CITIZENS’ CHARTER 2019
INTRODUCTION

The National Museum is committed to pursue undertakings towards instilling pride, recognition and exhibition of our country’s cultural heritage and national patrimony. In line with the Philippine Development Plan to empower the nature of culture, the NM recognizes cultural awareness as a requirement for social inclusion and equity. The NM adheres to uphold the importance of the cultural policy on safeguarding and enshrining our cultural heritage, and achieving equity and inclusion in access to cultural resources and services.

As a premiere institution, the NM intents and leads to sustain and enhance cultural assets to foster motivation and enthusiasm for socio-economic growth, with the aim to build better relations for social cohesion among people.
The National Museum was established on October 29, 1901 by virtue of the Philippine Commission Act. No. 284, under the American Administration. The National Museum, then named the “Insular Museum of Ethnology, Natural History, and Commerce” was placed under the Department of Public Instruction. The Insular Museum of Ethnology, Natural History, and Commerce underwent a number of changes and transitions in name and administration by virtue of several Philippine legislations:

“Bureau of Ethnological Survey” in 1903 through Philippine Commission Act No. 841

“Philippine Library and Museum” in 1916 through Philippine Commission Act No. 2572

“National Museum of the Philippines” on December 7, 1928 through Philippine Commission Act No. 3477

After undergoing several division and distribution of functions to other governments (the Division of Fine Arts to the National Library, the Division of Ethnology and the Division of Natural History went to the Bureau of Science), the Divisions of Fine Arts, Ethnology and Natural History were joined to become the “National Museum” under the Office of the Executive Secretary through Commonwealth Act No. 453 in 1939.

During the Japanese occupation, the NM suffered and 95% of its collection were destroyed. The NM was revitalized in 1966 when President Ferdinand Marcos signed the Republic Act No. 4846, also known as the Cultural Properties and Protection Act, which designates the museum as the lead agency in the protection and preservation of the nation’s cultural properties. Several legislations such as Republic Acts, Proclamations and Presidential Decrees were signed, which strengthened the NM’s cultural and educational mandates.

By virtue of the Republic Act. No, 8492 signed on February 12, 1998, the NM was established as an independent institution and became the regulatory and enforcement agency of the National Government that protects, conserves, and promotes the natural and cultural heritage of the Philippines. The NM was placed under the Office of the President and occupied the Old Congress, Tourism, and Finance Buildings as its permanent domicile.
Based on the seal originally designed by Mr. Noel Escultura of the Arts Division of the National Museum in the 1980s, the proposed official seal of the Museum is composed of the following:

1. A sun-like device with twelve major tongues and three minor tongues of flame, with the ancient Filipino letter *pa* in the center.

2. The sun and the flames symbolize enlightenment through science, knowledge and education, reflecting the nature of the National Museum as

3. The twelve major tongues of the flame represent the number of divisions (excluding the Administrative Division, which is represented by the body of the sun) in the National Museum, as follows: Anthropology, Archaeological Sites and Branch Museums, Archaeology, Arts, Botany, Chemistry and Conservation Laboratory, Cultural Properties, Geology, Museum Education, Planetarium, Restoration and Engineering, Zoology.

4. The three minor tongues of flame, arranged equilaterally, represent the mandate of the Museum as an institution of education, science and culture.

5. At the center of the device is the ancient Filipino letter *pa*, which represents *pamana* or heritage, the word which sums up the work of the Museum in culture and natural history. The letter is rendered in the Tagalog style of the 1591 *Doctrina Christiana*, the first known book printed in the Philippines. As such using the letter itself draws attention to the nation’s cultural heritage, both its intangible cultural heritage, by referring to the earliest known physical evidence of the letter and script in the *Doctrina*.

6. To complete the seal, the entire symbol with a double ring and the full name of the institution in the vernacular, *Pambansang Museo ng Pilipinas*, together with the foundation year of the Museum, 1901, using the font *Times New Roman*.

7. The proposed official color of the seal is gold and white, though variations in color are permitted as appropriate.

8. The proposed seal will mainly be used on official documents in the form of a dry seal, and on documents such as licenses and permits issued by the Museum. The proposed logo in contrast will be used for general and especially promotional purposes.
The logo is based on the central element of the official seal, which is the ancient Filipino letter pa. As with the seal this represents pamana or heritage, the word which sums up the work of the Museum in culture and natural history. The letter is rendered in the Tagalog style of the 1591 Doctrina Christian, the first known book printed in the Philippines. As such, the letter itself draws attention to the nation’s cultural heritage, both its intangible cultural heritage, as related syllabic scripts are still in use in Mindoro and Palawan, and its tangible cultural heritage, by referring to the earliest known physical evidence of the letter and script in the Doctrina.

Beneath the symbol is the name of the institution in both English and Tagalog, separated by a line. The font is High Tower Text, to approximate closely the style of the inscription on the front and rear facades of the Museum’s main building, the Old Legislative Building National Historical Landmark. However, the symbol may be used alone, without the text, as appropriate. A border may also be used to surround and define the logo, as appropriate.

The standard color of the logo is hematite, a variant of maroon, to evoke many of the archaeological relics in the Museum and the ancient pigments often used in early history. Other colors, such as gold, may be used as appropriate, however.

The logo, designed to be visually arresting and appealing, will be used for general and especially promotional purposes. The proposed seal in contrast will mainly be used on official documents in the form of a dry seal, and on documents such as licenses and permits issued by the Museum.
LEGAL BASES

A. GENERAL CHARTER OF THE NATIONAL MUSEUM

B. NATIONAL PLANETARIUM
   · Presidential Decree No. 804-A (September 30, 1974) “Establishing the Planetarium and Defining the Operation Thereof”

C. CULTURAL PROPERTIES AND SITES
   · Proclamation No. 996 (April 11, 1972) “Declaring the Tabon Cave Complex and all of Lipuun Point in Quezon, Palawan, as a Site Museum Reservation”
   · Presidential Decree No. 260 (August 1, 1973) “Declaring the Sta. Ana Site Museum in Manila, the Roman Catholic of Paoay and Bacarra in Ilocos Norte, the San Agustin Church and Liturgical Objects therein in Intramuros, Manila, Fort Pilas in Zamboanga City, the Petroglyphs of the Rock-Shelter in Angono, Rizal, the Petroglyphs of Alab, Bontoc, the Stone Agricultural Calendars of Dap-Ay guiday in Besao, Bontoc, the Mummy Caves of Kabayan, Benguet, and of Sagada and Alab, Bontoc, the Ifugao Rice Terraces as National Cultural Treasures. . . Defining the implementing agencies and providing funds therefor”
   · Presidential Decree No. 374 (January 10, 1974) “Amending Certain Sections of Republic Act No. 4846, otherwise known as “The Cultural Properties Preservation and Protection Act”
   · Presidential Decree No. 756 (July 30, 1975) “Amending Presidential Decree No. 260 to include the Mestizo Section, the Houses of Padre Jose Burgos and Leona Florentino in its scope”
   · Presidential Decree No. 1109 (March 28, 1977) “Declaring the Archaeological Areas in Cagayan Valley and Kalinga-Apayao Archaeological Reservations”
   · Proclamation No. 1683 (October 17, 1977) “Declaring the Burial Cabes at Sitio Alabok, Barangay Cambali, Bagulin, La Union, as a National Cultural Treasure”
   · Proclamation No. 1743 (June 2, 1978) “Reserving for anthropological and archaeological research purposes a certain portion of the public domain situated in the Municipality of Quezon, Province of Palawan”
   · Presidential Decree No. 1492 (June 11, 1978) “Amending Presidential Decree No. 260 to Include the Petroglyphs in the Cave at the Tau’tBatu Area in Barangay Ransang, Quezon, Province of Palawan”
· **Proclamation No. 86** (March 19, 1987) “Declaring the Balangays in the vicinities of Butuan City, National Cultural Treasures; and the sites where these Balangays are found, archaeological sites...”

