MANILA BROADCASTING COMPANY MAKATI CITY

FIELD STUDY

VERONICA EUGENIO VITERBO

College of Economics, Management
and Development Studies
CAVITE STATE UNIVERSITY
Indang, Cavite

April 2001

MANILA BROADCASTING COMPANY MAKATI CITY

Field Study Report
Submitted to the Faculty of the
Cavite State University
Indang, Cavite

In partial fulfillment
of the requirements for the degree of
Bachelor of Science in Business Management
(Major in Economics)



Manila broadcasting company, Makati City 384 554 V83 2001 FS-63

VERONICA E. VITERBO April 2001

ABSTRACT

VITERBO VERONICA EUGENIO "Manila Broadcasting Company, Makati City" Undergraduate Field Study, Bachelor of Science in Business Management, Major in Economics, Cavite State University, Indang, Cavite, April 2001 Adviser: Mr. Adonis N. Meñez.

A four-month field study was conducted from August 21 to December 23, 2000 at the Manila Broadcasting Company (MBC). It aimed to expose the student trainee to the management practices and operations. Specifically, it aimed to enable the student get expose to and, if possible, learn the activities in the operation department and identify problems encountered by the firm and recommend feasible solutions to the various problems identified. The study did not cover the function of finance division and industry profile because these were deemed confidential.

The data and information were gathered through observation and actual participation in work assignment and personal interview with the company employees.

Other relevant information were gathered from Securities and Exchange Commission (SEC), Kapisanan ng Broadkaster ng Pilipinas (KBP) and Tagaytay Library.

The field study provided the trainee the proper exposure to real broadcasting company situations. It is also provided experience and ideas regarding the activities in the company. The insufficient training and orientation on the operation of the company is the weakness of the trainee and thus, should be given more emphasis. Therefore, in choosing the firm, it is better to choose the company earlier which offer training program to students.

The University should provide the students the proper training regarding their respective course. To improve the conduct of the field study, the coordinator should have

contact person to the firms and personally meet the representative of the firm to see to it that the students will be assigned to the area in accordance with the field specialization.

TABLE OF CONTENTS

	Page
BIOGRAPHICAL DATA	iii
ACKNOWLEDGEMENT	iv
ABSTRACT	vii
TABLE OF CONTENTS	ix
LIST OF TABLE	xi
LIST OF FIGURES	xii
LIST OF APPENDICES	xiii
LIST OF APPENDIX FIGURES	xiv
INTRODUCTION	1
Objectives of the Field Study	4
Importance of the Field Study	4
METHODOLOGY	5
Time and Place of the Study	5
Data Collection	5
Scope and Limitation	5
DESCRIPTION OF THE FIRM	6
Historical Background	9
Organization and Management	11
DZRH-AM	14
Area Coverage	16

Management Policies and Practices	18
Motivation and Incentives	19
Basic pay	19
Overtime pay	19
13 th Month pay	20
Leave benefits	20
Per diem and allowance	20
Incentives	20
Salary Loan	21
Marketing	22
Advertising	22
Target Market	22
Sources of Revenue	23
Problems Encountered by the Firm	23
Future Plan	23
FIELD STUDY EXPERIENCES	25
Summary of Activities	27
Observation	29
Reflections/Insights	30
Problems Encountered by the Student	31
SUMMARY	32
BIBLIOGRAPHY	34
APPENDICES	35

LIST OF TABLE

Table		Page
1	Stockholder and their shares of stock as of	11
	January 29, 1997	

LIST OF FIGURES

Figure		Page
1	Office lay-out of DZRH Newscenter (1st Floor)	7
2	Location map of Manila Broadcasting Company	8
3	Organizational structure of Manila Broadcasting Company – Makati City	13
4	DZRH Newscenter organizational structure	15
5	Organizational broadcast group/network operation	17

LIST OF APPENDICES

Appendix		Page
1	DZRH Schedule of Program	36
2	DZRH Relay Station	38
3	Time Sheet	40
4	Request for Payment/Expenses Report	42
5	Vehicle Pass	44
6	Policy for Candidacy of local and National Election	46
7	Identification Card	48
8	Visitor's Pass	50
9	Overtime Request Form	52
10	Leave of Absence Form	54
11	Per diem and allowances	56
12	Rate Card for Advertiser	61
13	Overtime Rate	63
14	Certificate of Completion	65
15	Program of Work	67
16	Field Practice Performance Evaluation	71
17	Manila Broadcasting Company Articles of Incorporation	74
18	Manila Broadcasting Company Amended By-Laws	86
19	Manila Broadcasting Company Annual Report	110

LIST OF APPENDIX FIGURES

Appendix Figure		Page
1	Company Logo	143
2	DZRH Logo	144
3	DZRH Operation Tulong Logo	145
4	YES FM Logo	146
5	LOVE RADIO Logo	147
6	RADYO NATIN Logo	148
7	Announcer's Booth	149
8	The trainee inside the Announcer's booth	150
9	The trainee with the DZRH anchors	151
10	The DZRH Staff	152

MANILA BROADCASTING COMPANY[™] MAKATI CITY

Veronica E. Viterbo

^{1/}A Field Study report presented to the Faculty of the Department of Management, College of Economics, Management and Development Studies, Cavite State University Indang, Cavite in partial fulfillment of the requirements for graduation with the Degree of Bachelor of Science in Business Management, major in Economics with Contribution No. FS – 2001-BM-009. Prepared under the supervision of Mr. Adonis N. Meñez.

INTRODUCTION

Everyone lives in an age of "instant" communication by radio, television, telephone and fax. Events are heard and seen live as they happen even though they are taking place on the other side of the world.

Many people contribute to the development of radio which is one of the many inventions. The existence of radio waves was predicted by the British mathematician Clerk Maxell in the middle of 19th Century. Hertz, a German scientist was the first man to generate the radio waves in 1888 (Junior World Encyclopedia, 1996).

Radio broadcasting is the transmission by radio waves of entertainment, information, and other material intended for public reception by an unlimited number of receivers. Because it reaches million of persons, radio can profoundly be affected by history and culture.