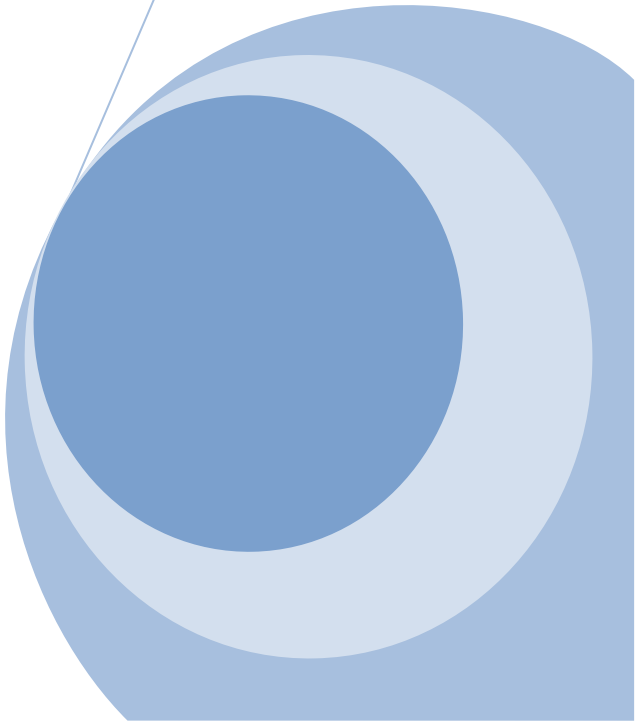
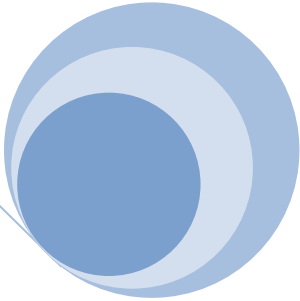
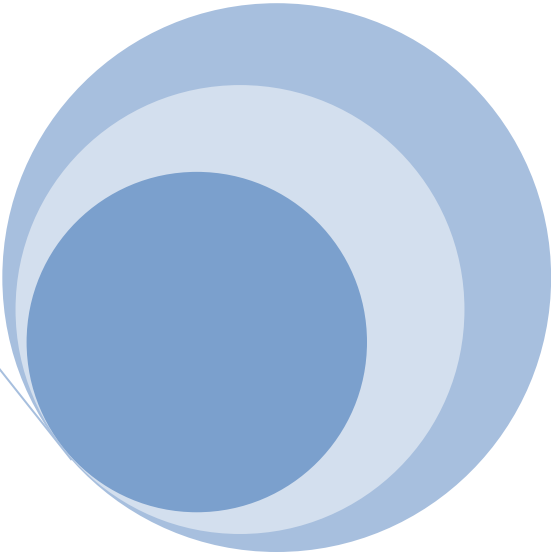


**NATIONAL MUSEUM
OPERATIONS
MANUAL**



Contents

MANDATE AND GENERAL ORGANIZATION.....2

GENERAL ORGANIZATIONAL DESCRIPTION5

VISION5

MISSION.....6

KEY RESULT AREA, SECTOR AND ORGANIZATIONAL OUTCOMES6

MAJOR FINAL OUTPUTS6

MANDATED AGENCY OUTCOMES AND STRATEGIES 11

EXISTING ORGANIZATIONAL STRUCTURE OF THE NATIONAL MUSEUM 12

DIRECTOR’S OFFICE..... 12

THE FINANCE AND ADMINISTRATIVE DIVISION20

ANTHROPOLOGY DIVISION58

ARCHAEOLOGY DIVISION.....80

ARCHAEOLOGICAL SITES AND BRANCH MUSEUMS DIVISION (ASBMD).....91

ARTS DIVISION..... 105

BOTANY DIVISION..... 108

CHEMISTRY AND CONSERVATION LABORATORY 151

CULTURAL PROPERTIES DIVISION..... 158

GEOLOGY DIVISION..... 297

MUSEUM EDUCATION DIVISION 319

PLANETARIUM DIVISION 339

RESTORATION AND ENGINEERING DIVISION..... 352

ZOOLOGY DIVISION..... 356

NATIONAL MUSEUM OPERATIONS MANUAL

MANDATE AND GENERAL ORGANIZATION

THE MANDATE 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. In terms of museum facilities, the National Museum is mandated to establish, manage and develop a central museum complex in Manila, as well as regional museums in key locations around the country. Pertinent laws in terms of its general responsibilities and functions include,

Republic Act No. 8492 (February 12, 1998) or “The National Museum Act of 1998”, which is the general charter of the National Museum, and Presidential Decree No. 804-A (September 30, 1974), “Establishing the Planetarium and Defining the Operation Thereof”. What distinguishes the National Museum as an institution distinct from any other agency or instrumentality of the National Government is its responsibility as custodian of, and function to manage and develop, the national collections in the three clusters of Art and History, Anthropology, and Natural History. Both individually and as a whole, these collections are irreplaceable and priceless, and the work of holding, securing and maintaining these in trust for the nation, both now and for future generations in perpetuity, represents the most characteristic and vital duty of the National Museum. Based on these national collections, and those of other institutions, in the Philippines and abroad, and on work carried out in the field as well as internally, the National Museum carries out permanent and special research programs in the areas of:

- Art and History: fine art and applied arts and art history, built heritage, and moveable and immoveable cultural properties
- Anthropology: human origins, prehistoric and historical archaeology, maritime and underwater cultural heritage, and ethnology
- Natural History: ancient life, geological history, and biodiversity (flora and fauna)

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 entertainment. The primary mission of the National Museum shall be to acquire, document, preserve, exhibit, and foster scholarly study and appreciation of works of art specimens and cultural and historical artifacts.

Section 3, National Museum Act of 1998

The Museum shall have the following objectives:

- *As an educational institution, the National Museum shall take the lead in disseminating knowledge of Filipino cultural and historical heritage and developing a corps of professionals knowledgeable about the preservation, enrichment and dynamic evaluation of the Filipino national culture.*
- *As a scientific institution, the Museum shall conduct basic and systematic research programs combining integrated laboratory and field work in anthropology and archaeology, geology and paleontology, botany, and zoology; and to maintain reference collections on these disciplines and promote scientific development in the Philippines.*
- *As a cultural center, the Museum shall take the lead in the study and preservation of the nation's rich artistic and cultural heritage, in the reconstruction and rebuilding of our past, and the development of the national cultural wealth.*

Section 6, National Museum Act of 1998

The Museum shall have the following duties and functions:

- 1. Acquire, document, collect, preserve, maintain, administer and exhibit to the public, cultural materials, objects of art, archaeological artifacts, ecofacts, relics and other materials embodying the cultural and natural heritage of the Filipino nation, as well as those of foreign origin. Materials relevant to the recent history of the country shall be likewise acquired, collected, preserved, maintained, advertised and exhibited by the Museum;*
- 2. Conduct researches, archaeological and scientific, on Philippine flora and fauna; collect, preserve, identify and exhibit to the public systematically all types of plants and animals found in the Philippines, prepare for publication manuscripts and scientific papers on them and maintain a reference collection on such subjects;*
- 3. Document all objects held by the National Museum in its collections or borrowed by the Museum by registering them in an inventory and cataloguing them, and manage any movement of the collections both within the Museum and elsewhere in such a way that the Museum is able to locate any object in the collections at any time, initially on paper records, but to be converted to computerized records on a professional museum documentation system as soon as time and budget allow.*
- 4. Conduct researches on the origin, history and geographic distribution of, and to collect, preserve, study and exhibit rocks, minerals and fossils of plants and animals; maintain a reference collection and to prepare for publication scientific studies on them;*
- 5. Regulate registration, excavation, preservation and exportation of Philippine cultural properties through a legal department and customs department which shall be established for these purposes;*
- 6. Implement the pertinent provisions of Presidential Decree No. 374, as further amended, and other related laws on the protection and conservation of cultural properties;*
- 7. Undertake research on salvage archaeology, monitor and control archaeological excavations, diggings and researches into Philippine prehistory and proto-history;*
- 8. Gather, identify, reconstruct, restore and maintain a national archaeological reference collection; study archaeological artifacts and ecofacts, with their corresponding data and deduce archaeological interpretations;*
- 9. Undertake researches on the pre-history of the Philippines in order to define the foundations of the cultures of the people by conducting systematic and controlled archaeological excavations in different sites on land and underwater, and to supplement existing historical documentation;*
- 10. Collect, preserve, restore and exhibit to the public objects of arts;*
- 11. Conduct researches on Philippine arts and its relations to the arts of other countries and prepare for publication research papers on them;*
- 12. Carry out researches among different people of the Philippines to define the ethnography of each group, to establish the ethnology and to document for posterity and exhibit to the public their traditional and existing cultures, practices and artistic forms expressive of their culture;*
- 13. Collect, acquire, identify, reconstruct, restore, preserves and maintain ethnographic items; gather their interpretations; mount exhibitions and prepare technical manuscripts for publication;*
- 14. Maintain a chemical and physical laboratory where scientific analysis of*

materials recovered from archaeological and ethnographic sites may be undertaken for their preservation;

15. Plan, organize and stage exhibitions in all disciplines covered by the Museum, including geology, cultural properties, zoology, botany, archaeology, arts, anthropology, restoration and engineering;

16. Plan and organize library services, guided tours, lectures, seminars, symposia or workshops;

17. Implement and enforce Presidential Decree Nos. 260, 374, 756, 1109, 1492, 996, 1683 and 1726-A;

18. Supervise restoration, preservation, reconstruction, demolition, alteration, relocation and remodeling of immovable properties and archaeological landmarks and sites;

19. Disseminate astronomical knowledge and information through planetarium shows, lectures and demonstrations, exhibits and actual celestial observations;

20. Maintain, preserve, interpret and exhibit to the public the artifacts in sites of the Paleolithic habitation site of the possible earliest man to the Philippines, the Neolithic habitation of the ancient Filipino at the Tabon Caves, and other important archaeological sites;

21. Secure and receive bilateral and international grants and endowments to support its programs/projects.

22. Initiate, promote, encourage and support the establishment and promotion of, and extend management, technical and financial assistance to regional, provincial, city and/or local museums; and

23. Develop and implement consortium agreements and linkages with institutions of higher learning and other organizations engaged in similar researches being undertaken by the National Museum.

Section 7, National Museum Act of 1998

Appreciation of the collections and research findings of the institution and its partners, as well as technical and museological skills and knowledge, are disseminated by the National Museum through exhibitions, publications, educational, training, outreach, technical assistance and other public programs.

An annual calendar of activities is anchored on a series of mandated commemorations established by various presidential proclamations, including:

Proclamation No. 913

(October 1, 1971), "Declaring the Period from October 1 to 7 of every year as National Museum Week"; and **Proclamation No. 683** (January 28, 1991), "Declaring the Month of February of Every Year as National Arts Month"; **Proclamation No. 798** (September 12, 1991), "Declaring the Month of October of Every Year as Museums and Galleries Month";

Proclamation No. 894; and **Proclamation No. 439** (August 11, 2003), "Declaring the Month of May of Every Year as National Heritage Month".

Finally, the National Museum has the duty of implementing, either as lead or participating Agency, a wide range of laws and issuances pertaining to regulation of cultural properties, including the protection, preservation and promotion of heritage or natural sites of outstanding importance, the traffic of moveable cultural properties such as works of art or historical artifacts, and management of archaeological, anthropological and treasure hunting activities.

The first such law establishing the prevailing regulatory mandate of the Agency was **Republic Act No. 4846** (June 18, 1966), "**The Cultural Properties Protection and Preservation Act**".

Other subsequent key laws and issuances include the following:

- **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 Pilar 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 of Banaue as National Cultural Treasure defining the implementing agencies and providing funds therefore”.
- **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 Archeological Areas in Cagayan Valley and Kalinga-Apayao Archaeological Reservations”.
- **Proclamation No. 1683** (October 17, 1977) “Declaring the Burial Caves 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’t Batu Area in Barangay Ransang, Quezon, 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) “**The National Caves and Cave Resources and Management and Protection Act**”.
- **Republic Act No. 9105** (April 14, 2001) “**The Art Forgery Act of 2001**”.
- **Republic Act No. 9147** (July 30, 2001), “**The Wildlife Resources Conservation and Protection Act**”.
- **Republic Act No. 10066** (March 26, 2010) “**The National Cultural Heritage Act of 2009**”.
- **Republic Act No. 10591** (May 29, 2013), “**The Comprehensive Firearms and Ammunition Act**”.

GENERAL ORGANIZATIONAL DESCRIPTION

The National Museum is established as a Trust of the Government under the stewardship of a Board of Trustees with the President of the Philippines as Patron and Honorary Chairman. The Board of Trustees is composed of twelve members, with the Chairman and seven members representing the private sector appointed by the President of the Philippines. Other members serve in an *ex-officio* capacity to represent both houses of Congress, the National Commission for Culture and the Arts, and the Agency management. The Agency management, appointed by the Board of Trustees, comprises the overall Director of the National Museum and two Assistant Directors of the National Museum. Agency operations are presently divided into thirteen administrative, regulatory, and curatorial and museum services divisions that cover central operations as well as the regional operations and network of the National Museum. The regional network comprises fifteen existing and projected museums and facilities from Batanes in the far north of the country, to Zamboanga and Jolo in the southern Philippines.

VISION

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

MISSION

The National Museum shall obtain, keep, study and present material evidence of man and his environment. Primarily, it shall acquire, document, preserve, exhibit and foster scholarly study and appreciation of works of art, specimens and cultural and historical artifacts.

KEY RESULT AREA, SECTOR AND ORGANIZATIONAL OUTCOMES

- **KEY RESULT AREA**
 - *Rapid, inclusive and sustained economic growth*
- **SECTOR OUTCOME**
 - *Equitable access to adequate quality societal services and assets*
- **ORGANIZATIONAL OUTCOMES**
 - *Management and preservation of museums, collections and cultural properties strengthened*

MAJOR FINAL OUTPUTS

1. **Museum Exhibition and Education Services**

Performance Indicators:

As to quantity:

1. *Number of visitors to the museums under management*

2. *Number of persons serviced through training and workshop days*

As to quality:

1. *% of visitors who rate museums as good or better*

2. *% of training and workshop attendees who rate the presentations by museum staff as good or better*

As to timeliness:

1. *average % of year for which museums are open to the public during the normal business hours*

2. *% of training programs conducted according to schedule*
2. **Cultural properties protection and preservation services**

Performance Indicators:

As to quantity :

1. *Number of cultural properties under protection and preservation*

2. *% of protected and preserved properties open for public viewing*

As to quality:

1. *% of visitors who rate the quality of preservation as good or better*

As to timeliness: Average

1. *% of year for which protected and preserved properties are accessible to the public during normal business hours*
- V. **Support to Operations**

Performance Indicators

1. *Activities/plans/projects planned, prepared, monitored, evaluated*

2. *Accomplishment reports retrieved, consolidated and submitted to relevant government offices.*

- 3. Contracts executed; Legal correspondence / resolutions / affidavits prepared and notarized

VI. General Administration and Support Services (GASS)

Performance Indicators

- 1. Financial reports/statements prepared
- 2. Personnel Benefits developed & administered
- 3. Supplies, materials, & equipment procured, distributed or disposed
- 4. Records filed, disseminated or disposed

STRATEGIES

- The National Museum has a tri-dimensional goal covering diverse fields of knowledge through various cultural, scientific and educational activities.

A. AS A CULTURAL CENTER

As a cultural center, the Museum shall take the lead in the study and preservation of the nation's rich artistic and cultural heritage, in the reconstruction and rebuilding of our past, and the development of the national cultural wealth.

Target: To preserve/conserve, protect and develop the movable and immovable cultural landmarks of the nation including both the National Cultural Treasures and the Important Cultural properties as part and parcel of our nation’s heritage.

Strategies:The following National Museum Divisions were created and tasked to carry out their corresponding functions in order to achieve these objectives:

The National Museum Divisions

The Cultural Divisions

1. Restoration and Engineering Division (RED)	RED is tasked to maintain, preserve, establish and develop branch and site museums; survey and document immovable landmarks for record purposes, and determine landmarks to be restored or preserved; undertake the construction and renovation of museum buildings and prepare exhibit designs for museum galleries
Chemistry and Conservation Laboratory (CCL)	In coordination with RED and other Divisions with collections, CCL is tasked to conserve research on and restore movable and immovable cultural materials; and strengthen ties and collaboration with other cultural agencies and local and foreign institutions.
Arts Division	To document, monitor and assist in the preventive conservation of the NM Fine Art Collection consisting of two-dimensional and three-dimensional works. It also looks after these collections in storage and galleries to ensure their safety and security. In order to make the NM FineArt Collection publicly

	<i>accessible, the Arts Division researches, exhibits, participates conferences and workshops and creates an archive on artists represented in the NM Fine Art Collection</i>
Cultural Properties Division (CPD)	<i>The Cultural Properties Division is tasked with the enforcement and implementation of the law on the preservation and protection of the country’s cultural properties. It also sees to it that the flow of movable cultural properties and illegal excavations in the regions are checked and controlled. The National Museum as part of its mandate recognizes and declares significant cultural properties as National Cultural Treasures and important Cultural Treasures and moves for their protection by virtue of Republic Act 4846 (Cultural Properties Preservation and Protection Act) as amended by Presidential Decree 374 and the Cultural Heritage Law of 2009, R.A. 10066. These selected properties are further classified into National Cultural Treasures, Important Cultural Properties, Site Museums, Archaeological and Anthropological Sites/Reservations, and Built Heritage.</i>
Outcome:	<i>Preservation, documentation conservation, restoration, exhibition protection and regulation of our country’s cultural heritage</i>

AS A SCIENTIFIC INSTITUTION

The National Museum conducts basic research programs through integrated laboratory and field work in anthropology, archeology, geology, paleontology, botany and zoology. It maintains reference collections on these disciplines and promotes scientific developments in the Philippines.

Target: *To undertake basic researches along with the respective reference collections through its natural and social science divisions.*

Strategies: *Establish baseline information on the inventory of Philippine Flora and Fauna, the geologic characteristics of the Philippines and the inventory of material culture of the Filipinos of the past and the present time, with the ultimate goal of unraveling the true Filipino identity and culture through these scientific characteristics.*

The Research Divisions

Anthropology Division	<i>The division is responsible for conducting ethnological surveys, researches and trainings within the framework of cultural and physical anthropology, linguistics and ethnography. It acquires documents and maintains ethnographic specimens for the reference collection and for</i>
------------------------------	---

	<i>exhibitions as well as conduct lectures, seminar-workshops and training programs.</i>
Archaeology Division	<i>The division is tasked to conduct terrestrial and underwater archaeology, as it acquires, documents, maintain archaeological specimens for the reference collection and exhibitions, as well as conduct lectures, seminar-workshops and training programs.</i>
Botany Division	<i>The division is tasked to conduct botanical research activities, and educational programs in plant science, train students and teachers, conduct lectures, seminar-workshops on plant collecting and herbarium preparation, documents plant species to foster the preservation of plant diversity and develop sound strategies for conservation. It maintains and develops the Philippine National Herbarium.</i>
Geology Division	<i>To conduct geological researches, collection of specimens for the improvement and enhancement of the reference collection, production of new travelling exhibits, strengthening of collaborative projects and involvement in the activities of the different geological organizations, as well as conduct lectures, seminar-workshops and training programs.</i>
Zoology Division	<i>Responsible for the establishment of baseline information about Philippine fauna – through research / study, collection, inventory and preservation of the rich Philippine fauna covering birds, mammals, crustaceans, shells and mollusks, insects, reptiles, corals, fishes, echinoderms, polychaetes and sponge, both from land and marine areas, as well as conduct lectures, seminar-workshops and training programs.</i>
Outcome: <i>Establishment of baseline information by conducting basic, systematic and scientific research programs combining integrated laboratory and fieldwork activities; collection, identification and maintenance of national reference collection on these disciplines; and promotes scientific development in the Philippines through exhibitions, lectures/trainings, demonstrations, outreach programs and publications.</i>	

AS AN EDUCATIONAL INSTITUTION

The National Museum disseminates scientific and technical knowledge in more understandable and practical forms through better management and giving effective learning procedures, lectures and exhibitions for students and the general public.

Target: *To properly disseminate, translate and interpret the basic researches and exhibitions gathered by museum scientists and researchers into more understandable forms through effective educational procedures through proper guiding for the public to be well understood and appreciated and gather feedback materials to be used in monitoring visitors’ evaluation and response.*

Strategies: This objective is effected through the National Museum’s disseminating arms the **Archeological Sites and Museum Branch Division, the Museum Education Division and the Planetarium Division**. The educational function of the museum is the most public aspect of the museum services as it becomes a conduit for public service, to bring the museum services to the majority of the citizens in the countryside and to the remote areas of the country.

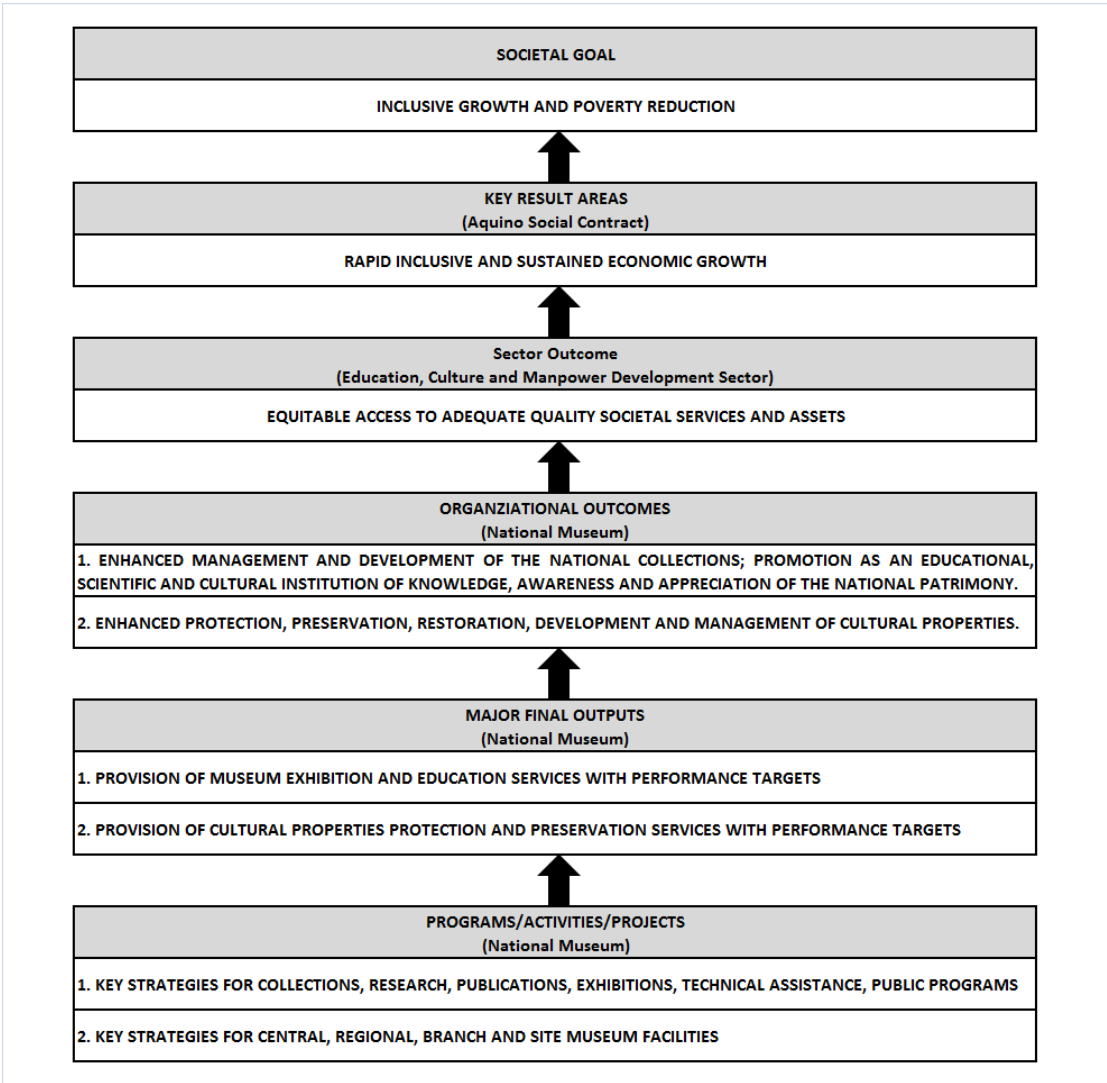
The Education Divisions

Museum Education Division (MED)	<i>MED shall be responsible for audience development and museum visitors through better management and effective learning processes to enable public access to NM collection through exhibitions guiding and positive experience of the museum. In charge of frontline services of the National Museum, it formulates and institutes ways of monitoring feedback in a systematic and measurable manner that can be used for quantitative and qualitative evaluation. It also develops programs on how to engage schoolteachers and their students during their visit to the NM of Fine Arts and NM of Anthropology, which includes pre-visit and post-visit to the museum as well as incorporating a framework on how to maximize museum and human resources.</i>
Planetarium Division	<i>The Planetarium Division disseminates astronomical information through planetarium shows, research, lectures, demonstrations, exhibitions and actual celestial observations. It conducts educational outreach programs through the Mobile Planetarium which shows astronomical programs in all regions of the country.</i>
Archaeological Sites and Branch Museums Divisions (ASBMD)	<i>The Archaeological Sites and Branch Museums Division (ASBMD) manages fifteen (15) NM museums and sites in the country. It supervises, maintain collections and exhibitions in their regional offices. It also functions as field stations and centers of support for Cultural Properties Division’s information dissemination program pertaining to cultural heritage laws and other regulatory functions.</i>
Outcome: <i>Better public understanding and appreciation of basic scientific and cultural, including artistic information as seen within the structure of Philippine culture and translated into more understandable forms.</i>	
Support Divisions Administrative Division <i>supports and assures the efficient functioning of all the specialized divisions of the National Museum. It is charged with the tasks of providing adequate security, maintaining cleanliness and sanitation, mobility, safekeeping of records, provision of funds, supplies and equipment. Attached with the Admin are units such as the Personnel,</i>	

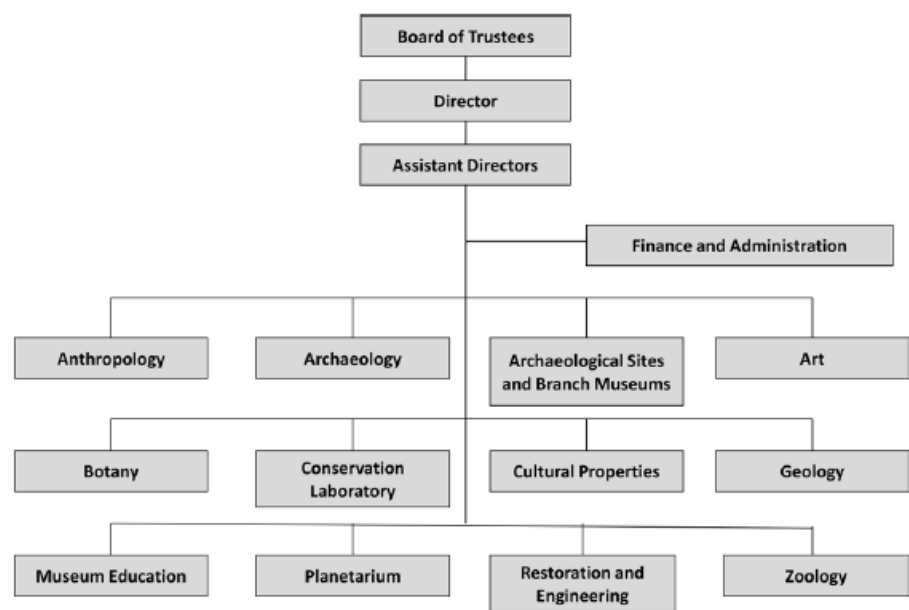
<p><i>Accounting and Budget, tasked respectively to serve as a most effective support mechanism for the entire agency, focusing on personnel development, budget and financial management, safety and security, supplies and other administrative matters.</i></p> <p>Director's Office together with its Planning and Legal Unit, extends its support and assistance to the different research, technical and educational divisions by acting and/or approving proposals on activities, programs and plans. It also organizes exhibits, implements agency programs and management functions in planning, legal, organizing, staffing, directing and monitoring projects, targets and accomplishments, as well as coordinate and approves linkages with institutions both local and abroad vital to fulfilling the agency's mandates, goals and objectives.</p>	
--	--

MANDATED AGENCY OUTCOMES AND STRATEGIES

(ORGANIZATIONAL PERFORMANCE INDICATOR FRAMEWORK)



EXISTING ORGANIZATIONAL STRUCTURE OF THE NATIONAL MUSEUM



DIRECTOR’S OFFICE

Management and Management Support

The management of the agency consists of three third-level personnel: one Director and two Assistant Directors of the National Museum appointed by, and coterminous with, the Board of Trustees. They are supported by one legal officer, one planning officer, and two administrative personnel.