· **Republic Act No. 9072** (April 8, 2001) “National Caves and Cave Resources and Management and Protection Act”


· **Republic Act No. 10066** (March 26, 2010) “National Cultural Heritage Act of 2009”

**D. COMMEMORATIONS**

· **Proclamation No. 913** (October 1, 1971) “Declaring the period from October 1 to 7, of every year as a National Museum Week”

· **Proclamation No. 798** (September 12, 1991) “Declaring October as Museum and Galleries Month”
MANDATE AND FUNCTIONS OF THE NATIONAL MUSEUM

The National Museum, a Trust of the Government, is an educational, scientific and cultural institution that acquires, documents, preserves, exhibits, and fosters scholarly study and public appreciation of works of art, specimens, and cultural and historical artifacts representative of or unique to the cultural heritage of the Filipino people and the natural history of the Philippines.

It is mandated to establish, manage and develop museums comprising the National Museum Complex and the National Planetarium in Manila, as well as regional museums in key locations around the country. It manages and develops the national reference collections in the areas of cultural heritage (arts, anthropology and archaeology) and natural history (botany, zoology, and geology and paleontology), and carries out permanent research programs in biodiversity (flora and fauna), geological history, human origins, pre-historical and historical archaeology, maritime and underwater cultural heritage, ethnology, art history, and moveable and immovable cultural properties. Appreciation of the collections and research findings of the Museum, as well as technical and museological skills and knowledge, are disseminated through exhibitions, publications, educational, training, outreach, technical assistance and other public programs.

The National Museum also implements and serves as a regulatory and enforcement agency of the Government with respect to a series of cultural laws, and is responsible for various culturally significant properties, sites and reservations throughout the country. It is the lead agency in the official commemoration of Museums and Galleries Month, which is the month of October, every year.

VISION

A Filipino nation, unified by a deep sense of pride in their common identity, cultural heritage and national patrimony, and imbued with the spirit of nationalism and strong commitment to the protection and dissemination of legacy.

MISSION

The National Museum shall be a permanent institution in the service of the community and its development, accessible to the public, and not intended for profit. It shall obtain, keep, study and present material evidence of man and his environment.

The National Museum shall inform the general public about these activities for the purpose of study, education, and enjoyable and meaningful learning.
PERFORMANCE PLEDGE

The officials and employees of the National Museum (NM), assure the public of the following:

Meet patrons’ requirements and exceed clients’ expectations through the services of the different divisions from Monday to Friday (NM Offices, 8:00-5:00), and galleries from Tuesday to Sunday starting 10:00 am to 5:00 pm;

Understand and manage interrelated procedures that function as a coherent system through exhibits, researches and publications in both cultural and natural history and visual arts and other Filipino material culture embodying the patrimony and heritage of the Filipino people as appreciated at the National Museum of Fine Arts, the National Museum of Anthropology, the National Museum of Natural History, the National Planetarium and those in the NM Regional Museums;

Streamline processes and focus on the improvement of our facilities and obligations to our patrons and stakeholders as they enter the premises of our good office;

Establish unity of purpose and direction by giving special attention to concerns through our service counters and take immediate corrective measures if needed;

Update information on policies, programs, activities and services through the NM website (www.nationalmuseum.gov.ph) in accordance with the aim to enhance the organizational capability to create and deliver value by engaging competent and empowered people at all levels;

Manage relationships with relevant interested parties, such as providers, for sustained success geared at ensuring that patrons and stakeholders’ benefit and are given utmost services with gracious courtesy.

For they deserve the best, with these we pledge.
ORGANIZATIONAL CHART

NATIONAL MUSEUM
APPROVED ORGANIZATIONAL STRUCTURE

Board of Trustees

Office of the Director

Office of the Assistant Director (Museum)

Museum Services Division
Central Museums Visitor Operations Division
Exhibition, Editorial and Media Services Division
Zoology Division
Botany and National Herbarium Division
Geology and Paleontology Division

Ethnology Division
Archaeology Division
Fine Arts Division
Architectural Arts and Built Heritage Division
Maritime and Underwater Cultural Heritage Division
Research, Collection and Conservation Management Division

Financial Services Division
Facilities Management Division
General Administrative Services Division
Human Resources Management Division

Cultural Properties Regulation Division
Regional Administration and Operation Division
The National Museum offers its clients several frontline services from the Central Museum Visitor Operations Division (CMVOD), the Cultural Properties Regulatory Division (CPRD) and the Museum Services Division (MSD).

The CMVOD handles all booking and admission concerns of daily museum visitors while the MSD takes charge of bookings for special events, media interviews, and other requests for use of National Museum facilities. The Cultural Properties Regulatory Division (CPRD), meanwhile, leads the assessment and regulation of cultural properties of the Philippines.

<table>
<thead>
<tr>
<th>Type of Frontline Services</th>
<th>Fee</th>
<th>Forms</th>
<th>Processing Time</th>
<th>Person-In-Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Reservation for Museum Visit / Guided Tour</strong></td>
<td>National Museum of Fine Arts</td>
<td>None</td>
<td>5 minutes</td>
<td>Admin Assistant II</td>
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<tr>
<td></td>
<td>National Museum of Anthropology</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>National Museum of Natural History</td>
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<td></td>
<td>National Planetarium</td>
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<tr>
<td><strong>B. Admission (Booked Groups and Walk-ins)</strong></td>
<td>National Museum of Fine Arts</td>
<td>Registration logbook; Visitor’s tally sheet</td>
<td>Less than 1 minute</td>
<td>Museum Guide, AA II</td>
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<tr>
<td></td>
<td>National Museum of Anthropology</td>
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<tr>
<td></td>
<td>National Museum of Natural History</td>
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<td></td>
<td>National Planetarium</td>
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<tr>
<td>Gallery</td>
<td>None</td>
<td>Registration logbook</td>
<td></td>
<td>AA II</td>
</tr>
<tr>
<td>Type of Frontline Services</td>
<td>Fee</td>
<td>Forms</td>
<td>Processing Time</td>
<td>Person-in-Charge</td>
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<tr>
<td><strong>NM Facility</strong></td>
<td>Fee</td>
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<tr>
<td><strong>D. Ushering of Guests for NM events</strong></td>
<td>None for regular officer hours</td>
<td>None</td>
<td>None</td>
<td>Museum Guides Museum Engagement Assistants</td>
</tr>
<tr>
<td></td>
<td>P 500.00 per Museum Engagement Assistant as cost of service outside regular office hours</td>
<td>Request Form</td>
<td>Depending on agreed schedule</td>
<td>To be approved by the Division Head or OIC.</td>
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<tr>
<td><strong>E. Assessment of Cultural Property or Museum Objects</strong></td>
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<tr>
<td>Conservation Assessment</td>
<td>P 5,000.00</td>
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<tr>
<td><strong>F. Access to museum collections</strong></td>
<td>Students only in case of video documentation</td>
<td>Application to be covered by MOA</td>
<td>3 weeks before the photography</td>
<td>Division Head of the concerned division to be assisted by assigned</td>
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<td>Graduate P 300.00 to P2,000.00</td>
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</tbody>
</table>
### G. Designation of NM Research Associates

<table>
<thead>
<tr>
<th>Professionals Institutions</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>None</td>
<td>Application Form</td>
<td>1 month</td>
<td>To be recommended by the concerned Division Head or the OIC of the Cultural Properties Regulation Division (CPRD)</td>
</tr>
</tbody>
</table>

### H. Deputization of Cultural Officer

<table>
<thead>
<tr>
<th>Professionals Institutions</th>
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</thead>
<tbody>
<tr>
<td>None</td>
<td>Application Form</td>
<td>1 month</td>
<td>To be recommended by the concerned Division Head or the OIC of the Cultural Properties Regulation Division (CPRD)</td>
</tr>
</tbody>
</table>

