

**MEMORANDUM CIRCULAR
NO. 9-4-94A**

SUBJECT : Amending Memorandum Circular 94-94 of additional guidelines for the renewal of amateur radio license and application for amateur radio examination.

In view of the various amendments made on Memorandum Circular No. 02-03-87, and in the Amateur Radio Service, the following guidelines are hereby adopted in the renewal of amateur radio exam.

I. RENEWAL OF LICENSES

1. Before an Amateur Radio License or Operator's Permit is renewed, the application for renewal 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. 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), home brewing 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 of actual involvement in purely Amateur Emergency Communications thru certificates, commendation letters, pictures. 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 and exchange of ideas and the support of his/her fellow amateurs. Membership in an NTC recognized Amateur Radio Club therefore strongly encouraged, even as it is optional.
 - e. Field Expedition – This amateur activity is highly encouraged for radio amateur. 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 any or all the aforementioned Amateur Activities, undertaken during the effectivity of the license being renewed, shall be submitted by the applicant with his/her application for renewal (Form ARSCP-001). The application 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 endorsing club, but such 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 must first attend an orientation seminar conducted by a recognized Radio Club or a "Class A" amateur license holder who shall issue the corresponding endorsement before he/she is allowed to take the examination.
- b. A standard seminar curriculum shall be 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 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. The Amateur Radio Consultative Panel (ARCP), through its Chairman shall recommend to the Commissioner and the latter shall designate from 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 and endorse 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 privilege 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) and;
 - d. For failure to comply with the standards and agreement set-forth by the ARCP.
3. Any misrepresentation made by a club and/or Class "A" radio amateur in the endorsement of an applicant shall be ground for the revocation or suspension of the Club 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 14 Nov. 1994.

(SGD.) SIMEON L. KINTANAR
Commissioner