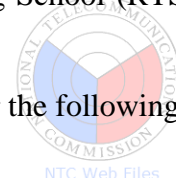


MEMORANDUM CIRCULAR
NO. 07-08-85

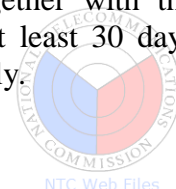
**SUBJECT: GUIDELINES AND PROCEDURES FOR ISSUANCE OF
RESTRICTED RADIOTELEPHONE OPERATOR'S
CERTIFICATE FOR LAND MOBILE STATION (RLM),
WITHOUT EXAMINATION, TO QUALIFIED APPLICANTS.**

Pursuant to Act 3846, as amended and in line with the government's policy of simplification of procedures, the National Telecommunications Commission issues the following guidelines and procedures.

1. Restricted Radiotelephone Operator's (RLM) Certificate for Land Mobile Stations – A stations instrument issued by the Commission to a qualified person authorizing him to carry out the radiotelephone service of duly licensed land mobile or portable radio station.
2. Scope of Authority – The holder of an RLM Certificate may carry out only the radiotelephone service of any duly licensed land mobile or portable radio station in the Philippines subject to the following limitations and conditions
 - a. He is allowed to operate or adjust only external controls of the transmitter/transceiver, such as the “on” and “off” switch, the volume control, the channel selector, or the squelch control;
 - b. He shall operate the radio station strictly in accordance with the conditioning specified in the station licenses;
 - c. He is required to carry out instructions issued by the land base radio operator for proper radio operation and handling of radio interference.
3. Qualifications of Applicant – The following are the qualifications required for an applicant for an RLM Certificate;
 - a. He must be a citizen of the Philippines;
 - b. He must be of good moral character'
 - c. He must be at least 18 years of age;
 - d. He must be able to transmit and receive radiotelephone messages at least in Pilipino or English
 - e. He must be connected or employed in a firm, company or organization which is authorized to operate radio stations in the land mobile service, and
 - f. He must have completed a course on rules, regulations and land mobile radio operating procedures conducted by a Radio Training School (RTS) accredited by the Commission.
4. Areas of Studies – The study course for RLM operators shall cover the following:



- | Subject | No. of Hours |
|--|--------------|
| a. Pertinent laws and regulations | 2 |
| b. Traffic handling procedures and
Prevention of interference | 1 |
| c. Operation of land mobile radio equipment | 1 |
| | 4 hrs. |
5. Accreditation of Radio Training Schools (RTS) – Radio Training Schools willing to offer the study course for prospective restricted land mobile operator shall enter into a working agreement with the Commission to obtain accreditation for such purpose. The schools must have qualified instructors to handle the course, sufficient facilities and appropriate radio training equipment available for demonstration purpose.
- 5.1 Special Provision –
Briefings for prospective Restricted Land Mobile Radiotelephone Operators may be conducted by the Commission at its discretion, particularly for personnel of government agencies authorized to operate land mobile radio stations.
6. Application for RLM Certificate – An applicant for an RLM Operator’s Certificate may file his properly accomplished application with the central office of the National Telecommunications Commission at Quezon City or at any of its regional offices together with the following:
- a. Certificate of completion of a study course on land mobile radio operation issued accordingly by an accredited RTS or by the Commission.
 - b. Certificate of connection or employment of the applicant duly signed by a Senior Official of the firm, company or organization, which is authorized to operate land mobile stations.
 - c. Copy of valid construction permits or license of the radio station to be operated by the applicant.
7. Issuance of RLM Certificate – The Commission shall issue an RLM Certificate without examination to an applicant after he has complied with the requirements prescribed herein.
8. Renewal of RLM Certificate – An RLM certificate may be renewed by the Commission provided that the application for its renewal, together with the certificate to be renewed, shall be filed with the Commission at least 30 days before its date of expiration and the prescribed fees paid accordingly.



- 8.1 A holder who filed a late application for renewal of his certificate but not beyond six months after its date of expiration shall pay a surcharge of 50% of the certificate fee.
 - 8.2 A holder who filed an application for renewal of his certificate six months or more than the expiry date but not beyond one year shall pay a surcharge of 100% of the certificate fee. A 100% surcharge for each year thereafter of late filing shall be paid by the applicant.
 - 8.3 The payment of surcharge fees for late filling of an application for renewal, however, shall not apply provided that the holder has informed the Commission in writing before the expiry date, that he has no intention of using the subject certificate until further notice and has surrendered the original copy thereof. The Commission may revalidate such certificate upon receipt of a properly accomplished application for renewal from the grantee.
9. Issuance of Duplicate Certificate – The holder of a lost, mutilated or destroyed certificate shall immediately notify the Commission.
 - 9.1 The applicant for duplicate of an RLM certificate shall submit to the Commission an application for duplicate with a sworn statement attesting to the facts surrounding the loss, that a reasonable search has been made for it and that the original or duplicate of the certificate, if found, shall be returned to the Commission for cancellation.
 10. Effectivity Period of an RLM Certificate – An RLM Operator’s Certificate may be issued for a maximum period not exceeding five (5) years.
 11. Fees – The Commission shall charge the applicant the following fees:

a.	Application fees	P 20.00
b.	Issuance of certificate per year	P 20.00
c.	Issuance of duplicate certificate	P 50.00
 12. Suspension or Revocation of Certificate – The Commission may suspend or revoked any RLM Certificate, for failure of the holder to comply with any relevant radio law or regulation, in accordance with existing procedures on the suspension or revocation of radio operator certificates.
 13. Repealing Clause – This Circular shall supersede or amend any existing circular, order or instruction or parts thereof, which are inconsistent herewith.
 14. Effectivity of Circular – This Memorandum Circular shall take effect immediately upon approval.

CEFERINO S. CARREON
Commissioner

