



**MOVIE AND TELEVISION REVIEW AND CLASSIFICATION BOARD**  
MTRCB Building, No. 18 Timog Avenue, Quezon City

# CITIZEN'S CHARTER

(In compliance with Republic Act 9485 or the Anti-Red Tape Act of 2007 passed in order to improve efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties thereof.)

**MOVIE AND TELEVISION REVIEW AND CLASSIFICATION BOARD  
CITIZEN’S CHARTER**

**VISION**

- A globally-competitive movie and television industries
- Age-appropriate media as an indispensable tool for moral recovery and nation building

**MISSION**

For the public

- Encourage value-based media and entertainment culture

For the film and television industries

- Be an enabling and effective partner of the industries toward authentic self-regulation

For the workplace

- Uplift the standard and spirit of service of its human resources

**FRONTLINE SERVICES**

A) Procedure in registration of persons/ entities under the jurisdiction of MTRCB

Applicant Step 1	Submission and evaluation of a duly accomplished application form and documentary requirements to the Registration Unit	<u>Personnel</u> Gloria Bismanos Robert Acosta Remegio Tagumpay Rodel Esteban Joan Villaver Rex Guillera
Step 2	Encoding of the details provided by the applicant in the application form into the computer system	Gloria Bismanos Robert Acosta Remegio Tagumpay Rodel Esteban Joan Villaver Rex Guillera
Step 3	Assessment and issuance of the Order of Payment	Robert Acosta Rodel Esteban Joan Villaver
Step 4	Payment of the assessed registration fee to the cashier	Verna Cabañas
Step 5	Processing and releasing of Certificate of Registration	Gloria Bismanos Robert Acosta Remegio Tagumpay Rodel Esteban Joan Villaver Rex Guillera

1. Application Form

Form No. 1 – Application for registration

2. Documentary requirements, as applicable:

a. For New Registrants:

- For single proprietorship or partnership: DTI Registration
- For corporation: SEC Registration and Article of Incorporation & By-Laws

- BIR Registration
- Mayor's Permit
- NTC Provisional/Certificate of Authority and Copy of its Petition for such authority (for TV/CATV operators only)
- Special Power of Attorney/Corporate Secretary's Certificate/ Managing Partner's Certificate or Equivalent for your Representative/s

b. For Renewal:

- Mayor's Permit
- Special Power of Attorney/Corporate Secretary's Certificate/
- Managing Partner's Certificate or Equivalent for your Representative/s

3. Registration fee, as applicable:

- **CATV** - Memorandum Circular No. 10-2015 (tiered annual registration)

<b>CABLE (Provisional Authority) - (M.C. NO. 10-2015)</b>			
	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
<b>TIER 1</b> Cable television operators and other limited audience distributors operating in First to Fourth Class Cities	9,000.00	90.00	9,090.00
<b>TIER 2</b> Cable television operators and other limited audience distributors operating in Fifth to Sixth Class Cities and First to Second Class Municipalities	5,000.00	50.00	5,050.00
<b>TIER 3</b> Cable television operators and other limited audience distributors operating in Third to Sixth Class Municipalities	4,000.00	40.00	4,040.00

- **THEATER**

<b>THEATER CLASS A</b>			
<b>CATEGORY</b>	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
JAN.-MAR. (100%)	5,323.00	53.23	5,376.23
APR.-JUN. (75%)	3,992.25	39.92	4,032.17
JUL.-SEPT. (50%)	2,661.50	26.62	2,688.12
OCT.-DEC. (25%)	1,330.75	13.31	1,344.06
<b>THEATER CLASS B</b>			
<b>CATEGORY</b>	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
JAN.-MAR. (100%)	2,650.00	26.50	2,676.50
APR.-JUN. (75%)	1,987.50	19.88	2,007.38
JUL.-SEPT. (50%)	1,325.00	13.25	1,338.25
OCT.-DEC. (25%)	662.50	6.63	669.13

- **TELEVISION STATION**

<b>TV METRO MANILA</b>			
<b>CATEGORY</b>	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
JAN.-MAR. (100%)	10,650.00	106.50	10,756.50
APR.-JUN. (75%)	7,987.50	79.88	8,067.38
JUL.-SEPT. (50%)	5,325.00	53.25	5,378.25
OCT.-DEC. (25%)	2,662.50	26.63	2,689.13
<b>TV PROVINCIAL</b>			
<b>CATEGORY</b>	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
JAN.-MAR. (100%)	6,100.00	61.00	6,161.00
APR.-JUN. (75%)	4,575.00	45.75	4,620.75
JUL.-SEPT. (50%)	3,050.00	30.50	3,080.50
OCT.-DEC. (25%)	1,525.00	15.25	1,540.25

