

[NTC MEMORANDUM CIRCULAR NO. 4-4-97, April 02, 1997]

DECENTRALIZATION OF RADIO OPERATOR EXAMINATION

Pursuant to Act 3846, RA 7925 and other applicable international and national laws and conventions, the conduct of all classes of radio operators examinations and the issuance and release of the results thereof, are hereby decentralized to the Regional Offices under the direct supervision and control of the Regional Director, in accordance with the following guidelines:

1. The Regional Directors shall submit to the Commissioner their annual schedule of regular radio operators' examination not later than the fifteenth day of January of each year specifying the venue and date of said examinations. A Master List of examinees for each scheduled examination shall be submitted to the Commissioner not later than one week before examination date and which shall be final.
2. A special radio operators' examination may be scheduled provided that there are written request or applications by at least one hundred (100) examinees. No special examination shall be scheduled earlier than fifteen (15) days from date of request. Likewise, a Master List of examinees for each special examination shall be submitted to the Commissioner not later than one (1) week before the examination date and which shall be final. The Regional Director shall inform the Commissioner of any postponement, change of venue or re-scheduling thereof.
3. The new Questionnaires Committee shall be created fifteen (15) days after effectivity date of this Circular which shall exist on an adhoc basis, who shall review the existing database of questions and provide the Regional Offices 400 questions for each element as an initial database, the same shall be grouped according to category of question per elements and shall be revised, improved or updated, as the need arises.
4. The examination shall start with the extraction of examination questions per element through a computer random selection software provided by the Information Technology Unit, NTC, for direct printing on stencil and immediate reproduction. The access to the questionnaires database, extraction, reproduction, packing and dispatching of questionnaires to examination rooms shall be done and completed not more than five (5) hours for special examination and in regular examinations where there are no more than five hundred (500) examinees. In all other cases, it shall not be more than eighteen (18) hours before actual start of the examination. In both instances, the examination shall be under the direct supervision of the Regional Director, which function cannot be delegated.
5. The answer sheets shall be prepared by the Regional Licensing Unit and initialed by a responsible official/ personnel who is not a member of the Regional