### Type of Frontline Services

<table>
<thead>
<tr>
<th>Type of Frontline Services</th>
<th>Fee</th>
<th>Forms</th>
<th>Processing Time</th>
<th>Person-In-Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>L. Fee for Certificate of Authority to Supervise Exploration, Survey, Excavation</strong></td>
<td>P 500.00</td>
<td>Certificate</td>
<td>1 hour</td>
<td>Licensing Section of the CPRD</td>
</tr>
<tr>
<td><strong>M. License Fee for</strong></td>
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<tr>
<td>Exporters</td>
<td>P 1000.00</td>
<td>License</td>
<td>1 hour</td>
<td>Licensing Section of the CPRD</td>
</tr>
<tr>
<td>Dealers</td>
<td>1000.00</td>
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<tr>
<td>Agents</td>
<td>500.00</td>
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<tr>
<td><strong>N. Issuance / renewal of licenses section surcharges for late renewal of licenses</strong></td>
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<tr>
<td>March</td>
<td>5%</td>
<td>50.00</td>
<td>License Certificates</td>
<td>1 hour</td>
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<tr>
<td>April</td>
<td>10%</td>
<td>100.00</td>
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<tr>
<td>May</td>
<td>15%</td>
<td>150.00</td>
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<tr>
<td>June</td>
<td>20%</td>
<td>200.00</td>
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<tr>
<td>July</td>
<td>25%</td>
<td>250.00</td>
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<tr>
<td>August</td>
<td>30%</td>
<td>300.00</td>
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<tr>
<td>Month</td>
<td>Percentage</td>
<td>Amount</td>
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<tr>
<td>September</td>
<td>35%</td>
<td>350.00</td>
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<tr>
<td>October</td>
<td>40%</td>
<td>400.00</td>
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<tr>
<td>November</td>
<td>45%</td>
<td>450.00</td>
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<tr>
<td>December</td>
<td>50%</td>
<td>500.00</td>
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</tbody>
</table>

| O. Issuance of certificate of non-coverage | Certificate | 1 hour | Licensing Section of the CPRD |
| P. Issuance of Authority to Explore and Excavate for NM Archaeologists | Glutuitous | Certificate | 1 hour |
| Q. Issuance of Special Authority to explore and excavate for NMRA in Archaeology | Glutuitous | Certificate of Authority | 1 hour | Division Head or OIC of the Division in coordination With the Division Head of the Archaeology Div. |

<table>
<thead>
<tr>
<th>Type of Frontline Services</th>
<th>Fee</th>
<th>Forms</th>
<th>Processing Time</th>
<th>Person-In-Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>R. Fee for Memorandum of Agreement</td>
<td>P 1000.00</td>
<td>Request MOA</td>
<td>2 Days</td>
<td>Legal Officer</td>
</tr>
<tr>
<td>S. Technical Assistance</td>
<td></td>
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</tr>
<tr>
<td>a. Enhancement of exhibits at the museums</td>
<td>Honorarium in accordance with the COA rules and Regulations</td>
<td>Request to be covered by MOA</td>
<td>Depending on the nature of assistance</td>
<td>Division Head or OIC of concerned division</td>
</tr>
<tr>
<td>b. Archaeological exploration and excavation</td>
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<tr>
<td>c. Restoration and conservation work</td>
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<tr>
<td>T. Performance Bond for Underwater Archaeology project in cash or manager's check</td>
<td>P 250.00</td>
<td>Certificate</td>
<td>1 hour</td>
<td>Licensing Section of the CPRD</td>
</tr>
<tr>
<td>U. Performance Bond for Underwater Archaeology Project (in cash or in MC)</td>
<td>250,000.00</td>
<td>MOA</td>
<td></td>
<td>Licensing Section of the CPRD</td>
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### V. Fees

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>a. Filming</strong></td>
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<tr>
<td>NMFA / NMA</td>
<td>Exterior</td>
<td>50,000.00</td>
<td>Letter Request</td>
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<tr>
<td></td>
<td>Interior</td>
<td>100,000.00</td>
<td>Subject to the</td>
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<td>approval of the</td>
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<td></td>
<td>Director</td>
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<tr>
<td>Planetarium</td>
<td></td>
<td>20,000.00</td>
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<tr>
<td>Regional</td>
<td></td>
<td>30,000.00</td>
<td>Planning Section</td>
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<tr>
<td>Museum</td>
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<td>together with</td>
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<td>Facilities and</td>
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<td>Maintenance</td>
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<td>Division</td>
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<tr>
<td><strong>b. Events</strong></td>
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<tr>
<td>MFP /NAG</td>
<td>Exterior</td>
<td>30,000.00</td>
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<tr>
<td></td>
<td>Interior</td>
<td>80,000.00</td>
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<tr>
<td>Planetarium</td>
<td></td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>Regional</td>
<td></td>
<td>30,000.00</td>
<td></td>
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<tr>
<td>Museum</td>
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</tbody>
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**GENERAL DETAILS**

**Schedule of Availability of Service**

8:00 am to 5:00 pm

**Who may avail of the service**

Students, Professionals and institutions

**Requirements:**

1. Letter of request
2. Application Form
3. Original, valid and photocopy of the Identification Card

**How to avail of the service**

1. Register with the information officer of the day and get priority service number
2. Go to the head or OIC of the concerned division
3. Go to the assigned researcher

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**End of the Transaction**
RESERVATION FOR MUSEUM VISIT / GUIDED TOUR

Schedule of Availability of Service
Monday to Sunday
8:00 AM to 5:00 PM

Who may avail of the service:
- Groups of 20 or more individuals
- Authorized representatives of schools, companies, and other organizations
- Travel agencies with submitted company profile and certificate of DOT accreditation

Fees: None

How to Avail of the Service:

1. Receipt of request thru call or visit
2. Discussion of preferred NM facility, date and time of visit / guided tour; offering of alternatives if unavailable
3. Agreement on final details of the tour.
4. Logging of client information in the Reservations Logbook; Confirmation of booking and discussion of visitor guidelines and other relevant policies.
ADMISSION

A. Reserved/Booked Groups


Schedule of Availability of Service:

  Tuesday to Sunday
  10:00 AM - 4:30 PM
- National Planetarium (Gallery)
  Tuesday to Sunday
  8:30 AM - 4:30 PM

Who may avail of the service:

- Groups with reservations made through the CMVOD

Fees: None
How to Avail of the Service

1. Security check of the visitor/s at the NM entrance

2. Deposit of bags larger than short bond paper (8.5” x 11”) and other prohibited items at the baggage counter

3. Receiving of visitors at the Information Desk and discussion of details of the booking

4. Logging of tally of male and female in given categories on the visitor’s tally sheet, registration logbook, and the weekly reservations sheet

- Ushering of group to the designated area for introductory talk.
- Start of walk-through or guided tour.

5. Advise group to alight vehicles and proceed to the lobby
2. National Planetarium (Full Dome Digital Shows)

Schedule of Availability of Service

<table>
<thead>
<tr>
<th>Tuesday - Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 AM</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>1:30 PM</td>
<td>2:00 PM</td>
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<td>2:30 PM</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>4:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

Who may avail of the service

● Groups with reservations made through the CMVOD

Fees:

<table>
<thead>
<tr>
<th>Students</th>
<th>Senior citizens, PWDs</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>P30.00</td>
<td>P40.00</td>
<td>P50.00</td>
</tr>
</tbody>
</table>

*one teacher is free for every 30 students
How to Avail of the Service

1. Receiving of group coordinator at the National Planetarium Information Desk and discussion of details of the booking

2. Logging of group in the registration logbook and the weekly reservations sheet

3. Advise group to alight vehicles and proceed to National Planetarium lobby

4. • Facilitation of the group’s queue
  • Counting, together with the group coordinator, of the number of male and female in given categories
  • Security inspection after visitors are counted

5. Ushering to designated seats inside the planetarium theatre

6. Playing of planetarium show

7. Payment of appropriate fees at the cashier by the group coordinator

8. Cashier issues official receipt
B. Walk-in Visitors


Schedule of Availability of Service:

  Tuesday to Sunday
  10:00 AM - 4:30 PM

- National Planetarium (Gallery)
  Tuesday to Sunday
  8:30 AM – 4:30 PM

Who may avail of the service

- Any Filipino or foreign citizen

Fees: None
How to Avail of the Service:

1. Security check at the NM entrance
2. Deposit of bag larger than short bond paper (8.5” x 11”) and other prohibited items at the baggage counter
3. Registration of one name per group at the Information Desk
4. Logging of total number of male and female in specified categories.
5. Ushering to exhibit galleries to begin tour.
2. National Planetarium (Full Dome Digital Shows)

Schedule of Availability of Service

Tuesday - Saturday                     Sunday
10:30 AM                                10:00 AM
1:30 PM                                2:00 PM
2:30 PM                                3:30 PM
4:00 PM

Who may avail of the service:

- Any Filipino or foreign citizen

Fees:

<table>
<thead>
<tr>
<th></th>
<th>Students</th>
<th>Senior citizens, PWDs</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P30.00</td>
<td>P40.00</td>
<td>P50.00</td>
</tr>
</tbody>
</table>

*one teacher is free for every 30 students*
How to Avail of the Service

Deposit of bag larger than 8.5” x 11” and other prohibited items

Queueing at the National Planetarium cashier

Registration of one name per group.

