99

Application Fee	PHP	180.00/invoice
Special Permit Number per unit	PHP	300.00/unit
Documentary Stamp tax	PHP	15.00/Document

**Total Processing Time:**

Depends on the number of units to be registered. Please refer to Table below:

No. of Units	No. of Days
1- 1,000	3
2,000- 3,000	4
3,001- 4,000	5
4,001- 5,000	6
5,001-6,000	7
6,001-7,000	8
7,001-8,000	9
8,001- 9,000	10
9,001- 10,000	11
10,001- 11,000	12
11,001 -++	++ days

**How to avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location. of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE** : **Issuance of Permits for TVRO and CATV Entities**

**CLIENTS** : **Broadcast and CATV Operators**

**REQUIREMENTS** :

**TVRO REGISTRATION/NEW TVRO LICENSE:**

- a) Accomplished Application Form
- b) List of Equipment and Specification
- c) List of Programs Offered – Channel, Program, Signal Source (CATV)
- d) Copy of Order granting PA/ CPC/ CA

**RENEWAL OF TVRO License**

- a) Accomplished Application Form
- b) Original copy of TVRO license
- c) Copy of valid PA/CA/Motion for renewal of PA/CA (for CATV)
- d) Copy of valid TP/RSL (for broadcast)

**NEW/RENEWAL OF CATV STATION LICENSE:**

- a) Accomplished Application Form
- b) Valid Certificate of Authority (for new)  
Motion for Renewal of Certificate of Authority (for renewal)
- c) Original Copy of CATV license (for renewal)

**Schedule of Availability of Service:**

Mondays – Fridays except Holidays  
7:00 AM – 6:00 PM

**Fees:**

	<b>FILLING FEE</b>	<b>CONSTRUCTION PERMIT</b>	<b>LICENSE FEE</b>	<b>INSPECTION FEE</b>
1. CATV	400	1,140	3,600	720
2. TV Translator Commercial	200	1,200	2,280	720
3. TV Translator Non-Commercial	200	1,200	2,000	720
4. Multi-Channel Pay TV/Subscription				
a) MMDS				
First eight (8) channel	200	1,200	5,000	720
For every channel succeeding			250	
The first 8 channel				
b) LMDS				
First forty (40) channel			20,000	720
For every channel succeeding			250	
The first 40 channel				
c) Direct-to-Home (DTH)				
First forty (40) channel			20,000	720
For every channel succeeding			250	
The first 40 channel				
Auxiliary Broadcast Transmission Services: Same as Fixed and Mobile				
5. Service				
6. Sub-carrier (SCA) operation				
a) Radio / Channel				
Commercial	250		2,500	
Non-Commercial	150		1,000	
b) TV/channel				
Commercial	400		5,000	
Non-Commercial	200		2,500	
8. TVRO				
Registration	6,500		2,600	
9. Fixed Link Station	180	240	240	240

10. Repeater Stations Commercial	180	600	1,680	360

HIGH POWERED	Above 100 watts
MEDIUM POWERED	Above 25 watts up to 100 watts
LOW POWERED	25 watts and below

**NOTES:**

For Permit to Purchase additional Filing Fee  
 For Permit to Construct additional Filing Fee  
 For New License/Permit additional Inspection Fee  
 For Modification additional Filing Fee

**How to avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved document at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of New Ship Radio Station License (Domestic)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Letter of Intent addressed to Dir. Joselito C. Leynes
- Applications for Permit to Possess, New Ship Station License
- Copy of Marina Certificate of Registration and Ownership
- Copy of Commercial Radio Operator's Certificate of Operator with a Certification of Employment issued by the Company
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service** : Monday – Friday  
7:00 AM - 6:00 PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

Power Output	<b>Filing</b>	<b>Purchase</b>	<b>Possess</b>
	<b>Fee/unit</b>	<b>Fee/unit</b>	<b>Fee/unit</b>
High Power (above 100w)	180	240	120
Medium Power (25w – 100w)	180	120	96
Low Power (25w and below)	180	96	60

Power Output	<b>Construction</b>	<b>Radio Station</b>	<b>Inspection</b>
	<b>Permit Fee</b>	<b>License Fee</b>	<b>Fee</b>
High Power (above 100w)	720	840	720
Medium Power (25w – 100w)	600	720	720
Low Power (below 25w)	480	600	720

**Total Processing Time** : 5 days

**How to Avail of the Service:**

[Complicated - Required Inspection]

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Inspectors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving  Enforcement  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Renewal Ship Radio Station License (Domestic)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Letter of Intent addressed to Dir. Joselito C. Leyness (also indicate therein the reason for the vessel's unavailability for immediate NTC inspection)
- Application for Renewal Ship Radio Station License
- Copy of Marina Certificate of Registration and Ownership
- Copy of a valid Commercial Radio Operator's Certificate with a certificate of employment
- Original copy of the Ship Radio Station License
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday – Friday  
7:00 AM - 6:00 PM

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>RSL Fee</b>	<b>Inspection Fee</b>
High Power (above 100W)	840	720
Medium Power (25w – 100w)	720	720
Low Power (25 w and below)	600	720

**Total Processing Time:** 5 days

**How to Avail of the Service:**

[Complicated - Required Inspection]

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Inspectors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving  Enforcement  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Purchase Due to Additional/ Change of Radio Communication/ Navigational Equipment Onboard Ship Vessel

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Letter of Intent
- Application for Permit to Purchase, copy of Ship Radio Station License
- Copy of Marina Certificate of Registration and Ownership
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday – Friday  
7:00 AM - 6:00 PM

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000

Power Output	Filing Fee	Purchase Fee
High Power (above 100W)	180/unit	240/unit
Medium Power (25w – 100w)	180/unit	120/unit
Low Power (below 25w)	180/unit	96/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE :** Issuance of Modified Ship Radio Station License (Domestic Voyage) due to Additional/ Change of Radio Communication Equipment and Permit to Possess for Storage of Deleted Equipment from Ship Station License

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Applications for Permit to Possess, Modification of Ship Station License
- Original copies of Permit to Purchase and Ship Radio Station License
- Copy of Dealer's Sales Invoice/Official receipt/Sales and Stock Report/Customs Duties
- Copy of Commercial Radio Operator's Certificate of Operator with a Certification of Employment issued by the Company
- Copy of NTC Inspection Report
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00 AM - 6:00 PM

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Possess Fee</b>	<b>Construction Permit Fee</b>	<b>Modification Fee</b>
High Power (above 100W)	180/unit	240/unit	180/unit
Medium Power (25w – 100w)	180/unit	120/unit	180/unit
Low Power (below 25w)	180/unit	96/unit	180/unit

**Total Processing Time:** 5 working days

**How to Avail of the Service:**

[Complicated - Required Inspection]

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Inspectors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving  Enforcement  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Modified Ship Radio Station License (Domestic Voyage) due to Change of Vessel Ownership**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Applications for Permit to Purchase/Possess, Modification of Ship Station License, Permit to Sell/Transfer
- Original copy of Ship Radio Station License
- Copies of Marina Certificate of Vessel Registration and Ownership
- Copy of Commercial Radio Operator's Certificate of Operator with a Certification of Employment issued by the Company
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday – Friday  
7:00 AM - 6:00 PM

