

MEMORANDUM CIRCULAR
NO. 10-12-95

**SUBJECT: ADDITIONAL GUIDELINES IN THE CONDUCT OF
RESTRICTED LAND MOBILE (RLM) SEMINAR.**

Pursuant to Act 3846, as amended, and in view of the rapid development in radio telecommunications and to ensure an orderly, systematic and comprehensive conduct of Restricted Land Mobile (RLM) seminar the following additional guidelines in the conduct of said seminar is hereby promulgate:

I. Guidelines and Procedures:

- a. Applicant should file a letter-request for the conduct of a Restricted Land Mobile (RLM) seminar at least two (2) weeks before the proposed date of seminar, stating therewith the venue and list of prospective participants of at least twenty five (25) candidates for the seminar.
- b. The applicant shall provide an appropriate room or a place that will ensure an orderly conduct of said seminar. It should at least have a microphone, an overhead projector and/or a writing board necessary for the speaker to clearly explain his lecture.
- c. The lecturer should be assigned by the Director of the Regional Offices or by the Director, RRLD from the RRLD Certified pool of NTC qualified RLM lecturers.
- d. All NTC Regional Directors shall submit their Certified list of RLM lecturers to the Commissioner through RRLD to be included in the RRLD Certified pool of RLM lecturers.

II. Qualifications of the Lecturer:

- a. He must be technically knowledgeable on the operating procedures of all radio stations, its radiocommunication equipment and accessories and the relevant radio laws and regulations affecting any radio service.
- b. He must be at least an Engineer II or higher and an employee of this Commission for at least one year.
- c. He must have attended a seminar conducted by RRLD on the proper conduct of RLM lecturers.
- d. He must have an experience in the processing and evaluation of radio station applications filed with this Commission and the corresponding issuance of licenses and permits.
- e. He must be proficient in the operations of a radio station especially in the handling of radio messages i.e. relaying and receiving calls to/from a base or mobile or portable radio stations.

III. Scope of the Lecture:

a. Function of the National Telecommunications Commission.

The lecturer shall discuss the mandate of NTC, its Organizational Structure citing all units and giving a brief description of each Departments, Divisions and Regional Offices and providing emphasis to licensing units.

b. Radio Regulations and licensing procedures of radio stations in all radio services.

The lecturer should discuss the need to regulate all radio stations, use of radio frequencies and licensing requirements and procedures for different radio services. He should also discuss the standard operating procedures in the conduct of routine inspection, apprehension, and confiscation of any radio and its accessories.

c. The subject matters as defined in Memorandum Circular No. 7-08-85 dated 16 July 1985 shall also be adhered to with emphasis on the provisions of Sections 12 and 13 of Act No. 3846, as amended.

This Circular shall supersede or amend any existing Circulars, Orders or Instructions or parts thereof, which are inconsistent herewith.

This Memorandum Circular shall take effect immediately upon approval.

29th day of December 1995, Quezon City, Philippines.

SIMEON L. KINTANAR
Commissioner