

3. NTC SEMINARS ON RADIO LAWS AND REGULATION

Provide Seminars on Radio / Telephone Basic Operations to acquire Radio Operators NTC License/Certificate.

Office / Division:		Radio Communications Service Office/ Radio & Telephone Base Operations Division		
Classification:		Simple		
Types of Transaction:		Seminar on Radio/ Telephone Basic Laws & Regulations		
Who may Avail:		Radio End-Users, Executive, Legislative, various Offices & Barangays		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for Training/ Seminar on Radio/Tel. Basic Operations.	1. Receives letter request	None	5 minutes	RCSO admin Personnel
	2. Evaluates if the minimum of 25person participants being met.			RCSO admin Personnel
	3. Prepares letter request to the National Telecommunications Commission and coordinates for a schedule of the seminar		3 Days	Chief of Office
2. Receives feedback about the request.	4. Give feedback to the requesting party on approved schedule of seminar.		5 minutes	RCSO admin Personnel
	5. Approval of Training/ Seminar request.		2 minutes	Chief of Office
3. Receives Training Certificate of Attendance	6. Facilities the conducting of seminar & processing of application for Radio Operators NTC license Certificate.		2 hours	NTC resource person and RCSO admin personnel
Total			3 days, 2 hours & 10 minutes	