



## V. List of Services

SERVICES	PAGE NO.
<b>CENTRAL OFFICE – EXTERNAL SERVICES</b>	11
<b>OFFICE OF THE COMMISSIONER - Broadcast Services Division (BSD)</b>	12
1. Issuance of A. Permit to Purchase for Broadcast Stations B. Permit to Possess and Construction Permit for Broadcast Stations and for LMDS, MMDS & DTH/DTU C. Temporary Permit / Radio Station License (New/Renewal) for Broadcast Stations, LMDS, MMDS & DTH/DTU D. TVRO Station License (Renewal/Modification) E. CATV Station License (New/Renewal/Modification) F. Modification of Permits and Licenses due to Change of Ownership G. Permit to Transport for Broadcast Stations, Broadcast Auxiliary Stations and LMDS, MMDS & DTH/DTU	13
2. Issuance of A. Permit to Possess and Construction Permit for Broadcast Auxiliary B. Temporary Permit (New/Renewal) for Broadcast Auxiliary Stations	24
3. Issuance of A. Construction Permit due to Modification of Temporary Permit / Radio Station License for Broadcast Station B. Construction Permit due to Modification of Temporary Permit / Radio Station License for Broadcast Auxiliary Stations C. Modification of Temporary Permit / Radio Station License for Broadcast Station, LMDS, MMDS & DTH/DTU and Broadcast Auxiliary Stations D. Permit to Demonstrate/Propagate/Test Broadcast Station E. TVRO Registration Certificate (Commercial)/ TVRO License (New) for Cable System and Broadcast Station	29
4. Issuance of A. Permit to Purchase for Broadcast Auxiliary Stations B. Permit to Purchase for LMDS, MMDS & DTH/DTU C. Construction Permit due to Modification of Temporary Permit/Radio Station License for LMDS, MMDS & DTH/DTU	37
5. Issuance of Permit to Import thru the Philippine National Single Window ( <a href="https://nsw.gov.ph">https://nsw.gov.ph</a> ) for A. CATV Equipment B. Broadcast Equipment	42
<b>OFFICE OF THE COMMISSIONER - Equipment Standards Division (ESD)</b>	45
1. Issuance of A. Type Acceptance Certificate for Radio Communications Equipment (RCE) B. Type Approval Certificate for Customer Premises Equipment (CPE) C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface	46
2. Issuance of A. Type Acceptance Certificate for RCE (Modification) B. Type Approval Certificate for CPE (Modification)	52



SERVICES	PAGE NO.
C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface (Modification)	
3. Issuance of Duplicate Copy of Certificate	56
4. Issuance of Permit to Import thru the Philippine National Single Window ( <a href="https://nsw.gov.ph">https://nsw.gov.ph</a> ) for non-type approved/non-type accepted Customer Premises Equipment for demonstration and/or testing purposes	59
<b>OFFICE OF THE COMMISSIONER - Commission Secretariat (ComSec)</b>	61
1. Issuance of <i>Securities and Exchange Commission (SEC) Endorsement</i>	62
2. Issuance of Certified True Copy or Certification	64
<b>LEGAL BRANCH (LB) – Consumer Welfare and Protection Division (CWPD)</b>	67
1. Handling of <ul style="list-style-type: none"> <li>A. Request for Blocking of IMEI and SIM of Lost/Stolen Mobile Phone received through Walk-In, Courier, Facsimile or Electronic Mail</li> <li>B. Complaints on Text Spam, Text Scam, or Illegal/Obscene/Threat/Other Similar Text Messages received through Walk-In, Courier, Facsimile or Electronic Mail</li> <li>C. Complaints on Services offered by Telecommunications or Broadcast Service Providers received through Walk-In, Courier, Facsimile or Electronic Mail</li> </ul>	68
<b>REGULATION BRANCH (RB) – Services and Interconnection Division (SID)</b>	72
1. Issuance of <ul style="list-style-type: none"> <li>A. Certificate of Registration (New/Renewal/Modification) as Value-Added Service (VAS) Provider</li> <li>B. Certificate of Registration (New/Renewal/Modification) as VOIP Provider/VOIP Reseller</li> <li>C. Registration of Public Calling Station/Office and/or Telecenter Service Provider (PCSOTSP)</li> </ul>	73
2. Issuance of <ul style="list-style-type: none"> <li>A. Approval/Endorsement of Promotional Rates</li> <li>B. Certification of Good Standing</li> </ul>	81
3. Issuance of Permit to Import thru the Philippine National Single Window ( <a href="https://nsw.gov.ph">https://nsw.gov.ph</a> ) for radio communications equipment and other telecommunications-related devices and accessories	84
<b>REGULATION BRANCH (RB) – Network and Facilities Division (NFD)</b>	86
1. Issuance of <ul style="list-style-type: none"> <li>A. Permit to Purchase/Possess (New/Extension) / Construction Permit / Radio Station License (New/Modification) for Radio Stations (Microwave, VSAT or Satellite Earth Station, Public Trunked, WLL, WDN)</li> <li>B. Temporary Permit to Demonstrate and Propagate of a Public Telecommunications Entity</li> </ul>	87
2. Issuance of <ul style="list-style-type: none"> <li>A. Permit to Purchase/Possess (New/Extension) for BTS and BWA</li> <li>B. Construction Permit / Radio Station License (New/Renewal/Modification) for BTS and BWA, (Renewal) Microwave, VSAT or Satellite Earth Station, Public Trunked, WLL, WDN</li> </ul> of a Public Telecommunications Entity	96



