

MEMORANDUM CIRCULAR

NO. 9-4-94

SUBJECT : **ADDITIONAL GUIDELINES FOR THE RENEWAL OF AMATEUR LICENSE AND APPLICATION FOR AMATEUR RADIO EXAMINATION**

In view of the various amendments made on Memorandum Circular No. 02-03-87, and in order to attain the basic purpose and professionalism in the Amateur Radio Service, the following guidelines are hereby adopted in the renewal of amateur radio license and application for amateur radio exam.

I. RENEWAL OF LICENSES

1. Before an Amateur Radio License or Operator's Permit is renewed, the applicant must show proof of his/her involvement in amateur radio activities. An Amateur Radio License holder may be involved in any of the following:
 - a. DX – He/she must be able to present Log Extracts and/or QSL Cards, DX Awards earned as a result of his/her DX activities.
 - b. Technical Experimentation – He/she must show proof of being involved in the technical aspects of the hobby which may include propagation tests and exploration, electronic innovations (such as the improvement of present equipment and accessories), homebrewing of equipment and accessories. These must be properly documented with the submission of test results, drawings and circuit diagrams where necessary.
 - c. Emergency Communications – He/she must show proof thru certificates, commendation letters, pictures etc. of having been involved in purely Amateur Emergency Communications and in the case of an emergency or disaster situation, participation and active membership in the Amateur Radio Emergency Service (ARES) will suffice.
 - d. Active membership in an Amateur Radio Club – An amateur radio enthusiast can only grow and progress in his/her hobby through an exchange of ideas and the support of his/her fellow amateurs. Membership in an NTC

recognized Amateur Radio Club therefore is vital and important. This is optional but highly encouraged.

- e. Field Expedition – This amateur activity is highly encouraged for radio amateurs. A group can conduct field expedition by securing for a permit from the Commission (NTC) and a corresponding special DX call sign will be assigned for the purpose.
2. The proof of Amateur Activity, which should have happened within the effectivity period of the license being renewed, shall come in a form to be submitted by the applicant with his/her application for renewal (Form ARSCP-001). This form must be endorsed by a duly recognized Amateur Radio Club or a Class A Radio Amateur License Holder. The applicant need not be a member of the club where the endorsement is to be obtained from, but the Club or the Class A endorser shall be held responsible for such endorsement of the applicant.

II. ORIENTATION SEMINAR FOR AMATEUR RADIO APPLICANTS

1. a. An applicant for the class “C or D” amateur radio examinations is required to attend an orientation seminar conducted by a recognized radio club or a “Class A” amateur license holder with corresponding endorsement before he/she is allowed to take the corresponding examination.
- b. The seminar curriculum shall be standardized according to guidelines formulated by the Amateur Radio consultative Panel and approved by the Commission.

III. AMATEUR RADIO CONSULTATIVE PANEL (ARCP)

1. The Amateur Radio Consultative Panel (ARCP) shall have five (5) members. A chairman shall be elected from within the five (5) - member group. The membership shall be composed of two (2) representatives from the Commission and two (2) Class A amateurs recommended by PARA and the fifth member shall be Class A amateur whose reputation in the amateur service is outstanding and without question, and whose endorsement shall come from any sector of the amateur community (including the NTC) but to be jointly recommended to the Commissioner by all four (4) representatives of PARA and the Commission.

2. As a general rule, the Amateur Radio Consultative Panel (ARCP), through its chairman shall recommend to the Commissioner the duly accredited amateur radio clubs or Class A amateur radio operators who shall be authorized and be given the responsibility to endorse the approval of the renewal of amateur licenses as well as conduct the required orientation seminar to prospective Class C and Class D examinees. This authorization may likewise be revoked/cancelled if;
 - a. The club has not complied with the provision of its Memorandum of Agreement with the NTC;
 - b. The club has abused its privileged through the issuance of endorsements without the proper proof of amateur activity of the applicant.
 - c. The club indiscriminately issued such endorsement for financial gain of the club or its officer (s).
3. The authority of an amateur club or a “Class A” amateur licensed holder to hold seminars and endorse examinees can only be issued by the Amateur Radio Consultative Panel. The authority given to an amateur club or “Class A” amateur license holder shall continue unless sooner suspended, cancelled or revoked for failure to comply with the standards and agreement set-forth by the Amateur Radio Consultative Panel.
4. Any misrepresentation made by a club and/or Class “A” radio amateur in the endorsement of an applicant shall be grounds for the revocation or suspension of the clubs accreditation his/her Class “A” license depending on the recommendation of the Amateur Radio Consultative Panel to the Commission.

This circular shall take effect immediately upon approval and it supersedes any order, circular, or instruction or part thereof which is inconsistent herewith.

Quezon City, Philippines 15 April 1994.

(SGD.) **SIMEON KINTANAR**
Commissioner

Republic of the Philippines
 Department of Transportation and Communications
NATIONAL TELECOMMUNICATIONS COMMISSION
 Quezon City

PROOF OF AMATEUR ACTIVITY

- Date: _____
1. Name of Applicant _____
 2. Address _____
 3. Radio Station License/Operator's Certificate No. _____
 4. Effectivity Date _____ Expiration Date _____
 5. Class of Station/Operator _____ Call Sign _____
 6. Amateur Activities from time of issuance of license:

	<u>Activity</u>	<u>Dates</u>		
		From	To	Number of Contacts
A.	DX _____	_____	_____	_____
B.	Technical Type:	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
C.	Emergency Communications	Emergency Situation	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
D.	Club Membership _____	_____	_____	_____
	(Enclose your club certification)			

Applicant's Signature

Res. Cert. No. _____
 Date Issued _____
 Place Issued _____
 TAN _____

ENDORSEMENT

I, _____, President of _____
 (Name and Call Sign) (Name of Club)
 duly endorsed the above applicant as having been involved in the activities mentioned above.

Signature over printed name

Note: This form to be filled in triplicate to be submitted with your application for renewal of amateur Radio License.