

BROADCASTING AUTHORIZATION APPLICATIONS

TABLE OF CONTENTS

1.0 SCOPE	155
2.0 THE PROCESS	155
3.0 INFORMATION REQUIREMENTS	155

APPENDICES

1.0 SCOPE

This part provides a description of the handling of the more common types of telecommunications authorization applications. The departments responsible for each step are identified and approximate time frames are indicated wherever appropriate. In addition, the minimum information requirements for each type of application are described. Applicants who meet these requirements should experience minimum delays in having their cases heard and determined.

2.0 THE PROCESS

Table shows how an application is handled at each stage of the process from docketing to the promulgation of the decision and appeal. At each stage, an attempt has been made to make it clear who is responsible for ensuring that the application is continuously progressing toward a decision.

It should be stressed that the commission intends to ensure the timely disposition of each

and every case brought before it. It behooves applicants therefore to make effort to ensure that all information required for a timely decision is provided as early as possible in the process, preferably with the application itself. Thus, it is intended to update the initial information requirements from time to time, as it becomes more clear what is needed for decision making.

Cases of an unusual nature, or applications opposed by other parties who wish to bring evidence to support their opposition, cannot be accurately forecast in terms of timetable. However, such cases can also be handled expeditiously with the cooperation of the parties. The Commission will endeavor to ensure that even the most complex cases are completed within 6 months.

3.0 INFORMATION REQUIREMENTS

As noted in Section 2, the Broadcast Services Division (BSD) has developed a standard set of requirements for several common types of applications. These are contained in Appendix I of this section. Additional sets of such standard requirements will be issued from time to time, and those included herein will be updated. Thus parties are urged to contact the Commission periodically for the latest information.

A proforma notice of hearing and proforma applications are contained in Appendix II, intended only as a guide. These may be revised to suit the nature of the applications filed.

TABLE 1
BROADCASTING AUTHORIZATION PROCESS

STEP	ACTIVITY	DAY
1.	DOCKETING OF APPLICATION/PETITION	
	<ul style="list-style-type: none"> • application submitted to SECRETARIAT, APPLICANT referred to BSD; 	1
	<ul style="list-style-type: none"> • BSD verifies compliance with payment of supervision and regulation and regulation fees, and submission of latest annual report. If no compliance, application may be rejected; 	1
	<ul style="list-style-type: none"> • BSD assesses filing fees, referring APPLICANT to SECRETARIAT; 	1
	<ul style="list-style-type: none"> • SECRETARIAT assigns case number; 	1
	<ul style="list-style-type: none"> • APPLICANT pays filing fee to cashier ; 	1
	<ul style="list-style-type: none"> • SECRETARIAT enters application in docket. 	1
2.	NOTICE OF HEARING (NOH), INSTRUCTIONS TO APPLICANT	
	<ul style="list-style-type: none"> • SECRETARIAT prepares NOH indicating the date for the initial hearing (coordinating with the court calendar and the office of Commissioner); 	5.
	<ul style="list-style-type: none"> • application routed to BSD, who prepare INSTRUCTIONS to applicant, including the information to be provided to the Commission (see Appendix II), and who check on the list of affected parties to be notified; 	5-8
	<ul style="list-style-type: none"> • case file sent LD for review, then forwarded to SECRETARIAT who mail the NOH to applicant, enter hearing date in docket, and forwards the case file to the office of the Commissioner; 	10.
	<ul style="list-style-type: none"> • Upon receipt of NOH, APPLICANT causes publication of same in a newspapers of general circulation and serves copy of same with all application documents (including annexes) on affect parties as identified in the NOH, At least 15 days prior to the date of the initial hearing . 	15-35

STEP	ACTIVITY	DAY
3.	<p>PRE-HEARING PROCESS</p> <ul style="list-style-type: none"> • on or before the date of the initial hearing, pursuant to Rule 9, duly notified oppositors shall file with the Commission, copy to the Applicant, a concise statement of their right or interest affected by the application and facts constituting their grounds for opposing the application. • 7 days prior to initial hearing, pursuant to instructions, APPLICANT is to file information as required, and BSD evaluates material submitted; • if information not available, or seriously deficient, applicant is notified of deficiency and instructed to prepare a full explanation for presentation at initial hearing. Failure to comply in a timely way could result in denial of the application. 	<p>28.</p> <p>28.</p> <p>28-35</p>
4.	<ul style="list-style-type: none"> • THE HEARING PROCESS • hearing may be presided over the Commissioner and/or deputies, and/or upon delegation, by hearing officers of the Legal Department. Efforts will be made to have the same officers preside over all hearings; • BSD officer assigned will attend all hearings; • Rule 14 on the Reception of Evidence shall govern all hearings; • Case is classified at the initial hearing; • For simple, uncontested: summary proceeding - may be submitted Immediately for decision on the basis of compliance with instructions with the NOH; • for complex uncontested: additional information may be required beyond the requirements stated in the NOH. May require several hearing days; • for simple contested: - may require prehearing to expedite proceedings; applicant allowed to present written or oral evidence, dependent on the issues raised; Oppositors may also give evidence; • for complex contested: - full hearing process shall be conducted, with prehearing or conferences as appropriate. 	<p>35+</p>

STEP	ACTIVITY	DAY
5.	<p>EVALUATION OF EVIDENCE (upon submission for decision)</p> <ul style="list-style-type: none"> • for a P.A. application, BSD, within 10 days, prepares an evaluation and recommendation on the documentation submitted in support thereof; • for all submitted cases. BSD prepares a technical/financial/economic evaluation of the evidence; • BSD forwards case file with evaluation report to LD, who prepare draft decision/order. • draft decision/order routed to BSD for review; • draft decision/order submitted to Commission for signature; 	
6.	<p>PROMULGATION OF DECISION/ORDER</p> <ul style="list-style-type: none"> • Decision/orders signed by the Commissioner are deemed promulgated Upon entry in the NTC docket after release to the SECRETARIAT by the Commissioner's office; • SECRETARIAT releases copies to parties, normally the same day. 	NA
7.	<p>EFFECTIVITY, MONITORING AND ENFORCEMENT OF DECISIONS</p> <ul style="list-style-type: none"> • orders of the Commission are effective immediately, unless otherwise provided for or an injunction or restraining order has been issued by the Courts; • BSD will monitor for compliance with the requirements of the decision, And inform the Commission of any failures, for Commission action. 	

