

MEMORANDUM CIRCULAR

NO. 6-3-93

SUBJECT: AMENDMENTS TO THE TELECOMMUNICATIONS AND BROADCASTING AUTHORIZATION PROCESSES

In the interest of public service and in order to enhance the efficiency of the Commission in processing telecommunications and broadcasting authorization applications, the following amendments to Part E and f of the NTC Practices and Procedures Manual of May 1, 1992 are hereby promulgated:

I. TELECOMMUNICATIONS AUTHORIZATION PROCESS

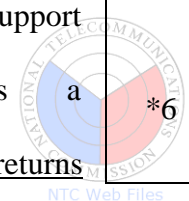
Step 1. Docketing of Application/Petition is hereby amended to read as follows:

STEP	ACTIVITY	DAY
1	<p>DOCKETING OF APPLICATION/PETITION</p> <ul style="list-style-type: none"> * <u>APPLICANT is referred to the Office of the Commissioner by the Secretariat;</u> * <u>COMMISSIONER or in his absence, any of the Dep. Commissioners meets with the APPLICANT to brief APPLICANT on the ground rules and what to expect;</u> * Application submitted to the SECRETARIAT, APPLICANT referred to CCAD * CCAD verifies compliance with payment of supervision and regulation fees, and submission of latest annual report. If no compliance, application may be rejected; * CCAD assesses filing fees, referring APPLICANT to SECRETARIAT; * APPLICANT referred to SECRETARIAT for case number; * SECRETARIAT assigns case number * APPLICANT pays filing fee to cashier * SECRETARIAT enters application in docket; 	<p>1</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>

Step 2 – 4 (NO AMENDMENTS)

Step 5. Evaluation of Evidence is hereby amended as follows:

STEP	ACTIVITY	DAY
5	<p>EVALUATION OF EVIDENCE (Upon submission for decision)</p> <ul style="list-style-type: none"> * For a PA application, CCAD, within 10 days prepares an evaluation and recommendation on the documentations submitted in support thereof; * For all submitted cases, CCAD prepares a technical/financial/economic evaluation of evidence * <u>If evaluation report needs revision/clarification, DCO returns</u> 	<p>6</p>



<p>evaluation report to CCAD for revision/clarification;</p> <ul style="list-style-type: none"> * <u>If evaluation report is in order, DCO initials the report and forwards case file with evaluation report to DCL for review;</u> * <u>If evaluation report is in order, DCL initials the report and forwards case file with evaluation report to LD. LD prepares draft decision/order;</u> * <u>Draft decision/order to CCAD for review;</u> * <u>CCAD initials draft decision/order and returns draft decision/order to LD.</u> * <u>LD forwards draft decision/order with case file and evaluation report to DCL for review;</u> * <u>If draft decision/order is in order, DSL initials the draft decision/order, DSL initials the draft decision/order and forwards the draft decision/order and case file with evaluation report to DCO for review and;</u> * <u>DCO initials the draft decision/order and draft decision/order submitted to COMMISSIONER for signature.</u> 	*7
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Step 6 – 8 (No Amendments)

II. BROADCASTING AUTHORIZATION PROCESS

Step 1. Docketing of Application/Petition is hereby amended to read as follows:

STEP	ACTIVITY	DAY
1	<p>DOCKETING OF APPLICATION/PETITION</p> <ul style="list-style-type: none"> * <u>APPLICANT is referred to the Office of the Commissioner by the Secretariat;</u> * <u>COMMISSIONER or in his absence, any of the Dep. Commissioners meets with the APPLICANT to brief APPLICANT on the ground rules and what to expect;</u> * Application submitted to the SECRETARIAT, APPLICANT referred to BSD * BSD verifies compliance with payment of supervision and regulation fees, and submission of latest annual report. If no compliance, application may be rejected; * BSD assesses filing fees, referring APPLICANT to SECRETARIAT; * APPLICANT referred to SECRETARIAT for case number; * SECRETARIAT assigns case number * APPLICANT pays filing fee to cashier * SECRETARIAT enters application in docket; 	<p>1</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>

Step 2 – 4 (NO AMENDMENTS)

Step 5. Evaluation of Evidence is hereby amended as follows:



STEP	ACTIVITY	DAY
5	<p>EVALUATION OF EVIDENCE (Upon submission for decision)</p> <ul style="list-style-type: none"> * For a PA application, BSD, within 10 days prepares an evaluation and recommendation on the documentations submitted in support thereof; * For all submitted cases, BSD prepares a technical/financial/economic evaluation of evidence * <u>If evaluation report needs revision/clarification, DCO returns evaluation report to BSD for revision/clarification;</u> * <u>If evaluation report is in order, DCO initials the report and forwards case file with evaluation report to DCL for review;</u> * <u>If evaluation report is in order, DCL initials the report and forwards case file with evaluation report to LD. LD prepares draft decision/order;</u> * <u>Draft decision/order to BSD for review;</u> * <u>BSD initials draft decision/order and returns draft decision/order to LD.</u> * <u>LD forwards draft decision/order with case file and evaluation report to DCL for review;</u> * <u>If draft decision/order is in order, DSL initials the draft decision/order, DSL initials the draft decision/order and forwards the draft decision/order and case file with evaluation report to DCO for review and;</u> * <u>DCO initials the draft decision/order and draft decision/order submitted to COMMISSIONER for signature.</u> 	<p>*6</p> <p>*7</p>

Steps 6 – 8 (No Amendments)

This Circular shall take effect immediately and shall supersede all previous orders or circulars that are inconsistent therewith.

Quezon City, Philippines, 10 March 1993.

(SGD.) SIMEON L. KINTANAR
Commissioner

