

MEMORANDUM CIRCULAR
NO. 01-77

SUBJECT : Guidelines in Filing Various Applications for Radio Station
Licenses and Permits.

Pursuant to the provisions of the Radio Control Law, Act No. 3846, as amended, and Presidential Letter of Instruction No. 13-A dated September 29, 1972, and in order to pinpoint responsibility for and determine the authenticity of various applications for radio station licenses and permits, the following guidelines are hereby prescribed :

1. Applications for radio station licenses and permits as well as all correspondence pertaining thereto must be signed by the President/General Manager, Attorney-in-Fact, or any responsible official of the company/agency concerned.
2. Supervising Electronics and Communications Engineers (ECE) or Liaison Officers, when regularly employed as such ECE's or Liaison Officers and when expressly authorized to do so, may sign applications/correspondence mentioned above.
3. All those authorized to sign applications/correspondence must submit information sheet to the Records Officer of this Bureau who shall keep a compilation thereof together with their authorizations.
4. In all instances, the name and position/title of the official signing the application/correspondence must be typewritten or clearly printed.
5. The Records Officer shall see to it that all approved licenses/permits are released through the mails except in cases where a representative is expressly authorized to receive and sign for those licenses/permits.

No application/correspondence shall be received in the Records Unit of this Bureau which is not in accordance with this Circular.

This Circular shall take effect immediately.

CEFERINO S. CARREON
Acting Director