Registration of one name per group.

Logging of total number of male and female in given categories in the registration logbook

Payment of appropriate fees

Issuance of official receipt by the cashier.

Admission upon security inspection and presentation of official receipt.

Ushering to designated seats at the planetarium theater

Playing of planetarium show
OUTREACH / MOBILE PLANETARIUM SERVICES

Schedule of Availability of Service:
Tuesday to Sunday
8:00 A.M. – 4:30 P.M.

Who may avail of the service:
Individuals authorized by schools, companies, and other organizations

How to Avail of the Service:

1. Receipt of request letter addressed to NM Director IV
2. Approval of request by the Director IV
3. Discussion of requirements and policies in availing the services of the mobile planetarium, availability of date
4. Preparation of Memorandum of Agreement
5. Signing of the Memorandum of Agreement by the client
6. Submission of the notarized MOA to the Director’s Office for signature
7. Payment of appropriate fees.
8. Issuance of official receipt.
USHERING / GUIDING FOR NM EVENTS

Schedule of Availability of Service
Monday to Sunday
7:00 A.M. to 10:00 P.M.

Who may avail of the service
- NM divisions and NM clients with event bookings at the NM

Fees: None

How to Avail of the Service:

1. Receipt of request to the CMVOD thru the Museum Services Division (MSD).
2. Checking of schedule and confirmation of availability of ushers and usherettes.
3. Attendance to event and performance of designated tasks.
Flow Chart for National Museum Library Reference and Information Service

One of the services provided by the National Museum Library is to assist library users locate and retrieve sources of information by answering reference queries such as the location of a material or specific titles from the collection.

1. Users must log in upon entering to the National Museum Library’s visitors logbook. They are encouraged to inquire and ask for assistance from the librarian at the reference/circulation desk for their research needs and when accessing the serials collection.

It is the user’s responsibilities to adhere to the following rules of the library:

1. Bags should be deposited at the bag deposit counter before entering the library.
2. Eating, drinking, and sleeping are not allowed inside the library.
3. All library resources must be handled with care. Folding, tampering, tearing, and writing on the pages of the book are strictly prohibited.
4. Observe proper silence and proper conduct inside the library.
5. Books must be placed at the middle of the table after use.

2. To borrow library materials, bring the book to the circulation desk and fill out the necessary details required in the borrower’s card. Only museum employees are allowed to check out books. All library materials are strictly for room use only to the public.

3. Users should log out before leaving the library.
Flow Chart for Prenuptial and Pre-debut Photo Shoot

1. Receipt of Letter of Intent from Client
2. Approval from the Director IV
3. Signing of Application Form & Rules and Regulations the Client and the Director IV
4. Booking of Schedule
5. Issuance of Order of Payment Signed by the Director IV
6. Payment to Cashier
7. Quadruplicate Copies of Official Receipt and Attachments: for Cashier (Original and 1 Photocopy), Museum Services
8. Coordination with Facilities Management Division (For Technical Assistance) and Security Officers (For Monitoring)
9. Conduct of Actual Photo Shoot
Flow Chart for the use of National Museum Public Venues

Receipt of Letter of Intent from the Proponent

Approval from the Director IV

Signing of Application Form & Rules and Regulations by the Proponent and the Director IV

Booking of Schedule for ocular inspection and actual event

Issuance of Order of Payment signed by the Director

Payment to Cashier

Quadruplicate Copies of Official Receipt and Attachments for Cashier (Original and 1 Photocopy), Museum Services Division, Security Officer and Client

Final Meeting and Ocular Inspection/ Coordination with Facilities Management Division (For Technical Assistance) and Security Officers (For Monitoring)

Actual Event
Flow Chart for Media Coverage/Interviews

1. Receipt of Letter of Intent from the Media
2. Approval from the Director IV
3. Signing of Application Form & Rules and Regulations by the Media Outlet and the Director
4. Coordination with Key Person/s to be interviewed
5. Scheduling of Ocular Inspection/Actual Coverage
6. Conduct of Actual Coverage/Interview
Flow Chart for Photo Requests

Receipt of Letter of Intent from Client

Approval from the Director IV

Signing of Rules and Regulations by the Client and the Director

Issuance of Order of Payment Signed by the Director IV

Payment to Cashier

Quadruplicate Copies of Official Receipt and Attachments For Cashier (Original and 1 Photocopy), Museum Services Division, Security Officer, and Client

Forwarding of Specification of the Photo/s requested to Fine Arts Division

Forwarding of the soft copy of the photo to client by the Fine Arts Division
Flow Chart for National Museum Library Reference and Information Service

1. Logging in upon Entrance in the Library’s Visitor Logbook
2. Orientation/Familiarization of Library Rules
   - For Research Needs, Inquire to the Librarian at the Reference/Circulation Desk
   - For Accessing the Library’s Serials Collection, Ask Assistance from the Librarian
   - For Borrowing Library Materials, bring the book to the circulation desk and fill out the necessary required details in the Borrower’s Card
     (Note: Only NM employees are Allowed to check out Books. For the Public, Library Materials are Strictly for Room Use Only)
3. Leave Books on top of the Table After use
4. Logging Out Upon Exit in the Library’s Visitor Logbook
FLOWCHART FOR THE DECLARATION OF CULTURAL PROPERTY AS NATIONAL CULTURAL TREASURE AND IMPORTANT CULTURAL PROPERTY

STEP 1: Receipt of information regarding:
- A. Potential National Cultural Treasure (NCT)
- B. Potential Important Cultural Property (ICP)

STEP 2: Gathering of Data Information
- Step 2.1: Assessment/Evaluation of Information Data
- Step 2.2: Validation of information
- Step 2.3: Collation of Data
- Step 2.4: Filing of Records

STEP 3: Initial Investigation/Ocular Inspection

STEP 4: Documentation
- A. Photo
- B. Video

FINAL STEP: Report Writing/Recommendations
FLOWCHART

LICENSING OF DEALERS

Applicant

Requirements

Letter of Intent

Mayor’s Permit

Certificate of Registration with the Department of Trade and Industry and SEC;

List of present stock inventory to be duly inspected and registered by NM personnel

Names of authorized agent/s including their respective bio-data/s

Office of the Director

CPRD

Applicant

Licenses Permit Section

Office of the Director

Licenses and Permit Section,

Applicant
FLOWCHART OF THE DESIGNATION OF NATIONAL MUSEUM RESEARCH ASSOCIATES (NMRA)

1. Applicant
   - Other requirements:
     1) NMRA form
     2) 2 passport photographs
     3) list of publications
     4) project proposal
     5) letter of recommendation
   - Director's Office
   - Concerned Division (for endorsement)

   - Approved
     - Cultural Properties Regulation Division
       - Preparation of Memorandum of Agreement
       - Certificate of Designation
         - Director's Office (Director IV signs documents from CPRD)
         - CPD furnishes Administrative Division with Certificate and 1 passport photograph
         - Administrative Division – Personnel Section prepares NMRA ID card
         - Director's Office signs NMRA ID
         - CPD forwards documents and ID to the Administrative Division (Records Section)
         - Upon approval, NM Security is informed of designation

   - Disapproved (by Division or fails CPRD evaluation)
     - Cultural Properties Regulation Division prepares letter
     - Director's Office signs letter
     - Applicant
FLOW CHART
PERMIT TO CONDUCT LAND ARCHAEOLOGICAL EXPLORATION AND EXCAVATION

Letter request from the Proponent addressed to the Director IV or Head of the Agency

Director’s Office

Evaluation Request CPRD

*Disapproved (Letter of Non-Acceptance)

Director’s Office

Proponent

Letter of Instruction (Pre-requisites Proponent)

Recommending Approval (CPRD and Archaeology Division)

Approved Assistant Director

Notice of Acceptance and Condition (Proponent)

Preparation of M.O.A/Signing of Archaeological Exploration (CPRD)

Signing of M.O.A. (NM Director and Proponent)

Releasing of Papers (CPRD)

Central Records
FLOW CHART
PERMIT TO EXPORT CULTURAL PROPERTIES

APPLICATION FOR ISSUANCE OF PERMIT

Requirements for Filipino Citizens

- Affidavit of Ownership
- Photo of each Artifact (Plain Background, 3R Size)
- Copy of Official Receipt or Sale Invoice
- Complete and exact address of the addressee

Requirements for Foreign Nationals

- Same as requirements for Filipino Citizens
- Additional: a) Passport number, b) Issuing Country, c) Date of Issue

Inspection and Verification of Artifacts

Approval of Application by the Head of the Agency

Issuance of Order of Payment: 10% of the amount of the artifact on the O.R. or sales invoice or P1,000.00 which is higher plus 50 pesos for application form

Issuance of Permit to Export
Process of Verification and Inspection of both Land and Underwater Sites

Formal Letter to the Director

Evaluation by Cultural Properties Regulation Division

Coordination with LGU and other individuals concerned

Actual verification and inspection of reported site in coordination with the Archaeology Division or Maritime and Underwater Cultural Heritage Division

Negative Verification

Submit a written report to the Director

Positive Verification

Security coordination with LGU, PNP and Private Individuals concerned.

