

MEMORANDUM CIRCULAR
NO. 03-04-86

**SUBJECT: PROCEDURE AND GUIDELINES FOLLOW-UPS OF
APPLICATIONS FOR STATION LICENSE & RADIO OPERATOR
CERTIFICATES.**

In furtherance to the effort of the Government in instituting reforms in the service and in reducing if not eliminating the practice of follow-ups of applications for radio station licenses or radio operator certificates in the Commission, the following procedures and guidelines are hereby promulgated.

1. Follow-ups of applications for radio stations licenses and operator certificates shall be restricted to applicants only. A Company or association-applicant may authorize one of its employees or members as its representative for this purpose provided that such representative is properly identified and covered by a relevant and valid power of attorney.
2. Follow-ups of applications for licenses and certificates filed with the Commission will be permitted at the Central Receiving & Releasing Office (CRRO) only of its main office at Quezon City or at the respective Receiving Section of its Regional Offices. It is prohibited for applicants to loiter or standby in any other area of the Commission building without specific authorization from any of the Commissioner, Department Heads or Regional Directors.
3. However, in the main office of the Commission, the Chief of Radio Regulations & Licensing Department (RRLD) may allow interviews for clarification of certain technical or legal aspects in the application on file upon recommendation or request of a Division Chief. The applicant together with his technical or legal consultant may be permitted to enter the premises on a pre-scheduled appointment during the period from 8:30 to 11:30 A.M. of the working day.
4. Visitors (social, personal, etc.) may be entertained by Division Chiefs in their offices during the period from 4:30 – 5:30 P.M. The visitors however shall not be encouraged in any way to utilize this period for regular visits.
5. Personnel of the Commission are also hereby prohibited from handcarrying and/or following up applications for radio station licenses or operator certificates and other papers for certain outside parties. For this purpose the provisions of NTC Office Order No. 11-10-81 dated 12 October 1981, are hereby reiterated for strict compliance.

This Circular shall take effect immediately.

TOMAS C. REYES
Acting Commissioner