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>	<b>Possess Fee</b>	<b>Construction Permit Fee</b>	<b>Modification Fee</b>	<b>Sell/Transfer Fee</b>
High Power (above 100W)	180/unit	240/unit	120/unit	720	180/unit	240/unit
Medium Power (25w – 100w)	180/unit	120/unit	96/unit	600	180/unit	120/unit
Low Power (below 25w)	180/unit	96/unit	60/unit	480	180/unit	96/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Modified Ship Radio Station License (Domestic Voyage) due to Change of Company Name and/or Vessel Name**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Applications for Modification of Ship Station License
- Original copy of Ship Radio Station License
- Copies of Marina Certificate of Vessel Registration and Ownership
- Copy of Commercial Radio Operator's Certificate of Operator with a Certification of Employment issued by the Company
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday – Friday  
7:00 AM - 6:00 PM

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Modification Fee</b>
High Power (above 100W)	180/unit	180/unit
Medium Power (25w – 100w)	180/unit	180/unit
Low Power (below 25w)	180/unit	180/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Permit to Purchase New Private Coastal Radio Station (Domestic)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Letter of Intent
- Application for Permit to Purchase
- Information Sheet - handwritten and notarized
- Copy of SEC Registration/Articles of Incorporation/By-Laws
- Copy of valid Mayor's/Business Permit
- Audited Annual Financial Report/ ITR
- Network Diagram - signed and sealed by a registered Professional Electronics Engineer
- Copies of at least five (5) valid Ship Radio Station issued to applicant
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday – Friday  
7:00 AM - 6:00 PM

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>
High Power (above 100W)	180/unit	240/unit
Medium Power (25w – 100w)	180/unit	120/unit
Low Power (below 25w)	180/unit	96/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE** : **Issuance of New Private Coastal Radio Station License (Domestic)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Applications for Permit to Possess, Construction Permit, and New Private Coastal Radio Station License
- Surrender Original copy of Permit to Purchase
- Copy of Dealer's Sales Invoice/Official receipt/Sales and Stock Report/Customs Duties
- Antenna Plan and Topographical Map signed and sealed by a registered Professional Electronics Engineer
- Copy of Commercial Radio Operator's Certificate of Operator with a Certification of Employment issued by the Company
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday – Friday  
7:00 AM - 6:00 PM

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Construction Permit Fee</b>	<b>Radio Station License Fee</b>	<b>Inspection Fee</b>
High Power (above 100w)	720	840	720
Medium Power (25w – 100w)	600	720	720
Low Power (below 25w)	480	600	720

**Total Processing Time:** 3 working days

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal Unit:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving   Legal  Processing   Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Renewal Private Coastal Radio Station License (Domestic)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Letter of Intent addressed to Dir. Joselito C. Leynes
- Application for Renewal Private Coastal Radio Station License
- Original copy of the Private Coastal Radio Station License
- Copy of a valid Commercial Radio Operator's Certificate with a certificate of employment
- Photocopies of all of the company's valid Ship RSL
- Letter of authorization for transacting person with a copy of his/her companyID

**Schedule of Availability of Service:**

Monday – Friday  
7:00 AM - 6:00 PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>RSL Fee</b>	<b>Inspection Fee</b>
High Power (above 100W)	840	720
Medium Power (25w – 100w)	720	720
Low Power (25 w and below)	600	720

**Total Processing Time:** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Permit to Purchase Due to Additional/Change of Radio Communication Equipment for Private Coastal Radio Station (Domestic)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Letter of Intent
- Application for Permit to Purchase, photocopy of Private Coastal Radio Station License
- Photocopy of the private Coastal Radio Station License
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday – Friday  
7:00 AM – 6:00PM

**Fees:** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>
High Power (above 100W)	180/unit	240/unit
Medium Power (25w – 100w)	180/unit	120/unit
Low Power (below 25w)	180/unit	96/unit

**Total Processing Time** : 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Modified Private Coastal Radio Station License (Domestic Voyage) Due to Additional/Change of Radio Communication/ Navigational Equipment and Permit to Possess for Storage of Deleted Equipment from Ship Station License**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Applications for Permit to Possess, Modification of Ship Station License
- Original copies of Permit to Purchase and Ship Radio Station License
- Copy of Dealer's Sales Invoice/Official receipt/Sales and Stock Report/Customs Duties
- Copy of Commercial Radio Operator's Certificate of Operator with a Certification of Employment issued by the Company
- Copy of NTC Inspection Report
- Letter of authorization for transacting person with a copy of his/her company ID
- Optional: Letter of Intent addressed to Dir. Joselito C. Leynes (indicating therein the reason for the vessel's unavailability for immediate NTC inspection)

**Schedule of Availability of Service:**

Monday – Friday  
7:00AM – 6:00PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Possess Fee</b>	<b>Construction Permit Fee</b>	<b>Modification Fee</b>
High Power (above 100W)	180/unit	240/unit	180/unit
Medium Power (25w – 100w)	180/unit	120/unit	180/unit
Low Power (below 25w)	180/unit	96/unit	180/unit

**Total Processing Time:** 3 working days

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R Dotig Dennis Y. Gallares Jasmin A Rapada Galeleo M Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R Dotig Dennis Y. Gallares Jasmin A Rapada Galeleo M Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving   Legal  Processing   Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE** : **Issuance of Modified Private Coastal Radio Station License (Domestic) Due to Transfer of Location within Region IV**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Letter of Intent addressed to Dir. Joselito C. Leynes
- Applications for Modification of Private Coastal Radio Station License
- Photocopy of the Private Coastal Radio Station License
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00 AM – 6:00 PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>
High Power (above 100W)	180/unit	240/unit
Medium Power (25w – 100w)	180/unit	120/unit
Low Power (below 25w)	180/unit	96/unit

**Total Processing Time** : 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of New Aircraft Radio Station License (Domestic)

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Letter of Intent addressed to Dir. Joselito C. Leynes
- Applications for Permit to Possess, New Aircraft Radio Station License
- Copy of the Aircraft's valid certified true copy ATO Registration and the latest REI Inspection Report
- Copy of a valid RROC-Aircraft of the company's Pilot with a Certification of his/her employment
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>	<b>Possess Fee</b>	<b>Construction Permit Fee</b>	<b>Radio Station License Fee</b>	<b>Inspection Fee</b>
High Power (above 100W)	180/unit	240/unit	180/unit	1080	1080	720
Medium Power (25w – 100w)	180/unit	120/unit	180/unit	840	960	720
Low Power (below 25w)	180/unit	96/unit	180/unit	600	840	720

**Total Processing Time:** 5 working days

**How to Avail of the Service:**

[Complicated - Required Inspection]

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Inspectors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving  Enforcement  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Renewal Aircraft Radio Station License (Domestic)

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Letter of Intent addressed to Dir. Joselito C. Leynes (also indicate therein the reason for the aircraft's unavailability for immediate NTC inspection)
- Application for Renewal Aircraft Radio Station License
- Copy of the Aircraft's valid certified true copy ATO Registration and the latest REI Inspection Report
- Copy of a valid RROC-Aircraft of the company's Pilot with a Certification of his/her employment
- Original copy of the Aircraft Radio Station License
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>RSL Fee</b>	<b>Inspection Fee</b>
High Power (above 100W)	840	720
Medium Power (25w – 100w)	720	720
Low Power (25 w and below)	600	720

**Total Processing Time:** 5 working days

**How to Avail of the Service:**

[Complicated - Required Inspection]