STEP	ACTIVITY	DAY
8.	<p>APPEAL PROCESS</p> <ul style="list-style-type: none"> • motions for reconsideration by the Commission are to be filed within 15 days from receipt of questioned decision; • appeals to the Supreme Court (now the Court of Appeals) within 30 days from receipt of questioned decision. 	NA

TABLE 2

**PROCEDURES IN THE PREPARATION OF BRIEFS
REGARDING BROADCAST PERMITS**

STEP	ACTIVITY	DAY
1.	SCREENING/ASSESSMENT <ul style="list-style-type: none">• BSD checks for the applications for completeness and correctness of Its supporting documents;	1.
2.	RECEIVING-RECORDS <ul style="list-style-type: none">• NTC records/receiving staff accepts application and return to BSD.	1.
3.	BSD EVALUATION <ul style="list-style-type: none">• BSD conducts technical evaluation of submitted frequency, feasibility study and technical plans;• if evaluation study shows that interference may occur, or the protection ratios required by the Commission's technical standards may not be met, applicant will be notified within ten (10) days. The same would apply if the brief is disapproved;• if the evaluation is favorable, BSD prepares brief with recommendations and prepares the corresponding permits being requested and forward them to the Office of the Deputy Commissioner assigned for BSD;• the Deputy Commissioner reviews the evaluation and if satisfied, forwards the complete file together with BSD brief and the prepared permits to the Commissioner for final approval;• the Commissioner approves/rejects the brief.	2-15
4.	ISSUANCE OF PERMITS <ul style="list-style-type: none">• if approved, applicant is notified of disposition of application, and directed to pay permit fees to CASHIER;• RECORDS staff releases approved permits upon presentation of receipt of payment.	20.

TABLE 3

**PROCEDURES IN THE ISSUANCE OF A RENEWAL
TO RADIO STATION LICENSE**

STEP	ACTIVITY	DAY
1.	SCREENING/ASSESSMENT <ul style="list-style-type: none">• BSD checks for the applications for completeness and correctness of its supporting documents;	1.
2.	RECEIVING-RECORDS <ul style="list-style-type: none">• NTC records/receiving staff accepts application and returns to BSD	1.
3.	BSD EVALUATION <ul style="list-style-type: none">• BSD sends request for inspection of radio station to regional office Concerned and prepares new Radio Station License/Temporary Permit;• Any discrepancy noted during the inspection shall be grounds for Revocation or cancellation of the license or permit;• if the report identifies any violation by the station the report is submitted to the Legal Dept. for appropriate action;• upon satisfactory report from the regional office, the Chief, BSD signs and forwards the approved RSL/TP to the Records Div. for release to the Applicant.	2-10
4.	ISSUANCE OF PERMITS <ul style="list-style-type: none">• Applicant is notified of disposition of application, and if approved, Applicant pays fees to CASHIER;• RECORDS staff issues approved license/permit upon presentation of receipts.	10.

**Appendix F-1
Information Requirements**

**NTC INFORMATION REQUIREMENTS
FOR CPC ESTABLISH
RADIO BROADCAST STATION**

The following documents shall be submitted to the Broadcast Service Department of the NTC, at least two weeks prior to the commencement of the initial hearing on applications for CPCN to operate Radio/TV broadcast stations:

BASIC

1. Articles of Incorporation and By-Laws duly approved by the Securities and Exchange Commission.
2. List of present Officers and Board of Directors as well as the corporate secretary's affidavit attesting to its present corporate structure.
3. Duly accomplished information sheet of each every member of the Board
4. Franchise from the Congress of the Philippines or local government - provide a copy of the franchise document.

TECHNICAL

1. Two (2) copies of engineering plans and diagrams for each proposed station(s) duly signed and sealed by a registered Electronics and Communications Engineer, to wit:
 - a) Topographical map showing the location of the antenna and/or studio site of the proposed station. Scale 1:50,000 is preferred and the longitude/latitude indicated; the studio and transmitter site should be placed at the center of the map.
 - b) Floor pan of the studio, showing the equipment layout and power source.
 - c) Block diagram of the entire system covering the RF and audio stages up to the final stage.
 - d) Antenna system to include type, gain, height and radiation pattern.
 - e) Map of appropriate scale showing the following field intensity contours:

AM station: 250; 500; 2 uV/m & 1,000 uV/m contour

FM station: 1 mV/m and 250 mV/m F.I. contour

TV station:

Channel 2-6	:	Grade A - 68 dBu contour, Grade B - 47 dBu contour
Channel 7 – 13	:	Grade A - 71 dBu contour, Grade B - 56 dBu contour
Channel 14 - 83	:	Grade A - 74 dBu contour, Grade B - 64 dBu contour

FINANCIAL

1. Audited Financial Statements for the last three (3) years
2. Itemized list of property and equipment to be needed in the proposed projects (per station) with corresponding cost or projected cost/total cost per station
3. Financial and Economic Feasibility Study in support of the application
4. Proposed rates to be charged to advertisers/subscribers
5. Financial capability (concrete proof of source of capitalization)

INFORMATION REQUIREMENTS FOR BROADCAST AUXILIARY STATIONS

1. For issuance of a Construction Permit for Remote PU, studio to Transmitter Link (STL), Communications (HF/SSB/VHF/UHF);

Note: No public hearing is required for such applications, and the processing time within the Commission is approximately fifteen (15) days form receipt ;of complete application. Incomplete applications will not be received.

Information Required is as follows:

1. Application for Permit to Purchase (form available Commission) - only type accepted or approved equipment shall be permitted - list available from the Commission;
2. Application for Radio Construction Permit (form available from the Commission);
3. Engineering plans and diagrams:
 - location plan;
 - antenna system;
 - network diagram
4. Original or photocopy of equipment brochure;
5. Registration of vehicle (for mobile station).

2. For change of transmitter; change of location of transmitting station; additional station; change of frequency; additional frequency; modification to transmitter; sell or transfer equipment.

Information required is as follows:

1. letter of intent;
2. application for Permit to Purchase/Possess;
3. appropriate application form as requested;
4. Permit to Possess for equipment to be sold/transferred;
5. Copy of Radio Station license/Temporary Permit for station(s) affected;
6. Engineering plans and diagrams duly sealed and signed by a licensed ECE, for transfer of transmitting station to another location;
7. Network diagrams duly sealed and signed by a licensed ECE, for additional stations.

**INFORMATION REQUIREMENTS FOR NEW
CATV BROADCAST STATION**

1. FILE A PETITION FOR CERTIFICATE OF AUTHORITY WITH THE COMMISSION.

1. Name mailing address and citizenship of owner(s);
2. Service areas proposed;
3. Television and radio broadcast stations signals to be carried;
4. The applicant's legal and financial capabilities, itemized list of investment or property and equipment used (or to be used) in the operation;
5. Technical plans and diagrams, to include schedule of construction and commencement of operation;

Two copies of the technical plans should be submitted, drawn in adequate scale, duly signed and sealed by a registered ECE with respect to the electronics equipment in accordance with R.A. 5734, showing:

- a) the installation of the CATV station;
 - b) technical specifications or brochures covering the repeaters, boosters and antenna systems; and
 - c) cable distribution system plan.
6. Audited financial reports and economic studies in support of the application.

That applicant is legally, technically and financially capable of rendering the services;

That public interest and necessity demand the immediate approval of this application;

And that applicant is willing and ready to comply with all applicable laws, Technical and Programming Standards, and such rules and regulations which are now existing or which may be promulgated from time to time.

WHEREFORE, it is respectfully prayed that, after due notice and hearing, the corresponding certificate of public convenience (CPC) be approved for authority to install, operate, and maintain the proposed service.

Quezon City, Philippines.

Council for Applicant
Address
PTR No.

