

MEMORANDUM CIRCULAR
NO. 08-10-86

**SUBJECT: PROCEDURE IN THE REGISTRATION OF TRANSCEIVER/
TRANSMITTERS**

The procedures set forth are issued pursuant to Memorandum Circular No. 08-09-86 dated 11 August 1986 providing for the Registration of Transceivers/Transmitters and in accordance with the provisions of the Radio Control Law, Act No. 3846 as amended.

These procedures are designed to provide for an efficient system of processing such applications.

OPERATING PROCEDURES FOR REGIONAL OFFICES TO INCLUDE NCR

1. The applicant submits duly accomplished application for registration and permit to possess together with notarized information sheets (3 copies each) to designated receiving clerk by the Regional Director.
2. Receiving Clerk records the application for registration and permit to possess and forwards it to Regional Inspector for inspection.
3. Regional Inspectors inspect, verify and seal the equipment and submit recommendation for issuance of permit to possess.
4. Process registration and permit to possess.
5. Regional Director approves permit to possess.
6. Applicant pays corresponding fees.
7. Regional Record Clerk release the original of approved permit to possess to the applicant.
8. Regional Offices submit copies of applicant for permit to possess information sheet and approved permit to possess to Central Office thru Chief, RRLD.

ROSAURO V. SIBAL
Acting Commissioner