Submit a written report to the Director
FLOW CHART
RENEWAL TO CONDUCT UNDERWATER ARCHAEOLOGICAL EXPLORATION

Letter of Intent (Proponent) → Director’s Office → CPD → PAYMENTS → Preparation of the Permit by CPRD → APPROVED by Director’s Office → Releasing of Papers
TREASURE HUNTING PERMIT
(FLOWCHART)
(LETTER OF INTENT)
(Addressed to the Director)

APPROVAL

Review and Validation by CPRD

Qualification Requirement

Review & validation of qualification Requirement thru checklist

Approval

Technical Requirement

Review and validation

Site Inspection / Coordination with the Applicant

Report/Recommendation/Performance Bond/Permit Fees (Cultural Properties Regulation Division)

Approval (Office of the Director)

Released by CPRD Administrative Section

DISAPPROVAL

Basis: Near Cave

Shipwreck with cultural value

Archaeological/
Anthropological sites
Declared NCT/ICP

Site already applied for
PROCEDURE ON THE ACCESS TO MUSEUM COLLECTIONS

Formal letter addressed to the Director for approval

Request referred to the Division(s) concerned for comments and suggestions.

If approved

Application form and MOA

Each Division may formulate specific procedures on the transfer of collections in conformity with the general guidelines on the access of collections.

Transfer of collections for the purposes of scientific study or exhibition, from NM to other institutions must be provided in the MOA, signed by the Director or his duly authorized representative.

A MOA on the official collaboration of the NM with the funding institution shall be made in case of internationally funded projects.
REQUESTS FOR ACCESS TO MUSEUM COLLECTIONS

a) Requests from colleagues in the NM.
b) Requests from students (undergrad).
c) Requests from general public.
d) Requests from Graduate students, professionals and/or institutions.

Division Head or his Representative shall give recommendatory approval.

Course through the Director of NM or his duly authorized representative.
Form No. G-0001-A

Rules and Regulations for the Use of National Museum Public Venues

1. All requests should be received at least 2-3 weeks before the actual event.

2. The National Museum reserves the right to refuse events of any sort if it does not follow the museum’s mandate.

3. Proponent are asked to fill out an application form upon the approval of the letter of intent from the management, stating the number of incoming staff and equipment needed for the event.

4. Upon application, a venue fee amounting to _____________ shall be paid to the National Museum Cashier in Cash or in Manager’s Check, Cashier’s Check or Money Order payable to the National Museum. Official receipt shall be issued by the NM Cashier.

5. Coordination meetings/ocular inspection between the proponent and the concerned NM divisions are required at least one week before the actual event for the final preparation.

6. All logistical needs (i.e. chairs, tables, sound system, ushers, etc.) should be provided by the proponent. Should there be a need to borrow from the NM, proponents need to state it on their letter of intent or application form.

7. If the approved event falls before or beyond the regular office hours, National Museum personnel, who will be assigned to supervise the activity, should be duly compensated by the concerned proponent on their overtime services rendered.

8. Food catering services is allowed only on the designated areas. A separate agreement between the NM and caterer will be provided.

JEREMY BARNS
Director IV

CONFORME:

__________________________
(Signature over Printed Name)

Name of Company:
Date :
Contact No.:
APPLICATION FORM FOR USE OF NM PUBLIC VENUE

Name (Representative): ______________________________________________

Organization: ______________________________________________________

Contact Information (Email/Phone Number): ____________________________

Name of the Event: __________________________________________________

Brief Description of the Event:
______________________________________________________________
______________________________________________________________
______________________________________________________________

Expected Number of Guests/Participants:
______________________________________________________________

List of Equipment/Furniture needed from NM:
______________________________________________________________
______________________________________________________________
______________________________________________________________

List of Equipment/Furniture from the Proponent:
______________________________________________________________
______________________________________________________________
______________________________________________________________

Noted By: _______________________________________________________

Approved by: __________________________________________________________________________

Jeremy Barns
Administrative Officer V
Programs and Events Section, MSD

Director IV
Rules and Guidelines for NM Objects Photo Documentation / Reproduction Request

1. All requests are subject for approval by the management.

2. A letter of intent should include specifications of the photo of a certain museum object needed, such as: where the photo would be used, what size and resolution is required. If needed, management reserves the right to ask for the manuscript or draft design in which the images will be used.

3. Photo credits should be strictly given to the National Museum and the photographer. (i.e. Photo credits for the Spoliarium should mention the National Museum and Mr. Benjie Tolda).

4. A copy of the material should be provided to the National Museum after the publication or printing.

5. An applicable fee shall be paid to the National Museum Cashier in Cash or in Manager’s Check, Cashier’s Check or Money Order payable to the National Museum. Official receipt shall be issued by the NM Cashier:

   ( ) ₱3,000.00 per item of the Natural Cultural Treasures (NCT)
   ( ) ₱2,000.00 per item for 19th Century Masters, Important Cultural Property, National Artists Cultural Property, Natural History specimens (type specimens only); and
   ( ) ₱1,000.00 per item for Non Cultural Property, Museum Objects and Contemporary Art.

6. Use for other purposes of the photo/s will require another request for approval and arrangements.

   JEREMY BARNES
   Director IV

CONFORME:

__________________________
(Signature over Printed Name)

Name of Company:
Date:
Contact No.:
RULES for MEDIA COVERAGE and INTERVIEWS

1. All requests should be received at least 2-3 weeks before the actual photo shoot.

2. The National Museum reserves the right to refuse coverage of any sort if it does not follow the museum’s mandate and objectives:

   “Protecting, preserving and disseminating the legacy of the Filipino people”

   The existence of the National Museum is anchored on the basic philosophy that the Filipino nation is kept unified by a deep sense of pride in its own identity, cultural heritage and nature patrimony. The national identity of the Filipino must be developed and enhanced, while imbibing the spirit of nationalism and strong commitment in the protection and dissemination of its legacy.

   The National Museum is envisioned as the premier institution and repository of our heritage, and as an exciting, informative, and enjoyable place to visit, a place that inspires people to learn from our traditions so as to help shape a better future.

   The National Museum is also dedicated to the mission of collecting, preserving, studying, interpreting and exhibiting the cultural and natural history specimens of the Philippine, from the historic times to the present, albeit the diversity of their cultural origins.

3. As much as possible, all media coverage/interviews should be done on Mondays, 10:00am to 4:00pm as to not interfere with the visitors and viewers of the museum during Tuesdays to Sundays.

4. Bringing in of big and heavy equipment should be included in the letter of intent. An inventory of equipment is required with no use of electrical powers from the NM. This would also be for approval by the management.

5. Only up to eight (8) persons are allowed in the museum during the coverage/interview. Any additional staff/crew are for approval by the management.

6. A copy of the final output (broadcast ready and in any digital format) should be given to the National Museum after the airing/published date of the coverage/interview.

7. Food and drinks are strictly not allowed. The museum’s canteen can be found in the Fine Arts Building near the designated photo shoot areas.

8. All staff/crew included in the coverage are expected to follow and abide museum rules and regulations which includes no contact with any NM collections on display.

9. Credits should be given to the National Museum for every coverage/interview broadcasted/published with the caption: “Photo/s or Video/s taken at the National Museum”.

10. All photos and videos taken will be used only for the stated purpose. Any subsequent use of the said videos will require another request for approval.