VERIFICATION

I, _____ of legal age, Filipino, married, after being duly sworn to in accordance with law, do hereby depose and say:

That I am the Chairman of the Board of Directors of the _____, Inc., applicant in this application for a certificate of public convenience to install, operate and maintain broadcast stations in the aforementioned service area.

That I have caused the preparation of this application in my capacity as such, and that I have read its contents; and that I do hereby attest to the truth of the facts stated herein of my own knowledge.

Affiant

Subscribed and sworn to before me this _____ 199____, affiant having exhibited to me his Residence Cert. No. _____ issued at _____ on.

Doc. No.
Book No.
Page No.
Series of

Notary Public
Until Dec. 31
PTR No.
Issued at ____ on____

VERIFICATION

I, _____ of legal age, Filipino, married, after being duly sworn to in accordance with law, do hereby depose and say:

That I am the Chairman of the Board of Directors of the _____, Inc., applicant in this application for a certificate of public convenience to install, operate and maintain a CATV system in _____.

That I have caused the preparation of this application in my capacity as such, and that I have read its contents; and that I do hereby attest to the truth of the facts stated herein of my own knowledge.

Affiant

Subscribed and sworn to before me this _____ 199 , affiant having exhibited to me his Residence Cert. No. _____ issued at _____ on.

Doc. No.
Book No.
Page No.
Series of

Notary Public
Until Dec. 31
PTR No.
Issued at ___ on ___

**APPLICATIONS FOR RADIO LICENSE,
PERMITS AND AUTHORIZATION**

TABLE OF CONTENTS

1.0 SCOPE	171
2.0 INFORMATION REQUIREMENTS	171
3.0 RADIO OPERATORS/TRAINING SCHOOLS	171
4.0 SAFETY AND SPECIAL SERVICES	172
5.0 FIXED LAND MOBILE SERVICES	172
6.0 REFERENCE DOCUMENTS . . .	172
7.0 REFERENCE DOCUMENTS . . .	173

APPENDIX

1.0 SCOPE

This part provides a description of the process to be followed in the submission and handling of the radio communications applications required under the Commission's mandate. The description in most cases is necessarily general but is intended to provide prospective applicants with a guide as to what to expect, and what information will be required before the various permits/licenses will be issued. The following sections will deal in turn with the areas of responsibility of the three divisions of the department; the Radio Operators and Training School Div., and Special Services

Div. and the Fixed Land Mobile Services Div. and the Frequency Mgnt. Div.

2.0 INFORMATION REQUIREMENTS

Every effort is being made to keep the information required from applicants to the minimum necessary to protect public safety and convenience in its licensing process. At the same time, the Commission's responsibility to effectively manage the radio frequency spectrum requires accurate records of its use parameters, purpose and usage of radio equipment employing the limited spectrum available, and that equipment and those operating it meet certain standards. Therefore, from time to time, the Commission issues memorandum circulars to outline its policies in this area.

**3.0 RADIO OPERATORS/TRAINING
SCHOOLS**

The Radio Operators and Training Schools Division (ROTSD) is responsible for the handling of all applications for radio operator licenses and for the establishment of training schools. Tables 1-3 describe the process to be followed for establishing a radio training school.

3.1 Radio Operator Examinations

Examinations must be taken for the following types of radio operator licenses:

- a) Commercial Radiotelephone
- b) Commercial Radiotelegraph

- c) Amateur Radio
- d) Restricted Radio telephone Operator
- e) Radioteletype
- f) Government Radio Operator
- g) General Operator Certificate

3.2 Examination Process

This process for the radio operator examinations is outlined in Table 2.

3.3 Radio Operator Certificate

Table 3 describes the process for obtaining various radio operator certificates

4.0 SAFETY and SPECIAL SERVICES

The Safety and Special Services Div. is responsible for licensing of radio stations in the maritime, aeronautical and amateur services, satellite services, paging systems, citizens band radio, cordless telephones and other similar services. This activity includes liaison with the Frequency Management Div. regarding allocation of appropriate frequencies and call signs.

Information requirements for applications to the division are contained in Appendix G-I B, page 183, to this part, while corresponding procedure in processing are described in Tables 4-6.

5.0 FIXED LAND MOBILE SERVICES

The Fixed Land Mobile Services Division handles all applications for radio stations in the fixed land mobile service frequency band. This includes assignment of call signs and frequencies, in coordination with the frequency management division who allocates frequency bands for different services.

Information requirements for such applications are set out in Appendix G-I C, page 191, to this part. Tables 7-10 describe the

process for obtaining different types of licenses, permits and authorization under this service.

6.0 FREQUENCY ASSIGNMENT

Frequency assignment, being one of the major activities of licensing radio network/station(s), is handled by the Frequency Management Division through engineering process in coordination with the licensing units of this commission. In addition, this division is in charge of spectrum planning activities and records keeping on frequency use.

Information requirements for applications needing frequency study/proposal are set out in Appendix G-I, D, page 200, while the corresponding procedures in processing such application are describe under Table 11.

6.1 Types of Request/Applications

- a) New Network
- b) Additional station(s)
- c) Modification of existing stations/network

6.2 Radio Services Groups

- a) Public Safety and Government Radio Service
 - National Security (Military and Police) Radio Service
 - Government Radio Service
 - Civic, rescue and disaster relief Radio Service
 - Media (Broadcast & Print)
 - Foreign Government use and /or International Organizations

b) Industrial Radio Services

- Food and Agricultural Production Radio Service
- Forests Products Radio Service
- Fishing, Hunting and Trapping Radio Service
- Mining, Oil and Gas Extraction
- Construction, Contractor
- Banking, Insurance, Financing Institution and Investment House
- Real Estate
- Manufacturers Radio Service
- Public Services Radio Service
- Wholesale and Retail Trade

c) Public Utility and Education Services

- Power Radio Service
- Petroleum/Gas Radio Service
- Water Radio Service

- Land Transportation Radio Service

7.0 REFERENCE DOCUMENTS

Useful references are the books written by Philippine authors, available at local bookstore.

Other important references include:

"Safety of Life at Sea" (SOLAS) 1974, as amended, published by the International Maritime Organization (IMO);

"International Radio Regulations" by the International Telecommunications Union (ITU), 1989;

"Final Acts Concluded Act World Administrative Radio Conference" by International Telecommunications Union;

"International Telecommunications Constitution and Convention (Since 1989)";

"Global Maritime Distress and Safety System" published by the IMO

Additionally, the Commission has all of the forms and other special documents needed to meet the information requirements of the agency for various types of applications.

Appendix G-1
Information Requirements

A. NTC INFORMATION REQUIREMENTS FOR THE RADIO OPERATORS AND TRAINING SCHOOLS APPLICATIONS

I. Radio Operator's Certificate/license - General Requirements

1. For NEW certificate/license
 - a) Original copy of certificate of rating or seminar;
 - b) Three copies of 5cm x 5cm or 2 x 2 photo of applicant taken not more than three months ago with name and date included on the picture (not written);
 - c) License Fee in Manager's check or postal money order payable to National Telecommunications Commission, Quezon City;
 - d) Properly accomplished application for new radio operator's certificate (available for ROTSD).

