

RADIO/TELEPHONE BASE OPERATIONS DIVISION

2. NTC Seminars on Radio Rules and Regulation

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

Office / Division:	Radio/Telephone Base Operations Division
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may Avail:	Radio End-Users, Executive, Legislative, various Offices & Barangays

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request	Requesting Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for Training/ Seminar on Radio/ Telephone Basic Operations.	1.1 Receives letter request.	None	5 minutes	QCCSD Admin Personnel
	1.2 Evaluates the minimum of 25 person participants being met.	None	5 minutes	QCCSD Admin Personnel
	1.3 Endorse letter request to the National Telecommunications Commission for a resource speaker and coordinates for a schedule of the seminar.	None	3 Days	Department Head
2. Receives feedback about the request.	2.1 Give feedback to the requesting party on the approved schedule of the seminar.	None	5 minutes	QCCSD Admin Personnel
	2.2 Approval of Training/ Seminar request.	None	5 minutes	QCCSD Admin Personnel
3. Receives Training Certificate of Attendance	3. Facilitate the seminar and processing of application for Radio Operators NTC license Certificate.	None	1 Day	NTC Resource Person and QCCSD Admin Personnel



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		None	4 Days and 20 minutes	