

**[ NTC MEMORANDUM CIRCULAR NO. 16-10-92 s.  
1992, October 20, 1992 ]**

**GUIDELINES FOR THE CLASSIFICATION, HANDLING, AND  
DISPOSITION OF CASES**

Pursuant to the powers vested in this Commission to promulgate rules and regulations to facilitate and ensure the speedy and effective disposition of authorization and administrative cases, and to rationalize the handling of the same, the following guidelines shall be followed:

**I**

**Classification of Cases**

Cases filed before this Commission shall be classified as follows -

1. Administrative Cases (ADMC)
2. Common Carrier Cases (CCC)
3. Broadcast Media Cases (BMC)

**II**

**Classification and Raffle of Cases**

All cases except as provided in paragraph III shall be docketed pursuant to the foregoing classification and assigned through raffle among the Hearing Officers of the Legal Department.

Raffle of cases shall be done regularly every Tuesday at 11:00 a.m. under the supervision of the Chief, Legal Department, or a duly authorized representative. Special raffles on meritorious grounds shall only be conducted with the approval of the Commissioner.

Three (3) copies of the certificate of raffle shall be prepared and signed after the conduct thereof, one copy (triplicate) of which shall be posted for thirty (30) days at the 3rd Floor Bulletin Board while the 2nd copy (duplicate) shall be kept at the Legal Department and the 3rd copy (original) shall be kept at the Secretariat.

The raffle of cases shall be done in a manner that each Hearing Officer shall handle all classifications equally.

**III**

**Handling of Cases by Commissioner,**

Deputy Commissioners, and Chief,  
Legal Department

The Commissioner, Deputy Commissioners, and Chief, Legal Department shall personally hear cases as their individual schedules may allow. The cases to be heard by the Commissioner, Deputy Commissioners, and Chief, Legal Department shall be equally apportioned among them in such manner that each one shall handle all classifications equally.

IV  
Procedure in Handling Cases/Conduct  
of Summary Proceeding

1. The Officer to whom a case has been assigned (including the Commissioner, Deputy Commissioners, and Chief Legal Department) shall preside over the same until its termination, unless valid grounds exist for its re-assignment.
2. Preliminary conferences shall be conducted to simplify issues, to consider the necessity or desirability of amendment to the pleadings, the possibility of obtaining stipulations or admissions of facts and documents, the limitation of the number of witnesses, to consider and encourage an amicable settlement, and such other matters as may aid in the prompt disposition of the case.

The preliminary conference shall be conducted within fifteen (15) days from the filing of the comment or opposition by affected parties, or the answer by the respondent or at anytime the Commission may deem proper.

Pre-Trial Brief may be required from the parties.

3. Postponement of hearings shall be allowed only on meritorious ground, and shall not exceed fifteen (15) days from the date of resetting.

Each party may not be allowed more than two (2) postponements, whether this be on an incident or on trial on the merits of the case.

4. Proceedings before this Commission are summary in nature. Whenever practicable, cases shall be resolved on the basis of pleadings, position papers, affidavits and documents submitted by the parties in evidence as well as such other documents and records and other data the Commission may have on hand.

All pleadings, position papers, and documents relative to the case shall be verified.

V  
Timetable for Disposing Cases

All cases or incidents shall be decided within thirty (30) days from the date of their submission for decision/resolution.

All Hearing Officers, Deputy Commissioners and Chief, Legal Department are directed to submit their respective recommendations/draft decisions to the Commissioner within twenty (20) days from the date of submission of the case or incident for decision/resolution.