2. For **RENEWAL** (may be filed at any NTC Regional Office)
 - a) Original copy of certificate to be renewed or application for duplicate if original is lost;
 - b) Three copies of 5cm x 5cm or 2 x 2 photo of applicant taken not more than three months ago with name and date included on the picture (not written);
 - c) License Fee in Manager's check or postal money order payable to National Telecommunications Commission, Quezon City;
 - d) Properly accomplished application for new radio operator's certificate (available from ROTSD).

II. Radio Operator's Examination

1. For Commercial Radiotelephone/Radiotelegraph Operator
 - a) Diploma or Transcript of Records bearing the Special Order number for DECS S.O. No.);
 - b) Birth Certificate;
 - c) Copy of valid commercial radio operator certificate currently held by applicant; or Copy of latest Report of Rating in commercial radiotelephone/telegraph operator examination;
 - d) For applicants who have been in Government Service as radio operators for at least one year (for 1PHN applicants) or five years (for 1RTG applicant), Service Record together with a Certificate of Satisfactory Service;
 - e) Two copies of recent 2.54 x 2.54 cm. ID photo;
 - f) Application fee of P50.00;
 - g) Two stamped, self-addressed envelopes;
 - h) Properly accomplished application for examination (available from ROTSD).

NOTE: Elements to be taken for each type of license are as follows:

1 PHN EI. 1,2,3,4	1 RTG EI. 1,2,5,6 and Code (20/25wpm)
2 PHN EI. 1,2,3	2 RTG EI. 1,2,5,6 and Code (16wpm)
3 PHN EI. 1,2	3 RTG EI. 1,2,5 and Code (16wpm)
	1 RTG EI. Code Test only
	2 RTG/3 RTG Code Test (Removal)

2. For Amateur Radio Operator

- a) Photocopy of Birth Certificate, Baptismal Certificate, Voter's I.D., Passport, PRC License, Driver's License, or any documents which can serve as proof of age and Filipino Citizenship (Note: original must be shown at time of application);
- b) Copy of latest report of rating in amateur radio exam (for repeater/removal examinees);
- c) Two copies or recent 2.54 x 2.54 cm. ID photo;
- d) Examination fee of P50.00;
- e) Two self-addressed stamped envelopes;
- f) Authenticated copy of Amateur Radio Station License for upgrading examination;
- g) Copy of E.C.E. PRC ID for those who desire to take direct Class "B" amateur radio examination;
- h) Copy of 1RC/2RTG/1PHN Commercial Radio Operator's certificate for those who desire to take radio operator examination;
- i) Properly accomplished application for examination.

NOTE: Elements to be taken by applications for each type of examination:

For Class "A" Elements 1,8,9,10
For Class "B" Elements 1,5,6,7
For Class "C" Elements 1,2,3,4

3. For Restricted Radiotelephone Operator Certificate (RROC)

3.1 RROC - Aircraft/Ship/Ship-Low Power

- a) Two copies of a recent 2.54 x 2.54 cm ID photo, to be fixed in the space provided for in the application form;
- b) Two self-addressed stamped business envelopes;
- c) Copy of the result of rating in the last special examination taken (for repeaters only);
- d) Examination Fee: Ship - P50.00, others P100.00;
- e) For RROC Aircraft, pilot (or student pilot) license from the Bureau of Air Transportation or a valid aircraft pilot license from a country which is a member of the International Civil Aviation Organization;
- f) For RROC Ship, Certificate of completion on restricted radiotelephone operator seminar from an accredited radio training center and deck officer's certificate from PRC;

- g) For Ship-Low Power, Documents showing ownership of vessel used for private fishing or as a pleasure craft or a vessel not compulsory required by law to have a radiotelegraph installation;
- h) Properly accomplished application for examination (available from ROTSD).

4. Radioteletype Operator Certificate

- a) High School Diploma or Transcript of Records;
- b) Birth Certificate or Proof of age (at least 18 years old);
- c) Removal exam for RTTY Practical Exercise, report of rating in the last RTTY exam (which must not be more than six months from the release of the last RTTY written examination);
- d) Two copies of a recent 2.54 x 2.54 cm ID Photo to be affixed in the space provided for in the application form;
- e) Two self-addressed stamped business envelopes;
- f) Properly accomplished application for examination;
- g) Examination Fee P50.00.

5. General Operator Certificate

- a) Two copies of a recent 2.54 x 2.54 cm Photo to be affixed in the space provided for in the application form;
- b) Two self-addressed stamped envelopes;
- c) Examination fee: P50.00;
- d) Certificate of completion of restricted radiotelephone, Inmarsat and GMDSS course or seminar from a duly accredited radio training center;
- e) Copy of deck officer's certificate from PRC;
- f) For holders of 1st RTG (radio officer) and RROC certificates, certificate of completion on Inmarsat and GMDSS courses and copies of such certificates;
- g) Properly accomplished application for examination (available from ROTSD).

NOTE: Elements to be taken by applicants for holders of valid RROC, 1RTG, 2RTG, 1PHN and 2PHN Certificates.

Elements 2,3 and Practical Exam (PE) For non-holders of any certificates mentioned above: elements 1,2,3 PE and code.

6. Government Radiotelephone Operator Certificate

- a) Two copies of a recent 2.54 x 2.54 cm Photo to be affixed in the space provided for in the application form;
- b) Two self-addressed stamped envelopes;
- c) Examination fee: P50.00;
- d) Service record together with a certificate of satisfactory service;
- e) Copy of birth Certificate.

III. Radio Training School

1. For New License

- a) Letter of intent outlining the proposed operation, signed by the head of the organization;
- b) Approval from the Dept. of Education, Culture and Sports (DECS) authorizing applicant to offer General Radio Communication Operators' Course (GRCO), Broadcast Technician, Communication Technician, Radioteletype and other technical courses (i.e ship radiotelephony, inmarsat and GMDSS);
- b) Duly accomplished information sheets of the officers and the Board of Directors, if applicant is a corporation and information regarding owner/proprietorship if applicant is a single proprietor;
- d) Copy of Articles of Incorporation from Securities and Exchange Commission (SEC);
- e) Copy of Registration of Business from the Bureau of Domestic Trade;
- f) Copy of Contract of Lease of School building/premises if building and lot is not owned by applicant;
- g) Copy of proposed curriculum of courses to be offered;
- h) List of Laboratory equipment, tools, text books and magazines to be located in the school;
- i) Copy of class programs;
- j) Duly accomplished application forms for permits to purchase/possess SSB/HF and VHF transceivers to be used by the school.

2. For Renewal License

- a) Letter of intent signed by the head of the organization, indicating the desire for a renewal;
- b) Original copy of radio training station license;
- c) Copy of radio operator certificate of Radio Training School, with certification that he is the trustee of said station;
- d) Duly accomplished application form for renewal radio training station license.

3. For issuance of Certificate of Recognition

- a) Certified copy of duly registered incorporation papers;
- b) Certified copy of Registration of Business name;
- c) Ownership papers or lease contract for the school building and/or lot;
- d) Floor plan of the school building;
- e) Certified copy of radio training station license;
- f) Class program of the courses offered;
- g) Teaching load of instruction;
- h) List of enrolled students in the courses offered;
- i) List of instructors together with copies of their permit to teach the subject;

- j) List of laboratory tools;
- k) List of test and measuring equipment;
- l) List of spare parts, components, radio equipment, accessories, training aids, etc.;
- m) List of books and magazines used in the school;
- n) Duly accomplished application form.