The Director’s Office carries out all executive and management responsibilities and functions pertaining to the entire agency, and is; moreover, relatively responsible for all other personnel of the agency of the first and second level, who are regular personnel with security of tenure.

The Director’s office extends its support and assistance to the different research, technical and educational divisions by acting and / or approving proposals on activities, programs and plans. It also organizes exhibits, implements agency programs and management functions in planning, legal, organizing, staffing, directing and monitoring projects, targets and accomplishments, as well as coordinate and approves linkages with institutions both local and abroad vital to fulfilling the agency’s mandates, goals and objectives.

Management oversees all operations of the Agency as well as carries out policy, planning and coordination functions and special programs, events and projects.

The existing thirteen divisions report directly to, and routinely communicate through, the Agency management within the Office of the Director for administrative and operational concerns and coordinating specific tasks, programs, projects, exhibits and events.

AGENCY HEAD/DIRECTOR IV

General areas of responsibility:

- 1. Exercise overall responsibility for all the functions of the Assistant Directors outlined herein, as well as focus on the areas of infrastructure development, external relations, policy and planning matters, and budget matters.

2. Implements the agency programs.
3. Exercises management functions in planning, organizing, staffing, directing, monitoring, and controlling aspects.
4. Acts on requested permission of personnel to teach or exercise a profession or engage in business not entailing a conflict of interest.
5. Approves change of status of personnel.
6. Approves transfer/detail of personnel from one division to another within or outside the National Museum.
7. Approves disbursement vouchers for first and last salaries of personnel.
8. Signs plantilla of personnel, approves appointments of personnel, emergency employees and salary adjustments.
9. Approves and signs Abstract of Bids, BAC Resolutions, Awards, Contracts, Memoranda of Agreement, Decisions/Resolutions, and Deeds of Donation including those initiated by Division Chiefs and/or their personnel.
10. Signs payrolls, salary adjustments, checks, and all official communications from the institution.
11. Signs licenses, Permit to Excavate/Explore, Permit to Export, Registration of Cultural Properties.
12. Approves sick, vacation, and maternity leaves of absence, with or without pay for a period not beyond one year and that of personnel occupying Salary Grade 10 and above.
13. Approves requests for Cash Advance.
14. Signs/Approves Disbursement Vouchers.
15. Signs Travel Orders/Actual IT.
16. Appoints and discipline personnel from Salary Grade 24 and below.
17. Reports directly to the Board of Trustees as Ex-Officio member, as well as to other institutions of the government or private enterprise relative to museum affairs.
18. Performs other functions that may be necessary.

ASSISTANT DIRECTOR/DIRECTOR III

General areas of responsibility:

1. Generally responsible in assisting the Director IV in programs and collections management, and shall focus on managing, developing and strengthening the fundamental nexus of the Museum's work spanning research, collections, technical assistance, education and training, collaborations, and dissemination. Concerned divisions include: Anthropology, Arts, Botany, Geology, Zoology, Chemistry and Conservation Laboratory, Museum Education, and Planetarium Divisions.
2. Approves and signs RIS, OS, JO, PO, Trip Tickets, proposed IT and other documents emanating from Anthropology, Arts, Botany, Geology, Zoology, Chemistry and Conservation Laboratory, Museum Education, and Planetarium Divisions.
3. Attends to all requests for technical assistance in the field of museology training and research in natural and social services.
4. Attends to request of other entities in setting up of museums, galleries, and the like.
5. Acts on all routinary functions of the Director IV in his absence. Functions involving discretion/perusal shall still be referred to the Director IV and shall require his approval before the Director III can approve/sign in behalf of the Director IV.
6. Performs other functions that may be assigned from time to time.

ACTING ASSISTANT DIRECTOR/DIRECTOR III

General areas of responsibility:

1. Assists in exercising the management functions of the Director IV concerning Finance and Administrative, Archaeological Sites and Branch Museums, Archaeology, Restoration and Engineering, and Cultural Properties Divisions.
2. Serves as the Secretary of the Board of Trustees within the Office of the Director.
3. Approves and signs Requisition and issue Vouchers, Obligation Slips, Job Order, Purchase Order, proposed IT, and other financial documents (except DV) emanating from Finance and Administrative, Archaeological Sites and Branch Museums, Archaeology, Restoration and Engineering, and Cultural Properties Divisions.
4. Handles, signs, and approves proposed itinerary of Travel of Finance and Administrative, Archaeological Sites and Branch Museums, Restoration and Engineering, Archaeology, and Cultural Properties Division personnel.
5. Acts on all matters in the absence of the Director IV and Director III.
6. Approves trip tickets and payrolls.
7. Performs other functions that may be assigned from time to time.

LEGAL OFFICER III

Duties and Responsibilities

1. Reviews and recommends for the Director's approval on contracts, memorandum of understanding, deed of donation and other legal documents pertaining to scientific and technological activities;
2. Provides legal opinion to the Director IV regarding legal conflicts pertaining to any scientific and technological program implemented or to be implemented by the agency;
3. Maintains linkages with local and international research institution regarding legal matters;
4. Does other related works.

PLANNING OFFICER III

Duties and Responsibilities

1. Plan, organize, and review the preparation of short and long range plans and programs such as scientific, technological and administrative projects of the agency.
2. Studies and give recommendations to the Director IV consideration on the effectivity of scientific and technical program of the agency.
3. Undertake monitoring of all museum projects (scientific, technological and administrative functions);
4. Assists in the assessment and evaluation of the implementation of museum development plan;
5. Coordinate linkages with relevant agencies (academic and private research section);
6. Compile, analyze and interprets statistical data required in the assessment of the performance of technical activities;
7. Does related work.

**RULES AND REGULATIONS
FOR MEDIA COVERAGE/ DOCUMENTATION
WITHIN THE MUSEUM PREMISES**

1. "Media" refers to accredited entities that represent print publications, broadcasting networks (radio, television) and online publications that are owned by media organizations and supervised by an editorial body.
2. Blogs, social media, personal websites and other platforms that are not generally recognized as "mass media" or its derivative are not covered by these policies. Owners of such sites shall follow the Museum's rules for general admission.
3. Requests for media coverage/ documentation should be received in writing by the appropriate offices and must clearly indicate the purpose, schedule options, personnel and equipment involved. It is preferable that the galleries or collections of particular interest to the requesting party be indicated as well.
4. All requests for photo or video coverage should be received in writing by the National Museum through its public affairs office at least ten (10) working days before the actual shooting.
5. Requests for interview of museum officials or personnel should be received in writing and addressed to the Office of the Director at least ten (10) working days in advance. The Office of the Director reserves the right to appoint a spokesperson or representative as it deems appropriate. All requests for interview should be accompanied by the proposed questionnaire.
6. All photographs and video images taken inside the museum shall be used only for the specific purpose indicated in the written request. Such images should not be re-purposed or passed on to a third party without the written approval of the National Museum through the Office of the Director.
7. All shoots or interviews shall be conducted only between 10AM – 4PM, Tuesday to Friday, except on national holidays. Any requests outside of this schedule are subject to availability of museum personnel and approval shall be on a case-to-case basis and may incur costs to be shouldered by the requesting party.
8. Credits shall be given to the National Museum of the Philippines upon publication/ airing of the article or program.
9. A copy of the publication or aired program shall be provided to the Museum for its files.
10. No coverage or shooting shall be allowed without written permission from the National Museum through the Office of the Director or its authorized representative.

It is understood that should there be any violation in the above rules and regulations, as well as to the attached general guidelines for photography and video documentation, the permit for coverage shall be immediately revoked. In addition, the requesting party shall be held fully liable for any and all damages to museum property that may occur as a direct result of the said coverage/ documentation.

Approved by:


JEREMY BARNES
Director IV

GENERAL GUIDELINES FOR PHOTOGRAPHY/ VIDEO DOCUMENTATION

- 1. All personnel and equipment are subject to security inspection.
- 2. Touching and/or re-arranging museum objects are strictly prohibited.
- 3. Museum artifacts are expected to be the subject of the documentation and should not be used as backdrops or ornaments
- 4. Flash photography or use of strong artificial lighting is not allowed.
- 5. Tripods, light stands, as well as large bags, boxes or containers are not allowed inside the galleries.
- 6. For media coverage, all personnel involved should wear their company identification badges at all times.
- 7. Proper decorum is expected of all personnel involved. No photo or video documentation activity should hinder or disturb museum patrons especially during regular viewing hours.

SCHEDULE OF FEES AND CHARGES

(Effective July 1, 2010)

1. IDENTIFICATION OF PLANTS AND ANIMALS

Taxonomic Category	Students	Professionals	Institutions
Order	20.00	50.00	100.00
Family	40.00	100.00	150.00
Genus	60.00	150.00	200.00
Species	80.00	200.00	250.00

Concerned Divisions: Botany and Zoology Divisions

2. IDENTIFICATION OF ANTHROPOLOGICAL AND ARCHAEOLOGICAL MATERIALS

Material	Students	Professionals	Institutions
Anthropology	100.00	150.00	200.00
Archaeology	200.00	300.00	500.00

3. IDENTIFICATION AND ANALYSIS OF GEOLOGICAL MATERIALS

Methods	Students	Professionals	Institutions
Megascopic identification	30.00	50.00	200.00
Petrographic analysis		2,500.00	2,500.00

Concerned Division: Geology Division

4. VIDEO-PHOTO DOCUMENTATION

Cultural Property	Non-commercial	Commercial
National Cultural Treasure	Free	P3,000.00
Done by 19 th century masters	Free	2,000.00
Important Cultural Property		
National Artists Cultural Property		
Natural History specimens (type specimens only)		
Non Cultural Property	Free	500.00
Museum objects		
Contemporary arts		
Photo-ops within the museum premises (Façade, Stairs Hallway, Courtyard)	Free	5,000.00

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	50.00
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	
5.4.1. Terrestrial Sites	5,000.00
5.4.2. Underwater Sites	10,000.00
6.5. Permit Fee to Excavate	
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 (Stamp, Certificate of Registration Fees, or Certificate of Non-Coverage)	200.00
6.8. Surcharge for late renewal of Licenses Penalty after March 31 = 100 %	2,000.00
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. 374	500.00
6.11. Fee for Treasure Hunting Permit	10,000.00
6.12. Performance Bond for Underwater Archaeology and Treasure Hunting	500,000.00

Concerned Division: Cultural Properties Division

7. FEES FOR FILMING AND EVENTS

A. FILMING

Categories/Areas	Publicity	Commercial
------------------	-----------	------------

Exterior (MFP, NAG)	Free	50,000.00
Interior (MFP,NAG)	Free	100,000.00
Planetarium	Free	20,000.00
Regional branches	Free	30,000.00

B. EVENTS

Categories/Areas	Government, NGO that supports the NMP	Private / Commercial
Exterior (MFP, NAG)	Free	50,000.00
Interior (MFP,NAG)	Free	100,000.00
Old Senate Session Hall	Free	100, 000.00
Planetarium	Free	20,000.00
Regional branches	Free	30,000.00

8. FEES FOR ENTRANCE OF MUSEUM VISITORS

	National Art Gallery	Museum of the Filipino People	NAG & MFP	Planetarium
INDIVIDUAL (up to 49 pax)				
Student	40.00	40.00	50.00	40.00
Senior Citizen	50.00	80.00	120.00	40.00
Adult	70.00	100.00	150.00	50.00
GROUP (over 50 pax)				
Student	25.00	25.00	40.00	
Senior Citizen	40.00	40.00	60.00	
Adult	50.00	80.00	120.00	

THE FINANCE AND ADMINISTRATIVE DIVISION

National Museum

OPERATIONS MANUAL

The Finance and Administrative Division is tasked with providing administrative, Financial, and logistical support to the agency. It has seven sections or units playing an indispensable role of supporting employees and management in relation to its day-to-day activities related to finance, record keeping, personnel management, transportation, and provision of supplies and materials and equipment.

1. Accounting Section

Its main task is processing of vouchers in relation to payments of accounts payable to be done in accordance with the prescribed Government Accounting and Auditing Rules and Regulations and prepares and submits financial reports to other agencies such as the Commission on Audit and Department of Budget and Management. It also advises management on financial matters.

2. Personnel Section

It does not only prepares payroll, computes leave credits, maintains complete an up-to-date personnel information system, executes office policies, assists the Personnel Selection Board during interview of applicants, but assists in the formulation of policies, planning of activities and creation of programs relative to personnel administration which are necessary for the engagement of employees.

3. Record Section

Charged with safekeeping of the agency's official records and recording of incoming and outgoing documents.

4. Supply and Property Section

Charged with the procurement of requisitioned supplies, materials, and equipment and its subsequent distribution to requesting party. It also manages properties of the agency such as but not limited to buildings, equipment, arts collections, etc. Disposal of assets is also one of its function.

5. Motor Pool Unit

Provides transport services to officials and employees in the discharge of their official duties and functions.

6. Cash Section

Collects admission fees from museum viewers and clients and releases payments of claims to creditors and employees.

7. Budget Section

Prepares budget estimate, allocate appropriation, and ensure that utilization of funds is in accordance with the approved General Appropriations Act (GAA) and the Annual Procurement Plan.

POLICIES/PROCEDURES RELATIVE TO FINANCIAL ADMINISTRATION

Disbursement of Funds adheres to the fundamental Principles prescribed by P.D. 1445 that no money shall be paid except in pursuance of an appropriation law or other specific statutory authority; use solely for public purpose; disbursements or dispositions should bear approval of proper officials; claims should be supported with complete documentation; and faithful adherence to all pertinent laws and regulations.

Disbursement may vary from one transaction to another, but the General Requirements for All Types of Disbursements are the following:

- Certification of Availability of Fund by Chief Accountant;
- Lawful and sufficient allotment duly obligated as certified;
- Legality of transaction and conformity with laws, rules and regulations;
- Approval of expenditure by Head of Office or authorized representative; and
- Sufficient and relevant documents to establish validity of claim.

Further, the National Museum faithfully adheres to the Revised Documentary requirements for Common Government Transactions as prescribed under COA Circular No. 2012-001 dated June 14, 2012. Hence, prescribed specific requirements for each type of disbursement as enumerated under the said circular is adopted here. The Government Accounting Manual also serves as basis in disbursement. Considering that Financial Transactions in the government is already included in the COA Circular No. 2012-001 and for purposes of not repeating the provisions as stated therein, only a few of the transaction will be detailed below. Note that forms to use are those prescribed by the new Government Accounting Manual.

I - PAYMENT OF ACCOUNTS PAYABLE

Payment for Accounts Payable generally adheres to the procedure which is here illustrated:

Sample Transaction: **Payment of Electric bills for NM Branch**

Relevant Documents:

- ORS 3 copies
- DV 4 copies
- Original Billing Statement (photocopy to be attached to each DV)

Procedure:

- Branch OIC prepares DV and ORS. OIC shall place his/her initial below the name of the head of the Archaeological Site and Branch Museum Division.
- Documents submitted to the ASBMD for the signature of the head of the division certifying in the Disbursement Voucher that expenses is necessary, lawful and incurred under his direct supervision and certifying in the Obligation Request and Status that charges to appropriation/allotment are necessary, lawful and incurred under his direct supervision and supporting documents are valid, proper and legal.

- Same documents are forwarded to Budget Section for obligation and signature of the Budget Officer certifying in the Obligation Request and Status that allotment available and obligated for the purpose or in case of adjustment, the latter is necessary as indicated in the document.
- Same documents forwarded to Accounting Section for the signature of the Chief Accountant certifying that cash is available and supporting documents complete and amount claimed proper.
- Same documents forward to Chief Administrative Officer for his initial to be placed below the name of the head of agency certifying that the transaction was under his supervision.
- Documents forwarded to the Office of the Director for the approval of payment by the head of the agency.
- Documents forwarded to Cash Section for the preparation of LDDAP-ADA; Summary List of LDDAP-ADA; Advice of Check Issued; and or Preparation of Database Report. Chief Cashier shall signed certifying correctness of the prepared documents.
- LDDAP-ADA and other relevant documents are forwarded to Accounting Section for signature by the Chief Accountant certifying therein that the List of Due and Demandable Accounts Payable was prepared in accordance with existing budgeting, accounting and auditing rules and regulations.
- LDDAP-ADA and other relevant documents forwarded to the Office of the Director for signature and approval (including online approval) of the head of the agency certifying therein that he assumed full responsibility for the veracity and accuracy of the listed claims, and the authenticity of supporting documents as submitted by the claimants.
- LDDAP-ADA and other relevant documents submitted to Land Bank of the Philippines by Cash Section.
- Creditor shall acknowledge receipt of payment in the Disbursement Voucher and shall issue an Official Receipt to the branch OIC who will transmit the said Official Receipt to the Cash Section.
- Pertinent documents forwarded to Accounting Section for submission to the Commission on Audit Field Audit Office.

Complying with the Government Accounting Manual for use of all National Government Agencies, payment for other transactions requires additional documents necessary to establish validity of claim. These requirements are not limited to receipts, but shall also include PPMP and APP; Canvas; Published Notice of Award; Notice to Proceed; BAC Resolution; Abstract of Bids, Inspection Report; Acceptance Report; Billing Statement; Performance Bond; Contract; Warranty Security; Justification; Assessment/certification relative to hiring of job orders; etc.

II - PROCUREMENT

Procurement of supplies and materials; services; equipment; and infrastructure project shall comply with the provisions prescribed under the procurement law or RA 9184 and pertinent guidelines.

Procurement in the amount of fifty thousand pesos and below but more than ten thousand pesos shall be supported with a canvass to be obtained from at least three (3) suppliers.

Illustrative Example:

Procurement of Supply and Material in the amount of five thousand pesos (5,000) not Available in the Procurement Service

Relevant Documents (prescribed by Government Accounting Manual):

- RIS
- Purchase Order

Procedure:

- Duly designated requisitioner prepared RIS (the RIS shall be used by the Requisitioning Division/Office to request supplies/goods/ equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the items requested) in three (3) copies for Accounting Unit; Requisitioning Division/Office; and Supply and Property Unit's file. All items shall be based on the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP).
- In addition to the required signatories in the form, concerned Division Chief shall recommend for approval the request by signing in the RIS.
- RIS shall then be forwarded to appropriate director for approval.
- Upon approval, RIS shall be forwarded to Accounting Section who shall certify whether or not stock is available.
- If stock is available, RIS shall be forwarded to Supply and Property Section for the issuance of items requested.
- If the items requested are not available on stock, End-user shall prepare and accomplish Purchase Request (*The PR is a form used by the Supply and/or Property Custodian for purchasing goods/supplies/property if the item/s requested is/are not available on stock*). The PR shall be prepared in three copies to be distributed as follows:
 - Supply and/or Property Division/Unit for their appropriate action, later to be attached to the original DV for the payment of purchased item/s
 - Supply and Property Section File
 - Requisitioning Office/Division File
- The PR shall be forwarded to Budget Section for funding then to the Office of the Director for approval.
- Upon approval by the Director IV, the PR shall be forwarded to the Supply and Property Section. The latter shall process the items requisitioned by preparing and accomplishing Purchase Order in four (4) copies to be distributed as follows:
 1. To the Supplier for conforme to the terms of the PO and as attachment to the DV upon request for payment.
 2. Retained by the Supply and/or Property Division/Unit for file.
 3. To be submitted to COA within five (5) days after conformity by the supplier.
 4. Supplier's copy
- If cost of item is ten thousand (10,000) or above, a canvas shall be prepared by the Supply and Property Section to be distributed to at least three suppliers. At least three (3) canvas must be obtained. In the present example, this is not needed since the amount is below ten thousand pesos.
- Purchase Order shall be forwarded to the Accounting Section for the signature of the Chief Accountant certifying therein that the amount of funds is available.
- Purchase Order shall be forwarded to the Director IV for approval.
- Approved Purchase Order shall be forwarded back to the Supply and Property Section to be received for conforme by the supplier.
- Within five (5) days, copy for the COA shall be forwarded to them by the Supply and Property Section.
- On or before date of delivery, Supply and Property must receive the delivery of items.
- Inspector shall inspect delivered items and signed in the Acceptance Report together with the End-user and Chief of the Supply and Property Section.
- Supply and Property Section shall issue ICS/ARE whenever warranted.
- Supply and Property Section process payment of delivered and accepted items.

Procurement of items with ABCs above Fifty Thousand Pesos (Php 50,000.00) shall be done through competitive bidding except as allowed by Article XVI of the Procurement Law.

III - HONORARIA

Payment of honoraria to speakers of seminars, trainings, and other similar activities shall follow the prescribed guidelines under DBM Budget Circular No. 2007-1 dated April 23, 2007 known as Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators.

IV - DISPOSAL OF GOVERNMENT PROPERTY

Disposal of government property shall be done pursuant to DBM National Budget Circular No. 425 dated January 28, 1992 (Manual on Disposal of Government Property).

V - INVENTORY OF GOVERNMENT PROPERTY

Inventory of government property shall be spearheaded by the Supply Section and or the Committees established for the purpose. Government property shall be booked by the Accounting Section upon receipt of list or pertinent documents, duly approved by the head of the agency, from the Record Section.

VI - GRANTING OF CASH ADVANCE

The rules and regulations on the grant and liquidation of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD 1445. These guidelines provide, among others:

- No cash advance shall be given unless for a legally authorized specific purpose.
- No additional cash advances shall be allowed to any official or employee unless the previous cash advance given him is first liquidated and accounted for in the books.
- No cash advance shall be granted for payments on account of infrastructure projects or other undertaking on a project basis.
- Documentary Requirements common to all cash advances except for travels.
- Designation of the accountable officer by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)
- Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books
- Approved application for bond for initial cash advance, and Fidelity Bond for the year for subsequent cash advance as the bond is renewable yearly

VII - LOCAL TRAVEL

Relevant Documents (taken from page 3 of COA Circular No. 2012-001 dated June 14, 2012):

- Approved Office Order
- Approved Travel Order
- Approved IT
- Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books.

VIII - FOREIGN TRAVEL

Relevant Documents (taken from page 3 of COA Circular No. 2012-001 dated June 14, 2012):

- Office Order/Travel

- Approved by the Head of the Agency. In case of the Head of the Agency, travel Order should be approved by the Department Head/Agency Head where the National Museum is attached
- Duly approved Itinerary of travel
- Letter of invitation of host/sponsoring country/agency/organization
- For plane fare, quotations of three travel agencies or its equivalent
- Flight itinerary issued by the airline/ticketing office/travel agency
- Copy of UNDP rate for daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed
- Document to show the dollar to peso exchange rate at the date of grant of cash advance
- Where applicable, authority from the OP to claim representation expenses
- In case of seminars/trainings
 - Invitation addressed to the agency inviting participants (issued by foreign country)
 - Acceptance by the nominees as participants (issued by the foreign country)
 - Programme agenda and logistics information
- Certification from the accountant that the previous cash advance has been liquidated and accounted in the books

IX - LIQUIDATION OF CASH ADVANCE

Relevant Documents:

- As required under page 5 to 7 of COA Circular No. 2012-001 dated June 14, 2012.

General Guidelines:

The accountable officer shall liquidate cash advances within the following period:

- Salaries, wages, allowances, honoraria and Other Similar Payments –within five calendar days after the end of the pay period.
- Field Operating Expenses –within 20 calendar days after the end of the year subject to replenishment as frequently as necessary during the year.
- Petty Cash Fund – as soon as the disbursement reaches 75% or as needed, the PCF shall be replenished which shall be equal to the total amount of expenditure made therefrom. In case of termination, resignation, retirement or dismissal of the PCF custodian, immediately thereafter.
- Traveling Expenses for local travel –within 30 days after the return of the official/employee concerned to his official station.
- Traveling Expenses for foreign travel –within 60 days after the return of the official/employee concerned to the Philippines.
- Special purpose –as soon as the purpose of the cash advance has been served.

Documentary Requirements

IX.1 Petty Cash Fund

- Petty Cash Vouchers duly approved
- Report of Disbursement
- PCF Replenishment Report
- Approved purchase request with Certificate of Emergency Purchase, if necessary
- Official Receipts
- Certificate of inspection and acceptance
- Report of Waste Materials in case of replenishment or repair
- Approved trip ticket for gasoline expenses
- Canvass from at least three suppliers for purchases involving 10,000 and above but less than 50,000.
- For reimbursement of toll receipts –Toll Receipts and Toll Tickets
- Such other supporting documents that may be required and or required under the office policy depending on the nature of expenses

IX.2 Field/Activity Current Operating Expenses

Same requirements as those of PCF.

IX.3 Traveling Expenses-Local Travel

New forms will be used as prescribed under the Government Accounting Manual which took effect beginning January 1, 2016.

- Tickets (plane, bus, boat)
- Boarding pass
- Certificate of appearance
- Copy of previously approved Itinerary of Travel
- Revised or supplemental Office order or any proof supporting the change of schedule
- Revised IT, if previous approved IT was not followed
- Certification by the Head of the Agency as to the absolute necessity of the expenses, if the expenses incurred exceeded the prescribed rate per day.
- Affidavit of loss shall not be considered as replacement for the required hotel/lodging bills and receipts
- RER
- OR in case of refund of excess Cash Advance
- Certificate of Travel Completed
- Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality where the permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowance being claimed include the hotel room/lodging rate
- Narrative report
- Liquidation report
- Travel Order approved by the head of the agency
- Other documents that may serve as proof of validity of the claim.