   JEREMY BARNSDirector IV

CONFORME:

(Signature over Printed Name)

Name of Company:
Date:
Contact No.:
APPLICATION FORM FOR MEDIA COVERAGE/INTERVIEW

Name: _____________________________________________

Organization: _______________________________________

Name of TV Show/Print Media: __________________________

Date of Coverage/Interview: __________________________

Equipment to be used:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Names of Staff who are included in the Coverage:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Noted By:

Administrative Officer V
Programs and Events Section, MSD

Approved by:

JEREMY BARNS
Director IV
APPLICATION FORM FOR PHOTO SHOOT

1. Name Person/s: ____________________________________________

2. Address: __________________________________________________

   Tel. / Fax No.: ______________________________________________

3. Purpose: __________________________________________________

4. Schedule (Date / Time): ______________________________________

5. Equipment to be used or brought in:

   ( ) Camera     ( ) Lighting Facilities (specify: type & volume)
   ( ) Generator  ( ) Others (specify): ___________________________

6. Specific Location within NM Premises: Strictly in the Façade, Lobby, Stairs, and Courtyard of:

   (Please Check One)

   ( ) NM of Fine Arts
   ( ) NM of Anthropology
   ( ) NM of Natural History

7. Person/s Involved (Max of 6 Pax): _______________________________

   ____________________________________________________________

   Signature over Printed Name
   Applicant

   NM Contact Person:
   ______________________________

   Administrative Officer V

   ______________________________

   Approved by:

   JEREMY BARNS
   Director IV
Form No. G-0001-A

RULES AND REGULATIONS ON PRENUPTIAL AND PREDEBUT PHOTO SHOOTS

1. All requests for photo shoots should be received at least 2-3 weeks before the actual photo shoot.
2. Clients should fill out application forms after the approval of letter of intent.
3. Photo shoots should be done strictly within office hours 10:00am - 4:00pm and on Mondays only.
4. Designated areas for the photo shoot is only at the National Museum buildings’ façade, lobby, public staircase, and courtyard.
5. Bringing of props is not allowed and any NM collection around the Museum’s premises is not allowed to be included in the clients’ photos.
6. A total number of 6 persons (including the groom-to-be and bride-to-be/debutante) are only allowed during the photo shoot.
7. Any form of video recording is not allowed during the photo shoot.
8. Clients, photographers, and staff are expected to abide and follow the rules and regulations when in the museum premises which includes no contact with any NM collections on display.
9. A holding area/dressing room for the client’s hair and make-up will not be provided. Clients are advised to be pictorial-ready by the time they arrive in the NM premises. However, make-up retouch/costume change can be done in the respective comfort rooms.
10. Food and drinks are strictly not allowed. The museum’s canteen can be found in the Fine Arts Building near the designated photo shoot areas.
11. Upon application, a venue fee amounting to ₱5,000.00 shall be paid to the National Museum Cashier in Cash or in Manager’s Check, Cashier’s Check or Money Order payable to the National Museum. Official receipt shall be issued by the NM Cashier.
12. Credits should be given to the National Museum for every photo published with the caption: “Photo/s taken at the National Museum”.
13. All photographs taken will be used only for the stated purpose. Any subsequent use of the photographs will require another request for approval.

JEREMY BARNS
Director IV

CONFORME:

____________________  _______________
(Signature over Printed Name)

Name of Company:
Date:
Contact No.:
FEEDBACK MECHANISM AND REDRESS MECHANISM

In our desire to sustain and/or enhance our services, please allow us to gather information as to how we have been of service to you through any of the following:

1. Accomplishment of our Viewership Survey Form given to museum viewers.

2. Completion of the Client Rating Form/Visitor’s Endorsement Slip to rate the National Museum employee/s whom you had official transaction with

3. Forwarding your feedback through e-mail at nationalmuseumph@yahoo.com or fax at 527-0241, 527-03-06, 527-11-43, 527-66-21

Information we receive will truly be appreciated and duly considered to be of public service.

Thank you very much.

(Insert different forms: Clients, Visitors, Trainings and Events)

(Suggestion: Separate Museum from Office Services)
(c/o CMVOD, CPRD, HRMD and MSD)
NATIONAL MUSEUM (NM)

VISITOR’S ENDORSEMENT SLIP

Visitor’s Pass. No.: __________________________ 
Date: __________________________ 
Name of Visitor: __________________________________
Home Address: __________________________________
Office Address: __________________________________
Office/ NM Personnel to be visited: __________________________
Purpose: __________________________________

Visitor’s Feedback
Please rate your overall visit at the National Museum. 
Put a check (✓) mark in the circle that corresponds to your answer.

Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Poor ☐

__________________________
Signature over Printed Name of the Visitor

Time in: ___________ Time Out: _______________

__________________________
Name and Signature of NM Personnel Visited

For complaints/concerns refer to the back portions of this slip.

(continuation of front page)

Persons/ Division : ______________________________

Details of Complain/s: ______________________________

Recommendations/ Suggestions for approval action:

__________________________

__________________________

__________________________
Feedback Form (for the Museum Viewers)

![Feedback Form Image]

**Good day!**

You can help improve the National Museum’s services by answering this short survey. Please check the box that corresponds to your answer.

1. **Age**
   - [ ] 8 – 12
   - [ ] 13 – 16
   - [ ] 17 – 21
   - [ ] 22 – 59
   - [ ] 60 and above

2. **Gender**
   - [ ] Female
   - [ ] Male
   - [ ] LGBT

3. **Residence**
   - [ ] Within Metro Manila
   - [ ] Rest of the Philippines
   - [ ] Outside the Philippines

4. **Nationality**
   - [ ] Filipino
   - [ ] Other: _______________________

5. **Is this your first visit to the National Museum?**
   - [ ] Yes
   - [ ] No

6. **Which building/s did you visit?**
   - [ ] NM of Fine Arts
   - [ ] NM of Anthropology
   - [ ] National Planetarium

7. Based on your visit today, please rate the following – where 1 = Poor, 2 = Unsatisfactory, 3 = Satisfactory, 4 = Very Satisfactory, and 5 = Outstanding.

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<tr>
<th>Service</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Front desk or information services</td>
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<tr>
<td>Guiding services</td>
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<td>Gallery or exhibit information</td>
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<td>Navigation or Wayfinding</td>
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<td>Museum security staff</td>
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<td>Maintenance of exhibits</td>
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<tr>
<td>Overall museum visit experience</td>
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</table>

8. **Do you have any comments or suggestions?**

________________________________________________________________________
________________________________________________________________________

Thank you very much for your time!
# KEY OFFICIALS OF THE NATIONAM MUSEUM – CENTRAL OFFICE

## A. DIRECTORS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION/DIVISION</th>
<th>Tel. No. / Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. JEREMY BARNES, CESO III</td>
<td>Director IV Agency Head</td>
<td>527-1215 / Fax: 527-0306</td>
</tr>
<tr>
<td>2. DR. ANA MARIA THERESA P. LABRADOR, Ph.D.</td>
<td>Director III/OIC Museum Services Division</td>
<td>527-0241</td>
</tr>
<tr>
<td>3. ANGEL P. BAUTISTA</td>
<td>Acting Assistant Director/ Chief Administrative Officer Culture Properties Regulation Division</td>
<td>527-1216</td>
</tr>
</tbody>
</table>

## B. CHIEF ADMINISTRATIVE OFFICERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION/DIVISION</th>
<th>Tel. No. / Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. ANGEL P. BAUTISTA</td>
<td>Chief Administrative Officer Culture Properties Regulation Division</td>
<td>527-1216</td>
</tr>
<tr>
<td>5. DR. JENNYPERH N. FENOMENO</td>
<td>Chief Administrative Officer Human Resource Management Division</td>
<td>527-6621</td>
</tr>
<tr>
<td>6. MA. BELEN V. PABUNAN</td>
<td>Chief Administrative Officer Central Museum Visitor Operations Division</td>
<td>527-7889</td>
</tr>
<tr>
<td>7. DIONISIO O. PANGILINAN</td>
<td>Chief Administrative Officer Regional Administration and Operations Division</td>
<td>527-4192</td>
</tr>
</tbody>
</table>