SERVICES	PAGE NO.
3. Issuance of A. Permit to Possess (for Storage) of Radio Communications Equipment B. Certificate of Registration of Public Trunked Radio Stations of a Public Telecommunications Entity	102
<b>SPECIAL LICENSING BRANCH (SLB) – Safety Radio Services and STCW Compliance Division (SSCD)</b>	105
1. Issuance of A. Admission Slip for Radio Operator Examination 1. RROC-Aircraft 2. Radiotelephone/Radiotelegraph 3. Amateur	106
2. Issuance of Cargo Ship Safety Radio Certificate (CSSRC)	110
3. Issuance of Certificate (New/Renewal/Modification) of A. Recognition as Accounting Authority (AA) B. Authorization as Point of Service Activation (PSA) Entity C. Accreditation as Shore-Based Maintenance Entity (SBME)	113
4. Issuance of A. Exemption Certificate B. Deletion Certificate	119
5. Issuance of A. Ferrying Permit for Ship B. Ferrying Permit for Aircraft	122
6. Issuance of Temporary Permit to a newly acquired Philippine-registered Ship engaged in International Trade, but not touching Philippine ports	125
7. Issuance of Station License (New/Renewal/Modification) for Ship Engaged in International Trade A. Ship Station License B. Ship Earth Station License/s 1. Inmarsat – C 2. Ship Security Alert System (SSAS) 3. Long Range Identification and Tracking (LRIT) 4. Inmarsat Mini – C 5. Inmarsat – F 6. Fleet Broadband	128
8. Issuance of A. Permit to Import B. Certificate of Exemption thru the Philippine National Single Window (NSW) ( <a href="https://nsw.gov.ph">https://nsw.gov.ph</a> )	135
9. Issuance of A. Authenticated Copy of Certificates, Permits and Licenses B. Duplicate Copy of Certificates, Permits and Licenses C. Certification	137

SERVICES	PAGE NO.
<b>SPECIAL LICENSING BRANCH (SLB) – Special Radio Services Division (SRSD)</b>	141
1. Issuance of Permit to Purchase/Possess for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas	142
2. Issuance of Construction Permit and Radio Station License (New and Modification) for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/ System covers two or more Regional Areas	146
3. Issuance of Radio Station License (Renewal) for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas	152
4. Issuance of Temporary Permit to Demonstrate and Propagate for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/ System covers two or more Regional Areas	156
5. Issuance of A. Permit to Transport B. Permit to Possess (for Storage) Radio Communications Equipment	160
6. Issuance of Permit A. Permit to Purchase B. Special Permit for Short Range Radio Service (SRRS)	163
7. Issuance of A. Permit to Import for type-approved/type-accepted radio communications equipment (RCE) for non-PTEs B. Certificate of Exemption for non-RCE thru the Philippine National Single Window ( <a href="https://nsw.gov.ph">https://nsw.gov.ph</a> )	166
<b>PLANNING, FINANCIAL AND MANAGEMENT BRANCH (PFMB) – Finance Division (FD)</b>	168
1. Issuance of Order of Payment for the collection of Regulatory and Administrative Fees and Charges	169
<b>ADMINISTRATIVE BRANCH (AB) – General Services Division (GSD)</b>	170
1. Issuance of Official Receipt for the collection of Regulatory and Administrative Fees and Charges	171
<b>REGIONAL OFFICES – EXTERNAL SERVICES</b>	173
<b>OFFICE OF THE REGIONAL DIRECTOR – Enforcement and Operations Division (EOD)</b>	174
1. Issuance/Release of A. Admission Slip for Radio Operator Examination 1. RROC-Aircraft 2. Radiotelephone/Radiotelegraph 3. Amateur B. Report of Rating	175