IX.4 Traveling Expenses-Foreign Travel

Same documentary requirements as those under local travel, but with the following additional documents to be submitted:

- For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298)
 - Approval by the head of the agency
 - Certification from the head of the agency that it is absolutely necessary
 - Hotel room bills with official receipts (Affidavit of Loss shall not be considered as an appropriate replacement for the required hotel bills and receipts)

X - PAYMENT FOR AIRFARE

Relevant Documents:

- ORS 3 copies
- DV 4 copies
- Billing Statement/invoice (with photocopy)
- Approved request for the issuance of plane tickets (with photocopy)
- Original ticket (with photocopy)
- Original boarding pass (with photocopy)
- Check in receipts, if there is (with photocopy)
- Certified true copy of approved Travel order (with photocopy)

XI - PAYMENT OF UTILITY CONSUMPTION BY CONTRACTOR

As part of the cost-cutting measures that the National Museum implements, the Restoration and Engineering Division, having the necessary capability, is mandated to evaluate and assess the amount that NM contractors shall pay for their electrical and water consumptions and transmit the same in writing to the Finance and Administrative Division (FAD) which shall bill contractors on the basis of the submitted assessment.

Contractor's warranty security shall only be released after complying with the above which is warranted under Section 39.5 of the Revised Implementing Rules and Regulations of the Government Procurement Reform Act or R.A. 9184.

POLICIES/PROCEDURES RELATIVE TO PERSONNEL ADMINISTRATION

I - RECRUITMENT

The opportunity for government employment is made known to the general public through the Personnel Section. This appears to be the number one task as this calls for the staff to exert efforts in the procurement of human resources-the key element in the working environment.

The following are the phases undertaken in the recruitment:

- Identification of all unfilled or vacant positions
- Preparation and submission of the list of vacant positions and their corresponding qualification standards to the Civil Service Commission for publication
- Posting of the same list of vacant positions in three (3) conspicuous places within the agency premises for a period of ten (10) days and in the NM website
- Advertisement of vacancies in a newspaper of general circulation, colleges/universities and other government agencies, and other venues
- Receipt of applications and all requirements (walk-in, mail or e-mail)
- Inclusion of new applicants in the database of applicants
- Search for qualified candidates in the database of applicants
- Evaluation of the submitted applications, requirements and other documents in terms of the required qualifications (education, experience, training and eligibility) of the vacant positions

II - SELECTION/ PROMOTION

The selection of the best qualified among the candidates is done right after a thorough evaluation of the applications. The Personnel Section assists the National Museum Personnel Selection Board (NM-PSB) in the selection procedures for original appointments and promotions such as:

- Identification of the candidates who are considered to be qualified for the vacant positions.
- Submission of a list of qualified and competent applicants as basis for the determination of adequate number of candidates for the NM-PSB's reference
- Preparation of matrix presenting a comparative summary of the candidates' qualifications such as education, experience, training and eligibility for the NM-PSB's deliberation
- Preparation of candidates' individual Interview Assessment Form for the NM-PSB's purposes of rating
- Consolidation and computation of the NM-PSB's ratings as basis for the preparation of the Summary Evaluation
- Preparation of the Summary Evaluation Form presenting the candidates with their corresponding summary of weighted points on the different qualifications
- Preparation of the Summary Evaluation for signature of the members of the NM-PSB as proof of the completion of screening and thereby certifying and recommending the personnel/applicant to the vacant position
- Preparation of referral letters for the medical and neuro-psychiatric examinations of the considered candidates or to employees applying for promotion to vacant positions with Salary Grades 18 and above

III - APPOINTMENTS AND OTHER PERSONNEL ACTIONS

The Personnel Section works for the NM-PSB, Director's Office and the Civil Service Commission in the performance of its duty in connection to appointments and other personnel actions or movements in the following:

1. Appointment (Original and Promotion)

- Verification as to the completeness of the Summary Evaluation in terms of the NM-PSB members' signature
- Submission of the verified and accomplished Summary Evaluation for approval of the Director IV with his signatures affixed
- Preparation of appointment in the prescribed form with all the supporting documents attached for signing of the appointing authority
- Notification of the appointee of his/her approved appointment
- Issuance of appointment
- Submission of the appointment papers within the first fifteen (15) calendar days of each ensuing month and two (2) copies of Report on Appointments Issued (RAI)/Report of Personnel Actions (ROPA)
- Posting of the names of appointees in the bulletin board
- Preparation of documents for the oath taking of concerned appointee/s

2. Other Personnel Actions (Transfer, Reinstatement, Reemployment)

a. Transfer

- To other government agency
 - Preparation of Clearance from Money and Property Accountability upon receipt of request for transfer as approved by the head of the agency
 - Preparation of Service Record
 - Preparation of documents for the transfer of 201 Files and Leave Credits to the receiving agency
- From other government agency
 - Performance of the same procedures for appointments
 - Consolidation of the following documents:
 - Written consent for transfer by the head of department/agency
 - Service Record from the last employment of the person to be reinstated or reemployed
 - Clearance from money and property accountability from previous employer

b. Reinstatement/Reemployment

Performance of the same procedures for appointments

3. Other Personnel Movements (Reassignment, Detail, Secondment)

- Approval of the Head of the Agency
- Preparation of an Office Order duly signed by the Director as this no longer needs issuance of appointment

4. Demotion and Separation

a. Demotion

Issuance of appointment for demotion as this involves diminution in duties, responsibilities, status or rank which may or may not involve reduction in salary

b. Separation (Voluntary or Involuntary termination of employment)

- Resignation

Preparation of separation papers subsequent to the receipt of letter of intent to be voluntarily terminated from employment

- Dropping from the Rolls/Termination of Service

Issuance of notice of separation to an employee stating the reason for separation and the date of effectivity as signed and approved by the Director IV.

IV - PERFORMANCE EVALUATION

The Personnel Section works with the **Performance Evaluation and Review Committee (PERC)** in the establishment and the implementation of the Performance Evaluation and Incentive System.

The Personnel Section helps out in the attainment of the system's objectives such as:

- To foster improvement of employee's performance and efficiency
- To enhance organizational effectiveness and productivity
- To provide objective performance rating which serves as a basis for personnel actions, incentives, rewards and administrative sanctions.

The Personnel Staff makes sure that employees are reminded of the schedules for submission of Performance Targets, Modified Performance Targets so with the Actual Performance Evaluations.

Employees' Performance Targets, Actual Performance Evaluations and Modification of Performance

Targets are duly stamped "**RECEIVED**" by the Personnel Section.

a. Submission of Performance Targets

- Main Office employees - January 16-31 for Jan.-June Targets
- Regional Office employees July 16-31 for July-Dec. Targets

b. Submission of Actual Performance Evaluations

- Main Office employees - July 1-15 for Jan.-June Ratings
- Regional Office employees January 1-15 for July-Dec. Ratings

After compilation of the submitted Performance Targets/Performance Evaluations/Modified

Performance Targets, the Personnel Section forwards everything to the NM-PERC for review and confirmation.

The Personnel Section submits to the Civil Service Commission Field Office a list of employees with their corresponding performance ratings **not later than three (3) months after every rating period.**

V - LEAVE ADMINISTRATION

The Personnel Section maintains a leave card for every employee where leave of absences are recorded and an up to date summary of leave credits are reflected.

It is a must that employees file a leave form for whatever type of leave they are applying for. By doing so, the Personnel Section undertakes the following procedures:

- Receipt of leave forms whether approved or disapproved
- Indication of available leave credits of an employee to be certified by the Administrative Officer V (H.R.M.O. III) and for reference of the recommending official
- Release of leave forms for signature of the Administrative Officer V (H.R.M.O. III), the recommending official and the Director
- Recording of the approved leave in the leave card for an up to date summary of leave credits
- Deduction of equivalent number of minutes or hours of tardiness or undertime from the leave credits
- Recording of approved leave of absence without pay for payroll deduction

VI - PAYROLL PREPARATION

The Personnel Section performs the needed service to prepare the payroll as it is the point of origin for the computation of employees' monthly salaries or compensations.

The preparation of the payroll is usually done in advance with the following to be acted upon:

1. Old Employees
 - a. Review of employee's individual payroll in the computer system to check and include all the obligatory deductions for automatic computation
 - b. Printing of payroll for initial of the person in charge and the Administrative Officer V (H.R.M.O. III)
 - c. Preparation of voucher for the payroll
 - d. Release of the printed and initialed payroll and voucher to the Chief Administrative Officer for signature
2. New Employees
 - a. Collection of Form 48 (DTR) as basis for the actual computation of an employee's salary
 - b. Computation of salaries with the obligatory deductions made
 - c. Preparation of voucher or separate payroll
 - d. Printing of voucher or separate payroll for initial of the person in charge and the Administrative Officer V (H.R.M.O. III)
 - e. Release of the printed and initialed payroll and voucher to the Chief Administrative Officer for signature
3. Employees with approved absence without pay
 - a. Collection of Form 48 (DTR) as basis for the actual computation of an employee's salary as they are not included in the regular payroll
 - b. Computation of salaries with the obligatory deductions made
 - c. Preparation of voucher or payroll
 - d. Release of the printed and initialed payroll and voucher to the Chief Administrative Officer for signature

VII - PERSONNEL RELATIONS

The Personnel Section assists the management in the creation of an atmosphere conducive to good supervisor-employee relations and the improvement of an employee morale. It helps the management in its plans in relation to the maintenance of employee health, welfare, counseling, recreation or similar activities, including the establishment of employee organization/union. It is in this area of personnel work that it helps the management in the formulation of systems and procedures in informing employees about their rights and privileges including the right to self-organization and the obligations and conduct required of all government officers and employees. The Personnel Section also helps in the establishment of the Complaints and Grievance Machinery which provides the systems and procedures in settling employee complaints and grievances.

All records and other written proceedings involving complaints and grievances are kept and maintained by the Personnel Section.

VIII - PERSONNEL DISCIPLINE

The Personnel Section, through the Administrative Officer V (H.R.M.O. III) assists the National Museum Administrative Action Committee (NMAAC) to perform administrative proceedings in its aim to impose appropriate administrative sanctions on its erring officials and employees. The NMAAC has formulated its systems and procedures based on the Uniform Rules on Administrative Cases in the Civil Service.

The Personnel Section keeps and maintains all the records and proceedings in the 201 File of the erring officials and employees.

IX - PERSONNEL WELFARE BENEFITS, AWARDS AND INCENTIVES

The Administrative Officer V (H.R.M.O. III) of the Personnel Section is a member of the National Museum Program on Awards and Incentives for Service Excellence (NM-PRAISE) Committee and assists the members of the committee in the establishment/ development of the employee suggestions and incentive awards system including the administration, monitoring and evaluation of the awards and incentives system.

X - PERSONNEL CAREER DEVELOPMENT

The Personnel Section helps the management in the preparation of a career and personnel development plan and in the formulation of policies in relation to the provision of in-service trainings, programs, scholarships, training grants, among others. The Personnel Section works on the following:

1. Attend to continuous training and development needs of the personnel to achieve effective and economical service
2. Prepare list of agency priority needs and training education and development program
3. Conduct orientation/induction program for new employees
4. Design employees development programs
5. Evaluate training programs
6. Consolidate reports on problems, comments and suggestions of concerned personnel on the conduct of training programs
7. Make available training programs and scholarship grants to qualified and interested personnel
8. Design programs that will enable the agency to maximize knowledge and skills gained by employees who attend training programs/scholarship grants

9. Assist personnel in their personal and professional development by creating a workplace that is personally gratifying to breed a more productive and professional career service

XI - RETIREMENT

It shall be kept in mind by the Personnel Section that assistance must be extended to an employee who expresses his/her intention to avail of an early retirement or to an employee who is on the verge of compulsory retirement.

It is in this area of Personnel Section's work where it extends the last service it can offer before an employee's exit from the service such as:

1. Plans and coordinates with other government agencies offering pre-retirement lectures/seminars/programs which are intended to familiarize would-be retirees on the government retirement plans and benefits as well as available business opportunities or other productive options/pursuits
2. Source of information as to retirement modes/options suitable to a retiring employee and the accompanying conditions for entitlement and benefits
3. Giving out instructions/advise as to the requirements and procedures in the application for retirement starting from the letter of intent to retire to be forwarded to the Director IV for approval
4. Preparation of Clearance from Money and Property Accountability for signature of division heads upon receipt of the approved intent to retire
5. Preparation of request for clearance from the Office of the Ombudsman
6. Computation of leave credits for purposes of requesting fund for the payment of Terminal Leave
7. Printing of computed accumulated leave
8. Preparation of Certificate of Leave Credits
9. Computation of last salary to be received by the retiring employee
10. Preparation of vouchers for the terminal leave and last salary

XII - AVAILMENT OF COMPENSATORY TIME-OFF

1. OBJECTIVE

To provide an internal policy on the availment of compensatory time-off, in lieu of overtime pay, pursuant to Civil Service Commission and Department of Budget and Management Joint Circular No. 2, series of 2004(Non-Monetary Remuneration for Overtime Service Rendered) and Section 1 (d) of Administrative Order No. 103 (Directing the Continued Adoption of Austerity Measures in the Government)

2. COVERAGE

This policy on the availment of compensatory time-of shall be applicable to NM employees occupying the positions of Division Heads and below under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee.

3. DEFINITION OF TERMS

- A. **Compensatory Overtime Credit (COC)** - refers to the accrued number of hours an employee ears as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay.

- B. **Compensatory Time-off (CTO)** - refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay

4. ACCOMPLISHMENT OF PERMIT SLIP (FOR OFFICIAL BUSINESS, OFFICIAL TIME OR PERSONAL TRANSACTIONS) AND NO-PUNCH AUTHORITY FORM

A. PERMIT SLIP

1. OFFICIAL BUSINESS

The Permit Slip shall be accomplished by an NM Personnel authorized to go on an Official Business (earlier defined) and the box provided for Official Business must be marked with an "x". The Permit Slip must be accompanied by an Office Order. Official Business may be in the following forms:

- a. Attendance in trainings/seminars/conferences/symposia
- b. Representation of the Office in an event, ceremony and the like

2. OFFICIAL TIME

The Permit Slip shall be accomplished by an NM Personnel authorized to go on an Official Time (earlier defined). The box provided for in the Permit Slip for Official Time must be marked with an "x". Said Permit Slip must also be accompanied by an Office Order if the time spent outside of the office/work station is whole day or more. However, if the personnel is authorized for an official time for a certain period in the morning and has to report for work after, the personnel must record his/her time of arrival in the office. Main office personnel must use the Biometric Time Recorder (Finger Track) or the Chronolog Timekeeper, Planetarium Division must use the Bundy Clock and Branch Museums personnel must use their respective logbooks. In the case that a personnel is authorized to leave the office anytime on official time, his/her time of departure must also be recorded. Official Time may be in the following forms:

- a. Attendance in trainings/seminars/conferences/symposia
- b. Representation of the Office in an event, ceremony and the like
- c. Appearance in a hearing as a witness when required to do so by the court or administrative panel. However, the case should not be directly related to the official duties and responsibilities of the witness
- d. Undergo an annual medical check-up for all NM Officials and Employees being coordinated by the office with a government hospital
- e. Transaction with the Land Bank of the Philippines for problems on ATM card relative to receiving one's salary

3. PERSONAL TRANSACTIONS

The Permit Slip shall be accomplished by an NM Personnel who wishes to be momentarily absent from his/her duty/work station or has to leave the office earlier than he/she is supposed to complete an eight (8) hour work a day for personal reasons. The box provided for in the Permit Slip for Personal Transactions must be marked with an "x". The personnel's time of departure must also be recorded. In this way, the corresponding time spent away from the office can be determined and shall be deducted from the personnel's vacation leave credits or from his/her salary for the month.

B. NO-PUNCH AUTHORITY FORM

The No-Punch Authority Form shall only be accomplished in case of the following:

- 1. Both time recorders, Biometric Time Recorder (Finger Track) or the Chronolog Timekeeper are not viable for a certain NM Official or Employee of the main office.
- 2. Bundy Clock for the Planetarium Division personnel is not working
- 3. An NM Personnel fails to time out for lunch break as well as fail to time in for the afternoon session for reasons of attending to emergency office matters/rush works.

5. PROCEDURE

Permit Slips and No-Punch Authority Forms are readily available at the Personnel Section, Finance and Administrative Division.

A. Permit Slip

Grantee	Approver
Division Heads	Director III
All other personnel	Division/Section/Unit Heads

- 1. Prior accomplishment of the Permit Slip and approval for the Official Business, Official Time and Momentary absence from duty/work station is required.
- 2. The Grantee must present the Permit Slip to the Staff-in-charge at the Personnel Section, Finance and Administrative Division so that details shall be recorded in the logbook being maintained by the said section and a Permit Slip Number be provided for indication in the said slip.
- 3. The grantee must bring with him/her the said slip for signature by the person whom he/she transacts business with.
- 4. The Permit Slip must be submitted to the Personnel Section, Finance and Administrative Division for proper recording and filing. Said submission must be done immediately upon return to work.
- 5. A Permit Slip that is unsigned by the other party shall not be accepted by the Personnel Section, Finance and Administrative Division. It shall mean that the transaction was not completed. Thus, the corresponding time spent away from

the office shall be deducted from the personnel's vacation leave credits or from his/her salary for the month. The same thing shall apply to the non-submission of the Permit Slip.

- 6. Permit Slips for personal transactions must be submitted immediately to the Personnel Section, Finance and Administrative Division for proper recording and filing before the grantee leaves the office.

B. No-Punch Authority

Grantee	Approver
Division Heads	Director III
All other personnel	Division/Section/Unit Heads

The No-Punch Authority Form must be submitted to the Personnel Section, Finance and Administrative Division for proper recording and filing at the end of the working day. Forms without the signature of the approving authority shall not be accepted by the Personnel Section, Finance and Administrative Division. Thus, the policy on prescribing regular working hours particularly on the effect of non-recording of attendance shall apply so with the non-submission of the said form.

XIII - PERSONNEL LEAVE ADMINISTRATION

1. OBJECTIVE

The National Museum hereby adopts and promulgates this policy on personnel leave administration:

- 1. To increase awareness of officials and employees on Civil Service Law and Rules relative to leave administration
- 2. To give detailed information on the availment of the various types of leaves by officials and employees
- 3. To provide procedures in the filing of applications for leave of absence

The end result of which is to avoid interruptions in the assigned works of each and every official or employee that may be caused by their absence/s and that a high level of productivity is maintained in the office.

2. COVERAGE

The policy on personnel leave administration shall apply to all officials and employees of the Central Office and Regional Branches.

3. DEFINITION OF TERMS

Based on the Civil Service Commission's Omnibus Rules on Leave and pertinent government laws, the following terms used in this office policy are hereby defined as follows:

1. Leave of absence – a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI of the Omnibus Rules Implementing Book V of E.O. 292.
2. Commutation of leave credits – the conversion of unused leave credits to their corresponding money value.
3. Commutation of leave credits – the incremental acquisition of unused leave credits by an official or employee
4. Immediate family – the spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof or dependent upon the employees for support.
5. Sick leave – the leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.
6. Vacation leave – the leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.
7. Rehabilitation Privilege – the leave of absence on account of wounds and/or injuries sustained while in the performance of official duties.
8. Parental leave – the leave benefits granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required.
9. Maternity leave – the leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose granting maternity leave is to extend working mothers some measures of financial help to provide her a period of rest and recuperation in connection with her pregnancy.
10. Paternity leave – the privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his newborn child.
11. Terminal leave – the money value of the total accumulated leave credits of an employee based on the highest salary rate received prior or upon retirement date/voluntary separation.
12. Special leave privileges – the leave of absence which officials and employees may avail of for a maximum of three (3) days annually over and above the vacation. Sick, maternity and paternity leaves to mark personal milestones and/or attend filial and domestic responsibilities.

13. Forced/mandatory leave—the annual five-day vacation leave for which the officials and employees with 10 days or more vacation leave credits are required to use whether continuous or intermittent.
14. Special leave benefits for women - a female employee's leave entitlement of two months with full pay based on her gross monthly compensation following surgery caused by gynecological disorders.
15. Ten-day leave under R.A. 9262 (Anti-Violence Against Women and Their Children Act of 2004) – a paid leave of up to ten (10) days in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations and other existing laws and company policies.
16. Sabbatical leave – a one (1) year leave granted to Museum personnel belonging to the scientific career merit system for every five years of productive scientific service.

4. GENERAL POLICIES

1. The following are cited from the Omnibus Rules on Leave (Rule XVI of the Omnibus Rules Implementing Book V of Executive Order 292):

LEAVE OF ABSENCE

Section 1. Entitlement to leave privileges. - In general, appointive officials up to the level of heads of executive departments, heads of departments, undersecretaries and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate.

Section 11. Conditions for the grant of maternity leave. – Every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty (60) calendar days with full pay.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60-day maternity leave with half pay.

It is understood that enjoyment of maternity leave cannot be deferred but should be availed of either before or after the actual period of delivery in a continuous and uninterrupted manner, not exceeding 60 calendar days.

Section 19. Conditions for the grant of paternity leave. – Every married male employee is entitled to paternity leave of seven (7) working days for the

first four (4) deliveries of his legitimate spouse with whom he is cohabiting.

The first of the four deliveries shall be reckoned from the effectivity of the Paternity Leave Act on July 15, 1996.

Married male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four deliveries regardless of whichever spouse gives birth. (Provided for under CSC MC No. 41, s. 1998)

Section 25. Five days forced/mandatory leave. – All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually.

Section 35. Terminal Leave – Terminal leave is applied for by an official or an employee who intends to sever his connection with his employer. Accordingly, the filing of application for terminal leave requires as a condition *sine qua non*, the employee's resignation, retirement or separation from the service. It must be shown first that public employment ceased by any of the said modes of severances. (Provided for under CSC MC No. 41, s. 1998)

Section 51. Application for vacation leave. – All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of such leave. (Amended by CSC MC No. 41, s. 1998)

Section 53. Application for sick leave. - All applications for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.

Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.

In ordinary application for sick leave already taken not exceeding five days, the head of the department or agency concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required. (Amended by CSC MC No. 41, s. 1998)

Section 55. Rehabilitation leave for job-related injuries. – Applications of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The head of department/agency concerned shall direct that absence of an employee during his period of disability thus occasioned shall be on full pay, but not to exceed six (6) months. He shall also authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person. Absence in the case contemplated shall not be charged against sick leave or vacation leave, if there are any. (Amended by CSC MC No. 41, s. 1998)

Section 49. Period within which to act on leave application. – Whenever the application for leave of absence, including terminal leave, is not acted upon by the head of agency or his duly authorized representative within five (5) working days after receipt thereof, the application for leave of absence shall be deemed approved. (Amended by CSC MC No. 41, s. 1998)

2. The following are partly taken from Civil Service Commission's Memorandum Circulars:

CSC MC No. 06, s. 1996 - Special Privileges

"That the employee shall seek approval of the application for special privileges for at least one (1) week prior to the availment of the special privilege, except on emergency cases".

CSC MC No. 8, s. 2004 - Guidelines on the Grant of Parental Leave to Solo Parents

"The parental leave shall be availed of on staggered or continuous basis, subject to the approval of the head of the agency/office. In this regard, the solo parent shall submit the application for parental leave at least one (1) week prior to its availment, except on emergency cases".

CSC MC No. 15, s. 2006 - Guidelines on the Availment of the Ten-Day Leave Under R.A. 9262 (Anti-Violence Against Women and Their Children Act of 2004)

"The application for leave shall be filed, whenever practicable, before the actual leave of absence or immediately upon the woman employee's return from such leave."

“The woman employee who applies for ten-day leave may avail of the same in a continuous or intermittent manner to cover the days that she has attended to medical and legal concerns”.

CSC MC No. 25, s. 2010 - Guidelines on the Availment of the Special Leave Benefits for Women Under R.A. 9710 (An Act Providing for the Magna Carta of Women)

“The application for the special leave benefits may be applied for in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee”.

“In instances when a qualified female employee undergoes an emergency surgical procedure, the said leave application shall be filed immediately upon the employee’s return from such leave.”

“Upon the employee’s return to work, she shall also present a medical certificate signed by her attending surgeon that she is physically fit to assume the duties of her position.

