

PROJECT TITLE : ENHANCEMENT & AUGMENTATION of NTC-NCR DATABASE MANAGEMENT AND LICENSING SYSTEM

INTRODUCTION:

NTC-NCR has an existing Database Management and Licensing System application which was developed on Year 2014. Services from this time to present were not the same since there are NTC Central office services which has been decentralized to the regional offices. Currently those services that are not included in our existing database was processed using different Microsoft applications like Microsoft Powerpoint, Excel and Word.

With that our office decided to enhance, integrate and include additional features in our existing database that would help us to speed up our processes, manage efficiently & effectively and organized our database record in a single unified database application which will provide better service to our clientele.

PROJECT COMPOSITION:

This project is composed of Software program and Hardware components that will act as Data Server.

PROCESS FLOW OVERVIEW

NARRATIVE PROCESS FLOW

VERIFIER. Previously applicant needs to have his/her application for permit/license/certificate to be verified first by the Record personnel only, using VERIFICATION ACCESS, but now the screener is also authorized to verify the permit/license/certificate base on our database record. With that, the screener should be able to access the database record like the feature of the VERIFICATION ACCESS.(as read only, capable to print the permit).

SCREENER. The screener will evaluate the application as to the completeness and correctness of the requirements if complete and correct the screener will compute and generate Statement of Account(SOA) if not complete the screener will generate Notice of Deficiency(NoD).Screener will input data and then make the Statement of Account (automated computation to minimize error). The format of SOA includes the Order of Payment(OP). If applicant will pay the fees within the day, the screener should be able to automatically generate SOA Reference no. together with the OP reference no. in the required format.If the applicant wants only to have an assessment only, the SOA reference no is not going to be generated, the screener will generate the SOA only when he is to pay.

CASHIER. The applicant will be given printout of SOA and OP created by the SCREENER then he will proceed to the CASHIER to give his application documents together with his/her payment.

Cashier will search for the SOA reference number to get the details of fees to be paid which is created by the screener and then if needed input additional information like if cheque payment then printout the Official Receipt to be handed back to the applicant together with the duly stamped application.

RECEIVER. The applicant will then proceed to RECEIVER to submit his/her application documents together with the Official Receipt. The RECEIVER will search for the SOA Reference no. or Official Receipt no. and then capture the details like the Company Name, OR No., Type of Service, Type of application, etc... The RECEIVER access should be link both to the CASHIER and SCREENER so that the data encoded from the CASHIER and SCREENER will be able to capture by the RECEIVER and then inputs some additional information and then gives back the Official Receipt together with the CLAIM stub to the applicant.

PROCESSOR. The RECEIVER will hand over the application documents to the PROCESSOR. The processor encodes the needed information in processing the permit/license/certificate and print it out. Then forwards it to the Recommending officer for review and then forwards the application together with the processed permit/license/certificate to the APPROVER.

APPROVER. The approver search for the SOA ref no. / Official Receipt no. /Call sign/ etc... and captures the needed information. The APPROVER should be link to the PROCESSOR so that it can search and capture data encoded by the PROCESSOR. The approver will make remark as indication that the Permit/license/certificate was already FOR APPROVAL for easy tracking.

RELEASING. After the permit/license/certificate was approved. Releasing personnel will search for the SOA reference no. or Official Receipt no. The RELEASING will encode all the permit/license/certificate that arrived for releasing on the database, to indicate that these permit/license are already in their custody. The RELEASING can also see the APPROVER information for them to know if it is not yet in their custody, whether it is already for approval or not. Once the applicant already claims the permit he/she is applying for, RELEASING personnel will input details as to the release of the document. The VERIFIER needs to also see the remarks of the RELEASING for their information. The verifier will be sure to know that the records he/she saw on the database was already released before doing verification.

LEGAL. Legal personnel will only search and check the applicants Name or Company if they have admin case/s. If they have admin case the personnel will make remark/s on the application documents.

SOFTWARE PROGRAM REQUIREMENTS

It is very important for the developer to know how the software program works especially if they were doing system maintenance/enhancement/improvement and additional features and services to the system, so to give you some idea/information regarding the software program source requirements of our existing NTC-NCR Database Management and Licensing System please See Annex A and B. We also have the latest source code of this system which can only be shown to whoever will be the selected developer for their reference and guidance. For your queries and clarification and for detailed information you can proceed to our office at NTC-NCR Bldg, BIR Rd., East Triangle Diliman Quezon City and look for NTC-NCR Designate IT Officer.

A. LIST OF ALL EXISTING DATABASE APPLICATION SERVICES

1. AIRCRAFT
2. AMATEUR
3. AMATEUR (LIFETIME)
4. AMATEUR (SPECIAL)
5. AMATEUR (TEMPORARY)
6. COASTAL
7. CPE
8. EXEMPTION
9. GENERAL OPERATOR CERTIFICATE(GOC)
10. IMPORT
11. MANUFACTURER
12. MPDP
13. MPRR
14. MPSC
15. P/POSSESS
16. P/PURCHASE
17. RADIO SERVICE CENTER
18. RCE/WDN
19. RADIO ELECTRONIC CERTIFICATE(REC)
20. REGISTRATION - RFID
21. REGISTRATION - SRD
22. REGISTRATION - WDN
23. RELEASE CLEARANCE
24. RLM
25. ROC-OTHERS
26. RSL (INDIVIDUAL)
27. RSL (NETWORK)
28. RSL (TELCOS)
29. SHIP
30. SHIP INTERNATIONAL
31. TELCOS STORAGE