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Inspectors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving  Enforcement  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Purchase for Spare/ Change of Radio Communication Equipment (FA)

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Letter of Intent addressed to Dir. Joselito C. Leynes
- Application for Permit to Purchase, copy of FA Radio Station License
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

Power Output	Filing Fee	Purchase Fee
High Power (above 100W)	180/unit	240/unit
Medium Power (25w – 100w)	180/unit	120/unit
Low Power (below 25w)	180/unit	96/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Modified Aircraft Radio Station License (Domestic)  
Due to Additional/ Change of Radio Communication/ Navigational  
Equipment and Permit to Possess for Storage of Deleted Equipment  
from Aircraft Station License

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Applications for Permit to Possess (for newly acquired equipment), Modification of Aircraft Station License, Permit to Possess (deleted equipment for storage)
- Original copies of Permit to Purchase and Ship Radio Station License
- Copy of Dealer's Sales Invoice/Official receipt/Sales and Stock Report/Customs Duties
- Copy of a valid RROC-Aircraft of the company's Pilot with a Certification of his/her employment
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Possess Fee</b>	<b>Construction Permit Fee</b>	<b>Modification Fee</b>
High Power (above 100W)	180/unit	240/unit	180/unit
Medium Power (25w – 100w)	180/unit	120/unit	180/unit
Low Power (below 25w)	180/unit	96/unit	180/unit

**Total Processing Time:** 5 working days



**How to Avail of the Service:**

[Complicated - Required Inspection]

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Inspectors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving  Enforcement  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Modified Aircraft Radio Station License (Domestic)  
Due to Change of Aircraft Ownership**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Applications for Permit to Purchase/Possess, Modification of Aircraft Station License, Permit to Sell/Transfer - accomplished and signed by new owner (buyer)
- Applications for Permit to Sell/Transfer - accomplished and signed by former owner (seller)
- Original copy of Aircraft Radio Station License
- Copy of the Aircraft's valid certified true copy ATO Registration and the latest REI Inspection Report
- Copy of a valid RROC-Aircraft of the company's Pilot with a Certification of his/her employment
- Letter of authorization for transacting person with a copy of his/her company ID
- Optional: Letter of Intent addressed to Dir. Joselito C. Leynes (indicating therein the reason for the vessel's unavailability for immediate NTC inspection)

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>	<b>Possess Fee</b>	<b>Construction Permit Fee</b>	<b>Modification Fee</b>
High Power (above 100W)	180/unit	240/unit	120/unit	720	180/unit
Medium Power (25w – 100w)	180/unit	120/unit	96/unit	600	180/unit
Low Power (below 25w)	180/unit	96/unit	60/unit	480	180/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving   Legal  Processing   Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Modified Aircraft Radio Station License (Domestic)  
Due to Change of Company's Name**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Applications for Modification of Aircraft Station License
- Original copy of Aircraft Radio Station License
- Copy of the Aircraft's valid certified true copy ATO Registration and the latest REI Inspection Report
- Copy of a valid RROC-Aircraft of the company's Pilot with a Certification of his/her employment
- Letter of authorization for transacting person with a copy of his/her company ID
- Optional: Letter of Intent addressed to Dir. Joselito C. Leynes (indicating therein the reason for the vessel's unavailability for immediate NTC inspection)

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Modification Fee</b>
High Power (above 100W)	180/unit	180/unit
Medium Power (25w – 100w)	180/unit	180/unit
Low Power (below 25w)	180/unit	180/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Renewal Aeronautical Fixed Radio Station Licenses (FA)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Letter of Intent addressed to Dir. Joselito C. Leynes
- Application for Renewal Aeronautical Fixed Radio Station License
- Original copy of the Aeronautical Fixed Radio Station License
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

Power Output	RSL Fee	Inspection Fee
High Power (above 100W)	840	720
Medium Power (25w – 100w)	720	720
Low Power (25 w and below)	600	720

**Total Processing Time:** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Purchase for Spare/Change of Radio Communication Equipment (FA)

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Letter of Intent addressed to Dir. Joselito C. Leynes
- Application for Permit to Purchase, copy of FA Radio Station License
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

Power Output	Filing Fee	Purchase Fee
High Power (above 100W)	180/unit	240/unit
Medium Power (25w – 100w)	180/unit	120/unit
Low Power (below 25w)	180/unit	96/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R Dotig Dennis Y. Gallares Jasmin A Rapada Galeleo M Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE :** Issuance of Modified Aeronautical Fixed Radio Station License Due to Additional (Spare)/Change of Radio Communication Equipment and Permit to Possess for Storage of Deleted Equipment from FA Station License

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Applications for Permit to Possess (for newly acquired equipment), Modification of FA Station License, Permit to Possess (deleted equipment for storage)
- Original copies of Permit to Purchase and Ship Radio Station License
- Copy of Dealer's Sales Invoice/Official receipt/Sales and Stock Report/Customs Duties
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>
High Power (above 100W)	180/unit	240/unit
Medium Power (25w – 100w)	180/unit	120/unit
Low Power (below 25w)	180/unit	96/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Assignment of Frequency for New VHF/UHF Conventional Radio Communication Network – Fixed and Land Mobile Service (VHF/UHF)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Letter of Intent addressed to Dir. Joselito C. Leynes
- Application for Permit to Purchase
- Information Sheet - handwritten and notarized
- SEC Registration/Articles of Inc/By-Laws or DTI
- Latest Audited Financial Statements with Latest ITR
- Business/Mayor's Permit
- Network Diagram signed and sealed by a registered Professional Electronics Engineer
- Added requirements:
  - Security Agency – valid PNP permit to operate security agency
  - valid security service contract with client
  - Association – list of officers and active members signed by the President
  - Contractor – valid contract with client
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service** : Monday to Friday  
7:00AM – 6:00PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

**Filing Fee** : 180

**Total Processing Time** : Depending on outcome of FMD's evaluation and approval/  
disapproval of the Commissioner (For UHF only 350-390 MHz)

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved document at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Purchase for New Commercial Radio Communication Network – Fixed and Land Mobile Service (VHF/UHF) with Frequency Assignment Sheet (FAS)

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Application for Permit to Purchase
- Information Sheet - handwritten and notarized
- Letter of Intent
- SEC Registration/Articles of Inc/By-Laws or DTI
- Latest Audited Financial Statements with Latest ITR
- Business/Mayor's Permit
- Network Diagram signed and sealed by a registered Professional Electronics Engineer *Added requirements:*
  - Security Agency
    - valid PNP permit to operate security agency
    - valid security service contract with client
  - Association
    - list of officers and active members signed by the President
  - Contractor
    - valid contract with client
    - Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday 7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

Class	Power Output	Filing Fee	Purchase Fee
<b>RT</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>FX</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>FB</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>ML</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>P</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved document at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of New Commercial Radio Communication Network – Fixed and Land Mobile Service (VHF/UHF)

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Application for Permit to Possess, Construction Permit (for Repeater/Base/Land Mobile stations), Application for New RSL
- Original Permit to Purchase
- Engineering Plans per Repeater, Base stations (signed and sealed by a registered ECE) – Antenna Plan, Topographical Map
- Copies of the Dealer's Official Receipt, Sales Invoice, Sales and Stock Report and Custom Duties
- Photocopies of valid Radio Operator's Certificates with certification of employment by the management
- ü For Base operation – at least 2<sup>nd</sup> class PHN for each station
- ü For portable and mobile operation – RLM Certificates
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Total Processing Time:** 3 working days

