



REPUBLIC OF THE PHILIPPINES
NATIONAL TELECOMMUNICATIONS COMMISSION

NTC Building, Sen. Miriam P. Defensor-Santiago Ave.,
East Triangle, Diliman, Quezon City
Email: ntc@ntc.gov.ph; website: <https://www.ntc.gov.ph>



Submitting Incident Reports

1. How to Submit an Incident Report

To file an incident report:

1. Navigate to **Incident Management** → **Submit Incident Report**.
2. Fill out all required fields:
 - Reporting Person Details
 - Description of Event
 - Systems Affected / Vulnerabilities
 - Business Impact
3. Attach supporting files (screenshots, logs, PDFs).
4. Complete CAPTCHA verification.
5. Click **Submit**.

System Response:

- Generates a unique **Incident ID (e.g., INMS-YYYY-MM-XXXX)**.
- Sends a confirmation email to the user.
- Notifies NTC CERT for initial triage.



2023-03-00000



12334424