TABLE 1.
RADIO TRAINING SCHOOL

STEP	ACTIVITY
1.	<p>SCREENING/ACCEPTANCE</p> <ul style="list-style-type: none"> ▪ ROTSD checks the application for completeness
2.	<p>ROTSD/RRDL</p> <ul style="list-style-type: none"> ▪ ROTSD/RRDL staff prepares brief for the consideration of the Commissioner regarding the intention of the applicant for operating a radio training school.
3.	<p>COMMISSIONER</p> <ul style="list-style-type: none"> ▪ The Commissioner approves/disapproves the application.
4.	<p>ROTSD/RRDL</p> <ul style="list-style-type: none"> • ROTSD/RRDL prepare the necessary permits, if approved. • If application not approved, issue letter to applicant.
5.	<p>PAYMENT OF FEES</p> <ul style="list-style-type: none"> ▪ NTC cashier receives payment form applicant and issues official receipt.
6.	<p>PERMIT RELEASE</p> <ul style="list-style-type: none"> • Relevant permit(s) released to applicant, if approved.

TABLE 2.

PROCEDURE IN PROCESSING RADIO OPERATOR EXAMINATION

STEP	ACTIVITY
1.	SCREENING/ASSESSMENT <ul style="list-style-type: none">• ROTSD checks the application for completeness.• ROTSD staff forwards the application to the Records Section for verification of exam result, if in order.• ROTSD staff provides order of payment to applicant.
2.	PAYMENT FOR EXAMINATION <ul style="list-style-type: none">▪ NTC cashier receives payment and issues official receipt.
3.	RECEIVING-RECORDS <ul style="list-style-type: none">▪ NTC records/receiving staff accept application for examination and return to ROTSD.
4.	APPLICATION PROCESSING <ul style="list-style-type: none">• ROTSD staff processes the application for examination and sends notice of admission to applicant with date examination.• Master list of examinees prepared.• ROTSD staff prepare examination answer sheets and forward same together with application to the radio operator examination committee.
5.	CONDUCT OF EXAMINATION <ul style="list-style-type: none">• Examination is conducted.• Examination Committee checks examination.• Results are sent to applicant by mail.

TABLE 3.

PROCEDURE IN PROCESSING RADIO OPERATOR CERTIFICATE

STEP	ACTIVITY
1.	SCREENING <ul style="list-style-type: none">• ROTSD checks for completeness of requirements.• ROTSD staff provides order of fees to applicant.
2.	PAYMENT OF FEES <ul style="list-style-type: none">▪ NTC cashier receives payment and issues official receipt.
3.	RECEIVING-RECORDS <ul style="list-style-type: none">• Central Records verifies certificate of rating (checked against master list of results) or seminar attendance (for RLM only).• NTC Central records/receiving staff accept the application.
4.	APPLICATION PROCESSING <ul style="list-style-type: none">▪ ROTSD staff processes the application and forwards same to RRLD for approval.
5.	RELEASE OF CERTIFICATE <ul style="list-style-type: none">• Central records accepts approved certificate and mails to applicant.

**B. NTC INFORMATION REQUIREMENTS FOR THE
SAFETY AND SPECIAL SERVICES APPLICATIONS**

1. Ship Station License (International)

Temporary Permit

1. Letter request for T.P. to operate ship radio station indicating the date and place of delivery of vessel and the Classification Society which will conduct the survey.
2. Copy of Marina's Approval for the acquisition of vessel.
3. Copy of Bareboat Charter Agreement.

Ferrying Permit

1. Letter request for a temporary permit to operate ship radio station on board vessel indicating the place and date of origin and proposed equipment to be used and expected dated of departure form place of origin.
2. Copy of Marina's Approval for acquisition of vessel.

New - Ship Radio Station License

1. Application for Permit to Purchase/Possess.
2. Application for New Radio Station License.
3. Authenticated copy of latest issued Temporary Permit.
4. NTC Survey Form properly accomplished by the NTC authorized Classification Society and properly signed by any authorized representative of the Phil. Consulate at place of survey or by the Master of the vessel countersigned by the President/General Manager of the Company.
5. Authenticated copy of Certificate of Philippine Registry.
6. Accounting Authority Service Contract entered into by disponent owner and S.G.V. and Co.
7. Authenticated copy of valid Radio Operator's Certificate.
8. Certificate of Employment/Service Contract of Radio Officer or Crew list of officers of vessel.

Renewal - Ship Radio Station License

1. Application for Renewal of Radio Station License.
2. Authenticated copy of latest issued license.
3. Copy of marina's approval on the extension of Bareboat Charter Party, if expired.
4. Authenticated copy of PCG Renewal Certificate of Registration, if expired.
5. Authenticated copy of valid Radio Operator's Certificate.
6. Certificate of Employment/Services contract of the Radio Officer or Crew list of officers of vessel.

II. Ship Earth Station

New Earth Station

1. Copy of Permit to Possess SATCOM equipment.
2. Application for New Ship Earth Station License.
3. Commissioning Test by INMARSAT.
4. Authenticated copy of valid Operator's Certificate
5. Certificate of Employment/Services Contract of the Radio Officer or Crew list of officers of vessel.

Renewal

1. Application for Renewal of Ship Earth Station License.
2. Authenticated copy of latest issued Ship Earth Station/Ship Station License.
3. Authenticated copy of valid Radio Operator's Certificate.
4. Certificate of Employment/Service contract of the Radio Officer or Crew List of officers of vessel.

III. New Aircraft Station

1. Application for Permit to Purchase/Possess.
2. Application for New Radio Station License.
3. Copy of ATO Registration.

4. REI Inspection report.
5. Authenticated copy of valid Radio operator's Certificate.
6. Certificate of Employment/Service Contract of the Radio Officers.

IV. Private Coastal/Aeronautical Fixed Station

1. Letter of intent stating the purpose of application.
2. Authenticated copy of the existing ship/aircraft Radio Station License.
3. Engineering plans signed and sealed by ECE.
4. Authenticated copy of the Radio Operator Certificate.
 - a) Antenna System Plan indicating the physical length of the radiator, weight of the radiator from the ground, antenna characteristics, impedance, description of materials used, azimuth of the main lobe and physical length of the transmission used;
 - b) Location Plan;
 - c) Electrical wiring and physical layout plan.
5. Application for permit to purchase/possess.
6. Application for construction permit.

V. Amateur Repeater

1. Letter of intent.
2. Application for permit to purchase and possess rptr. eqpt.
3. Application for station license for the repeater.
4. Copy of club resolution designating the trustee and the names of not more than three control operators.
5. Certified true copies of the amateur radio license of the trustee and control operators.
6. Club station license.