## C. MUSEUM CURATORS II

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION/DIVISION</th>
<th>Tel. No. / Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. DR. MARY JANE LOUISE A. BOLUNIA</td>
<td>Museum Curator II Archeology Division</td>
<td>527-1140/ 527-0308</td>
</tr>
<tr>
<td>9. AR. ARNULFO F. DADO</td>
<td>Museum Curator II Architectural Arts and Built Heritage Division</td>
<td>---</td>
</tr>
<tr>
<td>10. DR. LUISITO T. EVANGELISTA</td>
<td>Museum Curator II Botany and National Herbarium Division</td>
<td>527-0291/ 527-1218</td>
</tr>
</tbody>
</table>
# D. DESIGNATED OFFICE-IN-CHARGE OF NATIONAL MUSEUM CENTRAL OFFICE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Tel. No. / Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11. DR. ANA MARIA THERESA P. LABRADOR</strong></td>
<td>Officer-In-Charge Museum Services Division</td>
<td>527-0278</td>
</tr>
<tr>
<td><strong>12. LINRICON A. ABSUELO</strong></td>
<td>Officer-In-Charge General Administrative Services Division</td>
<td>527-1209</td>
</tr>
<tr>
<td><strong>13. ENGR. JAINAB AIMEE T. ALTILLERO</strong></td>
<td>Chief Administrative Officer/ Officer-In-Charge Research Collections and Conservation Management Division/Fine Arts Division</td>
<td>527-0307/527-1219</td>
</tr>
<tr>
<td><strong>14. AR. NELSON L. AQUINO</strong></td>
<td>Officer-In-Charge Facilities Management Division</td>
<td>527-1259</td>
</tr>
<tr>
<td><strong>15. CONSUELO M. BERNARDO</strong></td>
<td>Officer-in-charge Financial services division</td>
<td>527-1242</td>
</tr>
<tr>
<td><strong>16. MARCELO V. CERCADO</strong></td>
<td>Officer-In-Charge Exhibition, Editorial, and Media Production Services Division</td>
<td>527-1233</td>
</tr>
<tr>
<td><strong>17. DR. LIGAYA SP. LACSINA</strong></td>
<td>Officer-In-Charge Maritime and Underwater Cultural Heritage Division</td>
<td>527-1157</td>
</tr>
<tr>
<td><strong>18. PRISCILA A. ONG</strong></td>
<td>Officer-In-Charge Geology and Paleontology Division</td>
<td>522-5846</td>
</tr>
<tr>
<td><strong>19. MARIVENE M. SANTOS</strong></td>
<td>Officer-In-Charge Zoology Division</td>
<td>400-3239</td>
</tr>
<tr>
<td><strong>20. MARITES P. TAURO</strong></td>
<td>Officer-In-Charge Ethnology Division</td>
<td>527-1232</td>
</tr>
</tbody>
</table>
### KEY OFFICIALS OF THE NATIONAL MUSEUM – REGIONAL, AREA, SITE MUSEUMS AND SATELLITE OFFICES

#### E. HEADS OF RAOD-RASMSO

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION/DIVISION</th>
<th>Tel. No. / Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. HONEY P. BESO</td>
<td>Supervising Administrative Office/Head Western Visayas Regional Museum and Satellite Office</td>
<td>---</td>
</tr>
<tr>
<td>22. PAOLO MAR A. CHAN</td>
<td>Supervising Administrative Office/Head Ilocos Regional Museum and Satellite Office</td>
<td>---</td>
</tr>
<tr>
<td>23. LILITA M. CONCON</td>
<td>Supervising Administrative Office/Head Eastern-Northern Mindanao Regional Museum and Satellite Office</td>
<td>---</td>
</tr>
<tr>
<td>24. MYLENE C. YBAY</td>
<td>Administrative Officer V/Head Batanes Area Museum and Satellite Office</td>
<td>---</td>
</tr>
</tbody>
</table>

#### E. DESIGNATED OFFICERS-IN-CHARGE OF RAOD-RASMSO

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION/DIVISION</th>
<th>Tel. No. / Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>25. CLARIFEL D. ABELLERA</td>
<td>Officer-In-Charge Kabayan Burial Caves Site Museum and Satellite Office</td>
<td>---</td>
</tr>
<tr>
<td>26. ESPERANZA T. JACOB</td>
<td>Officer-In-Charge Bicol Regional Museum and Satellite Office</td>
<td>---</td>
</tr>
<tr>
<td>27. EMMYLOU P. NOEL</td>
<td>Officer-In-Charge Bohol Area Museum and Satellite Office</td>
<td>---</td>
</tr>
<tr>
<td>28. LANGCA T. DAHUM</td>
<td>Officer-In-Charge Sulu Archipelago Area Museum and Satellite Office</td>
<td>---</td>
</tr>
<tr>
<td>29. MABEL V. NAZARENO</td>
<td>Officer-In-Charge Marinduque-Romblon Area Museum and Satellite Office</td>
<td>---</td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>30.</td>
<td>VANESSA M. PINEDA</td>
<td>Officer-In-Charge</td>
</tr>
<tr>
<td>31.</td>
<td>LEONIDA A. RADAM</td>
<td>Officer-In-Charge</td>
</tr>
<tr>
<td>32.</td>
<td>RODEN T. SANTIAGO</td>
<td>Officer-In-Charge</td>
</tr>
<tr>
<td>33.</td>
<td>ADAN V. SORIANO</td>
<td>Officer-In-Charge</td>
</tr>
<tr>
<td>34.</td>
<td>Hope V. VILLEGAS</td>
<td>Officer-In-Charge</td>
</tr>
</tbody>
</table>
National Capital Complex (Manila)

➢ Central Offices (Padre Burgos Ave, Ermita, Manila, 1000 Metro Manila)
➢ National Museum of Fine Arts (Padre Burgos Ave, Ermita, Manila, 1000 Metro Manila)
➢ National Museum of Anthropology (Padre Burgos Ave, Ermita, Manila, 1000 Metro Manila)
➢ National Museum of Natural History (Teodoro F. Valencia Circle, Ermita, Manila, 1000 Metro Manila)
➢ National Planetarium (Padre Burgos Ave, Rizal Park, Ermita, Manila, 1000 Metro Manila)

List of Regional, Area, Site Museums and Satellite Offices

LUZON
1. Cagayan Valley Regional Museum and Satellite Office
   (Formerly NM Peñablanca Branch, Peñablanca, Cagayan)
   Peñablanca Field Station, Callao Cave, Agguggaddan,
   Contact no. 0920 7057379

2. Cordillera Regional Museum and Satellite Office
   (Formerly NM Kiangan Branch, Kiangan, Ifugao)
   PVAO Compound, Sitio Linda
   Poblacion, Kiangan, Ifugao
   Contact no. 09357231791

   (Formerly NM Kabayan Branch, Kabayan, Benguet)
   Sitio Kuay, Poblacion
   Kabayan, Benguet
   Contact no. 0977 0780893
      a. Museum Building and Office (Poblacion, Kabayan)
      b. Timbac Mummy Rockshelter
c. Tenongchol Mummy Rockshelter

d. Bangao Mummy Rockshelter

4. Ilocos Regional Museum and Satellite Office
(Formerly NM Ilocos Regional Museum Complex, Vigan City, Ilocos Sur)
Burgos Street, Vigan City
Ilocos Sur
Contact no. 09355819408
   a. Padre Burgos House
   b. Old Provincial Carcel
   c. Magsingal, Ilocos Sur (Temporarily closed)

5. Angono-Binangonan Petroglyphs Site Museum and Satellite Office
(Formerly NM Angono-Binangonan Branch, Binangonan, Rizal)
Brgy. Bilibiran, Binangonan
Rizal
Contact no. 09391045311, 09487999142
   a. Visitor’s Center
   b. Angono-Binangonan Petroglyphs Site

6. Bicol Regional Museum and Satellite Office
(Formerly NM Bicol Branch, Tabaco City, Albay)
Tabaco National High School Compound
Panal, Tabaco City
Albay
Contact no. 0919 5957358 (Smart), 09063537110(Globe)

7. Tabon Cave Area Museum and Satellite Office
(Formerly NM Palawan Branch, Quezon, Palawan)
Brgy. Alfonso XIII, Poblacion
Quezon, Palawan
Contact no. 09217633824, 09173101173
   a. Tabon Caves Complex
   b. Tawa-Tawa Field Station

8. Marinduque-Romblon Area Museum and Satellite Office
(Formerly NM Marinduque Branch, Boac, Marinduque)
Brgy. Malusak, Boac
Marinduque
Contact no. 09192038617, 09354960563
   *Temporarily closed due to renovation

