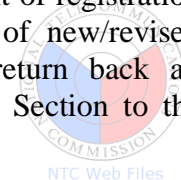


MEMORANDUM CIRCULAR
NO. 11-08-92

SUBJECT: ADOPTION OF NEW/REVISED CERTIFICATE FORMS FOR ALL TYPES/CLASSES OF RADIO OPERATOR CERTIFICATES BEING ISSUED BY THE NATIONAL TELECOMMUNICATIONS COMMISSION (NTC).

To achieve efficiency, security and simplicity in the issuance of radio operator certificates pursuant to Act No. 3846, as amended, Department Order No. 5, 1948 and other relevant radio laws and regulations and in the interest of public service, the Commission shall issue new and revised certificates for all types of radio operator certificate except the Restricted Land Mobile (RLM), to qualified applicants effective October 01, 1992. The certificates shall be issued subject to the following guidelines and procedures:

1. All holders of radio operator's certificates of any class except RLM may file an application for the issuance of a new/revised certificate starting September 01, 1992 in accordance with the hereunder-prescribed terms.
 - 1.1. All holders of radio operators' certificate due to expire on or before December 31, 1992 may file their application for renewal before said date. However, the validity of the certificate to be issued shall be from its expiry date to the birthdate of applicant not exceeding the maximum period of three (3) years.
 - 1.2. All holders of valid radio operators' certificates may opt for early renewal of the same by filing an application at least one (1) month before their birthdate provided they surrender their old certificate and pay the corresponding fees.
 - 1.3. The fees shall be chargeable on a yearly basis to correspond to the number of years extended not to exceed the maximum period of three (3) years.
 - 1.4. No fees shall be collected for valid radio operator certificates re-issued for a change form the old to the new/revised certificate covering the same period provided that they apply at least one (1) month before their birthdate. Henceforth, all other re-issuance due to loss tear and wear and such other justified grounds shall pay the corresponding fees.
 - 1.5. Applications for the new/renewal/revision of radio operator's certificate may be filed in the different Regional Offices of the Commission for pre-screening and payment of corresponding fees. The Regional Offices on a weekly basis shall then forward all received applications to the Radio Operators and Training Schools Division – Radio Regulations and Licensing Department (ROTSD-RRLD) for the assignment of registration numbers, processing of said applications and issuance of new/revised radio operator certificate. ROTSD-RRLD shall then return back all processed application through the NTC Central Records Section to the respective Regional Offices for the release to applicants.



- 1.6. All applications received by the ROTSD-RRLD whether directly or through the Regional Offices shall pass through the Central Records Section for the usual verification procedure.
2. The certificate's registration number for each holder shall be his/her permanent number even when renewed or duplicated/
3. All certificates shall be valid for not more three- (3) years reckoned from the birthdate of the applicant.
4. Succeeding renewals of the new/revised certificates shall be filed and processed at the Regional Offices. The Commission's Administrative and Finance Department shall furnish all Regional Offices with the security identification machine. Likewise, the Central Record Section of the Commission shall provide all Regional Offices with a complete masterlist of the results of all radio operator examination.
5. Starting January 01, 1994 all applications for new radio operators certificate shall be filed processed and the corresponding certificate issued by the Regional Offices concerned.
6. For the successful implementation of this Circular, the Regional Offices of the Commission are hereby enjoined to support, cooperate and coordinate with the ROTSD-RRLD. In addition; four (4) regular employees of the Commission shall be detailed at the ROTSD-RRLD.

This Circular shall take effect immediately and shall supersede any order, circular, instruction or memorandum, or any part thereof which are inconsistent herewith.

The Commission shall reserve the right to amend, revise or revoke this Circular, as it deems fit, in accordance with law and in the public interest.

Quezon City, Philippines, August 07, 1992.

MARIANO E. BENEDICTO II
Commissioner