Fees : Based on NTC Memorandum Circular Nos. 19-12-2000 and 10-10-97

**SIMPLEX MODE**

Class of Station	Power Output	Permit to Possess	Construction Permit Fee	Radio Station License	Inspection Fee	SUF
<b>RT</b>	High Power (above 100w)	120	600	1320	480	0
	Medium Power (25w – 100w)	96	600	1320	480	0
	Low Power (below 25w)	60	600	1320	480	0
<b>FX</b>	High Power (above 100w)	120	240	600	480	40
	Medium Power (25w – 100w)	96	240	480	480	40
	Low Power (below 25w)	60	240	360	480	40
<b>FB</b>	High Power (above 100w)	120	240	720	480	320
	Medium Power (25w – 100w)	96	240	600	480	320
	Low Power (below 25w)	60	240	480	480	320
<b>ML</b>	High Power (above 100w)	120	240	480	240	32
	Medium Power (25w – 100w)	96	240	360	240	32
	Low Power (below 25w)	60	240	240	240	32
<b>P</b>	High Power (above 100w)	120	0	480	240	32
	Medium Power (25w – 100w)	96	0	360	240	32
	Low Power (below 25w)	60	0	240	240	32

**DUPLEX MODE**

Class of Station	Power Output	Permit to Possess	Construction Permit Fee	Radio Station License	Inspection Fee	SUF
<b>RT</b>	High Power (above 100w)	120	600	1320	480	0
	Medium Power (25w – 100w)	96	600	1320	480	0
	Low Power (below 25w)	60	600	1320	480	0
<b>FX</b>	High Power (above 100w)	120	240	1200	480	40
	Medium Power (25w – 100w)	96	240	960	480	40
	Low Power (below 25w)	60	240	720	480	40
<b>FB</b>	High Power (above 100w)	120	240	1440	480	800
	Medium Power (25w – 100w)	96	240	1200	480	800
	Low Power (below 25w)	60	240	960	480	800
<b>ML</b>	High Power (above 100w)	120	240	960	240	32
	Medium Power (25w – 100w)	96	240	720	240	32
	Low Power (below 25w)	60	240	480	240	32
<b>P</b>	High Power (above 100w)	120	0	960	240	32
	Medium Power (25w – 100w)	96	0	720	240	32
	Low Power (below 25w)	60	0	480	240	32

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved document at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE :** Issuance of Renewal Commercial Radio Communication Network – Fixed and Land Mobile Service (VHF/UHF)

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Application for Renewal RSL
- Original Copy of RSL
- Photocopies of valid Radio Operator's Certificates with certification of employment by the management
  - ü For Base operation – at least 2<sup>nd</sup> class PHN for each station
  - ü For portable and mobile operation – RLM Certificates
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Total Processing Time:** 3 working days

**Fees :** Based on NTC Memorandum Circular Nos. 19-12-2000 and 10-10-97

**SIMPLEX MODE**

<b>Class of Station</b>	<b>Power Output</b>	<b>Radio Station License Fee</b>	<b>Inspection Fee</b>	<b>SUF</b>
<b>RT</b>	High Power (above 100w)	1320	480	0
	Medium Power (25w – 100w)	1320	480	0
	Low Power (below 25w)	1320	480	0
<b>FX</b>	High Power (above 100w)	600	480	40
	Medium Power (25w – 100w)	480	480	40
	Low Power (below 25w)	360	480	40
<b>FB</b>	High Power (above 100w)	720	480	320
	Medium Power (25w – 100w)	600	480	320
	Low Power (below 25w)	480	480	320
<b>ML</b>	High Power (above 100w)	480	240	32
	Medium Power (25w – 100w)	360	240	32
	Low Power (below 25w)	240	240	32
<b>P</b>	High Power (above 100w)	480	240	32
	Medium Power (25w – 100w)	360	240	32
	Low Power (below 25w)	240	240	32

**DUPLEX MODE**

<b>Class of Station</b>	<b>Power Output</b>	<b>Radio Station License Fee</b>	<b>Inspection Fee</b>	<b>SUF</b>
<b>RT</b>	High Power (above 100w)	1320	480	0
	Medium Power (25w – 100w)	1320	480	0
	Low Power (below 25w)	1320	480	0
<b>FX</b>	High Power (above 100w)	1200	480	40
	Medium Power (25w – 100w)	960	480	40
	Low Power (below 25w)	720	480	40
<b>FB</b>	High Power (above 100w)	1440	480	800
	Medium Power (25w – 100w)	1200	480	800
	Low Power (below 25w)	960	480	800
<b>ML</b>	High Power (above 100w)	960	240	32
	Medium Power (25w – 100w)	720	240	32
	Low Power (below 25w)	480	240	32
<b>P</b>	High Power (above 100w)	960	240	32
	Medium Power (25w – 100w)	720	240	32
	Low Power (below 25w)	480	240	32

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved document at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Permit to Purchase for Additional Radio Stations within the Existing Licensed Network – Fixed and Land Mobile Service (VHF/UHF)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Application for Permit to Purchase
- Copy of valid RSL
- Network Diagram signed and sealed by a registered ECE
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :**

Monday to Friday  
7:00AM – 6:00PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

<b>Class</b>	<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>
<b>RT</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>FX</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>FB</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>ML</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>P</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Processing   Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Additional New Radio Station License(s) within the Existing Network – Fixed and Land Mobile Service (VHF/UHF)**

**CLIENTS** : **Private Companies/ Government Agencies**

**REQUIREMENTS** :

- Application for Permit to Possess, Construction Permit (for Repeater/Base/Land Mobile stations), Application for New RSL
- Original copy of Permit to Purchase
- Engineering Plans per Repeater, Base stations (signed and sealed by a registered ECE) – Antenna Plan, Topographical Map
- Copies of the Dealer's Official Receipt, Sales Invoice, Sales and Stock Report and Custom Duties
- Photocopies of valid Radio Operator's Certificates with certification of employment by the management
  - ü For Base operation – at least 2<sup>nd</sup> class PHN for each station
  - ü For portable and mobile operation – RLM Certificates
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service** : Monday to Friday  
7:00AM – 6:00PM

**Total Processing Time** : 3 working days

**Fees** : Based on NTC Memorandum Circular Nos. 19-12-2000 and 10-10-97

**SIMPLEX MODE**

Class of Station	Power Output	Permit to Possess Fee	Construction Permit Fee	RSL Fee	Inspection Fee	SUF
<b>RT</b>	High Power (above 100w)	120	600	1320	480	0
	Medium Power (25w – 100w)	96	600	1320	480	0
	Low Power (below 25w)	60	600	1320	480	0
<b>FX</b>	High Power (above 100w)	120	240	600	480	40
	Medium Power (25w – 100w)	96	240	480	480	40
	Low Power (below 25w)	60	240	360	480	40
<b>FB</b>	High Power (above 100w)	120	240	720	480	320
	Medium Power (25w – 100w)	96	240	600	480	320
	Low Power (below 25w)	60	240	480	480	320
<b>ML</b>	High Power (above 100w)	120	240	480	240	32
	Medium Power (25w – 100w)	96	240	360	240	32
	Low Power (below 25w)	60	240	240	240	32
<b>P</b>	High Power (above 100w)	120	0	480	240	32
	Medium Power (25w – 100w)	96	0	360	240	32
	Low Power (below 25w)	60	0	240	240	32