VI. Private Radio Station

1. Letter of intent.
2. Certified of registration from the bureau of domestic trade/SEC and/or Articles of incorporation and other related documents.
3. Audited financial statements of assets and liabilities.
4. Income tax returns for the last three years.
5. Proof of business engagement.
6. Engineering plans duly signed and sealed by ECE.
7. Application for permit to purchase/possess.
8. Application for construction permit.

VII. Cordless Telephone

1. Application for permit to purchase/possess cordless telephone.
2. Technical specification of the equipment.
3. Telephone company type-approval for the equipment.

VIII. Citizens Band Radio (Renewal)

1. Application for renewal of radio station license.
2. Certificate of club membership.

IX. Certificates

Ship Radiotelegraphy/Telephony Certificate SRC

1. Letter request for SRC stating the date and place of inspection.
2. Application for SRC.
3. Authenticated copy of valid radio operator's certificate.
4. Certificate of Employment/Service Contract of radio Officer or Crew list of officers on board vessel.

Deletion Certificate

1. Letter request for vessel's deletion from the Philippine Registry.
2. Marina's Approval of vessel's termination of Bareboat Contract Agreement.
3. Certificate of Clearance form outstanding radiomaritime accounts issued by S.G.V. and Co.
4. Authenticated copy of latest issued Radio Station License.

Exemption Certificate

1. Letter request for Exemption Certificate stating the date and place of inspection of vessel.
2. Authenticated copy of latest issued RSL.

TABLE 4

**PROCEDURE IN THE ISSUANCE OF RADIO STATION LICENSE/
TEMPORARY PERMIT TO OPERATE A SHIP RADIO STATION
ON BOARD VESSEL IN THE INTERNATIONAL TRADE**

STEP	ACTIVITY
1.	SCREENING/ACCEPTANCE <ul style="list-style-type: none">▪ SSSD checks the application for completeness.
2.	RECORDS/CRRO <ul style="list-style-type: none">• Records receive and verify the authenticity of the attached Radio Station License and/or Radio Operators Certificate.• CRRO checks for any pending administrative case filed with the Commission.
3.	SSSD/RRLD <ul style="list-style-type: none">▪ SSSD/RRLD prepare the necessary permits/licenses.
4.	CASHIER <ul style="list-style-type: none">▪ NTC cashier receives the payment and issue the corresponding official receipt.
5.	RECORDS RELEASING <ul style="list-style-type: none">▪ License/Permits released to applicant

TABLE 5

**PROCEDURE IN THE ISSUANCE OF PRIVATE COASTAL/
AERONAUTICAL/PAGING/AMATEUR REPEATER RADIO STATION**

STEP	ACTIVITY
1.	SCREENING/ACCEPTANCE <ul style="list-style-type: none">▪ SSSD checks the application for completeness.
2.	RECORDS/CRRO <ul style="list-style-type: none">• Records receive and verify the authenticity of the radio Station License and/or Radio Operators Certificate.• CRRO verify if there is any pending administrative case filed with the Commission.
3.	SSSD/RRLD <ul style="list-style-type: none">▪ SSSD/RRLD staff prepare brief recommendation for approval/disapproval of the Commissioner.
4.	COMMISSIONER <ul style="list-style-type: none">▪ The Commissioner approves/disapproves the application
5.	SSSD/RRLD <ul style="list-style-type: none">• SSSD/RRLD prepare the necessary permits, if approved.• For disapproved applications, SSSD/RRLD issue a letter of denial to the applicant.
6.	CASHIER <ul style="list-style-type: none">▪ NTC cashier receives payment from applicant and issue the corresponding official receipt.
7.	RECORDS RELEASING <ul style="list-style-type: none">• Relevant permit/license released to applicant.• Letter of denial release to applicant.

TABLE 6

**PROCEDURE IN THE ISSUANCE OF THE SAFETY RADIO
CERTIFICATE (SRC) EXEMPTION CERTIFICATE
FOR VESSEL ENGAGED IN THE INTERNATIONAL TRADE**

STEP	ACTIVITY
1.	SCREEING/ACCEPTANCE <ul style="list-style-type: none">▪ SSSD checks the application for completeness.
2.	RECORDS/CRRO <ul style="list-style-type: none">• Records receive and verify thee authenticity of the radio Station License and/or Radio Operators Certificate.• CRRO verify if there is any pending administrative case filed with the Commission.
3.	SSSD/RRLD <ul style="list-style-type: none">▪ SSSD schedule/request the inspection of the vessel. SSSD/RRLD prepare the necessary certificate.
4.	CASHIER <ul style="list-style-type: none">▪ NTC cashier receives payment form applicant and issue the corresponding official receipt.
5.	RECORDS RELEASING <ul style="list-style-type: none">▪ Relevant certificate(s) released to applicant

C. NTC INFORMATION REQUIREMENTS FOR THE FIXED LAND MOBILE SERVICES APPLICATIONS AND SUBMISSION OF REPORT

I. Information Requirements for Fixed Land Mobile Services

1. Application for New Radio Network

- a) Letter of intent;
- b) SEC information Cert./Bureau of Domestic Trade reg./articles of incorporation;
- c) Proof of Business Engagement:
 - For exporters: Copy of export documents, certificate of Registration from the Bureau of Investment etc.;
 - For Contractors: Copies of updated contracts in the proposed location.;
 - Security Agencies: Updated copy of the license to operate issued by appropriate authorities, contracts etc.;
 - Business Permit for each proposed location.
- d) Audited Financial Statement of Assets and Liabilities;
- e) Income Tax Returns (latest);
- f) Network diagram showing service area, exact location of stations, distances between land stations and flow of traffic, prepared, signed and sealed by a Registered Electronics and Communications Engineer (ECE);
- g) Application for Permit to Purchase (forms available from RRLD);
- h) Proposed frequency band to be used and channel capacity.

- NOTE:
- (1) For government applications, requirements a,f,g and h shall be Submitted along with an endorsement of the application by the need agency concerned.
 - (2) If the particulars of the equipment are readily available, the applicant may file an Application for Permit to Purchase/Possess indicating description (Make, type/model, serial number, frequency range and source of equipment).
 - (3) Permit to Purchase will be automatically issued upon approval of Request.

2. Application for Permit to Possess/Construction Permit

- a) Application for Construction Permit;
- b) Original Permit to Purchase and copy of equipment purchase receipt;
- c) Application for Permit to Possess indicating description of equipment (make, type, model, etc.);
- d) Engineering plans for base station duly signed and sealed by a Registered ECE, containing:

- Antenna system plan (type, gain, height of radiating element etc.);
 - Physical layout of the station;
 - Location map indicating the geog. coordinates of the station(s) and/or are coverage;
 - Antenna polarization;
 - Channel capacity.
- e) Copy of LTC reg. cert. for mobile stations.

NOTE: (1) For microwave links, see Appendix G-1, D-IV (page 201).

(2) The NTC shall accept only the blue print copies of all required Engineering plans.

3. Issuance of New Radio Station License

- (a) Application for Radio Station License;
- (b) Valid Original Construction Permit;
- (c) Certification of Installation Supervision, duly signed and sealed by an ECE;
- (d) Copy of the Radio Operator's Certificate with certificate of employment duly signed by the Personnel Officer of the company.