SERVICES	PAGE NO.
2. Issuance of Radio Operator Certificate (ROC) excluding Amateur ROC A. Commercial ROC (1RTG, 2RTG, 3RTG, 1PHN, 2PHN, 3PHN) (New/Renewal) B. Restricted Radiotelephone Operator's Certificate – Aircraft (RROC-Aircraft) (New/Renewal) C. Temporary ROC for Foreign Pilot D. Special Radio Operator's Permit (SROP) (New/Renewal) E. Government Radio Operator Certificate (GROC) (New/Renewal) F. Restricted Radiotelephone Operator's Certificate for Land Mobile Station (RROC-RLM) (New/Renewal) G. Modification of any of the above certificates	179
3. Issuance of Certificates, Permits and Licenses in the Amateur Service A. Amateur Radio Operator Certificate (AT-ROC) (New/Renewal/Modification) B. Amateur Radio Station License (AT-RSL) (New/Renewal/Modification) C. Lifetime Amateur Radio Station License for Class A (AT-LIFETIME) (New/Modification) D. Amateur Club Radio Station License (AT-CLUB RSL) [Repeater (RT), Fixed (FX), Land Base (FB)] (New/Renewal/Modification) E. Temporary Permit to Operate an Amateur Radio Station – Foreign Visitor F. Special Permit for the Use of Vanity Call Sign (New/Renewal) G. Special Permit for the Use of Special Event Call Sign H. Permit to Possess (for Storage) of Amateur Radio Stations	185
4. Issuance of A. Permit to Purchase/Possess B. Fixed Aeronautical Station License (New/Renewal/Modification) C. Aircraft Station License (New/Renewal/Modification) in the Aeronautical Service D. Permit to Possess (for Storage)	196
5. Issuance of A. Permit and Ship Station License (New/ Renewal/Modification) for Ship engaged in Domestic Trade B. Ship Earth Station License/s (New/Renewal/Modification) for Ship engaged in Domestic Trade 1. Inmarsat – C 2. Ship Security Alert System (SSAS) 3. Long Range Identification and Tracking (LRIT) 4. Inmarsat Mini – C 5. Inmarsat – F 6. Fleet Broadband C. Permit and Private Coastal Radio Station License in the Maritime Service (New/Renewal/Modification) D. Permit to Possess (for Storage) E. Permit to Sell/Transfer F. Deletion Certificate	202
6. Issuance of Permit and Public Coastal Station License (New/Modification) in the Maritime Service	212
7. Issuance of Public Coastal Station License (Renewal)	217

SERVICES	PAGE NO.
8. Issuance of A. Radio Station License (Renewal) of Microwave, VSAT, Public Trunked, BWA, WDN and BTS Stations B. Radio Station License (Modification) of Base Transceiver Stations (BTS) C. Permit to Possess (for Storage) of BTS radio equipment of Public Telecommunications Entities	220
9. Issuance of Permit to Purchase/Possess for Government and Private Radio Stations in the Fixed and Land Mobile Service (New/Extension)	224
10. Issuance of Construction Permit and Radio Station License (New/Modification) for Government and Private Radio Stations in the Fixed and Land Mobile Service	230
11. Issuance of Radio Station License (Renewal) for Government and Private Radio Stations in the Fixed and Land Mobile Service	235
12. Issuance of Permit to Possess for Storage for Government and Private Radio Stations in the Fixed and Land Mobile Service	239
13. Issuance of Temporary Permit to Demonstrate and Propagate for Government and Private Radio Stations in the Fixed and Land Mobile Service	242
14. Issuance of A. Permit to Transport B. Permit to Sell/Transfer Radio Communications Equipment	246
15. Issuance of A. Dealer, Manufacturer and Service Center of Radio Communication Equipment (RCE) Permit B. Customer Premises Equipment (CPE) Supplier Accreditation C. Mobile Phone Dealer Permit (MPDP), Mobile Phone Retailer/Reseller Permit (MPRRP) and Mobile Phone Service Center Permit (MPSCP)	249
16. Issuance of Certificate of Registration A. Radio Frequency Identification (RFID) Devices B. Short Range Devices (SRD) C. Wireless Data Network (WDN) Devices - Indoor	258
17. Issuance of TVRO Registration Certificate (Commercial) and TVRO Station License for CATV System	261
18. Issuance of A. TVRO Registration Certificate (Non-Commercial) B. TVRO Station License (Renewal/Modification) C. CATV Station License (New/Renewal/Modification)	264
19. Issuance of Certificate of Registration as a Value-Added Service (VAS) Provider (Renewal)	269
20. Issuance of A. Permit to Import for customer premises equipment (CPE) B. Certificate of Exemption for non-CPE thru the Philippine National Single Window ( <a href="https://nsw.gov.ph">https://nsw.gov.ph</a> )	272
21. Issuance of A. Authenticated Copy of Certificates, Permits and Licenses B. Duplicate Copy of Certificates, Permits and Licenses C. Certification	275