**DUPLEX MODE**

Class of Station	Power Output	Permit to Possess Fee	Construction Permit Fee	RSL Fee	Inspection Fee	SUF
<b>RT</b>	High Power (above 100w)	120	600	1320	480	0
	Medium Power (25w – 100w)	96	600	1320	480	0
	Low Power (below 25w)	60	600	1320	480	0
<b>FX</b>	High Power (above 100w)	120	240	1200	480	40
	Medium Power (25w – 100w)	96	240	960	480	40
	Low Power (below 25w)	60	240	720	480	40
<b>FB</b>	High Power (above 100w)	120	240	1440	480	800
	Medium Power (25w – 100w)	96	240	1200	480	800
	Low Power (below 25w)	60	240	960	480	800
<b>ML</b>	High Power (above 100w)	120	240	960	240	32
	Medium Power (25w – 100w)	96	240	720	240	32
	Low Power (below 25w)	60	240	480	240	32
<b>P</b>	High Power (above 100w)	120	0	960	240	32
	Medium Power (25w – 100w)	96	0	720	240	32
	Low Power (below 25w)	60	0	480	240	32

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Purchase for Change of Equipment - Fixed and Land Mobile Service (VHF/UHF)

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Application for Permit to Purchase
- Copy of the valid RSL subject for change of equipment
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

<b>Class</b>	<b>Power Output</b>	<b>Filing Fee</b>	<b>Purchase Fee</b>
<b>RT</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>FX</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>FB</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>ML</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit
<b>P</b>	High Power (above 100 W)	180/unit	240/ unit
	Medium Power (25w – 100w)	180/unit	120/ unit
	Low Power (below 25w)	180/unit	96/ unit

**Total Processing Time:** 1 day



**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Modified Commercial Radio Station License Due to Change of Equipment

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Application for Permit to Possess, Construction Permit (for Repeater/Base/Land Mobile stations), Application for Modification of RSL
- Original copy of Permit to Purchase
- Original copy of the RSL subject for modification
- Engineering Plans per Repeater, Base stations (signed and sealed by a registered ECE) – Antenna Plan, Topographical Map
- Copies of the Dealer's Official Receipt, Sales Invoice, Sales and Stock Report and Custom Duties
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular Nos. 19-12-2000

<b>Class of Station</b>	<b>Power Output</b>	<b>Permit to Possess Fee/unit</b>	<b>Construction Permit Fee</b>	<b>Modification Fee</b>
<b>RT</b>	High Power (above 100w)	120	600	180
	Medium Power (25w – 100w)	96	600	180
	Low Power (below 25w)	60	600	180
<b>FX</b>	High Power (above 100w)	120	240	180
	Medium Power (25w – 100w)	96	240	180
	Low Power (below 25w)	60	240	180
<b>FB</b>	High Power (above 100w)	120	240	180
	Medium Power (25w – 100w)	96	240	180
	Low Power (below 25w)	60	240	180
<b>ML</b>	High Power (above 100w)	120	240	180
	Medium Power (25w – 100w)	96	240	180
	Low Power (below 25w)	60	240	180
<b>P</b>	High Power (above 100w)	120	0	180
	Medium Power (25w – 100w)	96	0	180
	Low Power (below 25w)	60	0	180

**Total Processing Time:** 3 working days

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Possess For Storage Due to Deactivation of a Radio Station or Due to Defective Unit with a Valid RSL

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Application for Permit to Possess for storage
- Original copy of valid RSL subject for deactivation
- Letter of intent
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

<b>Class of Station</b>	<b>Power Output</b>	<b>Permit to Possess Fee</b>
<b>RT</b>	High Power (above 100w)	120
	Medium Power (25w – 100w)	96
	Low Power (below 25w)	60
<b>FX</b>	High Power (above 100w)	120
	Medium Power (25w – 100w)	96
	Low Power (below 25w)	60
<b>FB</b>	High Power (above 100w)	120
	Medium Power (25w – 100w)	96
	Low Power (below 25w)	60
<b>ML</b>	High Power (above 100w)	120
	Medium Power (25w – 100w)	96
	Low Power (below 25w)	60
<b>P</b>	High Power (above 100w)	120
	Medium Power (25w – 100w)	96
	Low Power (below 25w)	60

**Total Processing Time:** 3 working days

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Processing   Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Duplicate Copy of a Valid RSL/Permit

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Application for Duplicate (notarized) and/or an Affidavit of Loss
- Photocopy of the RSL/Permit
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

**Duplicate Fee :** 120/RSL

**Total Processing Time :** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of New Dealer's Permit (RCE/WDN)

**CLIENTS :** Private Companies

**REQUIREMENTS :**

- Applications for New Dealer's Permit
- Letter of Intent
- Copies of SEC Registration/Articles of Incorporation/By-Laws or DTI Registration with Capitalization of Php350,000.00 and above
- Valid Business Permit (per location) as Dealer
- Latest Audited Financial Reports, and latest ITR
- Copies of certification of employment of Supervising ECE and Technician with photocopies of their PRC and ROC/Cert of training respectively
- For RCE: List of test equipment (refer to M.C. 2-05-88) /  
For WDN: Justify system or process that will take care of the installation, maintenance and repair of WDN products
- Certificate of Distributorship (for WDN Dealer)
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

<b>Dealer's Permit</b>	<b>Filing Fee</b>	<b>Dealer's Permit Fee</b>	<b>Inspection Fee</b>
RCE/WDN 180	180	1200	720

**Total Processing Time:**

- q Single Permit - 1 day
- q More than one Permit – 3 working days

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE :** Issuance of Renewal Dealer's Permit (RCE/WDN)

**CLIENTS :** Private Companies

**REQUIREMENTS :**

- Applications for New Dealer's Permit
- Latest Audited Financial Reports, and latest ITR
- Copies of certification of employment of Supervising ECE and Technician with photocopies of their PRC and ROC/Cert of training respectively
- For RCE: List of test equipment (refer to M.C. 2-05-88) /  
For WDN: Justify system or process that will take care of the installation, maintenance and repair of WDN products
- Updated of Distributorship (for WDN Dealer)
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

Dealer's Permit	Filing Fee	Dealer's Permit Fee	Inspection Fee
RCE /WDN 180	180	1200	720

**Total Processing Time:**

- q Single Permit- 1 day
- q More than one Permit- 3 working days

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Duplicate Copy of a Valid RSL/Permit

**CLIENTS :** Private Companies/ Government Agencies

**REQUIREMENTS :**

- Application for Duplicate (notarized) and/or an Affidavit of Loss
- Photocopy of the RSL/Permit
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday 7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

**Duplicate Fee :** 120 / RSL

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved RSL/Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Modification Dealer's Permit (RCE/WDN) Due to Change of Company's Name

**CLIENTS :** Private Companies

**REQUIREMENTS :**

- Applications for Modification
- Original Dealer's Permit
- Amended SEC Registration
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

Dealer's Permit	Filing Fee	Dealer's Permit Fee	Inspection Fee
RCE /WDN	180	1200	720
180			

**Total Processing Time:**

- q Single Permit- 1 day
- q More than one Permit- 3 working days

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Modification Dealer's Permit (RCE/WDN) Due to Transfer of Location