- **OTHERS**

<b>NEW REGISTRANTS - Memorandum Circular No. 06-2012</b> (other entities ex. Production, Blocktimers etc.)			
<b>OTHER ENTITIES</b>			
<b>DATE OF ACTUAL OPERATION</b>	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
JAN.-MAR. (100%)	5,300.00	53.00	5,353.00
APR.-JUN. (75%)	3,975.00	39.75	4,014.75
JUL.-SEPT. (50%)	2,650.00	26.50	2,676.50
OCT.-DEC. (25%)	1,325.00	13.25	1,338.25

#### 4. Time Frame

Upon subscription of the application form, processing will take about thirty (30) minutes to one (1) hour, depending on the volume of application forms submitted.

Certificate of registration may be released within three (3) days from application.

#### 5. Date of Registration:

Registration of all entities required by law to register with the Board shall be renewed annually, which shall be made not later than January 30 of every year. To encourage timely and prompt renewal of registration, a surcharge equivalent to one hundred percent (100%) of the prescribed registration fee shall be assessed on late registrants.

## B) Procedure in Review and Classification

Applicant Step 1	Submission and evaluation of a duly accomplished application form and documentary requirements and material for review. Details provided are then encoded into the computer system	<u>Personnel</u> Gloria Bismanos Robert Acosta Remegio Tagumpay Joan Villaver Rodel Esteban Rex Guillera
Step 2	Assessment and issuance of the Order of Payment by the Registration Unit.	Robert Acosta Joan Villaver Rodel Esteban
Step 3	Payment of the assessed review fee to the Cashier	Verna Cabañas
Step 4	Schedule for review the application form/s submitted	Gloria Bismanos Robert Acosta
Step 5	Actual review of the material by the Review Committee	Assisted by the Preview Assistants
Step 6	Preparation of Permit to Exhibit	Preview Assistants
Step 7	Release of permits and materials	Rodel Esteban Rex Guillera
Step 8	If the owner/distributor/producer is not amenable to the classification rating of the review Committee, they may submit the same material for second review, within five (5) days from receipt of the permit or notice that the material has been classified as "X".	

### 1 . Application forms, as applicable:

- A. Form No. 1 – Application for Registration
- B. Form No. 2 – Application for Permit to Exhibit (for theatrical exhibition)
- C. Form No. 3 – Application for Permit to Exhibit (for trailer)
- D. Form No. 4 – Application for Television Permit to Exhibit
- E. Form No. 5 – Application for Optical Media Material Review and Classification
- F. Form No. 6 – Application for Non-video Publicity Materials
- G. Form No. 7 – Application for Import/Export Permit
- H. Form No. 8 - Application for Change of Timeslot/Airing Day
- I. Form No. 9 – Application for Exemption from Review and Classification
- J. Form No. 10 – Application for Permit to Exhibit Under Special Rate for Independent Films
- K. Form No. 11 – Application for Permit to Exhibit (Trailers for Other Venues)

### 2. Documentary requirements, as applicable:

- A. Synopsis (for film prints and/or television programs)
- B. Copy of the material of film prints and/or television programs to be reviewed.
- C. Bureau of Customs Official Receipt and Import Entry Declaration (for imported materials)
- D. MTRCB Import Permit (for imported materials)
- E. A copy of previously issued MTRCB Permit to Exhibit (for re-issue films)

3. Review Fees :

A. For Theatrical Exhibition

	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
<b>Film Print</b> - Regular Rate	12,550.00	125.50	12,675.50
<b>Film Print</b> - Film Festival Rate	6,100.00	61.00	6,161.00
Trailer	1,250.00	12.50	1,262.50
Short film (not more than 45 minutes)	1,150.00	11.50	1,161.50

A.1. Use of Digital Theater

i. Materials in DCP:

	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
Movie Print	11,750.00	117.50	11,867.50
Movie Trailer	1,200.00	12.00	1,212.00
Short Film	1,100.00	11.00	1,111.00

ii. Materials in non-DCP:

	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
Movie Print	5,000.00	50.00	5,050.00
Movie Trailer	500.00	10.00	510.00
Short Film	550.00	10.00	560.00

For Television Exhibition

i. Television Program

	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
Thirty (30) minutes or less	500.00	10.00	510.00
More than thirty minutes to one (1) hour	1,100.00	11.00	1,111.00
Over one hour to one and a half (1 ½ ) hour	1,600.00	16.00	1,616.00
Over one hour and a half to two (2) hours	2,100.00	21.00	2,121.00
Every additional half hour	500.00	10.00	510.00

ii. Television Trailer

	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
Sample Plugs for television program	550.00/month	10.00	560.00
TV trailer (trailer for television of upcoming theatrical movie)	500.00/version	10.00	510.00
Full Length Plug (plug of full length film for television)	500.00/version	10.00	510.00

C. For Optical Media Materials

	<b>FEES</b>	<b>LRF</b>	<b>AMOUNT</b>
Up to fifteen (15) minutes	1,500.00	15.00	1,515.00
More than fifteen (15) minutes to one (1) hour	1,800.00	18.00	1,818.00
More than one (1) hour to three (3) hours	2,300.00	23.00	2,323.00
Every hour exceeding the three (3) hours or a fraction of the hour	1,500.00	15.00	1,515.00
Movie trailer embedded to OMB material (per title)	500.00	10.00	510.00

C. Time Frame

Upon completion of processing of the application form, the material will be scheduled for review on a first-come, first-served basis.

Permit to exhibit is released three (3) days after the scheduled review.

Certified Correct:



**ATTY. ANN MARIE NEMENZO**

*Officer-In-Charge,*

*Office of the Executive Director*

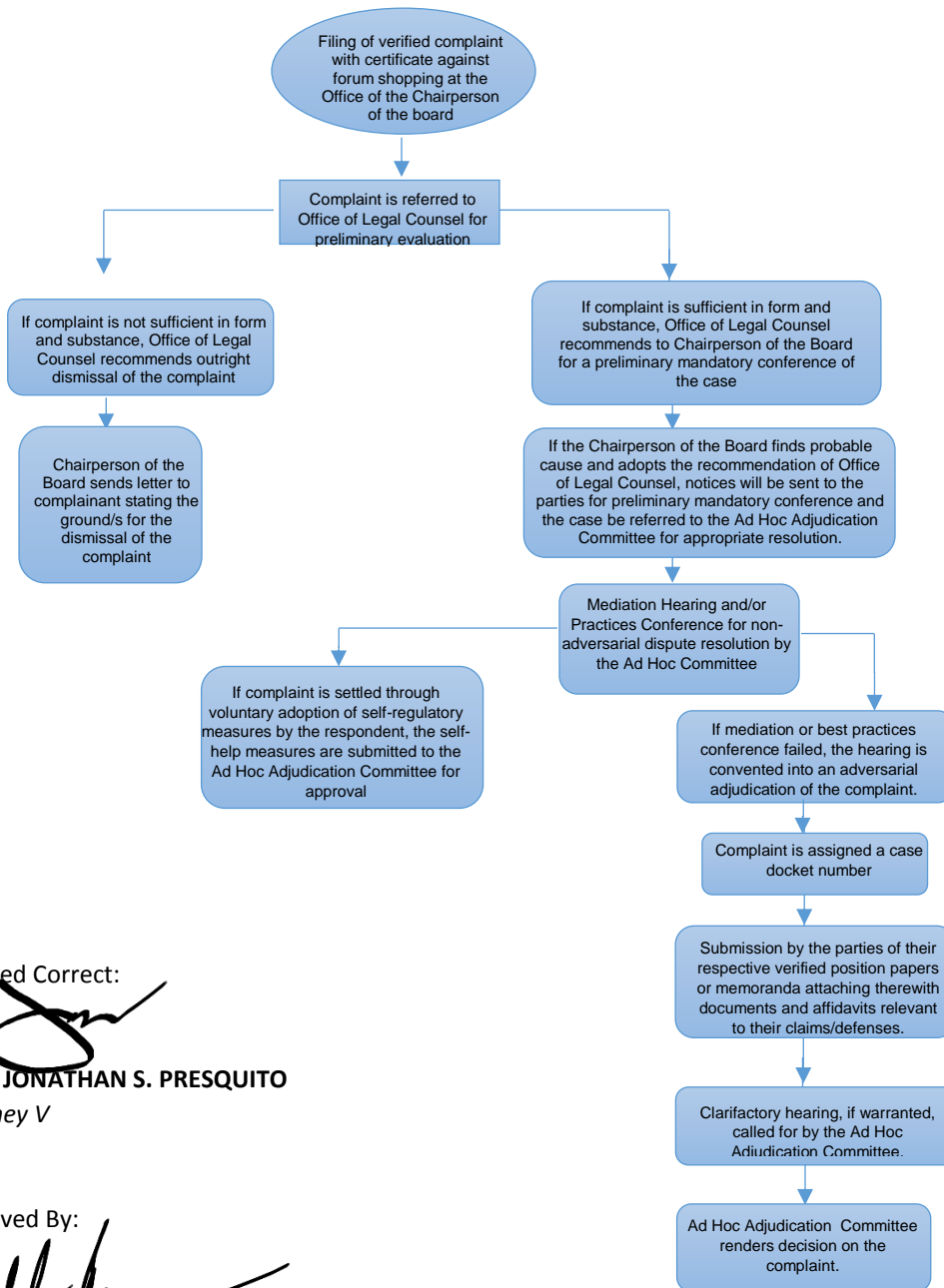
Approved By:



