



Republic of the Philippines
NATIONAL TELECOMMUNICATIONS COMMISSION
NTC Bldg., BIR Road, East Triangle, Diliman, Quezon City

MEMORANDUM CIRCULAR

No.: 04-06-2014

**SUBJECT: AMENDING MEMORANDUM CIRCULAR NO. 14-89, entitled
"ISSUANCE OF GOVERNMENT RADIO OPERATOR CERTIFICATE"**

Pursuant to Republic Act 3846, as amended, and Executive Order No. 546 and to enable government agencies to provide properly qualified personnel who will operate their radio communication stations in accordance with law, the following guidelines are hereby issued:

- 1.0 No radio communication station shall be operated without a valid radio station license and an authorized radio operator duly licensed by the National Telecommunications Commission (NTC).
- 2.0 To ensure proper handling of radio communication transceivers and prevent harmful interference, only holders of a valid Commercial Radiotelephone Operator's Certificate or Government Radio Operator Certificate shall operate voice radio communication stations owned and/or operated by any government agency including local government units except the Armed Forces of the Philippines (AFP).
- 3.0 A Government Radio Operator Certificate (GROC) is an instrument issued by the NTC to a qualified person who successfully completed a GROC Seminar.
- 4.0 Qualifications of Applicant to attend a GROC Seminar:
 - 4.1 Must be a citizen of the Philippines;
 - 4.2 Must be of good moral character duly certified by the Head of the Human Resource Unit of the agency;
 - 4.3 Must be in the government service (permanent / temporary position); and
 - 4.4 One of his/her duties in the government service is to act as a radio operator as certified by the Head of the Human Resource Unit of the agency.



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5.0 Nature/Scope of Seminar for GROC

- 5.1 Provisions of existing radio regulations pertinent to the operation of government radio communication stations (1.5 hrs).
- 5.2 Basic technical knowledge necessary in the operation of equipment for radio communication including distress calls (1.5 hrs).
- 5.3 Traffic Handling procedures and prevention of interference (1.0 hr).

6.0 Application for issuance of GROC

Applicants for issuance of GROC may file his/her application with any of the Regional Offices of the NTC together with the following requirements:

- 6.1 Duly accomplished GROC application form;
- 6.2 Service Record duly signed by the Head of the Human Resource Unit of the agency;
- 6.3 Certification of good moral character from Head of Human Resource Unit of the agency;
- 6.4 Certification as a radio operator or one who operates a radio station from his/her Head of Human Resource Unit of the agency; and
- 6.5 Certificate of Attendance to a GROC Seminar issued and conducted by a duly qualified and authorized personnel of the NTC.

7.0 The Commission, through any of its Branch or Regional Directors may authorize any NTC personnel with the following minimum qualifications to conduct a GROC Seminar:

- 7.1 Must be holding a permanent position;
- 7.2 Licensed Professional Electronics Engineer or Electronics Engineer; and
- 7.3 Must have an experience on radio regulations for not less than three (3) years.

8.0 The NTC, through its Regional Offices, shall issue the GROC without examination to an applicant upon completion of the requirements prescribed herein.

9.0 A GROC shall be issued or renewed by the NTC for a period of one (1) year but not exceeding three (3) years.

- 9.1 Application for renewal of GROC shall be filed with the NTC thirty (30) days prior to the expiry date;
- 9.2 Applicant shall submit a Certificate of Employment issued by the Head of Human Resource Unit of the agency.



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- 10.0 Holders of GROC should strictly adhere to all existing rules and regulations pertinent to the operation of radio communication stations.
- 11.0 Upon retirement, resignation or separation from the Government Service, the issued GROC under this Memorandum Circular is deemed revoked/surrendered. Should an applicant/holder of a GROC re-enter the government service, he/she must undergo another GROC seminar.
- 12.0 Holders of GROC issued through previously required examination may opt to convert their GROC to a Third (3rd) Class Radio Telephone Certificate upon retirement, resignation or separation from the government service.
- 13.0 Suspension or Revocation of GROC
- In accordance with existing procedures on the suspension or revocation of radio operator's certificates, the NTC may suspend or revoke a GROC for any violations of relevant radio laws, rules and regulations.
- 14.0 Any violations of this Circular or parts hereof shall be dealt with in accordance with the relevant radio laws, rules and regulations.
- 15.0 Any Circular, Order, Instruction, Memorandum or parts thereof previously issued by the Commission which is inconsistent with the provisions of this Circular is deemed repealed and/or superseded accordingly.
- 16.0 This Circular shall take effect fifteen (15) days after its publication in the Official Gazette or newspaper of general circulation, provided further that at least three (3) certified true copies thereof shall be filed with the UP Law Center.

Quezon City, Philippines, 26 June 2014


GAMALIEL A. CORDOBA
Commissioner


DELILAH F. DELES
Deputy Commissioner


CARLO JOSE A. MARTINEZ
Deputy Commissioner



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