9. Batanes Area Museum and Satellite Office (Batanes)
   Brgy, Itbud, Uyugan
   Batanes
   Contact no. 09150486492, 09993897818
   * Closed, development in progress

VISAYAS

10. Bohol Area Museum Satellite Office
(Formerly NM Bohol Branch (Tagbilaran City, Bohol)
   CPG Ave., Corner Gov. Marapao St.
   Old Capitol Site, Tagbilaran City, Bohol
   Contact nos.: Landline (038) 501 0488
11. Western Visayas Regional Museum and Satellite Office (Iloilo)
   Old Jaro Municipal Hall
   Rizal St., Brgy. Benedicto
   Jaro, Iloilo City
   Contact no. 09173022552

Western Visayas Regional Museum and Satellite Office (Iloilo)
Former Iloilo Rehabilitation Center
Bonifacio Drive
Iloilo City

**MINDANAO**

12. Eastern-Northern Mindanao Regional Museum and Satellite Office
   (Formerly NM Butuan Branch, Butuan City)
   Doongan, Butuan City
   Contact nos.: Landline (085) 341 7858
   Mobile 09063202064
   a. Museum and office building (Doongan, Butuan City)
   b. Balanghai Shrine Museum/Balanghai Archaeological Site
      (Libertad, Butuan City)

13. Western-Southern Mindanao Regional Museum and Satellite Office
   (Formerly NM Zamboanga Branch (Zamboanga City)
   Fort Pilar, Zamboanga City
   Contact nos.: Landline (062) 991 6029
Mobile 09056385460

*Temporarily closed

14. Sulu Archipelago Area Museum and Satellite Office
   (Formerly NM Jolo Branch, Jolo, Sulu)
   Capitol Site, Jolo, Sulu
   Contact no. 09177104083
SCHEDULE OF FEES AND CHARGES
(Effective July 1, 2010)

1. IDENTIFICATION OF PLANTS AND ANIMALS

<table>
<thead>
<tr>
<th>Taxonomic Category</th>
<th>Students</th>
<th>Professionals</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order</td>
<td>20.00</td>
<td>50.00</td>
<td>100.00</td>
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<tr>
<td>Family</td>
<td>40.00</td>
<td>100.00</td>
<td>150.00</td>
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<tr>
<td>Genus</td>
<td>60.00</td>
<td>150.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Species</td>
<td>80.00</td>
<td>200.00</td>
<td>250.00</td>
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Concerned Divisions: Botany and Zoology Divisions

2. IDENTIFICATION OF ANTHROPOLOGICAL AND ARCHAEOLOGICAL MATERIALS

<table>
<thead>
<tr>
<th>Material</th>
<th>Students</th>
<th>Professionals</th>
<th>Institutions</th>
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<tbody>
<tr>
<td>Anthropology</td>
<td>100.00</td>
<td>150.00</td>
<td>200.00</td>
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<tr>
<td>Archaeology</td>
<td>200.00</td>
<td>300.00</td>
<td>500.00</td>
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Concerned Divisions: Anthropology and Archaeology Divisions

3. IDENTIFICATION AND ANALYSIS OF GEOLOGICAL MATERIALS

<table>
<thead>
<tr>
<th>Methods</th>
<th>Students</th>
<th>Professionals</th>
<th>Institutions</th>
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<tr>
<td>Megascopic identification</td>
<td>30.00</td>
<td>50.00</td>
<td>200.00</td>
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<tr>
<td>Petrographic analysis</td>
<td></td>
<td>2,500.00</td>
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Concerned Division: Geology Division

4. VIDEO-PHOTO DOCUMENTATION

<table>
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<tr>
<th>Cultural Property</th>
<th>Non-commercial</th>
<th>Commercial</th>
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</thead>
<tbody>
<tr>
<td>National Cultural Treasure</td>
<td>Free</td>
<td>P3,000.00</td>
</tr>
<tr>
<td>Done by 19th century masters</td>
<td>Free</td>
<td>2,000.00</td>
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<tr>
<td>Important Cultural Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Artists Cultural Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural History specimens (type specimens only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Cultural Property Museum objects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary arts Photo-ops within the museum premises (Façade, Stairs Hallway, Courtyard)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Concerned Division:** D.O., Museum Education Division, RED, Art

**5. ASSESSMENT OF CULTURAL PROPERTY OR MUSEUM OBJECTS**

Conservation assessment: P 5,000.00

**Concerned Division:** Chemistry and Conservation Laboratory

**6. PERMIT AND LICENSE FEES**

| 6.1. Application Processing Fees for: |
| 5.1.1. Export Permit |
| 5.1.2. Permit fee to Explore / Survey / Excavate 50.00 |
| 5.1.3. Permit to Transport 50.00 |
| 5.1.5. License as Dealer 50.00 |
| 5.1.6. Treasure Hunting Permit 50.00 |
| 6.2. Permit Fee to Export 1,000.00 |
| 6.3. Permit Fee to Transport 1,000.00 |
| 6.4. Permit Fee to Explore 5,000.00 |
| 5.4.1. Terrestrial Sites 5,000.00 |
| 5.4.2. Underwater Sites 10,000.00 |
| 6.5. Permit Fee to Excavate 5,000.00 |
| 5.4.1. Terrestrial Sites 5,000.00 |
| 5.4.2. Underwater Sites 10,000.00 |
| 6.6. License Fee for Dealers 2,000.00 |
| 6.7. Registration Fee for Movable Cultural Properties 200.00 |
| (Stamp, Certificate of Registration Fees, or Certificate of Non-Coverage) |
| 6.8. Surcharge for late renewal of Licenses 2,000.00 |
| Penalty after March 31 = 100 % |
| 6.9. Fee for each Certificate issued by the Cultural Properties Division other than those mentioned above 200.00 |
| 6.10. Inspection Fee for each item not covered by P.D. 500.00 |
| 374 |
### 6.11. Fee for Treasure Hunting Permit

<table>
<thead>
<tr>
<th>Categories/Area</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Exterior (MFP, NAG)</td>
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</table>

### 6.12. Performance Bond for Underwater Archaeology and Treasure Hunting

<table>
<thead>
<tr>
<th>Categories/Area</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Performance Bond for Underwater Archaeology and Treasure Hunting</td>
<td>500,000.00</td>
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</table>

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**Concerned Division: Cultural Properties Division**

---

### 7. FEES FOR FILMING AND EVENTS

**A. FILMING**

<table>
<thead>
<tr>
<th>Categories/Area</th>
<th>Publicity</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior (MFP, NAG)</td>
<td>Free</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Interior (MFP, NAG)</td>
<td>Free</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Planetarium</td>
<td>Free</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Regional branches</td>
<td>Free</td>
<td>30,000.00</td>
</tr>
</tbody>
</table>

**B. EVENTS**

<table>
<thead>
<tr>
<th>Categories/Area</th>
<th>Government, NGO that supports the NMP</th>
<th>Private / Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior (MFP, NAG)</td>
<td>Free</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Interior (MFP, NAG)</td>
<td>Free</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Old Senate Session Hall</td>
<td>Free</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Recto Hall</td>
<td></td>
<td>50,000.00</td>
</tr>
<tr>
<td>Osmeña Hall</td>
<td></td>
<td>50,000.00</td>
</tr>
<tr>
<td>NM Auditorium</td>
<td></td>
<td>50,000.00</td>
</tr>
<tr>
<td>Planetarium</td>
<td>Free</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Regional branches</td>
<td>Free</td>
<td>30,000.00</td>
</tr>
</tbody>
</table>

**Concerned divisions: D.O., Museum Services Division, Planetarium Division, RAOD**
TASK FORCE FOR THE NATIONAL MUSEUM’S
CITIZEN’S CHARTER

THE DIRECTORS:

JEREMY BARNES, DIRECTOR IV
DR. ANA MARIA TERESA P. LABRADAR, DIRECTOR III
ANGELE P. BAUTISTA, ACTING ASSISTANT DIRECTOR

CHAIR PERSON

DR. JENNYPHER N. FENOMENO

VICE-CHAIRPERSON

ERWIN D. SEBASTIAN

MEMBERS

EDWARD R. BULLECER
RIZZA S. SALTERIO
RANDY M. EPISCOPO
CATHERINE MAY P. KING
SHERYL G. DATINGUINOO
RANDY M. CARLOS