



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL TELECOMMUNICATIONS COMMISSION
BIR Road, East Triangle, Diliman, Quezon City
Email Address: ntc@ntc.gov.ph * Website: <http://www.ntc.gov.ph>



MEMORANDUM ORDER
NO. 03-08-2012

SUBJECT: Guidelines for the First Radio Show at the SMX Convention Center, Mall of Asia, Pasay City on September 7-8, 2012

A. COVERAGE

1. Additional Radio Stations in the Land Mobile Service for existing radio networks of Government and Private Entities including Civic Action Group Radio Networks
2. Personal Radio Service in the VHF/FM band within the National Capital Region
3. Amateur Examinations, New and Renewal of Radio Station License
4. Seminar for Restricted Land Mobile Radio Operator and subsequent issuance of radio operator certificate
5. Registration of previously acquired/possessed radio transmitters/transceivers

B. REGISTRATION OF RADIOS

1. The application for registration of illegally/previously acquired radio transmitters/transceivers shall be accepted only during the First RAD Show 2012 on September 7-8, 2012.
2. The equipment must be presented and sealed and must not in any order be installed/operated without obtaining first the necessary authorization from the Commission. For equipment from the regional offices, it must be presented to the nearest NTC regional office for inspection, verification and sealing. The Application/Permit shall be presented to the First RADSHOW for payment of the fees and issuance of the Permit to Possess.
3. Registration of equipment owned by person other than the applicant maybe allowed provided he/she is duly authorized by the owner. The Permit will be issued under the name of the owner.
4. The Permit to Possess is an evidence of registration of the equipment and does not in any manner authorize its holder to install/operate the equipment indicated or described therein.
5. The applicant shall pay the registration fee, the Permit to Possess fee for each type of equipment and the documentary stamp tax.

C. EXAMINATIONS FOR ALL CLASSES OF AMATEUR

1. There will be two (2) batches of examination per day, 10:00 AM to 12:00 NN and 2:00 PM to 4:00 PM.
2. Application for examination for the first batch shall be accepted until 9:30 AM while 1:30 PM for the second batch or a maximum of fifty (50) examinees whichever comes first.
3. The examination papers shall be checked immediately after submission and the report of rating shall be released at once. The Official Master list of Results shall be prepared immediately after each batch.



4. Examinees who failed in the first set on 7 September 2012 of the RADSHOW shall be allowed to take on the second batch on the same day or on the following day.
5. The passing grade shall be 70% with no grades below 50% in any element.

D. RESTRICTED LAND MOBILE RADIO OPERATOR'S SEMINAR

1. There will be three (3) batches of seminar per day, 9:00 AM to 10:00 AM, 1:00 PM to 2:00 PM and 4:00 PM to 5:00 PM.
2. There will be a maximum of fifty (50) applicants per batch.
3. The seminar is open to all agencies, companies and civic action groups which have been authorized by the Commission to install and/or operate radio stations in the land mobile service.
4. The Certificate of Completion will be released immediately after the seminar for subsequent filing of the RLM Certificate.

E. LICENSING

1. LAND MOBILE SERVICE

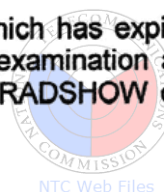
- i. Applications for additional radio stations for government agencies and private entities with existing narrowband radio networks shall be accepted during the two-day RADSHOW.
- ii. Applications for Renewal of Radio Station Licenses issued to members of Civic Action Groups shall be allowed to be renewed without penalties and surcharges during the RADSHOW only. Amateur type equipment being used by members of the civic actions groups may be allowed to be registered and licensed for a maximum of three (3) years only. The radio station license shall not be renewed unless the amateur equipment is changed to commercial type-approved equipment after the three-year period.
- iii. In case of renewal, the arrears of the license and inspection fees shall be paid but no penalties and surcharges shall be imposed.

2. PERSONAL RADIO SERVICE

- i. Application for New Personal Radio Service Network within the National Capital Region shall be accepted during the two-day RADSHOW.
- ii. The frequencies that will be assigned shall be strictly on sharing basis only and be operated within the authorized service area.
- iii. Application for Renewal of Radio Station License shall be accepted and subject to existing radio laws and regulations.

3. AMATEUR RADIO SERVICE

- I. Application for New Amateur Radio Station License shall be accepted during the two-day RADSHOW.
- II. Holders of Amateur Radio Station License/Certificate which has expired for less than five (5) years shall be accepted without penalties and surcharges during the two-day RADSHOW.
- III. Holders of Amateur Radio Station License/Certificate which has expired for five (5) years or more shall not be required to take re-examination and no penalties and surcharges shall be imposed during the RADSHOW only. A



new call sign shall be assigned if the previously assigned call sign is no longer available.

- IV. In case of renewal, the arrears of the license and inspection fees shall be paid but no penalties and surcharges shall be imposed.