**MARIA RACHEL J. ARENAS**

*Chairperson*

**PROCEDURE IN FILING  
AND ADJUDICATION OF COMPLAINT**



Certified Correct:

**ATTY. JONATHAN S. PRESQUITO**

*Attorney V*

Approved By:

**MARIA RACHEL J. ARENAS**

*Chairperson*



## FEEDBACK/COMPLAINT MECHANISM

How can we serve you better? Your Feedback is highly appreciated.

Officer of the Day – Special Agent – On Rotation Basis


### I. Filing of Complaint

1. Complaints may be in the form of email, telephone calls, mailed letters or in person.
  - a. For email, all complaints will be sent to [admin@mtrcb.gov.ph](mailto:admin@mtrcb.gov.ph).
  - b. For Telephone call, contact numbers are 376-73-80 and 83
  - c. For mailed letter, address is MTRCB Building, No. 18 Timog Avenue, Quezon City.
  - d. For walk-in complainant, may approach the Officer of the Day.
2. When complaints are received, the same will be forwarded to the Legal Affairs Division for evaluation on the merits of the complaint.
  - a. For complaints in violations of P.D. 1986, the same will be referred to the Adjudication Committee for appropriate action.
  - b. For complaints on personnel, the same will be referred to the HRM Unit for appropriate action

### II. Filling of Feedback

1. Accomplish our Client's Feedback Form available at our website or at the Complaint Desk.
2. For further concerns or inquiries, you may talk to the Officer of the Day.
3. Client's Feedback Forms will be submitted to the HRM Unit for evaluation and recording.

Thank you for helping us improve our services.

	<b>MOVIE &amp; TELEVISION REVIEW &amp; CLASSIFICATION BOARD</b> MTRCB Bldg., No. 18 Timog Ave., QC	
Client's Feedback Form		
Date: _____	Time: _____	
Name of MTRCB Service Office: _____		
Name of Action Officer: _____		
Client's Name: _____		
Contact Number: _____		
Position / Designation: _____		
Office Name & Address: _____		
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Purpose of Visit:		
_____		
_____		
_____		
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<b>Part I : Client's Satisfaction Rating</b>		
How do you rate our service?		
<input type="checkbox"/> 5- Outstanding	<input type="checkbox"/> 2- Understanding	
<input type="checkbox"/> 4- Very Satisfactory	<input type="checkbox"/> 1- Poor	
<input type="checkbox"/> 3- Satisfactory		
<b>Part II : Client's Feedback</b>		
1: Please Check if you are providing a compliment,		
suggestion or complaints:		
<input type="checkbox"/> Compliment	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Complaint
2. Facts or Details of the incident:		
_____		
_____		
_____		
_____		
3. Recommendation/ Suggestion/ Desired Action		
from our Office:		
_____		
_____		
_____		
_____		
_____		
*Please put this form in the drop box. You may also send us your feedback through email address <a href="mailto:admin@mtrcb.gov.ph">admin@mtrcb.gov.ph</a>		