**CLIENTS :** Private Companies

**REQUIREMENTS :**

- Applications for Modification
- Original Dealer's Permit
- Copy of Valid/Mayor's/Business Permit
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday 7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

Dealer's Permit	Modification Fee
RCE /WDN	180

**Total Processing Time:**

- q Single Permit- 1 day
- q More than one Permit- 3 working days

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of New Commercial Radio Operator's Certificate  
(1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> PHN; 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> RTG)

**CLIENTS :** Commercial Radio Operators

**REQUIREMENTS :**

- Verified true and correct Notice of Ratings
- Application for New ROC
- Information Sheet- handwritten and notarized
- Three (3) 1"x1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Certificate Fee</b>	<b>Authentication Fee</b>
<b>1PHN</b>	120	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>2PHN</b>	100	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>3PHN</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>1RTG</b>	180	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>2RTG</b>	120	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>3RTG</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Central Records:</b>  <b>Region IV Records:</b> Eden R. Faltado Lourdes A. Mercado  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receivig  Records (CO/ RIV)  Processing  Office of RD
4	Claim approved Operator Certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE :** Issuance of Renewal Commercial Radio Operator's Certificate  
(1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> PHN; 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> RTG)

**CLIENTS :** Commercial Radio Operators

**REQUIREMENTS :**

- Original ROC
- Application for renewal ROC
- Three (3) 1"x1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Certificate Fee</b>	<b>Authentication Fee</b>
<b>1PHN</b>	120	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>2PHN</b>	100	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>3PHN</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>1RTG</b>	180	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>2RTG</b>	120	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>3RTG</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Central Records:</b> <b>Region IV Records:</b> Eden R. Faltado Lourdes A. Mercado <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receivig  Records (CO/ RIV)  Processing  Office of RD
4	Claim approved Operator Certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Duplicate Commercial Radio Operator's Certificate  
(1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> PHN; 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> RTG)

**CLIENTS :** Commercial Radio Operators

**REQUIREMENTS :**

- Application for Duplicate (handwritten and notarized) and/or Affidavit of Loss
- Three (3) 1"x1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Duplicate Fee</b>	<b>Authentication Fee</b>
<b>ROC</b>	120	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies

**Total Processing Time:** 1 day

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Central Records:</b> <b>Region IV Records:</b> Eden R. Faltado Lourdes A. Mercado <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receivig  Records (CO/ RIV)  Processing  Office of RD
4	Claim approved Operator Certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of New Non-Commercial Radio Operator's Certificate

**CLIENTS :** Non-Commercial Radio Operators

**REQUIREMENTS :**

- Verified true and correct Notice of Ratings
- Application for New ROC
- Information Sheet- handwritten and notarized
- Three (3) 1"x1" ID Photo
- Certificate of Seminar attendance – for RLM
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :** Monday to Friday 7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Certificate Fee</b>	<b>Authentication Fee</b>
<b>SROC-SHIP</b>	180	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>RROC-AIRCRAFT</b>	100	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>RTTY</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>GROC</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>RROC-FB</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>RLM</b>	Filing Fee - 10 Application Fee - 20 Certificate Fee - 60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies

**Total Processing Time:**

- q For single ROC - **1 day**
- q For 2 to 10 ROCs – **3 working days**
- q For 11 to 20 ROCs - **5 working days**
- q For more than 20 ROCs – **10 working days**

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Central Records:</b> <b>Region IV Records:</b> Eden R. Faltado Lourdes A. Mercado <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receivig  Records (CO/ RIV)  Processing  Office of RD
4	Claim approved Operator Certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Renewal Non-Commercial Radio Operator's Certificate

**CLIENTS :** Non-Commercial Radio Operators

**REQUIREMENTS :**

- Application for renewal ROC
- Original ROC
- Three (3) 1"x 1" ID Photo
- Certificate of Seminar attendance – for RLM
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Certificate Fee</b>	<b>Authentication Fee</b>
<b>SROC-SHIP</b>	180	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>RROC-AIRCRAFT</b>	100	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>RTTY</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>GROC</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>RROC-FB</b>	60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies
<b>RLM</b>	Filing Fee - 10 Application Fee - 20 Certificate Fee - 60	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies

**Total Processing Time:**

- q For single ROC - **1 day**
- q For 2 to 10 ROCs – **3 working days**
- q For 11 to 20 ROCs - **5 working days**
- q For more than 20 ROCs – **10 working days**

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Central Records:</b> <b>Region IV Records:</b> Eden R. Faltado Lourdes A. Mercado <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receivig  Records (CO/ RIV)  Processing  Office of RD
4	Claim approved Operator Certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing



**FRONTLINE SERVICE :** Issuance of Duplicate Non-Commercial Radio Operator's Certificate

**CLIENTS :** Non-Commercial Radio Operators

**REQUIREMENTS :**

- Application for Duplicate (handwritten and notarized) and/or Affidavit of Loss
- Three (3) 1"x1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Duplicate Fee</b>	<b>Authentication Fee</b>
<b>ROC</b>	120	Php 6.00 – 1 <sup>st</sup> copy, Php2.50 per succeeding copies

**Total Processing Time:**

- q For single ROC - **1 day**
- q For 2 to 10 ROCs - **3 working days**
- q For 11 to 20 ROCs - **5 working days**
- q For more than 20 ROCs - **10 working days**

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Central Records:</b> <b>Region IV Records:</b> Eden R. Faltado Lourdes A. Mercado <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receivig  Records (CO/ RIV)  Processing  Office of RD
4	Claim approved Operator Certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE** : **Issuance of Permit to Purchase for New Amateur RSL**

**CLIENTS** : **Amateur Enthusiasts**

**REQUIREMENTS** :

- Verified true and correct Notice of Ratings (valid from the last 12 months since date of issuance)
- Application for Permit to Purchase Amateur Radio Communication Equipment
- Information Sheet- handwritten and notarized
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees** : Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee</b>	<b>Purchase Fee</b>
<b>ATC</b>	60	50/unit
<b>ATB</b>	60	50/unit
<b>ATA</b>	60	50/unit

**Total Processing Time** : 2 working days

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal Unit:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving   Legal Units  Processing   Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of New Amateur Radio Station License/Operator's Certificate (ATRSL/ROC)

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Original Permit to Purchase
- Application for New Amateur RSL/ROC
- Application for P/Possess
- Copies of the Dealer's Official Receipt, Sales Invoice, Sales and Stock Report and Custom Duties
- Four (4) 1" x 1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:**

Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Possess Fee/unit</b>	<b>ROC Fee/year</b>
<b>ATC</b>	50	60
<b>ATB</b>	50	60
<b>ATA</b>	50	60

**Total Processing Time:** 2 working days

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving   Legal  Processing   Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of New Amateur Radio Operator's Certificate (ATROC) Only

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Verified true and correct Notice of Ratings
- Application for New Amateur ROC
- Information Sheet – handwritten and notarized
- Four (4) 1" x 1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee</b>	<b>Purchase Fee</b>
<b>AT</b>	60	50/unit

**Total Processing Time:** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**ROUNDLINE SERVICE :** Issuance of Renewal Amateur Radio Station License/Operator's Certificate (ATRSL/ROC)

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Surrender Original ATRSL/ROC
- Application for Renewal Amateur RSL/ROC
- Proof of Amateur activity
- Four (4) 1" x 1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>RSL Fee/unit</b>	<b>ROC Fee/year</b>
<b>ATC</b>	144	60
<b>ATB</b>	132	60
<b>ATA</b>	120	60