5. LEAVE APPLICATION/FILING PROCEDURES

- 1. Application for leave of absence of officials and employees shall be filed/submitted for approval as follows:

REQUESTING OFFICIAL/EMPLOYEE	RECOMMENDING OFFICER	APPROVING OFFICER
Director IV	NCCA Chairman	NCCA Chairman
Director III	Director IV	Director IV
Division Head	Director III/Director IV	Director IV
Unit Head Section Head Branch Museum OIC	Division Head	Director IV
All other employees	Unit Head/Section Head/ Division Head	Director IV
All other Branch Museum employees	Branch Museum OIC to affix initial below the name of the ASBMD Head	Director IV

- 2. Application for leave of absence shall follow the general policies summarized in the following table:

Type of Leave	Duration	Deadline for Filing/Submission of Application	Required Documents
Vacation Leave	Less than thirty (30) calendar days	Five (5) days before the effective date of leave	Application for leave of absence
	Thirty (30) days to one (1) calendar year	One (1) month before the effective date of leave	<ul style="list-style-type: none"> - Application for leave of absence - Clearance from money and property accountability
	More than one (1) calendar year	One (1) month before the effective date of leave	<ul style="list-style-type: none"> - Application for leave of absence - Clearance from money and property accountability
Forced Leave	5 working days whether continuous or intermittent in a given year	Five (5) days before the effective date of leave	Application for leave of absence
Sick Leave	Less than six (6) calendar days	Within three (3) days from the employee's return to work	Application for leave of absence
	Six (6) days to twenty nine (29) calendar days	<p>Within three (3) days from the employee's return to work provided notice of absence is sent to the immediate supervisor and/or to the agency head</p> <p>or</p> <p>Five (5) days before the effective date of leave</p>	<ul style="list-style-type: none"> - Application for leave of absence - Medical certificate
	Thirty (30) calendar days to one (1) calendar year	Within three (3) days from the employee's return to work provided notice of absence is sent to the immediate	<ul style="list-style-type: none"> - Application for leave of absence - Clearance from money and property accountability - Medical certificate - Medical certificate stating that the official

		supervisor and/or to the agency head or Five (5) days before the effective date of leave or Within the sick leave period	or employee is physically fit to assume the duties of his/her position upon his/her return to work
	More than One (1) calendar year	Five (5) days before the effective date of leave or Within the sick leave period provided notice of absence is sent to the immediate supervisor and/or to the agency head	<ul style="list-style-type: none"> - Application for leave of absence - Clearance from money and property accountability - Medical certificate - Medical certificate stating that the official or employee is physically fit to assume the duties of his/her position upon his/her return to work
Rehabilitation Privilege	Not more than six (6) calendar months	Within one (1) week from the time of the accident except when a longer period is warranted *Application may be made for the injured official or employee by a member of his/her immediate family	<ul style="list-style-type: none"> - Application for leave of absence - Clearance from money and property accountability - Medical certificate on the nature of injuries, the course of treatment involved and the need to undergo rest, recuperation, and rehabilitation as the case may be - Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation - Police report, if any - Medical certificate stating that the official or employee is physically fit to assume

			the duties of his/her position upon his/her return to work
Maternity Leave	Sixty (60) calendar days	One (1) month before the applicant goes on leave except in emergency cases or Within the maternity leave period provided notice is sent to the immediate supervisor and/or to the agency head	<ul style="list-style-type: none"> - Application for leave of absence - Clearance from money and property accountability - Medical certificate
	Less than sixty (60) calendar days	One (1) month before the applicant goes on leave except in emergency cases or Within the maternity leave period provided notice is sent to the immediate supervisor and/or to the agency head	<ul style="list-style-type: none"> - Application for leave of absence - Clearance from money and property accountability - Medical certificate stating that the official or employee is physically fit to assume the duties of his/her position upon his/her return to work
Paternity Leave	Not more than seven (7) days within one (1) calendar year	At least five (5) days before the date of availment except in emergency cases	<ul style="list-style-type: none"> - Application for leave of absence - Marriage contract - Medical certificate
Special Leave Privileges	Not more than three (3) days within a calendar year	At least five (5) days before the date of availment except in emergency cases	Application for leave
Parental Leave	Seven (7) working days	At least five (5) days before the date of availment except in	<ul style="list-style-type: none"> - Application for leave of absence - Certified true copies of the Solo Parent I.D. - Birth certificate of the

		emergency cases	child/children - Adoption papers - Medical certificate, if necessary
Terminal Leave		Within ten (10) years from the time the right of action accrues upon an obligation created by law	- Application for commutation of vacation and sick leave - Clearance from money and property accountability - Updated Service Record - Latest Appointment - Notice of Salary Adjustment/Notice of Step Increment - Statement of Assets, Liabilities and Net Worth as of last day of service - Certification of Last Salary Received
Special leave benefits for women	Not more than two (2) months	At least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the official or employee or Within three (3) days from the employee's return to work in instances when a qualified female employee undergoes an emergency surgical procedure	- Application for leave of absence - Medical certificate to be submitted upon the employee's return to work accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employee's estimated period of recuperation for the same.
Ten-day leave Under R.A. 9262 (Anti-Violence Against Women and Their Children Act of 2004)	Continuous or intermittent	Whenever practicable, before the actual leave of absence or immediately upon the woman employee's return from such leave	- Application for leave of absence - Any of the following: Barangay Protection Order obtained from the barangay Temporary/Permanent Protection Order obtained from the court

			<p>If the protection order</p> <p>is not yet issued by the abovementioned, a certification issued</p> <p>by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO/TPO/PPO has been filed with the said office</p> <p>In the absence of the BPO/TPO/PPO or the certification, a police report and medical certificate may be considered</p>
Sabbatical Leave	Not more than one (1) year	One (1) month before the effective date of leave	<ul style="list-style-type: none"> - Application for leave of absence - Clearance from money and property accountability

3. Application for leave of absence of officials and employees shall go through the following steps:

a. Officials and Employees of the Main Office

- Applicant fills up the Application for Leave Form (CS Form 6)
- Applicant forwards the filled-up form to the Personnel Section, Finance and Administrative Division for the certification of leave credits by the Administrative Officer V (H.R.M.O. III)/Administrative Officer II (H.R.M.O. I)/Administrative Assistant II (H.R.M. Assistant)
- Applicant forwards the form to his/her immediate supervisor for recommendation (approval/disapproval). In case the application for leave is recommended by the immediate supervisor for disapproval, reason/s must be stated in the space provided in the form
- Applicant forwards the form which was recommended by his/her immediate supervisor for approval/disapproval to the Office of the Chief Administrative Officer for initials below the name of the Director IV

- Applicant forwards the form with the initials of the Chief Administrative Officer to the Office of the Director for the action of the Director IV. The Director IV shall indicate whether the application for leave is approved or disapproved together with the number of day/s. In case the application for leave is disapproved, reason/s must be stated in the space provided in the form. The Director III shall act on the application for leave only in the absence of the Director IV
- Applicant submits the approved/disapproved application for leave to the Personnel Section, Finance and Administrative Division for recording in the leave card for the computation of leave credits. The date of submission and the date of receipt by the Personnel Section, Finance and Administrative Division shall be the reckoning point in determining the timeliness of the filing/submission of the application for leave.

b. Branch Museum Employees

- Applicant fills up the Application for Leave Form (CS Form 6)
- Applicant forwards the filled-up form to the Branch Museum OIC for him/her to affix his/her initials with the date included. The date the Branch Museum OIC affixed his/her initials shall be the reckoning point in determining the timeliness of the filing/submission of the application for leave.
- Branch Museum forwards the application for leave to the Archaeological Sites and Branch Museums Division for recommendation (approval/disapproval) of the Division Head. In case the application for leave is recommended by the Division Head for disapproval, reason/s must be stated in the space provided in the form
- Archaeological Sites and Branch Museums Division forwards the form to the Personnel Section, Finance and Administrative Division for the certification of leave credits by the Administrative Officer V (H.R.M.O. III)/Administrative Officer II (H.R.M.O. I)/Administrative Assistant II (H.R.M. Assistant)
- The Personnel Section, Finance and Administrative Division forwards the form which was recommended by the applicant's immediate supervisor for approval/disapproval to the Office of the Chief Administrative Officer for initials below the name of the Director IV
- The Office of the Chief Administrative Officer forwards the form to the Office of the Director for the action of the Director IV. The Director IV shall indicate whether the application for leave is approved or disapproved together with the number of day/s. In case the application for leave is disapproved, reason/s must be stated in the space provided in the form. The Director III shall act on the application for leave only in the absence of the Director IV
- The Office of the Director forwards to the Personnel Section, Finance and Administrative Division the approved/disapproved application for leave for recording in the leave card for the computation of leave credits.

XIV - GRANT OF OFFICIAL BUSINESS, OFFICIAL TIME AND MOMENTARY ABSENCE FROM DUTY/WORK STATION

1. OBJECTIVE

In connection with Office Policy No. 00__-2014 (Prescribing Regular Working Hours), the National Museum hereby adopts and promulgates this policy on the grant of official business, official time and momentary absence from duty/work station:

A. To make a distinction between official business and official time

- B. To have definite guidelines in granting official business, official time and momentary absence from duty/work station to National Museum Officials and Employees to ensure fairness and objectivity to the grantees
- C. To guarantee that the delivery of services to the public will not be prejudiced by granting official business, official time and momentary absence from duty/work station to National Museum Officials and Employees

2. COVERAGE

This policy on the grant of official business, official time and momentary absence from duty/work station shall be applicable to all officials and employees of the National Museum both in the Central Office and Regional Branches.

3. DEFINITION OF TERMS

- A. **Official Business** - refers to the period the official/employee spends outside the office/work station to attend to work or work related activities. In addition to compensation, the official or employee on official business is entitled to per diem, transportation expenses and all other allowances as may be provided for by law.
- B. **Official Time** - refers to the period the official/employee spends to attend to work or non-work related activities without financial consideration on the part of the office except compensation. The official/employee is considered working in the office even if he/she is somewhere else; thus, is excused from going to the office and not considered absent. The grant of official time covers only working hours.
- C. **Compensation** - refers to basic salary and regular allowances received by the officials and employees such as Representation and Travel Allowance (RATA), Personnel Economic Relief Allowance (PERA), and Additional Compensation Allowance (ACA).
- D. **Financial Consideration** - refers to allowances given to officials and employees as a result of performance of additional function, attendance to trainings/seminars/conferences or events such as pre-travel allowances, per diem, representation allowance, clothing allowance, seminar/training/conference fee, and transportation expenses.

4. ACCOMPLISHMENT OF PERMIT SLIP (FOR OFFICIAL BUSINESS, OFFICIAL TIME OR PERSONAL TRANSACTIONS) AND NO-PUNCH AUTHORITY FORM

A. PERMIT SLIP

1. OFFICIAL BUSINESS

The Permit Slip shall be accomplished by an NM Personnel authorized to go on an Official Business (earlier defined) and the box provided for Official Business must be marked with

an "x". The Permit Slip must be accompanied by an Office Order. Official Business may be in the following forms:

- a. Attendance in trainings/seminars/conferences/symposia
- b. Representation of the Office in an event, ceremony and the like

2. OFFICIAL TIME

The Permit Slip shall be accomplished by an NM Personnel authorized to go on an Official Time (earlier defined). The box provided for in the Permit Slip for Official Time must be marked with an "x". Said Permit Slip must also be accompanied by an Office Order if the time spent outside of the office/work station is whole day or more. However, if the personnel is authorized for an official time for a certain period in the morning and has to report for work after, the personnel must record his/her time of arrival in the office. Main office personnel must use the BBiometric Time Recorder (Finger Track) or the Chronolog Timekeeper while Planetarium Division and Branch Museums personnel must use their BBiometric Time Recorders (Finger Track). In the case that a personnel is authorized to leave the office anytime on official time, his/her time of departure must also be recorded. Official Time may be in the following forms:

- a. Attendance in trainings/seminars/conferences/symposia
- b. Representation of the Office in an event, ceremony and the like
- c. Appearance in a hearing as a witness when required to do so by the court or administrative panel. However, the case should not be directly related to the official duties and responsibilities of the witness
- d. Undergo an annual medical check-up for all NM Officials and Employees being coordinated by the office with a government hospital
- e. Transaction with the Land Bank of the Philippines for problems on ATM card relative to receiving one's salary

3. PERSONAL TRANSACTIONS

The Permit Slip shall be accomplished by an NM Personnel who wishes to be momentarily absent from his/her duty/work station or has to leave the office earlier than he/she is supposed to complete an eight (8) hour work a day for personal reasons. The box provided for in the Permit Slip for Personal Transactions must be marked with an "x". The personnel's time of departure must also be recorded as well as his/her time of return to the office in such case. In this way, the corresponding time spent away from the office can be determined and shall be deducted from the personnel's vacation leave credits or from his/her salary for the month.

B. NO-PUNCH AUTHORITY FORM

The No-Punch Authority Form shall only be accomplished in case of the following:

- 1. Both time recorders, Biometric Time Recorder (Finger Track) or the Chronolog Timekeeper are not viable for a certain NM Official or Employee of the main office.
- 2. Biometric Time Recorder (Finger Track) for the Planetarium Division and Branch Museums personnel is not working. It shall however, be reported to the Personnel Section.
- 3. An NM Personnel fails to time out for lunch break as well as fail to time in for the afternoon session for reasons of attending to emergency office matters/rush works.

5. PROCEDURE

Permit Slips and No-Punch Authority Forms are readily available at the Personnel Section, Finance and Administrative Division.

A. Permit Slip

Grantee	Approver
Division Heads	Director III
All other personnel	Division/Section/Unit Heads

- 1. Prior accomplishment of the Permit Slip and approval for the Official Business, Official Time and Momentary absence from duty/work station is required.
- 2. The Grantee must present the Permit Slip to the Staff-in-charge at the Personnel Section, Finance and Administrative Division so that details shall be recorded in the logbook being maintained by the said section and a Permit Slip Number be provided for indication in the said slip.
- 3. The grantee must bring with him/her the said slip for signature by the person whom he/she transacts business with.
- 4. The Permit Slip must be submitted to the Personnel Section, Finance and Administrative Division for proper recording and filing. Said submission must be done immediately upon return to work.
- 5. A Permit Slip that is unsigned by the other party shall not be accepted by the Personnel Section, Finance and Administrative Division. It shall mean that the transaction was not completed. Thus, the corresponding time spent away from the office shall be deducted from the personnel's vacation leave credits or from his/her salary for the month. The same thing shall apply to the non-submission of the Permit Slip.
- 6. Permit Slips for personal transactions must be submitted immediately to the Personnel Section, Finance and Administrative Division for proper recording and filing before the grantee leaves the office.

B. No-Punch Authority

Grantee	Approver
Division Heads	Director III
All other personnel	Division/Section/Unit Heads

The No-Punch Authority Form must be submitted to the Personnel Section, Finance and Administrative Division for proper recording and filing at the end of the working day. Forms without the signature of the approving authority shall not be accepted by the Personnel Section, Finance and Administrative Division. Thus, the policy on prescribing regular working hours particularly on the effect of non-recording of attendance shall apply so with the non-submission of the said form.

XV - PRESCRIBING REGULAR WORKING HOURS

1. OBJECTIVES

The National Museum hereby adopts and promulgates this policy prescribing Regular Working Hours:

- 4. To harmonize the Civil Service Law and Rules, Scientific Career Council Rules and Department of Budget and Management Circulars pertaining to office hours and the corresponding payments for man-hours rendered by officers and employees including the grant of Representation and Transportation Allowances in the interest of equity/fairness and objectivity
- 5. To remind officers and employees to strictly observe the prescribed office hours to ensure adequate/acceptable employee attendance to accomplish work

2. COVERAGE

The policy on prescribed regular working hours shall apply to all salaried officers and employees of the Central Office and Regional Branches.

3. GENERAL POLICIES

Section 5, Rule XVII (Government Office Hours) of the Omnibus Rules Implementing Book V of Executive Order 292 and Other Pertinent Civil Service Laws states that officers and employees of all departments and agencies except those covered by special laws shall render not less than eight (8) hours of work a day for five (5) days a week or total of forty (40) hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturday, Sunday and Holidays.

Scientific Career Council Resolution No. 5 dated February 3, 1993 unanimously approved the revision of SCC 3 Resolution 4 dated 12 October 1992 exempting the scientists from the use of the Bundy clock provided that they render not less than eight hours of work a day or a total of forty hours a week, exclusive of time for lunch, and provided further that they accomplish and submit to their respective Personnel Divisions Form No. 48 duly signed/approved by their respective immediate supervisors.

The Department of Budget and Management issued National Budget Circular No. 546 dated January 17, 2013 with subject "Rules and Regulations on the Grant of Representation and Transportation Allowances" to prescribe rationalized and updated rules and regulations regarding the same and National Budget Circular No. 548 dated May 15, 2013 amending National Budget Circular No. 546.

4. REGULAR WORKING HOURS

B. Officers and Personnel of the Central Office

Regular working hours shall be from 7:30 a.m. to 5:00 p.m., Monday to Friday, with core hours from 8:30 a.m. to 4:30 p.m. Officials and personnel, with the exceptions provided below may report for work between 7:30 a.m. to 8:30 a.m. and leave the office between 4:00 p.m. to 5:00 p.m. to be able to complete the eight (8) hours of work a day and forty (40) hours a week. Thirty minutes lunch break shall strictly be from 12:01 noon to 12:30 p.m.

Regular work hours of the Museum Guides assigned at the Museum of the Filipino People and National Art Gallery, and all personnel of the Planetarium Division, shall be from 8:00 a.m. to 5:00 p.m. from Tuesday to Sunday. Concerned personnel may report for work between 8:00 a.m. to 8:30 a.m. and leave the office between 4:30 p.m. to 5:00 p.m. Thirty minutes lunch break shall also strictly be from 12:01 noon to 12:30 p.m.

The Director, Assistant Directors and Career Scientists shall ensure that they are present in the office, or on official business or official time for eight (8) hours a day, with at least four (4) hours a day falling within the core hours from 8:30 a.m. to 4:30 p.m.

C. Regional Museums Personnel

Work hours shall be fixed from 8:00 a.m. to 12:00 noon and afternoon session from 1:00 p.m. to 5:00 p.m. except in extraordinary circumstances as approved by the Director.

5. RECORDING OF ATTENDANCE

Section 2 of the aforementioned Civil Service Law and Rules states that each head of department or agency shall require a daily record of attendance of all the officers and employees under him including those serving in the field or on water, to be kept on the proper form and, whenever possible, registered on the Bundy clock.

Recording of attendance shall also include the time officers and employees are away from the office whether for reasons of official business or personal transactions. The policy on the use of the Permit Slip for Official Business or Personal Transactions shall apply.

D. The Director, Assistant Directors and Career Scientists

A logbook provided by the Personnel Section, Finance and Administrative Division shall be used by the Directors and Career Scientists to record their attendance. The security guards assigned at the ground and second floor lobbies of the National Arts Gallery shall be responsible for securing the logbook and shall also record the time of arrival as well as the departure of the said officers using their separate logbook. The Personnel Section, Finance and Administrative Division shall be the custodian of those two (2) logbooks and as such the Security Committee or the Security Agency shall forward the same to the Finance and Administrative Division for safekeeping as soon as the pages thereof are filled. No one is allowed to photocopy any page of the said logbook without the written recommendation of the Finance and Administrative Division and approval of the Director.

The respective assistants or aides, to be designated for the purpose by the said Directors and Scientists shall maintain a monthly calendar of activities that shall be marked with information about the engagements, whereabouts and travel of the said officers on particular dates as well as the record of leaves applied for whenever they are not in the office and whenever they leave the premises of the National Museum for the convenience and easy recall of the said officers in accomplishing the monthly Daily Time Record. The early departure for official business or personal transactions with the exact location/destination shall also be indicated by the designated aides in the monthly calendar of activities. Said monthly calendar of activities shall be forwarded to the Personnel Section, Finance and Administrative Division within the first seven (7) calendar days of the ensuing calendar month.

The said officers shall file an application for leave of absence whenever they fail to report for work, in accordance with the policy on filing of leave. Scientists shall also accomplish permit slip in case they have to leave the office.

The Civil Service Form No. 48 (Daily Time Record) or DTR shall be accomplished by the said officers with entries based on their logbook. The DTRs of the Career Scientists and Assistant Directors shall be duly approved by the Director, while the DTR of the Director shall, in line with established administrative practice, be duly signed and approved by the NCCA Chairman. All the DTRs shall be submitted to the Personnel Section, Finance and Administrative Division within the first seven (7) calendar days of the ensuing calendar month for record and reference purposes.

Failure to forward the DTR within the period above stated by any non-punching officials shall cause the Personnel Section, Finance and Administrative Division to deduct from the next payroll the amount corresponding to the month the DTR was not submitted. The release of salaries can also be done through the Disbursement Voucher if the non-submission of DTR on time continues.

E. All Other Personnel

1. Central Office

The Biometric Time Recorder (Finger Track) shall be used by all NM personnel of the National Art Gallery, Museum of the Filipino People and the Planetarium Division to record their attendance (i.e., excepting the Director, Assistant Directors and Career Scientists). All NM personnel from Salary Grade 24 and below shall also record their attendance on a logbook located near the Biometric Time Recorder (Finger Track).

Recorded attendance shall include arrival in the morning, time out for lunch break, time in for the afternoon session and departure from the office. The Division Chiefs/Officers-in-Charge

however are exempt from timing out during lunch break and timing in for the afternoon session.

In case of non-recognition of the finger prints by the Biometric Time Recorder (Finger Track), concerned personnel are required to immediately inform the Personnel Section's Administrative Officer V or Administrative Officer II or Administrative Assistant II about the matter for immediate action whether to re-enroll finger prints, accomplish a "No-Punch Authority" form, or any other appropriate action to be determined by the above personnel.

The recorded attendance of each and every officer or employee in the Biometric Time Recorder (Finger Track) is in itself valid. Thus, there is no longer a need for the Personnel Section, Finance and Administrative Division to furnish each and every officer and employee of their respective computer generated monthly attendance sheets for their affirmation and notation of their supervisors.

2. Regional Museums

The Biometric Time Recorder (Finger Track) of each Regional Museum and attendance sheets for each month/logbook shall be used to record the attendance of personnel in the regional museums. In the use of the attendance sheet, personnel must write the entries which include name, time of arrival and signature as they arrive and time of departure and signature as they leave the office both for the morning and afternoon session to be initialed by the guards on duty and the Officers-in-Charge of the Branch Museums.

The Universal Serial Bus (USB) flash drives where records of attendance shall be downloaded from Biometric Time Recorder (Finger Track) must be sent to the Personnel Section. The monthly attendance sheets of regional museums personnel bearing the signatures of the Officer-in-Charge and the Division Chief shall likewise be forwarded to the Personnel Section, Finance and Administrative Division within the first seven (7) calendar days of the ensuing calendar month.

6. EFFECT OF NON-RECORDING OF ATTENDANCE

A. The Director, Assistant Directors and Career Scientists

In case of no notation of O.B. (Official Business) in the monthly calendar of activities by the Directors and the Scientists, it shall be assumed and interpreted that time spent away from the office is for non-official (i.e. personal) reasons, with respective rules and regulations to be applied accordingly as a consequence.

B. All Other Personnel

All other personnel who fail to time out for lunch break as well as fail to time in for the afternoon session without accomplishing the No-Punch Authority Form during that particular occasion and signifying the same to the Finance and Administrative Division shall be considered half-day absent which shall either be deducted from vacation leave credits, or salary for the month or off-set by working for the equivalent hours within the week as long as it is within the month and within the regular or approved working hours. An officer or employee is considered present only for an hour

when there is only one transaction recorded in a day. (eg. only time of arrival recorded but no recorded time of departure).

Non-accomplishment of Official Business (O.B.) Pass/Permit Slip during that particular occasion and non-submission of the same to the Finance and Administrative Division shall also mean absence for the time by which officers or employees are away from the office.

7. EXCEPTIONS TO THIS POLICY

Exceptions to this policy pertaining to specific personnel shall be made only on the basis of special or extraordinary considerations and in the interests of the Museum, and shall require the approval of the Director.

XVI - POLICY GUIDELINES FOR THE HIRING OF PERSONNEL UNDER CONTRACT OF SERVICE/JOB ORDERS/CONSULTANTS

I. LEGAL BASIS

Hiring of Consultants/Contract of Service/Job Orders are authorized pursuant to the authority granted to government agencies. Section 517, volume I of the Government Accounting and Auditing Manual states;

“Sec. 517. Contracting activities – Agencies may enter into contracts with individuals or organizations, both public and private, subject to the provisions of law and applicable guidelines approved by the president: Provided that contracts shall be for specific services which cannot be provided by the regular staff of the agency, shall be for a specific period of time, and shall have a definite expected output; provided further, that implementing, monitoring and other regular and recurring agency activities shall not be contracted for, except for personnel hired on an individual and contractual basis and working as part of the organization, or as otherwise may be approved by the president: Provided finally, that the cost of contracted services shall not exceed the amount that would otherwise be incurred had the work been performed by regular employees of government, except as may be authorized under this section (Sec. 58, Bk VI, 1987 Adm Code).”

Moreover, Section 520 of the same source states;

“Sec. 520. Personal Services Contracts – It is a contract of employment between a department or agency of the government and a person who undertakes specific jobs requiring special or technical skills not available in the said department or agency, and accomplishes the same within a specific period, which in no case shall exceed one year, under his own responsibility with minimum of direction and supervision. Such type of contract is envisioned to include the hiring of private consultants. In order that a government agency may validly contract for a personal services, it must be so authorized in its appropriations under the General Appropriations Act. xxx”

While aforesaid instruction states of review and confirmation by the Civil Service Commission (CSC), the same has been relinquished by the said commission. CSC Memorandum Circular No. 1 series of 2007 (repealing CSC Memo Circular No. 17, series of 2002, also known as “Policy Guidelines for Contract of Service” and CSC Memo Circular No. 24, series of 2002, also known as the “Clarification on Policy Guidelines for Contracts of Service”) declared;

“WHEREAS, since contracts of service and job orders are in the nature of contracts, the same should be under the supervision of and regulation by the Department of Budget and Management and the Commission on Audit.

NOW THEREFORE, the Commission resolved as it hereby RESOLVED to repeal its present policies on contracts of service and job orders and relinquish its regulation over said contracts.”

Further, Section 1 of the said circular partly states;

“Consequently, contracts of service and job orders will no longer be submitted to the Civil Service Commission Regional Offices (CSROs) for a review of their stipulations. Likewise, exemptions from CSC MC Nos. 17 and 24 series of 2002 will no longer be required with respect to hiring under contracts of service and job order.”

In the same manner, the requirement (required under CSC Resolution No. 02-1480) to request exemption from CSC Memo Circular No. 17, series of 2002 when hiring “Contracts of Service/Job Orders that do not cover special or technical skills or where the functions to be performed are clerical or administrative in nature or where the work is also performed by the regular personnel of the agency is no longer applicable as said Memo Circular 17 has been repealed.” While the preceding is prohibited under the said memo circular, the same memo that imposes the same is no longer valid.

However, the CSC, under Section 2 of Memo Circular No. 1, reiterates the policy on contracts of service and job orders as embodied under Rule XI of CSC Memorandum Circular No. 40 series of 1998 as amended by CSC Memorandum No. 15, series of 1999. Rule XI provides;

“Rule XI-Contracts of Service/Job Orders

Section 1. Contracts of Service/Job Orders, as distinguished from those covered under sec. 2€ and (f), Rule III of these rules, need not be submitted to the Commission. Services rendered thereunder are not considered government services.

Section 2. Contracts of Service/Job Orders refer to employment described as follows:

- a. The contract covers lump sum work or services such as janitorial, security or consultancy services where no employer-employee relationship exist;*
- b. The job order covers piece of work or intermittent job of short duration not exceeding six months on a daily basis;*
- c. The contracts of service or job orders are not covered by Civil Service Law, rules and regulations but covered by COA rules;*
- d. The employees involved in the contracts or job orders do not enjoy the benefits enjoyed by government employees, such as PERA, COLA and RATA.”*

PROCEDURES IN HIRING CONTRACTS OF SERVICE/JOB ORDERS/CONSULTANTS

1. Chief of concerned division/section/unit shall request authority from the Director IV to hire personnel under contract of service/job order/consultants. Said request should be attached with the following:

- a. Justification for hiring;
 - b. Terms of Reference which shall contain details of functions or work, period of employment, and other relevant information that justifies hiring or outsourcing of job;
 - c. Approved work program or activity of the division or the agency where mentioned functions under item “b” hereof is reflected; and
 - d. Certificate of availability of funds signed by the chief accountant.
2. Once the Director IV approves the request for authority to hire personnel under contract of service/job order/consultants, said approved authority to hire shall be forwarded to the Personnel Section for the latter to start searching for qualified applicants. Details of recommended applicants for the job shall be attached to the approved request. The Personnel Section shall conduct an evaluation of the applicants to ascertain their qualifications and fitness for the job.
3. In the case of consulting services, the Personnel Section shall, after evaluation of the submitted documents, certify the necessity of hiring consultants. Documents submitted and issued certification shall be submitted to the Bids and Awards Committee (BAC) which shall procure the said services pursuant to Republic Act 9184 or Government Procurement Reform Act. Once procured, the BAC shall furnish the Record Section and concerned divisions with all documents relative to the procurement of the said consultancy services. In addition, documentary, procedural, and legal requirements should be complied with prior to assumption of duty or prior to hiring of said consultancy services;
4. For Job Orders/Contract of Service, the evaluation report shall be submitted to the Director IV for approval. Once approved, the same shall be returned to the Personnel Section for the issuance of certification (noted by the Chief Admin and Director IV) relative to the necessity and fitness of the prospective applicant to hire. Likewise, said applicant shall be required to submit the following:
 - a. Diploma;
 - b. Transcript of Record;
 - c. Personal Data Sheet;
 - d. Curriculum Vitae;
 - e. NBI Clearance;
 - f. Valid Government ID or Community Tax Certificate;
 - g. Performance Review, in case of renewal;
 - h. Other pertinent documents required by the Personnel Section;
5. After compliance with prescribed requirement enumerated under item three (3) hereof, all the documents shall be forwarded to the Legal Unit for the preparation of contract;
6. All documents mentioned under item four (4) hereof shall be forwarded to the Records Section which shall furnish concerned divisions with certified true copies of the same. The contract, on the other hand, shall be forwarded to the Director IV for his signature and subsequently to the Personnel Section for the signature of applicant, briefing on office policies, enrolment in the biometric system, and issuance of identification card;
7. The contract shall be returned to the Legal Unit for other formality requirements. Said contract shall be forwarded to the Record Section which shall furnish concerned divisions with certified true copies of the said documents;

RENEWAL OF CONTRACT OF SERVICE/JOB ORDERS

In addition to the procedure and requirements prescribed above, the following are required for the renewal of contract of personnel hired under contract of service/job order:

1. Chief of concerned division/section/unit shall request for authority to renew contract of existing personnel under job order/contract of service. When approved, the same shall be forwarded to the Personnel Officer who will conduct the necessary performance evaluation which shall serve as basis in the renewal of contract;
2. Likewise, procedures and requirements prescribed under Procedures in Hiring Contracts of Service/Job Orders/Consultants shall be complied with.
3. Renewal of consultant, shall be subject to pertinent laws and regulations.

