

**MEMORANDUM CIRCULAR**

**NO. 02-01-81**

**SUBJECT: GUIDELINES AND PROCEDURES FOR THE EMERGENCY  
BROADCAST SYSTEM.**

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Pursuant to Ministry Order No. 026, Ministry of Transportation and Communications, dated 27 November 1980, and to enable all broadcast stations to participate effectively in the Emergency Broadcast System (EBS) program of the government the following guidelines and procedures are hereby prescribed:

1. All broadcast stations authorized to operate by the National Telecommunications Commission (NTC) shall participate in the EBS through the use of their respective license facilities consistent with the provisions of the EBS plan. In this connection, all stations shall comply strictly with the tasks indicated in their respective EBS designation certificates issued by the NTC and shall endeavor to assist in any way to achieve the effectiveness of the system.
2. Test of the Systems shall be conducted at regular intervals. Detailed instructions regarding such tests to be furnished by the Office of Civil Defense (OCD) to all broadcast station will advise them as to the details of the test transmission to be made over the system.
3. To ensure the state of readiness of the EBS alert device of every broadcast stations, the station manager or his duly authorized representative must see to it that the authorized device us tested duly. In the event that the alert device is found defective and will need more than one day to be repaired, the station manager or his duly authorized representative shall make arrangement with the nearest regional office of the Civil Defense for the loan of a substitute alert device.
4. Each broadcast station shall provide and maintain a separate log on the activities of the EBS. (Sample copy of the Operations Log is attached herewith.) The details pertaining to the equipment or system test and actual emergency operations shall be entered correctly in the log and properly signed by the authorized station personnel having knowledge of the activity. The EBS log sheets shall be numbered consecutively and shall be made available for inspection upon request by any official representative of the NTC or OCD. The log shall be kept on file by the station for at least two (2) years from the last date of entry before it may be disposed.
5. For guidance on the nationwide EBS operation, refer to the following:

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| a. | Operation Procedure | See Annex 1  |
| b. | Sequence Table      | See Annex II |



- c. Samples of Broadcast Messages See Annex III
- d. Sample copy of the Operations Log See Annex IV

This Circular shall take effect immediately upon approval.

**CEFERINO S. CARREON**  
Acting Commissioner