**Total Processing Time:** 2 working days



**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving   Legal  Processing   Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Purchase Additional/Change of Amateur Radio Equipment

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Application for Permit to Purchase Amateur RSL/ROC
- Copy of valid ATRSL
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee/unit</b>	<b>Purchase Fee</b>
<b>ATC</b>	60	50/unit
<b>ATB</b>	60	50/unit
<b>ATA</b>	60	50/unit

**Total Processing Time :** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing Unit

**FRONTLINE SERVICE :** Issuance of Modified Amateur Radio Station Licenses Due to Additional/Change of Equipment/Issuance of Permit to Possess for Storage of Deleted Amateur Equipment

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Original copy of Permit to Purchase
- Application P/Possess newly acquired AT equipment
- Application P/Possess for storage of deleted AT equipment
- Application for Modification of RSL
- Copies of the Dealer's Official Receipt, Sales Invoice, Sales and Stock Report and Custom Duties
- Four (4) 1" x 1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Possess Fee/unit</b>	<b>Modification Fee</b>
<b>ATC</b>	50	50
<b>ATB</b>	50	50
<b>ATA</b>	50	50

**Total Processing Time :** 2 working days

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Possess for Storage of Amateur Radio Equipment Due to Deactivation of Station

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Letter of Deactivation
- Application for P/Possess for storage
- Surrender Original Amateur RSL
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee</b>	<b>Purchase Fee</b>
<b>ATC</b>	60	50/unit
<b>ATB</b>	60	50/unit
<b>ATA</b>	60	50/unit

**Total Processing Time :** 2 days

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Modified Amateur Radio Station License Due to Change of Station Location

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

Change of station location from within NCR or from other Regions to NCR

- Original copy of ATRSL
- Application for Modification of RSL
- Four (4) 1" x 1" ID Photo

**Schedule of Availability of Service :** Monday to Friday 7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee/unit</b>	<b>Modification Fee</b>
<b>ATC</b>	60	50 + 50
<b>ATB</b>	60	50 + 50
<b>ATA</b>	60	50 + 50

**Total Processing Time :** 2 working days

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Legal:</b>  <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza  <b>Regional Director:</b> Joselito C. Leynes	Receiving   Legal  Processing   Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Modified Amateur Radio Station License Due to Request for Change of Call Sign

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Letter of Request with verification from NCR, ROTSD, and Region IV
- Original copy of ATRSL
- Application for Modification of RSL
- Four (4) 1" x 1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee/unit</b>	<b>Modification Fee</b>
<b>ATC</b>	60	50 + 50
<b>ATB</b>	60	50 + 50
<b>ATA</b>	60	50 + 50

**Total Processing Time :** 3 working days



**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Modified Amateur Radio Station License Due to Upgrade of Class

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Verified true and correct Notice of Ratings
- Original copy of ATRSL/ROC
- Application for Modification of RSL
- Four (4) 1" x 1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee/unit</b>	<b>Modification Fee</b>
<b>ATC</b>	60	50
<b>ATB</b>	60	50
<b>ATA</b>	60	50

**Total Processing Time :** 1 day

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Lifetime Amateur Radio Station License Class A

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Letter of request for issuance of a Lifetime RSL
- Certificate of good standing as a member from a registered amateur club or association with NTC
- Copy of Birth Certificate (Must be 60 years old)
- Original Copy of current valid Amateur Class A RSL
- Proof of twenty five (25) years of amateur service
- Four (4) 1" x 1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service :** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>GRANT License Fee</b>
<b>ATA</b>	50

**Total Processing Time:** (Depending on outcome of approval/disapproval of the Commissioner)

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Central Records:</b> <b>Region IV Records:</b> Eden R. Faltado Lourdes A. Mercado <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Records (CO/RIV)  Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Reciprocal Temporary Permit

**CLIENTS :** Foreign Amateur Enthusiasts

**REQUIREMENTS :**

- Letter of Intent
- Application for Amateur RSL
- Copy of the amateurist license issued from his country
- Indorsement from PARA
- Four (4) 1" x 1" ID Photo
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee</b>	<b>RSL</b>	<b>ROC</b>
<b>ATC</b>	60	144	60
<b>ATB</b>	60	132	60
<b>ATA</b>	60	120	60

**Total Processing Time :** 2 working days

**How to Avail of the Service:**

Step	Applicant/Client	Person Responsible	Location of Office
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Central Records:</b> <b>Region IV Records:</b> Eden R. Faltado Lourdes A. Mercado <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Records (CO/RIV)  Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Purchase for New Amateur Club Station (Simplex)

**CLIENTS :** Amateur Enthusiasts

**REQUIREMENTS :**

- Letter of Intent
- SEC Registration/Articles of Incorporation/By-Laws
- List of Licensed Amateur Officers and Trustee and active members (at least 25 licensed amateurists)
- Endorsement from PARA
- MOA with any Government Agencies and/or NGOs
- Application for Permit to Purchase Amateur Radio Communication Equipment signed by the President
- Information Sheet- handwritten and notarized (accomplished by the President)
- Letter of authorization for transacting person with a copy of his/her company ID

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Filing Fee</b>	<b>Purchase Fee/unit</b>
<b>Simplex</b>	60	50
<b>RT</b>	60	50

**Total Processing Time :** 1 day



**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Processing  Office of RD
4	Claim approved Permit at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Issuance of Permit to Import/Release Clearance of CPE/RCE/WDN Equipment with Existing Type-Approval

**CLIENTS :** Private Companies

**REQUIREMENTS :**

- Letter of Intent
- Application for Importation/Release of CPE/RCE/WDN equipment
- Copy(ies) of type approval certificates
- Three (3) certified true copies of Proforma/Commercial Invoice (completed details such as Invoice No., date of Invoice, name of Shipper's business address, name of consignee, consignee's shipping address, description of the equipment, quantity, the amount per unit, total amount)
- Copy of valid Dealer's Permit/CPE accreditation
- PEZA document (if applicable)
- For release Clearance : Copy of BOC documents (Airwaybill / Handheld baggage/etc)

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

	<b>Fee</b>
<b>Permit to Import</b>	240/invoice
<b>Release Clearance</b>	85/unit

**Total Processing Time :** 3 working days

**How to Avail of the Service:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Person Responsible</b>	<b>Location of Office</b>
1	Submit duly accomplished application with required documents for initial screening and secure Order of Payment.	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza	Receiving
2	Pay prescribed fees at the Cashier	Rosauro P. Leonor Nerrisa A. Manalo	Cashier
3	Go back to receiving counter for official receipt of application	<b>Screeners/Evaluators:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Legal:</b> <b>Processors:</b> Aileen R. Dotig Dennis Y. Gallares Jasmin A. Rapada Galeleo M. Mendoza <b>Regional Director:</b> Joselito C. Leynes	Receiving  Legal  Processing  Office of RD
4	Claim approved permit /license /certificate at the releasing counter.	<b>Releasing:</b> Administrative Staff	Releasing

**FRONTLINE SERVICE :** Request for Restricted Land Mobile (RLM) Seminar

**CLIENTS :** Private Companies

**REQUIREMENTS :**

- Letter of Request for a RLM Seminar addressed to Director
- Photocopy of a valid RSL
- Letter of authorization for transacting person with a copy of his/her company ID
- Minimum of 50 participants