II. Information Requirements for Radio Dealers, Manufacturers and Services Centers

1. Application for New Dealer, Manufacturer or Service Center Permit

- a) Letter of intent;
- b) Certificate of Registration from the Bureau of Domestic Trade/Securities and Exchange Commission;
- c) Articles of Incorporation and related documents;
- d) Latest audited financial statement of assets and liabilities;
- e) Latest individual/corporate income tax returns;
- f) List of Test and Measuring Equipment based on Memorandum Circular 2-05-88, indicating the particulars (make, serial no. etc.);
- g) Sworn statement of employment of the supervising ECE;
- h) Sworn statement of employment of radio technician (First Class RTO/RTG);
- i) Valid business permit as dealer/manufacturer;
- j) Duly accomplished application forms (available from the NTC).

2. Application for permit to Import (for accredited radio dealers and/or entities with authorized radio networks)

- a) Letter of intent;
- b) Proforma invoice or equivalent with equipment/item description.

3. Application for Permit to Sell
 - a) Letter of intent;
 - b) Valid proof of ownership of item to be sold (Permit to possess, construction permit or RSL);
 - c) Duly accomplished form (available from NTC).
4. Application for Permit to Transport
 - a) Duly accomplished form (available from NTC);
 - b) Valid permit of radio to be transported.
5. Application for Permit to Demonstrate/Propagate
 - a) Letter of intent identifying equipment to be used (model/type, serial no., etc.);
 - b) Location and/or service area where demonstration will be conducted;
 - c) Proof of legal source of equipment.
6. Information Requirements in Submission of Sales and Stock Report (SSR)
 - a) Duly accomplished form for SSR with the following information such as name of dealer, permit number, expiration date, sources of newly acquired equipment, current sales and status of equipment listed on report;
 - b) The following copy of documents shall be attached with SSR form;
 - Copy of commercial invoice of new equipment;
 - Copy of Permit to Import/Purchase for new equipment;
 - Copy of payment of custom duties.

III. Information Requirements for Additional Stations, Modification of Station or Network.

1. Letter of intent;
2. Copy of radio station(s) to be modified;
3. Network diagram signed and sealed by ECE, if modification is a network.

TABLE 7
FIXED LAND MOBILE APPLICATIONS

STEP	ACTIVITY
1.	<p>PREPARATION OF BRIEF</p> <ul style="list-style-type: none"> • Fixed and Land Mobile Division (RRLD) checks completeness/correctness of applications and attachments to the letter of intent and prepares order of payment for the application fee. • Upon presentation of evidence of payment of necessary fees, receives the letter of intent and application. • RRLD prepares/evaluates/process the Brief. • Related to the administrative, legal and frequency requirement certifies supportability/non-supportability of the proposed frequency band, RRLD forwards same to the Office of the Commissioner (OC). <p>Commissioner approves/disapproves the Brief and forwards all approved documents to FMD (RRLD).</p>
2.	<p>APPROVED BRIEF</p> <ul style="list-style-type: none"> • Frequency Management Division (RRLD) upon receipt of the approved Brief from OC, prepares Frequency Proposal for approval/disapproval by the Dir. RRLD. If approved, Fixed and Land Mobile prepares Permit to Purchase and Order or Payment. If not, forwards to FMD for re-study. • The Dir. RRLD affixes signature and seal on the Permit. <ul style="list-style-type: none"> a. Fixed and Land mobile issues notice of approval and order of payment. b. B. Upon presentation of evidence of payment of necessary fees, RRLD forwards the original Permit to Purchase and Frequency Information (Power, Height, Gain and Type of Antenna) to CRRO. • Records Section releases Permit to Purchase and Frequency Information Requirement to the applicant.

STEP	ACTIVITY
3.	<p>DISAPPROVED BRIEF</p> <ul style="list-style-type: none"> • RRLD prepares and Dir. RRLD affixes signature to the Letter of Denial, duly cancels the application and forwards to records for file. • Records Section release the said letter to the applicant and a copy to Regional Office concerned.
4.	<p>ISSUANCE OF CONSTRUCTION PERMIT AND PERMIT TO POSSESS</p> <ul style="list-style-type: none"> • RRLD checks for completeness/correctness of application for CP including the Engineering Plans prepared by ECE and prepares order of payment and received application. • RRLD reviews applications and engineering plans, prepares Frequency Assignment Sheet in the case of common carriers stations, and Construction Permit and Permit to Possess, in the case of private network station. Dir. RRLD affixes signature and seal on said permits for release. • Upon presentation of evidence of payment of fees, RRLD forwards to CCRO both the Construction Permit and Permit to Possess for release to the application and a copy to the RO concerned and Records Section. <p>Records Section releases the Construction Permit to the applicant and to the RO concerned accordingly.</p> <ul style="list-style-type: none"> • Regional Office concerned verifies indicated station location for possible illegal construction.

NOTE:

(1) Minor Modifications

- a) Change of vehicle to any other authorized company vehicle.
- b) Change of location of any land station within 500 meters away from the original location.
- c) Change of hours of operation, bandwidth and emission and power.
- d) Change of points of communication and service area within the existing network.
- e) Change of frequency, if replacement frequency is existing to applicant.
- f) Change/additional equipment, if proposed equipment is covered by a Permit to Purchase/Possess and of the same specification.
- g) Change of name.

(2) Major Modifications

- a) Change of location of any land station beyond 500 meters.
- b) Change of equipment, if not of the same specifications.
- c) Change of ownership.
- d) Change of frequency, if not existing to applicant.
- e) Additional frequency(ies).

-- formerly major modification

TABLE 8

ISSUANCE OF NEW RADIO STATION LICENSE

STEP	ACTIVITY
1.	<ul style="list-style-type: none">▪ RRLD checks completeness/correctness of applications and attachments and prepares order of payment for the license fees.
2.	<ul style="list-style-type: none">▪ Upon presentation of evidence of payment of necessary fees, receives the application and attachments.
3.	<ul style="list-style-type: none">▪ RRLD prepares/evaluates the radio station license.
4.	<ul style="list-style-type: none">▪ The Chief, Fixed and Land Mobile Division, affixes signature and seal on the license and forwards to CRRO the original copy of RSL for release and a copy to RO concerned, FMD and Records Section.
5.	<ul style="list-style-type: none">▪ Records releases the RSL to the applicant and to RO concerned accordingly.

TABLE 9

**PROCEDURES FOR ISSUANCE OF RADIO STATIONS LICENSE
(RENEWAL)**

STEP	ACTIVITY
1.	<ul style="list-style-type: none">▪ The Chief, Fixed and Land Mobile Division, affixes signature and seal on the license and forwards to CRRO the original copy of RSL for released and a copy to RO concerned, FMD and Records Section.