COMPENSATION

Personnel under contract of service/Job orders/consultants shall be paid remuneration of not more than 120% of the basic salary of his equivalent position in the agency. Further, they are not entitled to any other benefits otherwise accruing to permanent personnel of the government.

ATTENDANCE MONITORING AND PAYMENT OF SALARIES

1. Individual hired under contract of service/job order shall be required to report to the office observing the work schedule as stated in the contract required for him/her to be able to perform work effectively and efficiently.
2. He/she is required to submit a duly signed record of attendance, monthly report, and certification of services rendered to support the claim for payment covering the period of services rendered;
3. Any absences, tardiness and under time incurred shall be deducted against his/her salary.

TRAVEL

1. Personnel under contract of service/job order/consultants shall undertake travel if such is required in order to carry out the services contracted for. In such case, said personnel shall be entitled to per diem and reimbursement of travel expenses in line with the prevailing agency policies and pertinent rules and regulations.

USE OF NM FACILITIES AND PROPERTIES

I - DESIGNATED PARKING SPACE FOR EMPLOYEES

To address the insufficiency of parking space at the side of P. Burgos Street, National Museum employees are directed to utilize the Taft side parking area for their personal vehicles. The measure is necessary in order to address the insufficiency of parking space for the increasing number of museum visitors and to preclude accident or inconvenience caused by overspill parking.

Vehicle of NM visitors shall utilize the ramp facing P. Burgos Street.

II – USE OF NM VEHICLE

The use of NM motor vehicles is governed primarily by the provisions laid under the Manual on Audit for Fuel Consumption of Government Motor Vehicles as prescribed by COA Circular No. 77-61 dated September 26, 1977. Employees are advised to refer to the said manual for details. However, relevant provisions are here quoted to serve as immediate guidance and reference:

- NM official shall only be allowed to use one motor vehicle.
- Motor vehicle shall be used exclusively and strictly for official business only.
- Use of motor vehicles should be controlled through properly accomplished and duly approved Driver's Trip Tickets which should be serially numbered. The tickets should be prepared in two copies: the original would be for the COA Auditor through the Chief Accountant and the duplicate would be for the File. Summary report of tickets should be made every end of the month for audit purposes.
- All motor vehicles shall be marked "For Official Use Only" (3 inches), under which the mark "National Museum" should appear. The marks should appear on both sides of the motor vehicles.
- All motor vehicles should bear government plates only.
- All motor vehicles, except when in use for strictly official business beyond office hours, shall be kept in the garage when not in use.
- No official who has been granted transportation allowance shall be allowed to use NM motor vehicles.
- At the end of the month, monthly report (using the prescribed format distributed to the drivers) of official travel shall be prepared by the driver concerned summarizing in

chronological order his trips for the month. For each vehicle, one report shall be prepared monthly. The report shall be certified by the driver and approved by the Chief Administrative Officer.



ANTHROPOLOGY DIVISION
National Museum
OPERATIONS MANUAL

Chapter I. Introduction

- Objectives
- Policy/Thrusts
- Functions
- Organizational Charts
- Chart I Structural Chart of the Anthropology Division
- Chart II Functional Chart of the Anthropology Division
- Chart III Personnel Chart of the Anthropology Division
- Duties and Responsibilities
 - Museum Curator II
 - Museum Curator I
 - Senior Museum Researcher
 - Museum Researcher II
 - Museum Researcher I
 - Artist Illustrator II
 - Museum Technician II
 - Museum Technician I
 - Clerk II
 - Utility Worker
- Table I – Qualifications Standard of the Anthropology Division

Chapter II. Administrative Section

- Library and Records Unit
- Photographic Files
- Photo Locator Card
- Maps and Illustrations
- Manuscripts and Publications
- Correspondence
- Reference Collections
- Information Technology Unit
- Access to the Collection and Data of the Anthropology Division
 - On The Use of the Library
 - On Accessing the Data and Collection of the Division
 - On Accessing the Photo-Files of the Division
- Disposal of Documents
- Authentication of Ethnographic Specimens

Chapter III. Research Section

- The Peoples of the Philippines
- The Philippine Ethno-Linguistic Map
- The Distribution of the Peoples of the Philippines
- Map of the Peoples of the Philippines
- Exhibition
- Domestic/Foreign Affiliations
- Fieldwork
 - Ethnographic Research Forms
 - General Ethnography Outline
 - Ethnographic Form No. 1: Survey of Cultural-Linguistic Groups
 - Ethnographic Form No. 2: Language Questionnaire
 - Ethnographic Form No. 3: Genealogical Terminology
 - Ethnographic Form No. 4: Kinship Terminology
 - Ethnographic Form No. 5: Genealogical Chart
 - Ethnographic Form No. 6: Household Census
- Lectures and Publications

Chapter IV. Collection Holdings Section

- Ethnographic Collections
- Field collections
 - Functional Guide for Specimen Collection
 - Ethnography Form No. 7: Ethnographic Specimen Trial
 - Record Sheet
- Donation
- Purchase
- Documentation
 - Registration
 - Cataloguing
 - Photo-documentation
 - Data encoding
 - Ethnographic Catalogue Card Form
 - Masterlist
 - Computer database
- Inventory and Maintenance
 - Cross-indexing
 - Labeling
 - Restoration
 - Conservation
 - Wrapping
- Storage System
- Access to Collection Holdings Records
- Loaning of Specimens for Exhibition
 - Ethnology Form for Local/International Exhibition
- Accountability of Specimens
 - Ethnographic Collections Management Flowchart

Introduction

Anthropology (derived from the Greek words '*anthropos*' and '*logos*' which means the study of human beings) is important to a better understanding of rural and urban societies. Given this concept, the Anthropology Division conceptualized and designed projects geared towards achieving the institution's thrust.

The main task of the National Museum is the total development of the Filipino as a total human being. To attain this end, it is mandated by the Philippine Legislative Act No. 3477, Republic Act No. 4846 and Presidential Degree No. 374 amending certain sections of RAN 4846. The role of

the Anthropology Division is focused on the study of the Filipino images and national identity by investigating cultural complexities, reconstructing and linking the past with the present, and preserving the national heritage.

In the pursuit of education, the Division has trained anthropologists and researchers who untiringly seek out frontiers in culture. The division translates this technical knowledge into more understandable and practical forms through lectures, interviews, publications, and exhibitions. Priorities were also given to the socio-cultural and anthropological studies, cataloguing of ethnographic specimens, revalidation of previous data, ethnic mapping, and extension services.

The Anthropology Division has a symmetrical research program connecting scientific data analysis and fieldwork which research institutions abroad have recognized. Researchers in anthropology have documented the different Philippine ethno-linguistic groups and subgroups, identified material cultures utilized, and produced the types of their technologies.

Moreover, the Division has a cultural arm that leads in the study and preservation of the country's rich cultural heritage. The collection of material culture or artifacts of the different peoples of the Philippines has been intensified and the collections have been put up in several exhibitions, documentations, and lectures with the integrated study of the people utilizing the artifacts.

In its globalization efforts and building international image, the Anthropology Division looks forward in becoming a strong bastion of Philippine cultural and ethnographic studies.

Objectives

As part of the National Museum objectives, the Division adopts a tri-dimensional goal covering a wide field of educational, scientific, and cultural activities:

1. The Anthropology Division disseminates knowledge in more concrete forms. In the pursuit of education, the division has a member of trained anthropologists and researchers, who seek out frontiers in culture. The division translates this technical knowledge into more understandable and more practical forms through lectures, interviews, publications and exhibitions which are heard, viewed and read by school children, college and graduate students, researchers, and the general public which the Anthropology Division and the museum serves.
2. The Anthropology Division has a symmetrical research program connecting scientific data analysis and fieldwork which research institutions abroad have recognized. Researches in Anthropology have brought out the different Philippine Ethno-linguistic Groups and sub-groups, identification of material cultures utilized, and produced including the types of their technologies by the early and contemporary Peoples of the Philippines and contributed much to the promotion of social science in the country.
3. The Anthropology Division as a cultural arm of the National Museum has taken the lead in the study and preservation of the country's rich cultural heritage. The collection of material culture or artifacts of the different peoples of the Philippines has been intensified and the collections has been put up in several exhibitions, documentations, and lectures, so much so with the integrated study of the people utilizing the artifacts.

Policy/Thrusts

The policy of the Anthropology Division is to combine its functions stipulated below to the entire vision and mission of the National Museum. Being a technical division, the Anthropology Division functions as follows:

1. To conduct researches in Anthropology;
2. To carry out fieldworks, to observe and document the peoples of the Philippines, its social and cultural forms and changes including its ecological setting;
3. To collect, preserve, identify, and catalogue material culture;
4. To curate adequate ethnographic collections;
5. To set up exhibitions of material culture of the peoples of the Philippines; and
6. To protect and preserve ethnographic collections.

Functions

The Anthropology Division of the National Museum performs the following functions:

1. Plans, organizes, directs and supervises scientific researches on the people of the Philippines, including economic and ecological anthropology and ethnography/ethnology, linguistics and paleo-anthropology that support the Research and Development in the physical and natural sciences.
2. Plans, organizes, directs and supervises dissemination of scientific and technical knowledge through the establishment and maintenance of a national reference collection of ethnographic items (e.g. artifacts and eco-facts) and data acquired through anthropological studies of the Peoples of the Philippines.
3. Plans, organizes, directs and supervises dissemination of scientific and technical knowledge through exhibitions, publications, public relations, media coordination and linkages with the museums diverse public.
4. Promotes the National Museum to its diverse public and private clientele through educational services such as preservations and conservations of ethnographic artifacts, lectures and library services.
5. Initiates linkages, monitoring and collaboration of other international, government and private institutions specifically tasked to recognized, protect and promote the rights of indigenous cultural communities.
6. Conducts trainings of personnel in the field of museology and museography in relation to anthropological studies.
7. Participates in local and international trainings, seminars, workshops, conferences, meetings, etc. for the development of anthropology, especially in the field of museology and museography; and cultural awareness programs.

Organizational Charts

Structural Chart of the Anthropology Division

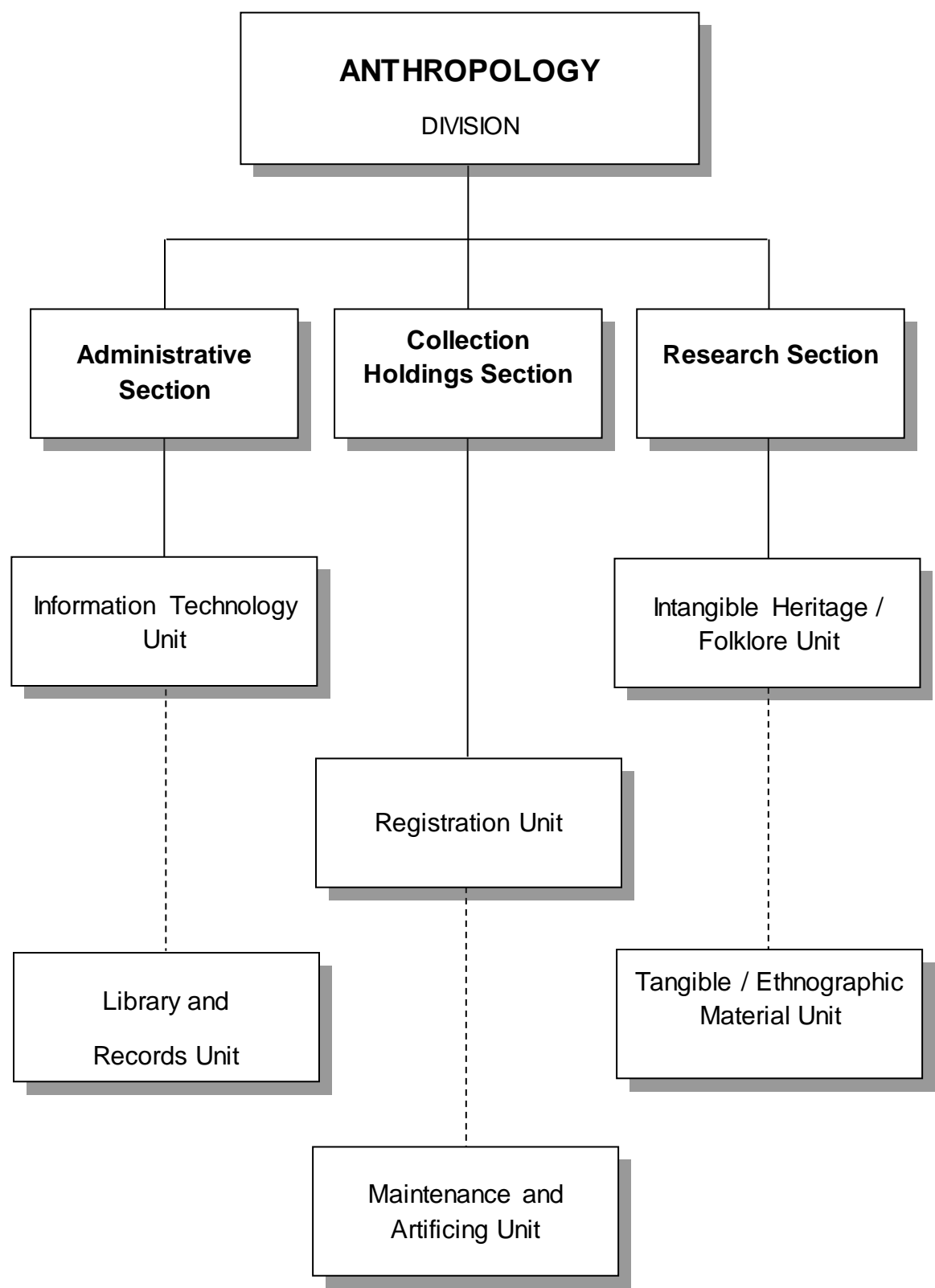
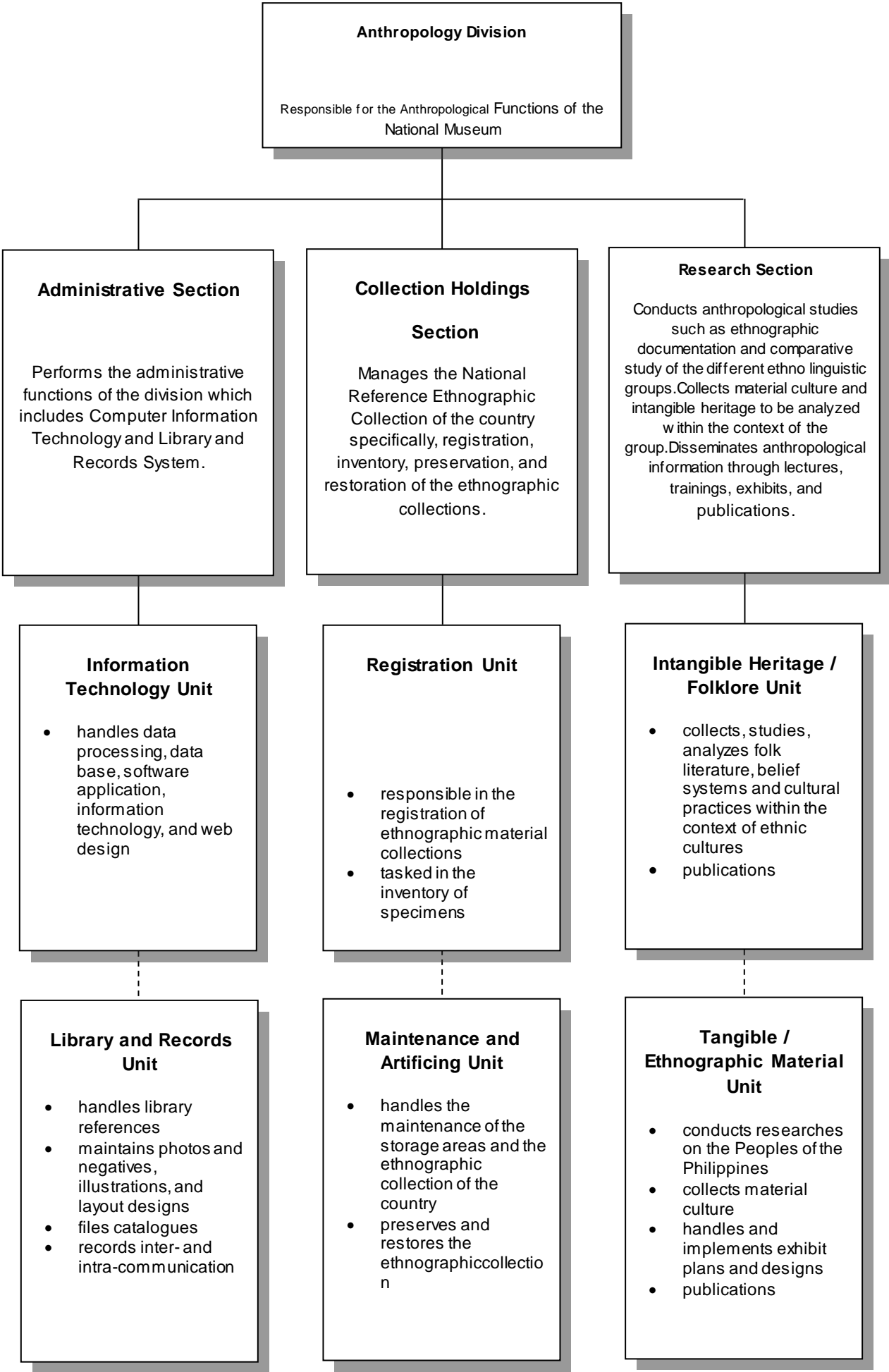
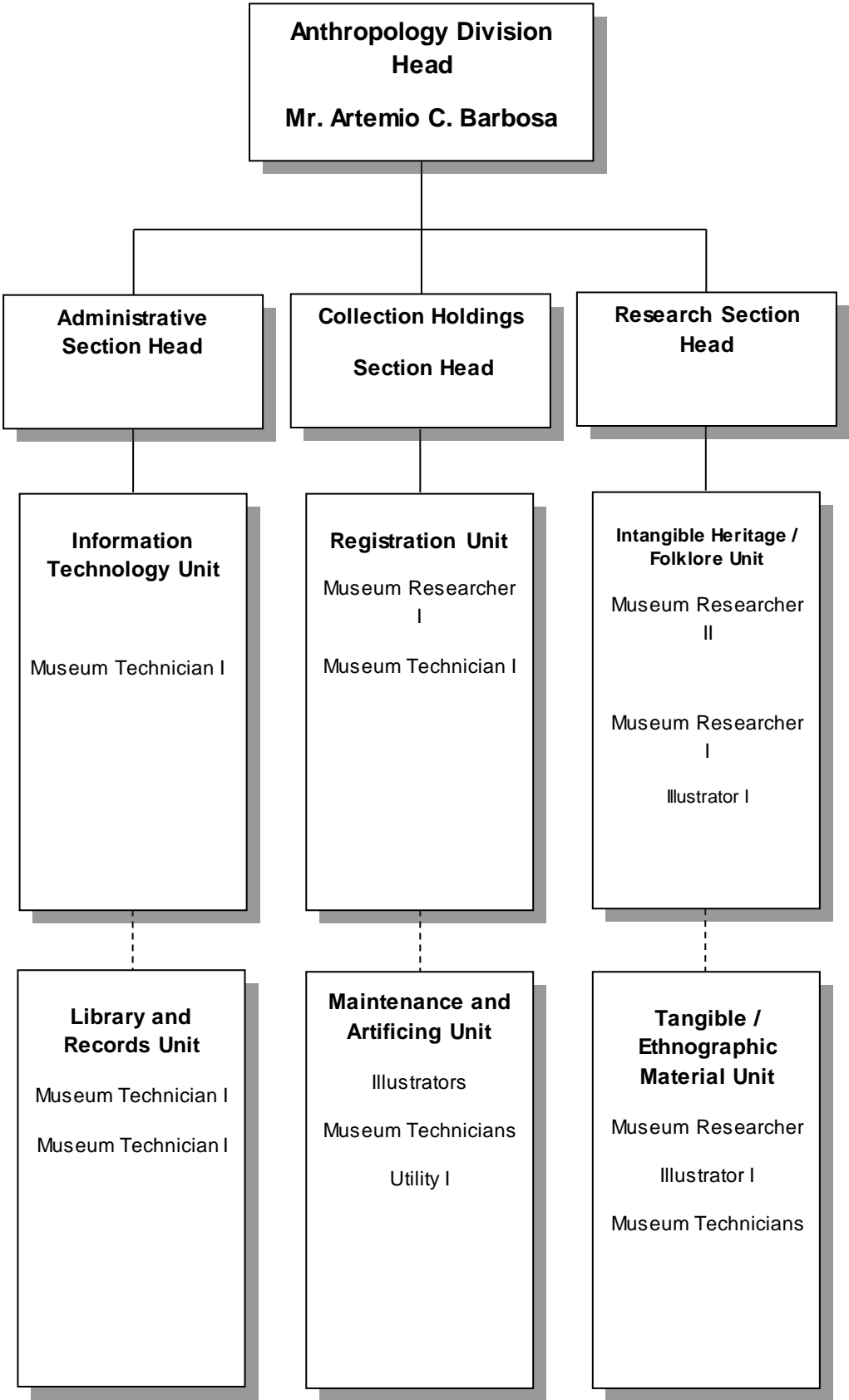


Figure 4.

Chart II – Functional Chart of the Anthropology Division



Personnel Chart of the Anthropology Division



Duties and Responsibilities

Each personnel of the Anthropology Division perform various specified functions in accordance with their designated position.

Museum Curator II

1. Plans, organizes, directs and supervises the systematic researches in the field of anthropology;
2. Plans, organizes, directs and supervises the applied researches in the field of anthropology;
3. Establishes/maintains and studies anthropological reference material collections;
4. Publishes results of systematic and applied researches;
5. Initiates linkages, monitoring and collaboration of social and cultural work with local/international museums and academic institutions;
6. Conducts own research in the field of anthropology (economic, ecological and physical);
7. Conducts trainings of researchers in the various aspects of the discipline;
8. Organizes meetings, symposia, seminars and workshops on the discipline;
9. Provides technical assistance or data regarding exhibitions of anthropological materials to the Museum Education Division and other divisions; and
10. Performs other functions as provided by R.A. 8492.

Museum Curator I

1. Assists in planning, organizing, direction and supervision in the conduct of systematic researches in the field of anthropology;
2. Assists in planning, organizing, direction and supervision in the conduct of applied researches in the field of anthropology;
3. Assists in the establishment and maintenance of anthropological reference collections;
4. Assists in the publication of results of systematic and applied researches;
5. Assists in the initiation of linkages, monitoring and collaboration of research activities with local and international museums and academic institutions;
6. Assists in the organization of meetings, symposia, seminars and workshops of the discipline;
7. Assists in providing technical assistance or data regarding exhibitions of anthropological materials to the Museum Education Division and other divisions;
8. Conducts own researches in the field of anthropology (economic, ecological and physical), and
9. Performs other functions as provided by R.A. 8492.

Senior Museum Researcher

1. Monitors independent researches of Museum Researchers in the conduct of systematic and applied researches in the field of anthropology;
2. Exercises direct supervision on the collection, recording and maintenance of anthropological specimens;
3. Conducts basic researches in the field of anthropology (ethnography/ethnology, ecological and economic);
4. Participates in relevant conferences, seminars and symposia;
5. Disseminates information through lectures;
6. Monitors and coordinates linkages, monitoring and collaboration of research activities with local or international research and academic institutions;
7. Prepares and publishes scientific papers and activity reports;
8. Provides technical assistance/data regarding exhibition of anthropological materials to the Museum Education Division and other divisions; and
9. Provides other functions as provided by R.A. 8492.

Museum Researcher II

1. Conducts systematic and applied researches in the field of anthropology;
2. Conducts own researches in specialized field;
3. Conducts fieldwork for the purpose of collection, identification and classification of anthropological specimens;
4. Supervises the personnel directly involved in his specified section/unit;
5. Disseminates educational information through lectures, seminars, etc.;
6. Participates in relevant seminars, conferences and symposia;
7. Supervises the works of Museum Technicians in surveying, recording and accessioning, and storing of anthropological materials;
8. Provides technical assistance/data regarding exhibition of anthropological materials to the Museum Education Division and other divisions; and
9. Provides other functions as provided by R.A. 8492.

Museum Researcher I

1. Assists senior personnel in anthropological research undertakings;
2. Assists in the preparation of reports and manuscripts for publication;
3. Conducts independent research in the field of ethnography/ethnology;
4. Participates in seminars, conferences and symposia;
5. Provides technical assistance/data regarding exhibition of anthropological materials to the Museum Education Division and other divisions; and
6. Provides other functions as provided by R.A. 8492.

Artist/ Illustrator II

1. Undertakes mapping requirements during anthropological field work;
2. Provides various graphics art requirement which includes scientific illustrations, photographs, texts, labels, captions and other kinds of art works;
3. Provides technical assistance/data regarding exhibition of anthropological materials to the Museum Education Division and other divisions; and
4. Provides other functions as provided by R.A. 8492.

Museum Technician II

1. Undertakes general supervision of Museum Technicians;
2. Assists senior personnel in the undertaking of systematic and applied researches in the field of anthropology;
3. Assists in the preparation of reports;
4. Undertakes specified technical work in his own field of expertise;
5. Provides technical assistance/data regarding exhibition of anthropological materials to the Museum Education Division and other divisions; and
6. Provides other functions as provided by R.A. 8492.

Museum Technician I

1. Assists senior personnel in the undertaking of systematic and applied researches in the field of anthropology;
2. Assists in the maintenance and proper care of anthropological collections;
3. Assists in fieldwork collection and analysis of anthropological materials;
4. Maintains fieldwork and laboratory equipments used in systematic and analytical researches;
5. Provides technical assistance/data regarding exhibition of anthropological materials to the Museum Education Division and other divisions; and
6. Provides other functions as provided by R.A. 8492.

Clerk II

1. Encodes and prepares scientific manuscripts, records and data for publications;
2. Catalogues research references;
3. Prepares and maintains a database on collections from systematic and applied researches;
4. Compiles systematic and applied research inventory reports;
5. Provides technical assistance/data regarding exhibition of anthropological materials to the Museum Education Division and other divisions; and
6. Provides other functions as provided by R.A. 8492.

Utility Worker

1. Assists Museum Technician in the handling of anthropological specimens;
2. Assists in the upkeep of anthropological collections;
3. Assists in the re-accessioning and re-labeling of specimens;
4. Assists in the systematic and applied research fieldworks and analysis;
5. Provides technical assistance/data regarding exhibition of anthropological materials to the Museum Education Division and other divisions; and
6. Provides other functions as provided by R.A. 8492.