**Schedule of Availability of Service:** Monday to Friday  
7:00AM – 6:00PM

**Fees :** Based on NTC Memorandum Circular No. 19-12-2000

**Total Processing Time :** 1 day

**How to Avail of the Service:**

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<b>Step</b>	<b>Client Step</b>	<b>Office/Person Responsible</b>	<b>Location of Office</b>
1	Submit letter with attached Photocopy of RSL to RD for assignment of Instructor	<b>Director Joselito C. Leynes</b>	Office of RD

**FRONTLINE SERVICE :** Request for Blocking of Lost/Stolen Mobile Phone/Unit

**CLIENTS :** Public (Mobile Phone/Unit Users)

**REQUIREMENTS :** For Walk-In

1. Mobile Phone/Unit box indicating the IMEI or Official Receipt
2. Two (2) valid IDs (at least one (1) government issued ID)

**For Mail, Fax and E-mail**

1. Duly accomplished and notarized form (*Affidavit of Ownership and Loss with Undertaking*), available at NTC Website (ntc.gov.ph)
2. Scanned copy of the Mobile Phone/Unit box indicating the IMEI or copy of Official Receipt
3. Copy of two (2) valid IDs (at least one (1) government issued ID)

**Schedule of Availability of Service:** Monday – Friday  
8:00 AM - 5:00 PM

**Total Processing Time :** Three (3) to Five (5) working Days

**How to Avail of the Service:**

Steps	Client Steps	Office/Person Responsible	Location of Office
1.	Present the requirements for blocking  For walk-in a) Two (2) valid IDs b) Mobile Phone/Unit Box IMEI or Official Receipt for the encoding of necessary information  For mail, fax and e-mail a) Send a copy of the duly accomplished notarized form b) Mobile Phone/Unit Box IMEI or Official Receipt c) Copy of two (2) valid IDs	Receiving and verification of requirements:  For walk-in Jasmin A. Rapada Nerissa A. Manalo Analina M. Panes  For mail and fax Jasmin A. Rapada Analina M. Panes  For E-mail Jasmin A. Rapada Nerissa A. Manalo	Receiving
2.	Verify the result of blocking via phone call. TELCO's response on the request for blocking is available after three (3) to five (5) working days	Jasmin A. Rapada	Receiving

**FRONTLINE SERVICE :** **Complaint on Services Provided by Public Telecommunication Entities (PTEs)/CATV Companies and Other Service Providers Regulated by this Commission**

**CLIENTS :** **Telecom/CATV Subscribers**

**REQUIREMENTS :**

1. Accomplished complaint form available at NTC and NTC Website (ntc.gov.ph) or may file a formal written complaint.
2. Proof of claim such as contract, billing, etc.
3. Authorization letter if complainant is not the account holder.

**Schedule of Availability of Service:** Monday – Friday  
8:00 AM - 5:00 PM

**Total Processing Time :** Three (3) to Five (5) working Days

**How to Avail of the Service:**

Steps	Client Steps	Office/Person Responsible	Location of Office
1.	For walk-in Accomplish and submit the complaint form and other requirements For mail, fax and e-mail Send formal written complaint to NTC Region IV thru: <a href="mailto:ntcr4@yahoo.com">ntcr4@yahoo.com</a> for email 723-2495/1246 for fax	a) Receiving: Jasmin A. Rapada Nerissa A. Manalo Analina M. Panes b) Recording and indorsement to Central Office/TELCO: Jasmin A. Rapada Signatory: Joselito C. Leynes	Receiving
2.	If no action is taken on the part of the service provider after five (5) working days from indorsement by the Regional Office, follow up shall be made via email at <a href="mailto:consumer@ntc.gov.ph">consumer@ntc.gov.ph</a> or you may contact us at (043) 723-2495/1246.	Jasmin A. Rapada	Receiving
3	If the complaint is unresolved after ten (10) working days from indorsement and despite repeated follow-ups, request for a conference/mediation with the concerned service provider before the Regional Director via email/phone call at least five (5) days before the intended date of meeting.	Legal Officer Joselito C. Leynes	Legal Office of RD
4	If in case no amicable settlement is reached after at least two (2) conference/mediation, and upon the consent of the complainant, a copy of the duly notarized complaint will be forwarded to the Legal Branch Central Office for appropriate legal action.	Mediator:  Legal Officer Joselito C. Leynes	Legal Office of RD

**NOTE:**

On 07 May 2015, NTC and DTI entered into a Memorandum of Agreement (MOA) defining responsibilities in the delineation of mandates in the area of handling administrative complaints against Telecommunications companies. Under the said MOA, the responsibilities of each party are as follows:

A. The DTI shall handle complaints involving the following:

- a. Warranty
- b. Misleading Advertisement
- c. Defective Products
- d. Fraudulent Sales Promo
- e. Deceptive Sales Practice
- f. Other complaints akin to the foregoing

B. The NTC shall handle complaints involving the following:

- a. Poor Service (Technical and Customer Service)
- b. Billing Problem
- c. Fair Use Policy
- d. Denial of Subscription Plan Application
- e. Text Spams
- f. Text Scam
- g. Other complaints akin to the foregoing

**FRONTLINE SERVICE :** **Complaint on Text Message (Text Spam, Text Scam, Illegal/Obscene Text Message, Threats and Other Related Items)**

**CLIENTS :** **Public (Mobile Phone/Unit Users)**

**EQUIREMENTS :** **For Walk-In**

1. Duly accomplished Application Form
2. Mobile phone unit showing complained text message/s
3. Two (2) valid IDs (at least one (1) ID is government issued

**For Mail, Fax and E-mail**

1. Duly accomplished Application Form (*Complaint on Text Message*), available at NTC Website ([ntc.gov.ph](http://ntc.gov.ph))
2. Screen shot copy of the complained text message/s
3. Two (2) valid IDs (at least one (1) government issued ID)

**Schedule of Availability of Service:** Monday – Friday  
8:00 AM - 5:00 PM

**Total Processing Time:** Three (3) to Five (5) working Days



Steps	Client Steps	Office/Person Responsible	Location of Office
1.	<p>For walk-in</p> <p>a. Fill-up and submit the duly accomplished Application Form</p> <p>b. Present listed requirements for verification</p> <p>For mail, fax and e-mail</p> <p>a. Secure a copy of the text message complaint form at NTC RIV website</p> <p>b. Fill-up and send the duly accomplished form and requirements via mail/fax/email</p>	<p>a) Receiving: Jasmin A. Rapada Nerissa A. Manalo Analina M. Panes</p> <p>b) Recording/Verification: Jasmin A. Rapada</p>	Receiving
2.	If complainant continuously receives reported message despite of the warning advisory sent by CWPD Central Office, fill-up and submit a duly notarized form for the blocking of the offender's sim card number.	<p>Receiving: Jasmin A. Rapada Nerissa A. Manalo Analina M. Panes</p> <p>b) Recording/Verification: Jasmin A. Rapada</p>	Receiving
3	Verify the result of blocking via phone, TELCOs response on the request for blocking is available after three (3) to five (5) working days	Jasmin A. Rapada	Office of RD

**NOTE:**

1. Text Spam message from content providers is subject to NTC Memo Circular No. 04-07-2009 dated 07 July 2009.
2. Complaint on Text Scam is automatically reported by CWPD to concerned TELCO for blocking of sim card of the text scam offender.

