

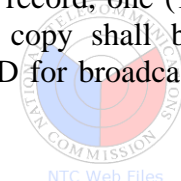
**MEMORANDUM CIRCULAR**  
**NO. 27-89**

**SUBJECT: PROCEDURE IN THE FILING OF APPLICATION/PETITION/  
PLEADINGS FILED BEFORE THIS COMMISSION**

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Pursuant to E.O. 546 and in the interest of the service, the Commission hereby DIRECTS compliance with the procedures herein below set forth in order to facilitate/expedite the processing and disposition of applications/petitions/pleadings, viz.:

1. All applications/petitions for authorization of proposed service(s), facility (ies) and/pr system(s) shall be filed with the Commission in FIVE (5) legible copies, in the form prescribed under the Rules and Practice and Procedure adopted by the Commission. One (1) copy shall be immediately attached and sewn to the case record, one (1) copy shall be forwarded to the Office of the Commissioner, one (1) copy shall be forwarded to the Office of the Deputy Commissioner for legal, one (1) copy shall be directly forwarded to LD, and the last copy shall be directly forwarded to either the CCAD for telecom matters or BSD for broadcast matters. Said applications/petitions must be duly verified by the Applicant person or entity, or by his/its duly authorized representative/officer appending thereto his/its formal written authority.
2. Upon filing, said applications/petitions shall be accompanied by an Executive Summary of the proposed service (s), facility (ies) and/or system (s), together with the copy of Applicant's franchise, the personal or company profile as filed with the Bureau of Domestic Trade or with the Securities and Exchange Commission, the funding source for the proposed plan and a Business Plan.
3. All technical, economic, market and financial studies shall be filed in TWO (2) legible copies in compliance with the requirements of the Commission as contained in the Instructions to the Applicant per Notice of Hearing. These details shall be submitted to the Commission at least one (1) week before the scheduled date of hearing. One (1) copy shall be immediately attached and sewn to the case record and the other copy shall be forwarded directly to either the CCAD for telecom matters or the BSD for broadcast matters.
4. All other motion (s), manifestation (s), memoranda, and pleadings filed in the course of the proceedings shall be filed in THREE (3) copies. One (1) copy shall be immediately attached and sewn to the case record, one (1) copy shall be directly forwarded to LD and the last copy shall be forwarded to either the CCAD for telecoms matter or BSD for broadcast matters.



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5. The Commission reserves the right not to accept any document/pleading, which does not comply with the above requirements.

Quezon City, Philippines.

**JOSEFINA T. LICHAUCO**  
Acting Commissioner