Administrative Section

The Administrative Section of the Anthropology Division takes care of the administrative functions of the division in coordination with the Administrative Division and other divisions of the National Museum and the sections within the Division.

In order to ensure a smoother operation of the activities of the division, the section is further subdivided into two units: the Library and Records Unit and the Information Technology Unit.

Library and Records Unit

The Library and Records Unit handles all official files and information of the division and provides library services to the various divisions of the National Museum and the general public.

The Anthropology division's library, aside from serving the needs of the personnel, also served reference materials to college students, undergraduates, graduates and professionals who are preparing term papers, thesis, and treatises for graduate courses. The library, presently, contains books on ethnography, folklore, linguistics and other Filipiniana collections. Aside from the cited reference materials, the Library and Records Unit also handles and maintains the following information materials:

Photographic Files. Photographs can be used to document ethnographic materials and events of the Peoples of the Philippines as well as the different exhibits in the Museum of the Filipino People and various Regional Museums. Photo-documented ethnographic material cultures of the peoples of the Philippines and their cultural activities—in black and white or colored slides—are catalogued, numbered and filed according to their ethno-linguistic group.

The photo record contain the actual size of the object, accession number, number of negative/photo file, title/name of the object or event and brief description. Contact print and negative strip are attached to the form. The negative/photo file has a photo locator index and stored in a manner consistent with the accepted conservation practice. The designated staff from this unit ensures the proper filing and maintenance of photographic files, which include photographs, negatives, contact prints and slides.

Figure 6.

A sample of the Photo Locator Index

	Photo No.
Ethnic Group	Photograph
Object	
Vernacular Name	
Recorder	Negative

Maps and Illustrations. Documentation of material cultures and study areas, especially during field works, is also done using scientific illustrations, relevant drawings, maps, and other kinds of artworks. In filing these materials, identifying details such as accession number, title/name of project and project date should be attached for easy retrieval. The assigned staff will do the filing and maintenance of these records.

Manuscripts and Publications. As a complement to the educational program of the National Museum, publications were put out to disseminate the product of the technical men’s field and archival researches. During the last year, a number of these scientific papers went to the press, while some are being prepared for printing.

Manuscripts include the unpublished research papers, field reports and scientific papers of the research personnel of the division. On the other hand, publications include researches that were published such as books, monographs, annuals, serials, magazines, and others. Other official reports filed in the Records Unit include articles, field reports, condition reports, and monthly and annual reports.

The personnel records and files these publications, manuscripts, field reports, field researches and papers of the Anthropology research personnel. This will be inventoried and maintained to serve as reference materials in the library.

Correspondence. Official correspondence include office orders, memoranda, note verbale, certifications, minutes of official meetings, announcements and other incoming and outgoing intra- and inter- communications of the division. All official correspondence will be received, recorded and filed by the designated staff under the Library and Records Unit.

As each correspondence arrives to the division, it is stamped or marked immediately and recorded in a logbook to prevent accidental duplication or loss of documents. A logbook is kept in which the essential facts of each document is entered. The stamped for correspondence includes the date and time it was received, the name and signature of the receiver for record purposes. It is then filed in the correspondence folder with clearly marked subject for easy access and retrieval.

Reference Collection. These include a duplicate copy of the card catalogs, accession books and inventory list of ethnographic specimens (the original of which will be handled by the personnel from the Collection Holdings Section of the Anthropology Division). These materials will be filed and updated by the personnel from time to time.

The Library and Records Unit will be the official repositories for all the above materials. Other divisions or sections may arrange to access the materials through those designated repositories.

Information Technology Unit

The Information Technology Unit takes care of the Anthropology Division computer system. Computer technology offers a viable solution to the inventory and easy retrieval of information of the collection.

The designated staff from this unit also performs the following functions:

1. Handles data processing, database encoding and filing and software application to pertinent photographic files and information; and
2. Properly maintains computers, diskettes, CD-Rom, printers and other office equipments.

Access to the Collection and Data of the Anthropology Division

To access files and information of the division, one must follow the following guidelines:

On The Use of the Library

1. Researchers (students and/or professionals) are allowed to use the library during office hours (8:00 a.m. – 4:00 p.m.) from Monday through Friday provided that they ask permission from the designated Officer-In-Charge.
2. A logbook should be maintained inside the library for record purposes.
3. Researchers should refrain from eating or drinking while doing research inside the library.
4. Mobile phones should be turned off or kept in silent mode.
5. Students and researchers are advised to bring notebooks or writing materials since all the reference materials in the library are FOR ROOM USE ONLY.
6. No research materials will be brought outside of the library.
7. Bags are subject for inspection by the Officer-In-Charge before leaving the library.
8. Photocopying of manuscripts and other references in the library is not allowed.

On Accessing the Collection and Data of the Division

To access to the anthropological collections and data, the following prescribed procedures will be followed.

1. Requests from colleagues in the National Museum for the purpose of scientific collaboration, study and publication for the furtherance of science may be approved by the division head concerned.
2. Requests from students (undergraduate) solely for class purposes shall be approved by the division head.
3. All requests from Graduate students, professionals and or institutions for access to the data on the National Museum collections, including the actual examination of the National Museum or his duly authorized representatives who shall make the necessary action on the request.

This shall be subject to the procedures below:

- a. A formal letter shall be addressed to the Director for his approval and the content shall include the following:

- 1) The purpose of the research
 - 2) List of collections when necessary
 - 3) Kind of information needed
 - 4) Copy of thesis, dissertation and / or publication shall be given to the NM
- b. The request shall be referred to the division for comments and suggestions.
 - c. If the request is approved, the requesting party shall fill-up an application form.
 - d. No collections shall be transferred from the National Museum to other institutions unless provided in the Letter or Memorandum of Agreement as the case may be signed by the National Museum and the requesting party.
 - e. In case of internationally funded projects, a MOA on the official collaboration of the NM to such projects may be endorsed.
4. Access to the data on systematic collections of the National Museum should be in accordance with the principle of benefit sharing. Efforts must be made in order that both users of the data/specimens and the National Museum shall be mutually benefited. Donations and monetary considerations can be made, subject to government rules and regulations, and the internal policy of the National Museum.
 5. Users of the data, information and actual specimens of the National Museum should acknowledge the National Museum, the Director or his duly designated representative, appropriate Division/s and staff that attended to his request, in all scientific and popular publications and all other media, printed or electronic media (through the internet, etc.) as well as oral presentations with bearing on these collections. Such attribution should be observed in any subsequent use of the National Museum data.
 6. The Anthropology Division of the National Museum has the right to disallow access to specific data on data bases and information on systematic collections on valid grounds especially on new anthropological collections and its data being studied by NM researchers; unpublished research work; and other confidential data determined by the Director of the National Museum or the Division Chief.
 7. Access to the data and information of National Museum collections should only be used under the condition and purpose as stated by the applicant and as approved by the National Museum. In no circumstances will data be used for other purposes, without the appropriate written authorized and approval of the National Museum.

On Accessing the Photo-Files of the Division

1. If an individual or group wishes to access and reproduce ethnographic photographs and slides, he/she or the company should write a letter of request addressed to the Director stating the objectives of the research, thesis, exhibit or other activities where the photographs or slides will be used three (3) months in advance.
2. Upon approval, the individual or the body should agree to the condition of the division stating that for every slide or photograph borrowed and reproduced, a duplicate copy will be provided for the files of the division upon returning of the original copy.

3. If the borrower approves, he/she needs to specify the ethnographic photographs or slides to be reproduced as well as the number of photographs and slides needed. He/she or the company will be allowed to select a maximum of 10 photographs (prints/negatives or slides) to be reproduced.
4. The borrower will be accompanied by a division staff to have the selected materials processed in a photo-developing center. This is to ensure that the original copies will be processed and returned immediately to the division after duplication and a duplicate copy of each photograph will be provided to the files of the division. The maximum processing time allowed by the division to have the photographs returned is 10 working days.
5. The Anthropology Division of the National Museum should be acknowledged upon the publication of the thesis, opening of the exhibit, multimedia production, etc.

Disposal of Documents

If the division plans to dispose documents which have been expended through utilization, or which have no value or significance to the Anthropology Division or to the National Museum, the process will be in accordance to the guidelines issued by the Bureau of Records Management.

Authentication of Ethnographic Specimens

If an individual, group or organization wishes to authenticate ethnographic specimen/s, the National Museum's Standard Operating Procedures for authenticating cultural specimens will be followed.

The individual or company should write a letter of request for authentication to be forwarded to the Cultural Properties Division. The letter of request should be accompanied by two photographs of the specimen/s (one of which is for the file of the division). Upon the approval of the letter, personnel from the division will be requested by the CPD to check on the authenticity and antiquity of the ethnographic specimen/s. The findings on the object will be endorsed to the CPD for registration and issuance of the certificate.

Research Section

The Research Section of the Anthropology Division is tasked to do ethnographic and ethnological researches among the various ethno-linguistic groups of the Philippine archipelago. In understanding the Peoples of the Philippines, an in-depth study is imperative especially their beginnings, adaptation, distribution and their differences. It is a complex undertaking as these peoples in their various stages of development and adaptation continuously change; thus, the so-called ethnographic present is necessary in understanding these ethno-linguistic groups now comprising the Filipino people.

There are 77 ethno-linguistic groups and 244 subgroups documented. Ethno-linguistic diversification is due mainly to ecological changes, thus communities within the shorelines tend to have fishing as their subsistence economy and those in the uplands tend to have agriculture as their subsistence economy. While the evolution of change, as part of social existence, has led to these diverse ethno-linguistic groupings, the understanding of the Peoples of the Philippines is relatively a complex undertaking especially in the status, distribution and the dispersal of the various groups in the archipelago.

In its complexity, the Research Section of the Anthropology Division has set several goals in achieving its policies and thrusts:

1. To review and update the existing Peoples of the Philippine Map considering the impact of infrastructure, geo-political and economic technology that has resulted in the diverse distribution of the people;
2. To collect and enhance the cultural materials among the peoples of the Philippines especially those ethnic groups with less collections and to fill up the gap where those ethnic groups are not represented in the Reference Collections;
3. To review and update the ethnography/ethnology of the People's of the Philippines;
4. To publish, exhibit, and disseminate information through lectures and the production of multi media regarding the ethnography/ethnology of the Peoples of the Philippines;
5. To network with both local and international museums in relation to anthropological researches, exhibits and collection holdings; and
6. To enhance the skills of the support staff in terms of the latest trends in museology and museum management for the global competitiveness in international museums and researches.

The Peoples of the Philippines

The Peoples of the Philippines comprises the various language groups that are all scattered in the archipelago. The various names given to these various groups in different anthropological studies are documented to make identification more specific in the Research Section Reference Master lists. Each language group has their specific compiled literatures from different anthropological researches. For instance, the Ifugao of the Cordillera have cultural and bibliographic entries of all existing anthropological researches and are encoded in the computer for reference collections. Each entry is divided into topical themes like social organization, religion, material cultures and others.

The on-going collection of ethnographic/ethnological materials for the Philippines Ethno-linguistic Reference Collection is essential in the understanding of the study of human behavior and culture. Here, the Research Section is involved in the reproduction of the Philippine Ethno-linguistic Map (see following page) and identify the distribution of the Peoples of the Philippines.

The Philippine Ethno-linguistic Map

The Philippines Ethno-linguistic Map comprises all the recorded and documented peoples of the archipelago. These are based on the language groupings that the Research Section of the Anthropology Division has compiled based on the Population Census, the existing anthropological literatures and the fieldwork done by the researches.

Each language groups are divided into regional settings. For instance, Region 1 comprises the Ilokano, Sambal and Pangasinan language groups, the Cordillera Autonomous Region (CAR) comprises the language groupings of the Ifugao, Bontoc, Kalinga, Ikalahan, Apayao, and so on.

The Distribution of the Peoples of the Philippines

The distribution of the Peoples of the Philippines is a complex tasked in the Research Section of the Anthropology Division primarily because of the impact of education, technology and the development of infrastructures. Many language groups have joined the mainstream Philippine society, mostly in the various private and government workforce, especially in the over populated metropolis. These include the major language groups such as the Sebuano, Tagalog and the Ilokano. A minor workforce among the Muslim groups is also seen in various government and private agencies.

The distribution of the peoples of the Philippines is plotted in the Anthropology Division Philippines Ethno-linguistic Map (see Map). This map is based on regional setting where all documented and recorded language groups are distributed in each region.

Exhibition

The exhibitions of collected ethnographic material cultures among the peoples of the Philippines are being exhibited in the Museum of the Filipino People. The *Kahinatnan*

Gallery for instance depicts the various ethnographic collections were all material cultures of the Peoples of the Philippines is being represented. There are also ethnographic collections exhibited in the various Branch Museums of the National Museum.

Local and International Exhibitions depicting the various collections have evolved for quite some time. Local and international exhibitions include selected material cultures, which the division has loaned to both the private and government museums. Guidelines regarding the loaning of specimens for exhibitions are set by the Collection Holdings Section of the Anthropology Division.

Domestic/Foreign Affiliations

The Research Section also provides both domestic and foreign affiliations in terms of collaborative anthropological researches. Topical researches on ethnography and ethnology of the Peoples of the Philippines vary according to the specializations of the researchers. These include maritime anthropology, gender relations, religion, material cultures and so on.

To be a research affiliate with the Research Section of the Anthropology Division the following guidelines are strictly followed:

1. A letter of request to the Director of the National Museum with the following documents:
 - a. An endorsement letter from the Head/Dean of the School/Institution where the researcher is based
 - b. Research and Budgetary/Financial Proposal
 - c. Length of the research
 - d. Approved Study Visa
 - e. Resume
2. The approval of a research affiliate will depend on the significance of the research proposal based on the National Museum policies especially on the Indigenous Peoples Rights
3. The approval a research affiliate must submit a 2x2 photo for the National Museum identification card
4. The approval of a research affiliate and the termination of the research is expected to submit the following documents:
 - a. Render a lecture on the research to the scientific staff of the National Museum
 - b. Submit a hard copy of the research
 - c. Acknowledge the National Museum in any form of publications and lectures regarding the research
5. A research affiliate is terminated upon the end of the research and can be extended/renewed upon the discretion of the Director of the National Museum
6. Violation of a research affiliate will be dealt with accordingly based on international anthropological research code of ethics

Fieldwork

Anthropological field researches augment the data among the Peoples of the Philippines. Based on the ethnographic/ethnological researches, field data collection depicts the various cultures of the Peoples of the Philippines.

The Research Section has guidelines in doing field researches:

1. Courtesy call to the incumbent local officials, council of elders and the people themselves
2. Establishment of rapport to the people and explain the purpose of the research
3. Standard operating procedure in the field is to know the language of the group using the Language Questionnaire Form
4. Mapping of the research site must be explained to the local officials and the people to avoid confrontations or conflicts.
5. The use of the Household Census Form is necessary in doing the household surveys

Lectures and Publications

The Research Section of the Anthropology Division offers lectures to both the local and international academe with regards to the Peoples of the Philippines.

Publications of ethnographic and ethnological field works are the main function of the Research Section. Several fieldwork manuscripts among the Philippine Ethno-linguistic groups have been encoded. These manuscripts are being revalidated annually. The availability of these manuscripts are open to the public but there are sets of rules being followed which the Administrative Section has provided.

Anthropological lectures especially in the field of ethnography/ethnology and the collections of the Anthropology Division is provided to the academe and other institutions interested in the said topics. There are guidelines that should be followed:

1. Letter of Request for the Director of the National Museum explaining the purpose of the lectures
2. Time and place of the lecture and the type of audience
3. All materials and equipment needed for the lecture must be shouldered by the sponsor; e.g., computer, slide projector, etc.

Collection Holdings Section

The Collection Holdings Section is responsible for the management of the entire ethnographic collection of the Anthropology Division. It is composed of the Registration Unit, which is tasked in the documentation and inventory of specimens; and the Maintenance and Artificing Unit, which handles the maintenance of specimens including its preservation and restoration.

The collection should be carefully managed for their physical well-being and safety. Collection management refers to the museum practices and procedures, which allow the prudent acquisition, documentation, preservation, security, access and use, inventory, and the management of the overall composition of the collection.

Ethnographic Collections

Collecting ethnographic specimens is essential in the documentation of human cultures. An extensive research can be done based on museum collection with its relevant accompanying information intact as human technology develops through time.

The ethnographic collection also serves as a tool for comparative analysis with archaeological finds in order to determine for instance the technology used in baskets, textiles, and other artifacts. Another primary objective of collecting ethnographic specimens is to fill the gap of the museum collection; thus, the Anthropology Division needs to continue collecting material cultures of other ethno-linguistic groups not represented in the collection.

A collection may be built or augmented in a number of ways: field collection, donation/bequest, or purchase.

Field Collection. When fieldwork is being conducted to collect material culture of a particular group, an ethnographic study of the ethnic group is necessary for further analysis of the collected items. Field collection may be purchased or donated. A **Functional Guide for**

Specimen Collection, from the Fieldwork Manual written by Dr. Jesus Peralta, serves as a checklist of all possible material culture to be collected from a particular ethnic group.

Important data should accompany the specimen when it is acquired. It should include data on the object itself and its socio-cultural milieu. The Anthropology Division uses the **Ethnography Form No. 7: Ethnographic Specimen Trial Record Sheet** to record the information of the collected specimen.

Donation. Private owners or institutions may donate their ethnographic collection to the Anthropology Division. Donation of specimens should follow the following guidelines:

1. The donor must submit a letter to the Director and/or the Division chief expressing his/her wish to donate ethnographic specimen(s).
2. A representative of the Division will assess the specimens and will make recommendations in conformity to the needs of the Division.
3. Upon the approval of the Division chief and/or the Director, the donor should make a deed of donation to be signed by both parties. The said deed of donation should state that the donor agrees with the terms and conditions of the Division:
 - a. It will fit in to the collection of the Anthropology Division;
 - b. It will fill the gap of the collection, i.e., items not represented in the current collection;
 - c. Specimens should not need special treatment;
 - d. No bulky specimens because it will require more storage space;
 - e. No politically motivated collections; and
 - f. Specimens should accompany their complete information.
4. An acknowledgment receipt signed by the Division Head and/or Director should be forwarded to the donor.
5. The donation will then be turned over to the Collection Holdings Section.

Purchase. Proper documentations must be accomplished in purchasing museum specimens from private owners. All purchases of ethnographic specimens from private owners in urban areas should be covered by the following documentations:

1. Requisition and Issue Voucher (RIV)
2. Purchase Order
3. Deed of Sale or Official Receipt
4. Memorandum Receipt
5. Photographs and complete information

However, purchasing specimen from private owners in urban areas should be avoided if possible, unless the specimen is very rare and will fill the gap of the collection.

Acquisition of museum specimens under field situation in rural areas constitutes conditions that are normal where the usual accounting and auditing rules and regulations cannot entirely apply, thus:

1. Specimens to be acquired shall be those that are unique, rare, and could not be collected in any other means.
2. Only the project team leader in the area may do the purchasing. A designated field inspector should inspect the purchases made. In the absence of a field inspector, a local auditor or *barangay* chairperson may do the inspection, but a special request from the National Museum office should be provided as his/her guidelines.
3. In lieu of a formal deed of sale, an official receipt or a reimbursement expense receipt (RER) may be used to consummate the sale of the specimen.
4. Depending on the amount of the specimen, the purchase may require accomplishment of specific documents such as Requisition and Issue Voucher, Purchase Order, and Memorandum Receipt to complete the transaction and

documentation of purchase. All purchases should also conform to the accounting and auditing rules and regulations.

Documentation

Documentation of ethnographic collections is imperative. Different forms of documenting the collection include: registration, cataloguing, data encoding, and photo-documentation.

Registration. Upon acquisition, the specimens must be registered. An assigned accession number should be written legibly and permanently on the discreet part of the object where it is not likely to be rubbed off and where it is not too obvious especially when displayed. The accession number together with its basic information about the specimen should be logged in to the accession record or registry.

It should be noted that these newly acquired specimens are in good condition and/or had undergone proper treatment.

Cataloguing. Cataloguing is the process of recording all basic information about an object. The key purposes of cataloguing are: (1) to record information that is useful for identification; (2) to organize the entire collections; and (3) to provide information to researchers and staff who wants to use them.

The specimens with the assigned accession numbers should have individual catalogue cards wherein all the information about the object is to be written. Figures 1 and 2 show the front and back of the Anthropology Division's catalogue card.

Photo-documentation. Each object should be photographed if possible upon acquisition. The specimen to be photographed should include its accession number or catalogue number and a scale to indicate the size of the object. When the condition of the object is not normal, damaged parts should be clear or visible in the photographs.

A standard camera can be used but a digital camera is preferred for easy uploading to the computer database.

Dataencoding. The Anthropology Division encodes data in two (2) separate ways to be able to come up with two (2) different types of computer-generated records:

1. **Masterlist** by ethnic category can be created in Microsoft Excel application and can be updated anytime especially when the inventory of collections progresses. The list simply records the basic information about a particular ethnic collection, namely: description, property number, name of object, local term, catalogue number, accession number, old accession number, value or price if it is purchased, and remarks. A hard copy of the masterlists should be produced and CD-written backups should also be made.
2. **Computer database** stores and displays various information of the entire ethnographic collection. The Anthropology Division is utilizing the Microsoft Access 2000 application wherein its different features are being maximized. The database is protected with a password for one to be able to start data encoding. The data to be encoded are the same data found in the catalogue cards. In addition, a digital image of the specimen can be uploaded to the database.

Inventory and Maintenance

Inventory of the ethnographic collections should be done systematically to validate the data that accompanies a particular specimen and to find out if there are missing specimens. Inventory is also useful for updating location information of specimens, identifying conservation needs, and helping researchers and staff access particular specimens. Maintenance of

ethnographic collection should be done on a regular basis to prevent the deterioration of specimens. However, while inventory is ongoing and a specimen is found to be in a bad shape, appropriate restoration or conservation should be done immediately.

Cross-indexing. The process of inventory begins with cross-indexing of specimens to the existing inventory masterlist and individual catalogue card. The following should be considered while cross-indexing:

- a. Corrections on accession numbers, dimensions, and other significant data should be recorded both on the list and catalogue card.
- b. Description of specimens found in the catalogue card should be verified.
- c. Questionable specimens should be noted on the masterlist.
- d. The location of specimens should be stated on the list and on the card for easy retrieval.

Labeling. The assigned catalogue number and old accession numbers must be checked and corrected. The labels should be written legibly and clear enough for easy identification. Every item should be labeled in the most permanent method applicable to its material composition. However, some object cannot be labeled directly; they may be too small or have unstable surfaces.

Steps in labeling:

- a. Clean the area to be labeled.
- b. Place a thin coat of liquid eraser on the labeling area.
- c. Let it dry, and then write the accession number / catalogue number using water- or pigment-based ink like India ink or sign pen.
- d. Let the ink dry completely before applying a topcoat of natural nail polish.

A tag should also be attached to the specimen where basic information, i.e., English name, local name, and its value or price, are written.

Restoration. Broken or damaged museum pieces should be restored. Restoration of specimens needs the expertise of trained personnel to ensure that no further damages will be incurred. Appropriate materials in restoration of specimens should always be made available when the need to restore a specimen arises.

Conservation. Conservation refers to the measures taken to prolong the life of an object and its physical and cultural significance as long as possible in its original form. Different material composition of specimens needs specific conservation method. However, if an emergency conservation is required, mechanical cleaning with cotton swab and distilled water may apply.

If the specimen is badly damaged, it should be turned over to the Chemistry and Conservation Laboratory Section of the Anthropology Division for proper treatment application. Different chemicals should be carefully applied to specific items to avoid untoward chemical reactions.

In the conservation process, a condition report is an essential element. It may be used to (1) establish the exact condition of an object; (2) benchmark the type and/or rate of deterioration; (3) document the condition history and treatment; (4) set priorities for conservation care and treatment; and (5) make future handlers aware of seen and unseen problems.

A condition report should include the accession or catalogue number, name of object, object composition, types of damage (physical, chemical, etc.), extent of damage, location of damage, previous conservation work, and dates and reason for damage (if known).

Wrapping. To prevent the specimens from dusts, it is recommended to wrap them using an acid-free paper. If the said paper is unavailable, Japanese paper may be used. The wrapped item must bear its corresponding catalogue number to easily locate and identify it.

Storage System

Storage is an area where the ethnographic collections are placed. The collection must be classified in this area and may be grouped according to type of items (jewelry, textile, ceramics, basketry, etc); or by ethnicity (Ifugao, Tagbanua, etc.); or by material (metal, wood, etc.).

The Anthropology Division has separate storage areas for the textile collection (grouped according to ethnicity), jewelry collection (organized by ethnicity in steel cabinets), and ceramics collection (arranged according to their sizes). Other collections are clustered according to ethnicity regardless of the materials.

The overall storage environment is one of the most important variables in the long-term preservation and conservation of the collection. Policies and procedures such as detailed risk management plan should be in place to address controlling and minimizing the risks to collections such as physical forces (typhoon, flood, earthquake), fire, water, theft, pests, pollutants, light and radiation, incorrect temperature, incorrect relative humidity, and custodial neglect.

Their negative effects to the collection can be minimized through proper training of staff, decreasing handling of objects, controlling access, and maintaining good housekeeping procedures. Thus, the following rules and regulations are strictly observed within the premises of the storage:

1. Only authorized personnel should be allowed inside the storage room.
2. A logbook should be maintained to record the incoming and outgoing of personnel, including the tasks performed inside, and the items he/she brought in and out of the storage.
3. Items should be stored systematically for easy retrieval.
4. Any National Museum personnel, researcher, local or foreign visitor who wish to see the collection must secure permit from the Division chief in advance.
5. Researchers (students and/or professionals) who want to study the collection must write a letter addressed to the Director one or two months ahead of his/her research plan.
6. Researchers who wish to photograph the specimens should submit a letter of request stating the purpose and what specimens to be photographed to the Director and Division chief. If given permission, Anthropology personnel must accompany the researcher while taking pictures. Furthermore, image-capturing of specimens should be properly coordinated with Museum Education Division for payment purposes.
7. Researchers should be briefed on the proper handling of specimens and proper behavior inside the room before entering the storage area.
8. Researchers should present all their personal belongings for inspection before leaving the storage for security reason.
9. Food and drinks are not allowed inside the storage.
10. Smoking is strictly prohibited inside the storage room.

Access to Collection Holdings Records

Access to the records of the Collection Holdings Section such as accession registry book, catalogue cards, inventory master list, and computer database is not permitted to researchers until all data are completely reconciled, encoded, and verified.

Upon completion of the inventory records and data encoding, researchers who would like to study the collection and its records may secure a written permit from the Division head at least

two (2) months before they start their research study. In addition, all hard copies of the collection holdings files are not allowed for photocopying.

