

MEMORANDUM CIRCULAR

NO. 4-1-94

SUBJECT : **ADDITIONAL GUIDELINES FOR THE RENEWAL OF AMATEUR RADIO LICENSE AND APPLICATION FOR AMATEUR RADIO EXAMINATION**

In view of the various amendments made on Memorandum Circular No. 02-03-87, and in order to attain the basic purpose and professionalism in the Amateur Radio Service, the following guidelines are hereby adopted in the renewal of amateur radio license and application for amateur radio examination.

I. RENEWAL OF LICENSES

1. Before an Amateur Radio License or Operator's Permit is renewed, the applicant must show proof of his/her involvement in amateur radio activities. An Amateur Radio License holder may be involved in any of the following:
 - a. DX - He/she must be able to present Log Extracts and/or QSL Cards, DX Awards earned as a result of his/her DX activities.
 - b. Technical Experimentation – He/she must show proof of being involved in the technical aspects of the hobby which may include propagation tests and exploration, electronic innovations (such as the improvement of present equipment and accessories), homebrewing of equipment and accessories. These must be properly documented with the submission of test results, drawings and circuit diagrams where necessary.
 - c. Emergency Communications – He/she must show proof of having been involved in purely Amateur Emergency Communications and in the case of an emergency or disaster situation, participation and active membership in the Amateur Radio Emergency Service (ARES) will suffice.
 - d. Active membership in an Amateur Radio Club – An amateur enthusiast can only grow and progress in his/her hobby through an exchange of ideas and the support of his/her fellow amateurs. Membership in an NTC recognized Amateur Radio Club therefore is vital and important. This is optional but highly encouraged.

- e. Field Expedition – This amateur activity is highly encouraged for radio amateurs. A group can conduct field expedition by securing for a permit from the Commission (NTC) and a corresponding special DX call sign will be assigned for the purpose.
2. The proof of Amateur Activity will come in a form to be submitted by the applicant with his/her application for renewal (Form ARSCP-001). This form must be endorsed by a local club, duly recognized by the NTC as an Amateur Radio Club or a Class “A” Amateur Radio License Holder. The applicant need not be a member of the club where the endorsement was obtained from, but the club or a Class “A” endorser shall be held responsible for such endorsement of the applicant.
3. Any misrepresentation made by class “A” radio amateur license holder in his endorsement of an applicant can be a ground for the revocation or suspension of his license depending on the recommendation at the Amateur Radio Consultative Panel.
4. Upon approval of these guidelines the Head of the Amateur Radio consultative Panel shall determine which of the clubs duly accredited by the NTC, shall be endorse amateur radio licensed holders. This authorization shall be granted to clubs whose activities are focused on Amateur Radio activities. This authorization may likewise be revoked/cancelled if;
 - a. The club has not complied with the Provisions of its Memorandum of Agreement with the NTC;
 - b. The club has abused its privilege through the issuance of endorsements without the proper proof of amateur activity of the applicant;
 - c. The club indiscriminately issued such endorsements for financial gain of the club or its officer(s).

II. APPLICANT FOR AMATEUR RADIO EXAMINATION

(Effectivity – Two (2) months after the approval of this guidelines)

1. An applicant for the class “C or D” amateur radio examination is required to attend an orientation seminar conducted by an authorized radio club or a “Class A” amateur license holder with corresponding endorsement before he/she is allowed to take the corresponding examination.

2. The authority of an amateur club or a “Class A” amateur licensed holder to hold seminars and endorse examinees can only be issued by the Amateur Radio Consultative Panel. The authority given to an amateur club or a :Class A” amateur license holder shall be for a period of one year only (renewable) unless sooner suspended, cancelled or revoked for failure to comply with the standards and agreement set forth by the Amateur Radio Consultative Panel.

This circular shall take effect immediately upon approval and it supersedes any order, circular, or instruction or part thereof which is inconsistent herewith.

Quezon City, Philippines _____ January 1994.

(SGD.) SIMEON L. KINTANAR
Commissioner