TABLE 10

**NEW PROCEDURE FOR THE ISSUANCE OF NEW
DEALER'S/MANUFACTURER'S/RADIO TELECOMMUNICATIONS
EQUIPMENT REPAIR CENTER'S PERMIT**

STEP	ACTIVITY
1.	PREPARATION OF BRIEF <ul style="list-style-type: none">▪ RRLD/RO concerned checks completeness/corrections of applications and attachments to the letter of intend.▪ RRU receives the letter of intent and applications and forwards same to▪ RRLD. RRLD conducts inspection of the facilities of applicant.▪ RRLD prepares/evaluates/processes the Brief, Temporary Permit, Order of Payment for Dealer's Permit Fee and Notice of Payment, and forwards same to OC
2.	APPROVED BRIEF <ul style="list-style-type: none">• The Commissioner affixes signature and seal on the Permit.<ul style="list-style-type: none">a. OC issues of approval of Permit.b. Upon presentation of evidence of payment of necessary fees, OC forwards the original Dealer's Permit to CRRO.• Records Section releases the Permit to the applicant.

D. NTC INFORMATION REQUIREMENTS FOR APPLICATIONS REQUIRING FREQUENCY STUDY

To facilitate processing of applications, although some of which have been enumerated under Fixed and Land Mobile Division, the following are required for frequency study and assignment.

I. New Networks

1. Proposed network diagram showing:
 - a) Exact location of the proposed stations (repeater, fixed and base station) to include building or house number, street, barangay, town/city, province.
 - b) Points of contact shall be clearly indicated.
 - c) Area of coverage of mobile and portable stations in km. Radius indicated on a shaded map of appropriate scale.
 - d) For microwave system, the radio system design and requirements for microwave radio links mentioned in IV below.

II. Additional Stations

1. Network diagram with all the information enumerated in #1 (above).
2. Application for Permit to Purchase/Possess.
3. Copy of existing license of the network.
4. For microwave system, the radio system design and requirements for microwave radio links mentioned in IV below.

III. Modification of Station(s)/Network(s)

1. Network diagram (if request is for modification of existing network).
2. Justification of request.
3. For microwave system, the radio system design and requirements for microwave radio links mentioned in IV below.

NOTE: All network diagram and applications for Construction Permits and the necessary technical plans should be properly signed and sealed by a duly registered ECE.

IV. Technical Requirements for Microwave Radio Links

1. Planning Objectives
 - a) Quality Degradation
 - b) Unavailability
 - c) Reliability
2. Hop Design
 - a) Information on the Hop
 - Locations of stations
 - Distance (km)
 - Profile map
 - Channel capacity between links
 - b) Information of the Proposed Equipment
 - Type/Make of Equipment
 - Transmit power (dBm)
 - Receiver threshold level (BER 10⁻³)
 - Receiver threshold level (BER 10⁻⁶)
 - Modulation method
 - c) Antenna (Proposed Parameters)
 - Type
 - Gain (dB)
 - Diameter (ft)
 - Beamwidth
 - Front-to-back ratio (dB)
 - Polarization
 - Effective radiated power (kw)
 - d) Feeders/Waveguides
 - Type
 - Length (ft)
 - Attenuation (dB/100 ft)
3. Calculations based on Proposed Frequency of Hop
 - a) System Value
 - b) Fading Margin

- c) Outage Times
 - Due to rain
 - Due to fading

- d) Interference
 - Adjacent channel
 - Co-channel

- e) Required Protection Ratio
 - Adjacent channel
 - Co-channel

TABLE 11

PROCEDURES FOR PROCESSING APPLICATIONS

STEP	ACTIVITY
1.	<p>RECOMMENDATION ON BRIEF</p> <ul style="list-style-type: none">• Frequency Management Division coordinates with Fixed and Land Mobile Division on the preparation and recommendation on Brief with the following basis:<ul style="list-style-type: none">a. Completeness of application;b. Priority/Justification of request;c. Frequency supportability and mode of operation based on Frequency Management objectives and NTC criteria; adopted NTC policies and criteria;d. Proposed technical parameters to be used.• If there is a need to conduct a preliminary study, as in the case of application for microwave frequencies, file is assigned to RFC for preparation of technical of technical study/recommendation.• Brief goes to Dir. RRLD for final review and signing of recommendation and transmittal to the Office of the Commissioner for approval/disapproval.
2.	<p>APPROVED BRIEF/NEW NETWORK</p> <ul style="list-style-type: none">▪ Preparation of frequency proposal.<ul style="list-style-type: none">A. Approval brief from OC (for new network) goes to FMD for preparation of frequency Proposal.▪ Checks condition of approval and the known parameters such as frequency band/range, kind of network, number of stations and their services/class, mode of operation, are coverage, locations, sharing scheme.▪ Noting the known parameters RFC selects the particular frequency range with the aid of Frequency Sub-Allocation Table.▪ After determining the candidate frequencies then engineering and compatibility analysis is performed.

STEP	ACTIVITY
	<ul style="list-style-type: none"> ▪ Selection of the best frequency on the basis of its area coverage as to which could not induce RFI or overlapped coverage. ▪ Intermodulation analysis on immediate location of each FX/FB/RPTR station, say within 50-meter radius or within buildings. ▪ Compute ERP on the basis of circuit length or its area coverage. ▪ Determine type of antenna system parameters (directional or non-directional) on the basis of its area coverage, points of contact and condition of network. ▪ Proposed frequency channel/s range for the purpose of selecting and purchasing equipment. <p>On the basis of this engineering and compatibility analysis, RFC prepares the Frequency Proposal/Notice of Requirements Sheet.</p> <p>Submits FP to the Director RRLD for approval/disapproval.</p> <p>If approved, file goes to the clerk for recording in the logbook. One copy of which is detached for SCRD for recording, filing and encoding, if not goes back to FMD for further study.</p> <p>Original copy/files forwarded to RRLD typing pool for preparation of Permit to Purchase.</p>
3.	<p>PREPARATION OF FREQUENCY PROPOSAL (Additional stations – FX/FB)</p> <ul style="list-style-type: none"> • File from RRLD is recorded by the clerk in the logbook. • Chief assigns applications to RFCs for processing. • RFC checks proposed location of station(s). If proposed station is located within 25-KM radius (for VHF/UHF – FB) from other FB station, applicant is informed to utilize ML or P instead to avoid channel congestion. • Makes a tabulation of all users of existing frequency. • Determines if assignment is still feasible. • If so, FP form prepared (2 copies); else, applicant is notified of non-supportability of request. • FP goes to the director RRLD for approval/disapproval. • FP is forwarded to the clerk for recording in the logbook and transmittal to RRLD typing pool for presentation of Permit to Purchase, if approved. If not, FX/ML prepares denial letter. • Duplicate copy goes to the FMD for recording, filing and encoding.

STEP	ACTIVITY
4.	<p data-bbox="228 430 1508 493">PREPARATION OF FREQUENCY ASSIGNMENT NOTICE (FAN) FOR PUBLIC CARRIER NETWORK/STATIONS</p> <ul data-bbox="228 567 1508 829" style="list-style-type: none"> <li data-bbox="228 567 1508 640">• Upon receipt by FMD of incoming copy of new Permit to Purchase and files, a letter of requirement is immediately sent to the applicant for compliance. <li data-bbox="228 682 1508 756">• Upon receipt by FMD of incoming requirements, it is forwarded to RFC for review and issuance of FAN for common carrier radio stations. <li data-bbox="228 798 1508 829">• FAN is forwarded to Director RRLD for signatures and transmittal to CCAD.