Loaning of Specimens for Exhibition

Ethnographic specimens may be loaned or borrowed in case of special local or international expositions granted that the borrower adheres to the following guidelines:

1. The proponent or borrower must submit a letter of request three (3) months in advance stating the objective of the exhibit, the location of the exhibition, the number and type of specimens to be borrowed, and the date to be returned.
2. Together with the letter of request, the proponent must also submit the conceptual framework of the exhibition including its rationale, objectives, and curatorial or layout plans (to be agreed upon by the curator and the exhibitor). Other specifications should also be forwarded such as gallery requirements, using of showcases and panels, correct relative humidity, appropriate light illumination (e.g., different material compositions of specimens like textile, wood, ceramics, etc. require different levels of light illumination), and security systems (e.g., monitoring cameras, alarm systems, and security personnel).
3. Ethnology Form for Local/International Exhibition should be accomplished in six (6) copies: one copy each for the borrowing institution, the Anthropology Division for filing, personal copy of the curator, for insurance coverage application, and for custom's bureau and embassy shipment requirement of the borrowed specimens.
4. A Memorandum of Agreement (MOA), to be signed by the proponent or borrower and the Director of the National Museum and attested by the Anthropology Division head, should stipulate that:
 - a. A representative from the Anthropology Division must accompany the borrower upon transport of specimens to ensure proper handling in accordance with the conservation standard of the National Museum and Internal System of Conservation;
 - b. The borrower should shoulder insurance coverage for the specimens and other expenses such as shipment, packing, cleaning, conservation and fumigation; and
 - c. The Anthropology Division and the National Museum of the Philippines should be acknowledged upon exhibition of the borrowed specimens, publications, promotions, and other forms of multimedia.
5. The responsibility and accountability for the loaned specimens should be transferred to the borrower thru a Memorandum Receipt to be signed by the borrower and noted by the Division chief.
6. Sanctions or penalties will be imposed according to the auditing and accounting rules and regulation on any loss and/or damages due to negligence of the borrower. Sanctions for violating the agreed terms and conditions are based on the National Museum and international standard for settlement procedures.

Accountability of Specimens

If an accounted person will be officially traveling abroad, he/she should clear his/her accountabilities one month before his/her departure. If the travel is unofficial, he/she should transfer his/her accountabilities thru a Memorandum Receipt (MR) to any personnel who are willing to accept his/her accountabilities. Such transfer of accountabilities should state the duration of the travel or the number of days wherein the recipient will be held responsible for the accounted items. The accountabilities will be returned to the Supply Section if nobody accepts the accountabilities or the Director will name someone to receive the accountabilities.

In case of an employee's retirement or permanent separation from service, he/she should clear his accountabilities in compliance with the Commission on Audit (COA) rules and regulations. He/she should transfer his/her accountabilities to the person next in rank. The accounted person should request the presence of a COA representative, a Supply Officer or representative, and the receiving person to check the condition of the items and verify if the specifications written in the Memorandum Receipt are true and correct. If the person next in

rank refused to accept the accountabilities, the Director will write a memorandum obliging him/her to accept the accountabilities.

Relieve from accountabilities is requested from the Director thru the Supply Section and to be endorsed to the Commission on Audit (COA) if the accounted items were damaged due to uncontrollable elements or unforeseen circumstances, e.g., typhoon, flood, fire, pests, and others, provided that he/she will submit a written report, attested by one or two Anthropology personnel, stating that the damaged items were not due to his/her negligence.

ARCHAEOLOGY DIVISION

National Museum

OPERATIONS MANUAL

GENERAL POLICIES OF THE ARCHAEOLOGY DIVISION

1. The Archaeology Division has jurisdiction to conduct of all archaeological surveys, reconnaissance, test excavations and full-scale excavations on both land and underwater.
2. The Archaeology Division, in partnership with the Cultural Properties Division, shall oversee that all non-National Museum archaeologists adhere to the National Museum Rules and Regulations in the conduct of archaeological survey, reconnaissance and excavations.
3. The Archaeology Division, through its different sections, shall formulate policies, rules and regulations to implement its functions and responsibilities.
4. The Curator I which is currently occupied by a Scientist shall assist in all research matters of the division.
5. The Archaeology Division is composed of the Terrestrial, Underwater, Collections, Zooarchaeology, Records Sections and Administrative Unit.
6. The Administrative Unit shall be under the direct supervision of the chief of the division or his/her duly appointed representative.
7. All sections of the division shall be headed by a Museum Researcher or a Senior Researcher (Underwater). They will assist the chief of the division in all the activities of the division. Each section shall have a maximum of two technicians under their direct supervision.
8. All Museum Technicians of the division that are not assigned to the other sections shall be under the direct supervision of the Collections Holdings head. All activities related to the collections of the division should be coursed through him/her.
9. All collections of the Archaeology Division shall be deposited at the National Repository Rooms and other collections rooms found at the central office. A Museum Researcher and a Technician(s) shall manage each repository room. They have to coordinate their activities with the head of the Collections Holdings Section.

ADMINISTRATIVE Unit

1. Records Keeping of Important Documents of the Archaeology Division

- 1.1. All incoming documents to the Archaeology Division must be properly received by the Administrative Aide who is assigned by the chief of the division.
- 1.2. All outgoing documents from the Archaeology Division must be properly logged out in the assigned logbook by the Administrative Aide assigned by the division chief.
- 1.3. The Administrative Aide must maintain an updated and systematically organized filing of all documents including letters and other communications.

- 1.4. Separate logbooks for INCOMING, OUTGOING, TRAVEL DOCUMENTS, ETC. must be maintained at all times by the Administrative Aide.
- 1.5. A guest book for all visitors of the division must be maintained by the Administrative Aide at all times.
- 1.6. Filled up logbooks must be kept by the Administrative Aide until such time that it is possible to surrender to the Archives.

2. Request and Distribution of Supplies to All the Sections

- 2.1. The Administrative Aide of the division shall prepare the requests for supplies/materials based on the annual PPMP submitted by the division
- 2.2. Supplies released by the Supply Section of the National Museum must be properly received and inventoried by the Administrative Aide and an assigned technician by the division.
- 2.3. Supplies needed by the different sections of Archaeology Division must be collated by the Administrative Aide before it is brought to the Supply Section.
- 2.4. All incoming supplies must be divided among the sections and personnel of the division.

COLLECTIONS HOLDINGS SECTION

1. Other National Museum researchers:

- 1.1. The researcher concerned must write a letter request addressed to the Division Chief. Upon approval, a permit form from the Collections Holdings Section must be filled up.
- 1.2. Research activities including analysis shall only be done at the Collections Holdings Section or other room assigned with the supervision of a Collections Holdings personnel.
- 1.3. Any form of media to get an image is strictly prohibited unless a photography form has been accomplished and duly approved by the division head.

2. The use by professional researchers/student researchers from other offices, institutions, agencies, schools, universities, etc.

- 2.1. A letter request must be submitted to the Chief of the Division for high school students and to the Director of the National Museum for all other researchers/college students/graduate students specifying the purpose of the use of the collections. For researchers/college students/graduate students, the letter should also be accompanied by a research proposal and a letter of endorsement from the adviser, NM collaborator, or head of agency.
- 2.2. A permit form from the Collections Holdings Section must be filled up by the student /researcher when request is approved by the Director or the chief of the division.
- 2.3. Analysis and other research purposes of the specimens should only be done at the designated areas in the Collections Holdings Section under the supervision of the assigned technical personnel. No specimens, artifacts or materials shall be taken out of the room without permission from the technician assigned. Violation of this provision shall be dealt with accordingly.
- 2.4. Any form of media to get an image is strictly prohibited unless a photography form has been accomplished and duly approved by the division head.

3. Registry of Significant Collections Holdings Section materials /specimens/ artifacts for storage and safekeeping by Collections Holdings Section:

- 3.1. An appropriate form for the registry of significant archaeological materials will be provided by the Collections Holdings personnel and properly filled up by the museum researcher endorsing the materials for safe keeping and storage at the Collections Holdings Section.

- 3.2. Exercise of security protocols must be practiced at all times in keeping the artifacts/specimens safe.

4. Turn-over of specimens/ artifacts for analysis and identification to the Collections Holdings Section:

- 4.1. Team leaders/researchers shall properly turn-over specimens for further analysis or identifications with the use of a logbook indicating the period that the team leader or researcher will need the results of the analysis or identification. In a given period of time for analysis, the materials should again be properly returned to the team leader or researchers requesting the analysis or identification of materials.

5. Custody and Maintenance of the Collections Holdings Section:

- 5.1. The Collections Holdings personnel shall have custody of all the specimens at the different repository rooms provided that the assigned researcher and technician will countercheck the records of the collections holdings personnel.
- 5.2. The Collections Holdings personnel shall oversee the upkeep of all the specimens/artifacts exhibited at the galleries of Museum of Anthropology.
- 5.3. The Collections Holdings personnel must visit the galleries where archaeological specimens and artifacts are located at least once a month to check its condition including the exhibit area, the exhibited materials and make a report of the visit.
- 5.4. They are also required to make minor maintenance work on the specimens including its repair, cleaning, etc. and for the fixtures, must inform the Restoration and Engineering Division.

6. Database of all the collections in the Collections Holdings Section

- 6.1. The Collections Holdings Section shall prepare a database of all the collections.
- 6.2. A database of all the Collections Holdings Section be available for easy access of researchers and reference by National Museum researchers or visiting researchers or students.

7. The use of the Division's collections for local exhibition outside the National Museum shall be governed by the following:

- 7.1. An approved letter request from the Director with the following supporting documents: Proposal, MOA and other pertinent documents.
- 7.2. Included in the pertinent documents is an insurance for all the specimens that will be loaned for exhibition that will be shouldered by the proponent.
- 7.3. Unless extremely necessary, no NCTs will be loaned to any agency.
- 7.4. Only government institutions and agencies will be allowed to loan the division's collections. Unless there is an extremely rare occasion when this provision will be waived.
- 7.5. The division can reproduce replica(s) of artifacts/specimens that cannot be loaned to the requesting party with the proviso that all expenses related to the reproduction will be shouldered by the requesting party.
- 7.6. Packaging of specimens/artifacts should follow the following:
 - 7.6.1. All specimens/artifacts should first be inventoried with a condition report duly signed by a conservator from the Chemistry and Conservation Division
 - 7.6.2. All artifacts/specimens must be handled by the division's assigned technician wearing proper paraphernalia from mask to gloves.
 - 7.6.3. All artifacts/specimens must be individually wrapped in duly approved packaging material (i.e. acid free paper, bubble wrap, etc.) and placed in durable plastic crates or boxes to avoid damage.
- 7.7. The Collections Holdings Section personnel will assist in securing the gate pass of the materials to be loaned.

8. The use of collections holdings specimens/ artifacts for exhibition at the galleries of the National Museum under the Archaeology Division

- 8.1. All activities pertaining to the exhibition of archaeological specimens/artifacts shall emanated from the chief of the division once the Director has given his approval of the exhibition.

- 8.2. All specimens/artifacts that will be exhibited must first be inventoried including a condition report duly signed by the conservator from the Chemistry and Conservation Division.
- 8.3. All specimens/artifacts for exhibition must be duly received by the head of the exhibition team and the custodian of the galleries.
- 8.4. Exhibits of other National Museum divisions shall:
 - 8.4.1. Submit an approved letter request by the Director endorsing the project of the other division to the division chief.
 - 8.4.2. An inventory of the specimens to be loaned including a condition report must be prepared before any movement of the specimens/artifact is made.
 - 8.4.3.** Handling of the specimen/artifact from the division's Repository Room to the division concerned will be done by the Archaeology division researchers and technicians by observing proper procedures like packaging, transporting, etc.

9. The use and loan of collections holdings section artifacts/ specimens/ materials for international exhibition:

- 9.1. An approved letter request from the Director with the following supporting documents: Proposal, MOA and other pertinent documents.
- 9.2. Included in the pertinent documents is an insurance for all the specimens that will be loaned for exhibition that will be shouldered by the proponent.
- 9.3. No NCTs will be loaned. The division can reproduce replica(s) of artifacts/specimens that cannot be loaned to the requesting party with the proviso that all expenses related to the reproduction will be shouldered by the requesting party.
- 9.4. A personnel from the Archaeology Division shall accompany the transport of the specimens/artifacts from the National Museum to its destination and back after the exhibition is closed. All expenses thereto shall be shouldered by the requesting party.
- 9.5. Packaging of specimens/artifacts should be done by professional forwarders/movers and following the proper protocol:
 - 9.5.1. All specimens/artifacts should first be inventoried with a condition report duly signed by a conservator from the Chemistry and Conservation Division
 - 9.5.2. All artifacts/specimens must be handled by the division's assigned technician wearing proper paraphernalia from mask to gloves.
 - 9.5.3. All artifacts/specimens must be individually wrapped in duly approved packaging material (i.e. acid free paper, bubble wrap, etc.) and placed in durable plastic crates or boxes to avoid damage.
- 9.6. The Collections Holdings Section personnel shall undertake the issuance of a gate pass for the loaned specimens.

10. Replication of Artifacts declared as National Cultural Treasures

- 10.1. Inquiries on replication of artifacts which are declared National Cultural Treasure/Property must be addressed to the Director IV for his decision whether to approve or not;
- 10.2. Requesting party regarding the replication of declared artifact as National Cultural Treasure/Property must solely come from another museum whether they are from the local, provincial or national government agency or a private museum or academic or teaching institution;
- 10.3. Upon the approval of the Director, the request is forwarded to the Chief of the Archaeology Division, to inform the technician assigned to replicate the artifact;
- 10.4. Prices for the replication of artifact is determined by a guidelines prepared by the chief of the division and duly approved by the Director and must be paid by the requesting party when the artifact is finished.
- 10.5. Payments must be made to the cashier's office of the National Museum by presenting the approved letter. The cashier will in turn issue an official receipt.
- 10.6. An official form stating that the artifact is actually a replica will be provided to the requesting party together with a Gate Pass to bring out the replica.

RECORDS SECTION

I. Access to Records of field reports; specimen inventory records; and publications.

- 1.1 Prior to the use of archaeological documents stored at the Records Section, Researchers shall get hold of an approved letter request from the Director of the NM. A copy of the project proposal should be attached to the letter request.
- 1.2 An Agreement or Permit to use field reports, manuscripts, books and other data (refer to Form) should be filled up by concerned Researcher and subsequently with approval of the Chief of the Archaeology Division.
- 1.3 All unpublished reports, specimen inventory records, manuscripts, maps and unpublished thesis should be used only at the Archaeology Records Section.
- 1.4 Unpublished reports, manuscripts and specimen inventory records are not allowed to be reproduced in any form i.e., photocopy, scanned or digital photography. Moreover, only published materials may be reproduced.
- 1.5 The Underwater Archaeological Specimen Inventory Records may only be accessed by Researchers if the site worked on is already published or sharing of artifacts has already been undertaken. On the other hand, if projects of specific underwater sites are still on progress, then, records related to the site shall be considered confidential and restricted.
- 1.6 Field reports, manuscripts, specimen inventory records, slides, contact prints, and photographs must be properly cited in the thesis or term paper that the Researchers and students are writing or preparing. However, in the event that researcher decided to publish the thesis or term paper, co-authorship with NM Researcher shall be applied.
- 1.8 In accordance with the Computerization of Database Management Program of the Archaeology Division Records Section, Researchers are required to submit a soft copy (digital copy) together with the hard copy of the field reports and other documents including photographs taken.

2.0 Assigning of Archaeological Site Codes

- 2.1 Assigning of archaeological site codes shall be given to Researchers provided that permit to conduct archaeological exploration and excavation has already been issued by the CPD. Only senior personnel of the Archaeology-Records Section can assign the archaeological site code.

3.0 Access to Photo file (black and white photographs, contact prints, and slides)

- 3.1 Researcher shall get hold of the approved letter request from the Director of NM in the access of photo files stored at the Records Section.
- 3.2 Photo files can be reproduced only upon approval of the Chief of the Archaeology Division.

RULES AND REGULATIONS FOR UNDERWATER ARCHAEOLOGY EXPLORATION AND EXCAVATION IN PHILIPPINE WATERS

General Provisions

1. Permits to explore or excavate shall be issued only to the following:

- 1.1. Duly accredited scientific and educational institutions;

- 1.2. Duly Philippine registered non-stock and non-profit corporation group or organizations in the field of underwater archaeology;
- 1.3. Other government agencies or instrumentalities of proven ability to conduct underwater archaeological work;
- 1.4. Juridical groups under sponsorship by a scientific or educational institution; or who upon the judgment of the National Museum are competent and qualified to conduct underwater archaeological work;
- 1.5. Foreign institutions in the field of underwater archaeology which link-up with any local corporation or foundation registered with the Securities and Exchange Commission and allowed to do business in the Philippines.

2. A formal letter of application for a permit to explore or excavate shall be addressed to the Director of the National Museum at least one (1) month prior to the commencement of the Project. The letter of application shall include the following:

2.1 Project Design:

2.1.1 Proponents

2.1.2 Cooperating Agencies

2.1.3 Summary of Project

2.1.4 Objectives

2.1.5 Significance

2.1.6 Procedure

2.1.7 Time Table

2.1.8 Financial Plan

2.1.9 Personnel

2.1.10 References

2.1.11 Historical/Archival Documentation

2.2 Financial Statement

2.3 Listing of capital investments in terms of Equipment and facilities;

2.4 Evidence of competence and experience in the field of underwater archaeology to be validated by the Head of the Underwater Archaeology Section, Chief of the Archaeology Division and Chief of the Cultural Properties Division;

2.5 List of certified divers and their respective positions (Dive Director, Dive supervisor, rescue divers, dive doctor, divers) who will be involved in the scientific underwater archaeological work. Foreign personnel should have the proper Philippine Visa and working permits secured from the concerned Philippine government agencies (DFA/BI).

3. The applicant shall file a cash performance bond of Php 500,000.00 (US\$10,000.00) refundable subject to limitations upon completion or cessation of the project. Interest gained from such performance bond shall revert to the Philippine Treasury as stipulated in the General Appropriations Act

A log book should be maintained to record daily activities, features, notes and other related information which may not otherwise appear in other records, including the detailed description of the methods used during explorations and excavations

4. Exploration:

4.1 Activities during the exploration of underwater archaeological sites are limited to the assessment of the potential(s) of the sites for future archaeological excavation work. The result of all activities limited to underwater exploration, shall be submitted to the Archaeology Division, National Museum after the period of exploration with the following information

Exploration

4.1.1 results of remote sensing and other non-destructive probing and the verification by ocular survey and photo-documentation;

4.1.2 identification of the underwater archaeological site, if possible the shipwreck and the period;

4.1.3 determination of the condition of wreck;

4.1.4 recording of the general environment:

- nature, depth and mobility sediments;
- form and structure of outcrops, boulder spill;

- wave trends;
- current direction, strength, and periodicity;
- flora and fauna present, and effects on the archaeological materials;
- quantification of the exposure of the site to wind and heavy sea.

4.2 The archaeological materials to be recovered are limited to samples of small finds and diagnostic materials enough to help in the identification and dating of the site. These materials shall belong to the National Museum.

Excavation

4.3 Underwater archaeological excavations are to be undertaken after the submission of the exploration report, duly verified by the Chief of the Underwater Archaeology Section. Archaeological excavations shall follow internationally accepted methods and techniques which include

4.3.1 general mapping of the site prior to excavation where feasible. A differential Global Positioning System (GPS) reading should be taken topside both from the North and South ends of the site (wrecksite), or whichever directions the site is oriented lengthwise. .

4.3.1.1 contour mapping

4.3.1.2 location map

4.3.1.3 grid map

4.3.3 archaeological recording of materials to show spatial relationships with other materials and environmental features;

4.3.4 use of National Museum forms applicable to the excavation of archaeological sites, i.e. inventory forms (Form 5a), Site Discovery Forms, and grid forms.

4.3.6 systematic and detailed documentation, which include illustrations and photo-documentation of the various stages of the excavations;

4.3.7 implementation of adequate recovery procedures to minimize damage to fragile archaeological materials

4.3.8 A set of procedures for the conservation and preservation of materials both at the site and the laboratory should be in place prior to the commencement of the archaeological excavation;

4.3.9 Submission to the National Museum of Status and preliminary reports and final report of the activities and results of the excavations in the following format:

I. Introduction

- II. Literature/archival Research
- III. Methodology
 - a. Mapping
 - b. Equipment Set-up
 - c. Dive Procedures
 - i. Daily Dive log (time, no. of divers, no. of back-up divers, decompression table, remarks)
 - d. Excavation
 - e. Processing of Materials (desalination, inventory and accessioning, preliminary conservation, etc.)
 - f. Retrieval Procedures (include security measures undertaken during transport of materials (if applicable) from the excavation site to temporary storage or laboratory).
- IV. Results and Discussion
- V. Recommendation
- VI. References/Bibliography

Status or progress reports shall include the current phase of the excavation activities and preliminary assessment of the archaeological materials so far recovered. It shall also include reports on any accidents and major problems encountered during the course of the excavation.

4.3.10 a joint authorship between the proponent (underwater archaeologist/s) and the National Museum on the publication of a complete final report on the results of the excavations, copies of which should be furnished to both.

4.4 Two (2) National Museum representatives in underwater archaeological excavation projects will serve as coordinator/supervisors. They shall have the authority to recommend termination of any project anytime when provisions of these guidelines are not adhered to, and if they, by their logical judgments, believe that the interests of the State will be compromised.

5. The documentation will be in English or Filipino.

6. Underwater archaeological work, both exploratory and actual excavations, shall be carried out only in the presence of at least two National Museum representatives.

7. Actual commencement of the work shall be subject to the availability of National Museum representatives.

8. At the site, accommodations, food costs, and honoraria of the National Museum representatives shall be borne by the proponent. In cases where significant archaeological finds are discovered in situ, any extension of work deemed necessary by Museum representatives are likewise reimbursable.

9. The permit grantee shall guarantee a minimum of twenty (20) days of diving for and in each calendar month from inception of the project, however subject to meteorological, climatic, technical or physical factors.

10. The start of the operations shall be no more than thirty (29) days after the date stipulated in the approved timetable unless otherwise agreed upon by both parties. Absence of communication from proponent after the prescribed period has lapsed will make the proponent in default and be grounds for revocation of permit.

11. The National Museum shall be furnished with copies of all documents, such as but not limited to accession and inventory records, logbook, negatives, photographs and other

records pertinent to the project.. Such copies must be submitted to the National Museum within three (3) months after particular documentation has been completed.

12. The sharing of recovered materials, objects, or items shall be undertaken, allowed or permitted only after a complete documentation of the same is finished. Sharing shall be done in Manila after prior notification and by mutual agreement between both parties.
13. A field report on the project shall be submitted to the National Museum before any sharing of the recovered materials, objects or items is allowed.
14. All fragmentary materials such as sherds, organic and inorganic materials and so on recovered as a result of the project shall belong to the National Museum. A type collection of these materials may be provided to the proponent, to a university or similar educational or cultural institutions by the National Museum upon request.
15. All rare, unique pieces and items which are one of a kind automatically belong to the National Museum. However, sharing of other archaeologically recovered specimens shall be subject to negotiation in a Memorandum of Agreement between the National Museum and the proponent.
16. The material cost of the total conservation of the recovered materials shall be borne by the proponents until sharing is completed. The technical expertise in the conservation of the materials may be provided by the National Museum.
17. No technical or professional paper, article or book may be released without the prior consent of the National Museum on the specific project.
18. The use of explosives in underwater archaeological work is prohibited; only shaped charges that will not harm the environment may be used but must be with prior clearance from the National Museum, the Armed Forces of the Philippines, and other concerned government agencies.
19. The National Museum is not liable and will not assume responsibility for accidents, losses or damages resulting from underwater archaeological operations in Philippine waters; the proponent is liable if through their negligence during the course of operations representatives of the National Museum undergoes harm in any form.
20. Landforms in sites shall be left undisturbed if possible and the destruction of these during the course of the work shall be minimized; all landforms must be restored as closely to the original as possible upon completion of the project.
21. Sub-contracting of underwater archaeological work or third party arrangements is not permitted. Permits from the National Museum are non-transferable, nor can the proponent assign his rights to the permit and the implementation of permits to other persons or entities for whatever considerations.
22. Arbitration when necessary on any consideration shall be done in Philippine courts of law.
23. Permits for underwater archaeological explorations and/or excavations maybe limited to sites whose depths are those that can be worked on safely by (Self-Contained Underwater Breathing Apparatus) SCUBA divers of the National Museum and where archaeological methods and techniques of excavation and recovery may be applied. However, archaeological sites with depths exceeding the limits of SCUBA maybe considered if the proponent could provide adequate and safe equipment for diving such depths without compromising the safety of divers.

24. The permit grantee must provide underwater diving equipments to National Museum representatives which shall be used by them ONLY during the period of the archaeological work. Ownership of these equipments, however, shall be retained by the grantee.
25. The permit grantee must provide for the coverage of accident insurance of National Museum representatives assigned to the site for the duration of the archaeological project with a premium of not less than Php 500,000.00 or \$ 10,000.00, or whichever is higher in the prevailing exchange rate.
26. The permit grantee shall provide for a recompression chamber whenever decompression dives are required at the site
27. No exploration or excavation may commence until the applicant has signed these Rules and Regulations, Memorandum of Agreement, and permits to explore and/or excavate in Philippine waters are granted.
28. The National Museum has the absolute right to revoke the permit issued to the permit grantee because of the following reasons: violation of the provisions stipulated in this rules and regulations, and/or its inability to comply with the same; withholding any information regarding the presence or location of any item or object recovered from the site or any part thereof with the intention of defrauding the National Museum; possession, traffic, or use of prohibited drugs by any member of the permit grantee's team during the diving operations; and illegal possession of firearms and ammunitions, and any object that may endanger lives of other members of the team.

Exploration and Excavation Permits Application

1. Exploration Permit Application

- 1.1 The maximum area to be allowed for each application permit shall not exceed 30 square kilometers in total area, expressed in terms of longitude and latitude. Exploration permit shall not apply to verification of reported sites
- 1.2 No two proponents or applicants may overlap in terms of area covered by each permit
- 1.3 Exploration permits are only valid for six months and can be renewed for another six months after evaluation of the grantee's activities based on its submitted field report.
- 1.4 An applicant is limited to two exploration permits at any given time;
- 1.5 Recovery of materials from exploration work is limited to samples only. Such samples shall belong to the National Museum and the limit of the samples shall be decided only by the National Museum representatives;
- 1.6 The fee for an exploration permit for one site is Php 10,000.00
- 1.7 The performance bond for an exploration permit for one site is Php 500,000.00 or US\$ 10,000.00, or whichever is higher in the prevailing exchange rate.

2. Excavation Permit Application

- 2.1 Applications for permit to excavate must specify the map coordinates of the specific site to the nearest minute;
- 2.2 The site must be described in detail to establish identity;
- 2.3 Excavation permits are limited to a period of one year and renewable for another year in areas unaffected by seasonal climatic variations; in affected areas excavation permits are

limited to six (6) months and renewable for another eighteen (18) months. Excavation and Exploration permits can only be renewed after thorough evaluation by the Underwater Archaeology Section of the Archaeology Division of the Field Report submitted by the permit grantee on his previous activities. An evaluation report, duly signed by the Head of the Underwater Section and Chief of the Archaeology Division, shall be attached to the renewal application

- 2.4 In areas unaffected by seasonal climatic variations only one excavation permit may be granted to an applicant at any one time. In affected areas, two excavation permits maybe granted the applicant working alternately between the two sites as weather condition warrants;
- 2.5 The fee for an excavation permit for one site is P 10,000.00;
- 2.6 The performance bond for an exploration permit is extended into the excavation phase if an excavation permit is granted.