SERVICES	PAGE NO.
22. Handling of A. Request for Blocking/Unblocking of IMEI and SIM of lost/stolen mobile phone B. Complaints on Text Spam, Text Scam, or Illegal/Obscene/Threat/Other Similar Text Messages C. Complaints on Services offered by Telecommunications or Broadcast Service Providers of Consumers/Subscribers received through Walk-in, Courier, Facsimile or Electronic Mail	278
<b>OFFICE OF THE REGIONAL DIRECTOR – Financial and Administrative Division (FAD)</b>	281
1. Issuance of Order of Payment for the collection of Regulatory and Administrative Fees and Charges	282
2. Issuance of Official Receipt for the collection of Regulatory and Administrative Fees and Charges	283
<b>CENTRAL OFFICE – INTERNAL SERVICES</b>	285
<b>OFFICE OF THE COMMISSIONER – Radio Spectrum Planning Division (RSPD)</b>	286
1. Issuance of A. Frequency Assignment Sheet B. Issuance of Notice of Frequency Supportability	287
2. Issuance of Frequency Assignment Notice	289
3. Issuance of Notice of Non-Interference	291
<b>PLANNING, FINANCIAL AND MANAGEMENT BRANCH (PFMB) – Finance Division (FD)</b>	293
1. Handling of Request for Certification of Remittances	294
2. Issuance of Obligation Request and Status (ORS) for Utilization of Approved Budget Allocation	295
3. Issuance of Disbursement Voucher (DV) for Payment of Obligations	297
<b>ADMINISTRATIVE BRANCH (AB) – Information and Communications Technology Division (ICTD)</b>	299
1. Handling of Requests for A. Information and Communications Technology (ICT) Technical Support B. Updating of Information in the NTC Website	300
<b>ADMINISTRATIVE BRANCH (AB) – Human Resource Division (HRD)</b>	302
1. Handling of Request for Application for Leave received thru: A. Manual Filing B. Employee Self-Service (ESS) Platform	303
2. Issuance of Clearance from Work-Related, Money and Property Accountabilities	308
3. Handling of Request for Certification of A. Service Record B. Employment and Compensation C. Leave Balances D. No Pending Administrative Case	310
<b>ADMINISTRATIVE BRANCH (AB) – General Services Division (GSD)</b>	312
1. Handling of Request for Payment of Claims through Modified Disbursement Systems (MDS) Check or List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)	313



<b>SERVICES</b>	<b>PAGE NO.</b>
2. Handling of Request for the Issuance of Accountable Forms, Common-Use Supplies, Materials and Equipment	315
3. Release of the Result (Masterlist) of the Regular Examination/ Special Examination and/or Report(s) of Rating	317
4. Handling of Request for A. Verification of Records B. Retrieval of Records	319
<b>REGIONAL OFFICE – INTERNAL SERVICES</b>	321
<b>OFFICE OF THE REGIONAL DIRECTOR – Financial and Administrative Division (FAD)</b>	322
1. Issuance of Certificate of Remittances	323
2. Issuance of Obligation Request and Status (ORS) for Utilization of Approved Budget Allocation	324
3. Issuance of Disbursement Voucher (DV) for Payment of Obligations	326
4. Handling of Request for Payment of Claims through Modified Disbursement Systems (MDS) Check or List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)	328
5. Handling of Request for the Issuance of Accountable Forms, Common-Use Supplies, Materials and Equipment	330
6. Handling of Request for Application for Leave	332
7. Issuance of Clearance from Work-Related, Money and Property Accountabilities	335
8. Handling of Request for Certification Of A. Service Record B. Employment and Compensation C. Leave Balances D. No Pending Administrative Case	337
9. Handling of Request for Verification of Records	339