F. FEES AND CHARGES

1. REGISTRATION

- i. The applicant shall pay the registration fees as provided in Section 4 of Memorandum Order No. 02-08-2012.
- ii. The applicant shall also pay the Permit to Possess for each type of equipment and PhP15.00/document as Documentary Stamp Tax.
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|-------------------------------------|--|----------------|
| a. Portable | | |
| Private, Government and PRS | | PhP 60.00/unit |
| Amateur | | 50.00/unit |
| b. Land Mobile, Fixed and Land Base | | |
| Private, Government and PRS | | PhP 96.00/unit |
| Amateur | | 50.00/unit |

2. EXAMINATION

- | | |
|------------------------------------|-----------|
| i. Examination Fee for all classes | PhP 50.00 |
|------------------------------------|-----------|

3. RESTRICTED LAND MOBILE SEMINAR/CERTIFICATE

- | | |
|---------------------|----------------------|
| I. Application Fee | 30.00/applicant |
| II. Certificate Fee | 60.00/year/applicant |

4. LAND MOBILE/PERSONAL RADIO SERVICE

- | | |
|--------------------------|-----------------|
| i. Filing Fee | PhP 180.00/unit |
| ii. Permit to Purchase | |
| Portable | 96.00/unit |
| Land Mobile/Land Base | 120.00/unit |
| iii. Permit to Possess | |
| Portable | 60.00/unit |
| Land Mobile/Land Base | 96.00/unit |
| iv. Construction Permit | |
| Land Base/Land Mobile | 240.00/station |
| v. Radio Station License | |
| Portable | 240.00/station |
| Land Mobile | 360.00/station |
| Land Base | 600.00/station |
| vi. Inspection Fee | |
| Portable | 240.00/station |
| Land Mobile | 240.00/station |
| Land Base | 480.00/station |
| vii. Spectrum User Fee | |
| Portable | 32.00/station |
| Land Mobile | 32.00/station |
| Land Base | 320.00/station |



5. AMATEUR RADIO SERVICE

i.	Filing Fee	PhP 60.00/unit
ii.	Permit to Purchase	50.00/unit
iii.	Permit to Possess	50.00/unit
iv.	Radio Station License	
	Class A	120.00/year
	Class B	132.00/year
	Class C	144.00/year
	Class D	156.00/year
v.	Amateur Radio Operator's Certificate	60.00/year

6. DOCUMENTARY STAMP TAX

Every document shall be charged with Fifteen pesos (PhP 15.00) as documentary stamp tax

7. All fees and charges of permits and licenses outside the National Capital Region, including the examination fees, shall be paid at the Cashier of the NTC Central Office.

8. AUTHORIZED SIGNATORIES

The following officials are hereby authorized to sign all permits and licenses issued during the First RADSHOW on behalf of the Commission:

1. Deputy Commissioner DELILAH F. DELES
2. Engr. Dante M. Vengua, in lieu of Deputy Commissioner Deles when she is not available.
3. Engr. Arnold P. Barcelona for New/Renewal of RLM Certificates

This Order shall take effect immediately and it supersedes or amends all orders, circulars or instructions or part thereof which is inconsistent herewith

Issued this 31st day of August 2012 at Quezon City.


GAMALIEL A. CORDOBA
Commissioner





Republic of the Philippines
Office of the President
NATIONAL TELECOMMUNICATIONS COMMISSION
Quezon City

APPLICATION/PERMIT TO POSSESS
Radio Transmitter(s)/Transceiver(s)

Number of unit(s) : _____

Date: _____

1. APPLICANT : _____
2. HOME ADDRESS: _____
3. OFFICE ADDRESS: _____
4. TELEPHONE NUMBER: _____
5. PARTICULARS OF EQUIPMENT:
 - a. Make _____
 - b. Model _____
 - c. Frequency Range _____
 - d. Rated Power _____
 - e. Serial Number _____
6. The equipment will be stored at the above-mentioned address.

TERMS and CONDITIONS:

- a. The equipment must be sealed and in no case shall be operated without the required specific authorization from the Commission.
- b. The Permit to Possess is just an evidence of registration of the equipment and it does not in any manner authorize its holder to install/operate the equipment indicated or described therein.
- c. This PERMIT is not valid without evidence of payment and the official seal of the Commission.

7. CERTIFICATION

I hereby certify that the above entries are true and correct, that the radio equipment shall be installed/operated in accordance with existing Radio Laws and Regulations, and that I am liable to any false statements made in this application under the Revised Penal Code and other applicable laws.

Signature over printed name

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____,
2012 affiant having exhibited his/her Community Tax Certificate No. _____
issued at _____ on _____.

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

NOTARY PUBLIC

By Authority of the Commission:

DELILAH F. DELES
Deputy Commissioner

Presented for inspection/verification:

Signature over printed name
NTC Regional Office No. _____

Notes:

1. Please print legibly or have it typewritten.
2. It must be submitted in three (3) copies duly notarized.