ARCHAEOLOGICAL SITES AND BRANCH MUSEUMS DIVISION (ASBMD)

National Museum

OPERATIONS MANUAL

I. INTRODUCTION

The Archaeological Sites and Branch Museums Division (ASBMD) was established in 1981 by virtue of R.A. 4846 in view of the increasing demands of the growing number of sites and branch museums for a division to administer and supervise the performance of its various duties and functions to effectively serve the local community. Initially, the twelve (12) units situated in the different parts of the archipelago rose to twenty two (22). However, after the reorganization program of the agency and finding that certain branches are not well attuned to the goals and objectives of the institution, they were dropped or transferred to other cultural agencies.

At present, the division runs 14 branch museums and four (4) archaeological sites situated in the following provinces: Bolinao, Pangasinan; Kabayan,Benguet; Magsingal, Ilocos Sur; Vigan City, Ilocos Sur; Kiangnan, Ifugao; Angono, Rizal; Tabaco, Albay; Quezon, Palawan; Boac, Marinduque, Tagbilaran City, Bohol; Cebu City; Butuan City; Zamboanga City; Jolo. Sulu. The four sites are: Timbac Mummy Caves in Kabayan, Benguet; Balanghai Shrine in Butuan City; Angono Petroglyphs in Binangonan, Rizal and the Tabon Cave Complex in Quezon, Palawan. The property of most of the units are acquired through donation except for the branch in Fort Pilar and the Tabon Cave Complex which are under presidential proclamation no. 996. The P. Burgos House in Vigan City however, is under lease with the Ilocos Sur Historical and Cultural Foundation, Inc. for 50 years since 1989, while the transfer of the branch in Cebu City from Fort San Pedro to MuseoSugbo Complex was made possible through a Memorandum of Agreement entered in 2009 for a five (5) years contract, but subject for renewal. The complex is run by the provincial government.

The branch museums and archaeological sites serve as networks in reaching out the local population in the fulfillment of the National Museum’s thrusts to disseminate and carry-out the three-dimensional goals and objectives of the agency in culture, science and education.

II. DIVISION’S MANDATE

As an arm of the agency, the ASBMD is mandated to:

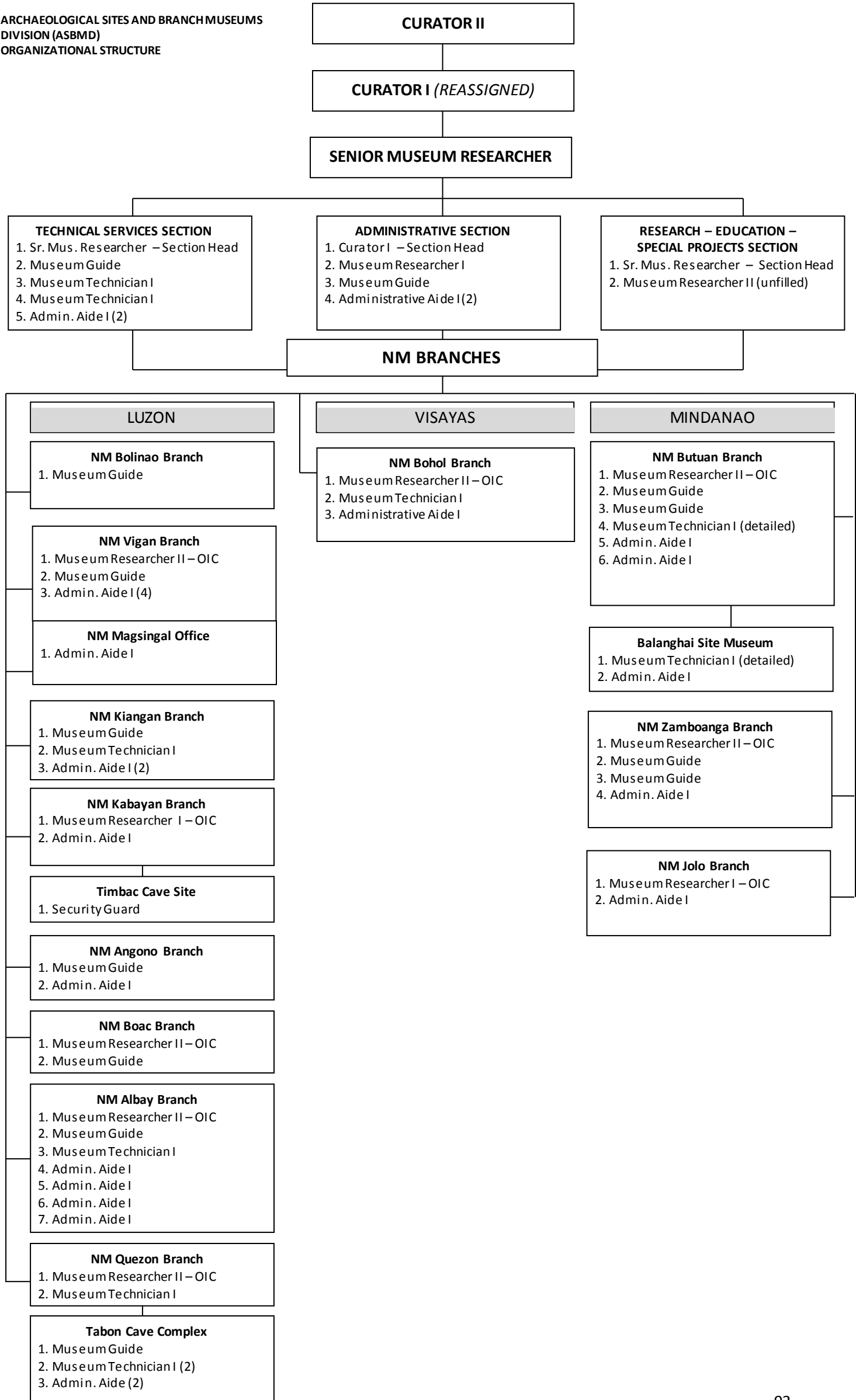
1. Maintain, preserve and interpret through exhibition in regions where they are found cultural and historical materials, relics, mementous of great Filipinos and other related items;

2. Maintain, preserve and interpret the artifacts in situ of the Paleolithic habitation site of the possible earliest man in the Philippines, the Neolithic habitation of the ancient Filipino at Tabon Caves and other important archaeological sites;
3. Perform such other functions as maybe provided by law.

III. THE ORGANIZATIONAL STRUCTURE

The regional branches and sites are directly run and managed by a core staff at the main office in Manila. It is headed by a Curator II (Division Chief) who supervises the officers-in-charge of the regions where branch museums are established, in the performance of duties and functions in their respective units. Apart from close monitoring through highly advanced mode of communication and internet service connection, periodic ocular inspection is also being conducted to see the actual physical status of each branch, and to personally confer and interact with the staff, matters of outmost concern in running their respective units, particularly the services being rendered to the local community.

The division has sixty nine (69) plantilla positions, the biggest among the divisions in the agency, distributed in the main office, archaeological sites, and branch museums. Ideally, the OIC of the branch must be a Museum Researcher II or even a Museum Researcher I. However, due to lack of items, there are branches that are still headed by a Museum Guide or a Museum Technician. Efforts are exerted however, to balance the manpower complement to the requirement of the respective branch according to the extent of area to upkeep and functions to perform by the branch. Despite the deficiency in manpower, other divisions have managed to borrow five (5) positions from the ASBMD, also to address their own manpower deficiencies. Hereunder is the organizational set-up of the division



A. The Archaeological Sites

1. The Kabayan Mummy Caves

The mummy caves of Kabayan, Benguet contain the centuries old mummies declared as National Cultural Treasure in 1973 under P.D. 260. Among the famous burial caves sporadically located in the mountainous terrain of Kabayan are Timbac Cave which is 8,000 ft. above sea level, Tenongchol, Opdas, Bangao, and Ambacdet. The Timbac Cave could be reached by land travel for about four hours from Baguio City.

2. The Balanghai Shrine

This is the home of the *balanghaiboats*, also known as Butuan Boats found in Butuan City, Agusan del Norte and declared National Cultural Treasure in 1987. Three have been excavated and conserved by the National Museum while five are “in situ”. The Butuan boat is a cultural heritage that establishes Butuan’s maritime activities long before the Chinese and other Asian countries sailed the high seas. This is about a five-kilometer distance from the city proper.

3. The Angono Petroglyphs

The Angono Petroglyphs is a rock art on the wall of a cave in Angono, Rizal, a National Cultural Treasure and declared the oldest known work of art in the Philippines. The site is located three kilometers southeast of the town of Angono, province of Rizal, near its boundary with the municipality of Binangonan, up on the hills about 163 meters above sea level. The engravings are on the back wall of a shallow cave measuring 63 meters wide, eight meters deep and five meters at the highest point. One hundred twenty seven drawings are still visible in the form of animate figures, generally a circular or domelike head on top of a vee-shaped torso.

The Petroglyphs of Angono have been included in the World Inventory of Rock Art in 1985 under the auspices of UNESCO, ICOM, ICOMOS, ICCROM, under the Standard Rock Art Site Record, together with other world famous prehistoric rock art. The site is about a two hours travel from Manila.

4. The Tabon Cave Complex

The Tabon Cave Complex is located in a 138-hectare museum site reservation in the Lipuun Point in Quezon, Palawan where numerous archaeological artifacts have been discovered. The artifacts recovered belong to different periods ranging from 50,000 year ago to the 14th century A.D. The most celebrated find is the Tabon Man, one of the oldest known human skeletal remains in the Philippines dating back to 16,500 years (14,000 B.C.) Seven caves are accessible to the public for viewing. The site is about a 45-minute ride through pumpboat and approximately an hour of trekking to the cave sites.

B. The Branch Museums

1. Bolinao, Pangasinan Branch

This is a multi-disciplinary museum exhibiting natural history objects, ethnographic materials and archaeological collection collected from the towns of Pangasinan. The highlights of exhibition is the *bugtungan*, a manual wooden mechanism that is used to make maguey (Agave Americana L.) twines into ropes. Maguey grow in Pangasinan because of its sandy and limestone environment. Maguey rope-making has been an industry in Bolinao.

2. Kabayan, Benguet Branch

This is an ethnographic museum featuring the material culture of the Ibaloi, Ikalahan/Kalanguya and Kankanaï. The highlights are wooden bowls to contain food,

baskets to store and contain agricultural produce, a bulbous pottery jar to store and contain a ritual rice wine called *tapuy*, and a ritual skull of a pig.

3. Magsingal, Ilocos Sur Branch

This is an ethnographic museum that houses the contemporary and indigenous material culture of the Ilokano people. The highlights are the sugarcane crusher *dadapilan* used to extract juice from sugar cane stalks that are fed to the crushers which are being turned by a carabao; tobacco dryer known as *pugon* where tobacco leaves are dried, and 'concrete potters' wheel' which is a very rare item used in making *burnay*, large pottery jar for salted fish.

4. Padre Burgos House, Vigan, Ilocos Sur Branch

This is an ancestral house and birthplace of priest patriot, Fr. Jose Burgos. Notable among the ethnographic collections displayed in the museum are the memorabilia of Fr. Jose Burgos and his family, period furniture pieces, and the 14 pieces Basi Revolt paintings in oil by Don Esteban Villanueva.

5. Kiangan, Ifugao Branch

This is a two-storey concrete building that houses the material culture of the people of Ifugao. The highlights of the exhibition are the *hagabi*, a bench used as a symbol of wealth and prestige; and the *binullol*, the granary idol which is considered the most significant carving among the Ifugao.

6. Angono Petroglyphs Site Museum, Binangonan, Rizal

The small museum is situated within a developed modern class subdivision managed by the Antipolo Properties, Inc. It is just a stone throw from the rockshelter of the petroglyphs which is protected and preserved by the National Museum. Among the collections on display are remains of giant turtle, tusks, fossils and molars of elephants, and tradeware ceramics from the diggings conducted within the province.

7. Boac, Marinduque Branch Museum

The branch museum is an old Spanish building that used to be a library and municipal trial court of Boac. On display are archaeological materials of the 10th – 18th century tradeware ceramics, and ethnographic materials used in agriculture, pottery, Morion masks. The highlight of the exhibition is the *kalutang*, an early type of musical instrument in Marinduque.

8. Quezon, Palawan Branch Museum

This serves as an orientation for Tabon Cave Complex visitors. The 15-minute video documentary accounts the contribution of Dr. Robert Fox, an American archaeologist, then chief of the National Museum Anthropology Division in the field of archaeology and what to explore at the Tabon Cave Complex. Among the significant collections on display are ethnographic materials of the Tagbanua, and archaeological materials such as human bones and ceramics dating back from 30,000 years to 14th century A.D. The highlights of the exhibition are the *pagdiwatar* ritual structure where the ritual paraphernalia are displayed, and the *manunggul jar* (replica), a Late Neolithic burial jar found in Manunggul Cave.

9. Tabaco, Albay, Bicol Branch

This is museum is temporarily located at the Tabaco National High School library building while the construction of a permanent building is underway. This was formerly situated in Cagsawa, Daraga until its transfer in 2008 after the Mayon Volcano destructive volcanic activities. Highlights of the excavation are geological and archaeological collections from the different sites in the region.

10. Cebu City Branch

This museum is situated within the MuseoSugbo Complex after it had moved from Fort San Pedro in Plaza Independencia in 2009. The highlight of the exhibits are the relics and artifacts of the sunken San Diego Galleon, and artifacts dug from the archaeological sites in Cebu province and Plaza Independencia.

11. Bohol Branch

This museum is situated within the Old Capitol Site fronting the Plaza Rizal and the cathedral. This is a stone building made of coral stones. A multi-disciplinary museum, it features geological, ethnographic, and archaeological collections, and the flora and fauna of the province. Considered most significant are the archaeological materials presenting the prehistory of Bohol.

12. Fort Pilar, Zamboanga City Branch

This is situated in an old Spanish garrison and was established into a museum by virtue of Presidential Decree 260 that declared the edifice a National Cultural Treasure. The three rehabilitated bastions were transformed into exhibition galleries for various collections in the fields of archaeology, zoology, botany. The most important of the collections are the 18th Century Relics from the Griffin shipwreck and the material culture of the ethno-linguistic groups in Basilan and neighboring provinces in Zamboanga and Sibugay.

13. Butuan City Branch

This museum was established after the accidental discovery of tremendous archaeological materials in the city of collectors’ value. The two galleries separately exhibit archaeological finds and heirloom pieces and ethnographic materials from the Higaonon, Tiruray, Mamanua and Bukidnon . The most significant were the prehistoric Butuan Boats also known as *balanghai* dating from 4th to 13th centuries A.D.

14. Jolo, Sulu Branch Museum

The museum sits in a two-storey building that was once a provincial museum and library of Sulu. On display are ethnographic collections of the Tausug such as clothes and blankets in colorful and intricate designs, swords, musical instruments, fishing and agricultural implements. Among the collections, the fully furnished *sultan’s bedroom* is the most significant.

C. Area and Legal Status of the Archaeological Sites and Branch Museums

Location of Branch Museum	Lot Area	Floor Area	Legal Status
Bolinao, Pangasinan	3,505 sq.m.	500.8 sq. m.	Donated
Kabayan, Benguet	500 sq.m.	150 sq.m.	Donated
Magsingal, Ilocos Sur	1,170 sq.m.	725 sq. m.	Donated
Vigan, Ilocos Sur	897 sq.m.		Lease contract of 50 yrs. effective Jan. 1989

Kiangan, Ifugao		392.10 sq.m.	Transfer of admin. from PANAMIN
Angono, Rizal	5,600 sq.m.	95.25 sq.m.	Donated
Boac, Marinduque	459 sq.m.	696 sq.m.	Donated
Quezon, Palawan	3.5 hectares	150 sq.m.	On dispute
Tabon Cave Complex	105 hectares		P.D. 998
Tabaco, Albay, Bicol			Lot within TNHS owned by school
Cebu City	Temporarily closed		
Tagbilaran City, Bohol	220 sq.m.	158.50 sq.m.	Donated
Provincial Capitol		To be constructed	Donated
Fort Pilar, Zamboanga		1,934.80 sq m.	P.D. 260
Butuan City	16,931 sq.m.	688 sq.m.	Donated
Jolo, Sulu		1,450 sq.m.	Donated
Iloilo Branch Museum		To be constructed	Usufruct
Batanes Branch Museum		Renovation ongoing	Donation

IV. MANAGEMENT OF THE SITES AND BRANCH MUSEUMS

Running the affairs of the division is more complex, unique and harder compared to the other divisions of the agency. Administering people in the branch museums situated in the different parts of the archipelago that are distant from the mother unit is not an easy task. Each branch requires a different kind of approach with the different cultural values and internal factors obtaining in each area. A supervisor must have to understand the cultural differences and adjust style of management with the given situation to gain the support and cooperation of everyone. A quarterly visit of each unit is necessary to see the actual condition and concern of the respective branch, monitor if programs and activities are carried out, and to get the sentiments of the staff for an improved and effective performance.

Periodically, the Director IV or one of the Assistant Directors accompanies the Curator II in her inspection trips, or sometimes conducts a separate travel. The Office of the Director likewise, gives instructions and assignments to the ASBMD from time to time.

Obviously, bigger and more active units require larger manpower to be able to carry out their functions and serve better the general public, and likewise, to meet the expected output of the branch.

A. Basic Duties and Functions of the Branch Museums

Through the supervision of the respective OICs, each branch is expected to carry out the following duties and functions:

1. Takes charge in the protection, safety and preservation of the branch museum properties, relics and other effects therein;
2. Serves as a showcase and repository of cultural and natural sciences materials collected to educate and entertain the general public with the culture of the locality;
3. As a research institution, it extends technical assistance to students, scholars and researchers;
4. A linkage to the community in transmitting the objectives of the agency;

5. A coordinating agency to local officials, concerned individuals, cultural institutions, stake holders and the academe for the improvement and success of the branch museum’s projects and activities.

Security and janitorial agencies are also contracted by the agency for the following branch museums to augment manpower requirement of undermanned branches, and to ensure that these are safeguarded and well maintained:

Contracted Security and Janitorial Services

Name of Branch Museum	No. Security Guards	No. of Janitor/Janitress
Bolinao, Pangasinan Branch	3	-
Kabayan, Benguet Branch	(2, plantilla position)	-
Magsingal, Ilocos Sur Branch	3	-
Vigan City Branch	(1, from province, hon. only)	4
Kiangan, Ifugao Branch	3	-
Angono, Rizal Branch	4	2
Boac, Marinduque Branch	3	1
Quezon, Palawan Branch	3	1
Tabon Cave Complex	3	1
Tabaco, Albay, Bicol Branch	3	-
Tagbilaran City, Bohol Branch	3	1
Fort Pilar, Zbga. City Branch	5	3
Butuan City Branch	4	2
Balanghai Shrine	3	-
Jolo, Sulu Branch	3	1
	Total 43	16

Ideally, a round the clock security services are necessary. Due to budgetary constraints, however, the number of security personnel was reduced into two for each branch from the original three, thereby reducing security services to two shifts only, except for remote and critical areas like in Angono Site Museum and the Tabon Cave Complex. Finding that security is crucial especially during nighttime, security guards are posted on a 24hours bases until eight in the morning of the following day.

Security and janitorial agencies are also contracted by the agency for the following branch museums to augment manpower requirement of undermanned branches, and to ensure that these are safeguarded and well maintained:

B. Administrative and Financial Matters

The branch museums are administered centrally. Administrative and financial policies, standard operating procedures (SOP), Civil Service Law and Rules and other relevant orders and issuances emanate from the Administrative Division in the main office. The ASBMD, likewise, reproduces copies for each branch and attaches a cover letter with instruction to the respective OICs to disseminate and discuss them with their staff for their information and proper guidance. These are also being taken up as part of the agenda when the Curator conducts a staff meeting during her inspection trip in the branch museums.

Outgoing and incoming official communications are under the supervision and control of the Records’ Section, a section of the Administrative Division.

Operational Expenses

The expenditures in running the ASBMD are drawn from the allocated budget of the agency as approved by the national government. This covers personal services such as security and janitorial; supplies and materials, and capital outlay.

Operational expenses such as water, light, telephone and other basic utilities are being addressed through the Petty Cash Fund (PCF) of the branch OIC who is the designated Special Disbursing Officer (SDO) of the respective branch. Applications for PCF or Cash Advances (CA) are submitted to the division for processing, and then released to the Accounting, Budget and Cash Sections for appropriate action. The amount of cash advance given to the SDOs varies from P1,999.00 to P100,000.00 depending on the requirement of the branch and the bond approved for the respective SDOs. Processing and release of cash advances undergoes a long process before checks are forwarded to the Records' Section for mailing to the SDO. Normally, checks require five to ten days clearing by the bank before these can be withdrawn, but this has been made longer with the new system.

To reduce delays usually experienced when an ordinary postal service is used, the division worked with the Chief Administrative Officer for the prompt processing of PCF to avoid disconnection of basic utility services in the branch museums. Cash advances are replenished once expenses are liquidated and request for replenishment is submitted. Supplies and materials, job services, and other operational expenses within the P5,000.00 limit are charged to the cash advance of the SDO adhering the usual accounting and auditing procedures followed by the central office.

Infrastructure Projects

Funds allocated for the rehabilitation of the branch museums maybe sufficient but the processing of document preparatory to engaging the services of a contractor in case of outsourcing or procurement of supplies and labor take so many days. With the measly budget appropriated by the national government for infrastructure projects, particularly repairs and rehabilitation of the branch museums facilities, the agency has MOA with the local executives of Butuan City for an annual funding assistance amounting to ONE MILLION PESOS was signed in July 31, 2008 specifically for the maintenance, repair and/ or enhancement of the National Museum-Butuan Branch Building and the Balanghai grounds, and their immediate premises; and, maintenance and improvement of lighting system and other facilities.

Restoration /rehabilitation/repair of Palawan Branch Museum is already finished while that of Butuan, Batanes and Boac is ongoing.

The rehabilitation of the former Provincial Capitol of Bohol former PNP Office and the former reformatory buildings in jaro Iloilo are being bid out.

Acquisition of Equipment

Acquisition of equipment is done by the Supply Section in the main office when there is an allocation of funds for the purpose. The OIC submits a Requisition and Issue Slip (RIS) to the division in accordance with the Annual Procurement Program and justifying why the materials have to be procured. When considered by the division and approved by the Office of the Director, the RIS is forwarded to the Supply and the Budget Sections for processing. In branches however, where there is a credit line with the local suppliers, procurement is done locally, following the SOP in procurement subject to availability of funds. The division prefers local procurement to cut down transport expenses and to avail the warranty privileges.

In cases where the branch is a recipient of equipment donations, a Deed of Donation is executed by the agency and the donor. Donations are booked by the Supply Section and assigned a property number. It is only then when proper documentation is done that the office can procure supplies or parts of the equipment.

Performance Targets and Appraisal Reports

To check and monitor if respective tasks are performed by the staff, each one is required to accomplish a monthly report of accomplishments. This is used as a basis in the accomplishment of Individual Performance Commitment and Review Form (IPCR) of personnel. Accomplishment of work targets and performance appraisal reports are simultaneously required to be submitted

bi-annually to the Performance Evaluation and Review Committee (PERC) through the division in conformity with the policies set by the committee. In instances where revisions or corrections of entries have to be done by the mother unit and returned to the branch museums, mode of delivery services is a vital factor for the division to meet the deadline of submission set by the PERC.

C. Exhibition and Viewing Schedule

The materials exhibited in the branch museums consist of archaeological, ethnographic, natural history, lifestyle, artworks, ecclesiastical, etc. However, museum exhibitions in the branch museums are classified into three: general, ethnographic and archaeological. Respective divisions whose exhibits the discipline belong are coordinated with by the ASBMD in the event that upgrading of exhibits are necessary, or damages are noticed on the specimens for appropriate attention.

Guiding services are done by the Museum Guide if there is a museum guide item in the branch. In branches where there is none, the OIC or a technician does the tour guiding and lectures to museum viewers.

Schedule for public viewing varies depending on the need and some factors that have to be considered within the area. In certain places, local officials prefer the museum to be opened during Saturdays and Sundays to accommodate and cater more visitors which have bigger influx during weekends compared to week days. The situation may not be the same in some areas hence, upon consultation with the rest of the OICs, other branch museums are open from Monday to Friday. Museum visits during off days and holidays are considered where prior appointment is made, but on exceptional cases.

Viewing Schedule for the Sites and Branch Museums:

Branch Museum	Viewing Schedule	Day Off
Bolinao, Pangasinan Branch	closed	closed
Kabayan, Benguet Branch	daily	-do-
Magsingal, Ilocos Sur Branch	closed	closed
Vigan City Branch	daily	Monday
Kiangan, Ifugao Branch	daily	Saturday-Sunday
Angono, Rizal Banch	daily	--
Boac, Marinduque Branch	daily	-do-
Quezon, Palawan Branch	daily	-do
Tabon Cave Complex	Wednesday to Sunday Tour schedule: 9:30 a.m. and 1:30 p.m.	Monday – Tuesday
Tabaco, Albay, Bicol Branch	daily	Saturday-Sunday
Tagbilaran City, Bohol Branch	Monday to Friday	Saturday-Sunday
Fort Pilar, Zbga. City Branch	daily	-do-
Butuan City Branch	daily	-do-
Balanghai Shrine	daily	-do-
Jolo, Sulu Branch	daily	-do-

D. Entrance Fees

Most of the branch museums do not charge entrance fees. There are only a few that collect entrance fees ranging from P5.00 to P10.00 for students and adults respectively, namely: the branch museums in Vigan City, Bohol, and Kabayan, Benguet.

Entrance fees in Vigan City branch are issued with official receipts and the collections go to the National Treasury.

In collaboration with the local government unit in Bohol a Memorandum of Agreement was executed by the National Museum with the LGU for them to undertake the collection of entrance fees in the museum which shall exclusively be utilized for the operation, improvement and maintenance of the branch following the usual auditing and accounting rules and procedures. In the MOA, terms and conditions of the undertaking are specified.

E. Acquisition of Museum Collection

Generally, museum collections in the branch museums are property of the National Museum. These are acquired through field collection, purchase or donations. Some specimens on display in the branch museums in Butuan City, Magsingal and Vigan, Ilocos Sur are on loan by foundations and private individuals namely; the Butuan Museum Foundation, Inc. and Ilocos Historical and Cultural Foundation, Inc.

F. Collection Management

In most cases, specimens on display in the branch museums are set-up by the divisions concerned depending on the discipline of the exhibition. Once the exhibit materials are exhibited in the branch, these are transferred automatically to the liability and responsibility of the OIC after the conduct of a physical inventory. Being such, the security and maintenance of these collections are passed on to the branch. Good housekeeping and inventory of collection have become part of the regular routine activities of the staff.

This is also true for collections found in storage rooms that usually happen in branches where there are potential sites to collect materials especially in archaeology. Instead of transporting their collections to Manila, researchers and field personnel leave their collected materials in the branch museum. These are being cleaned, accessioned and bagged or rebagged in the branch; reason why there are specimens accumulated in the storage rooms. In branches where there is an available computer and staff with literacy in computer like in Butuan City, a database of collections is being done for easy access, reference and monitoring.

G. Conservation of Collections

Cleaning of museum specimens and showcases is a regular activity in the branch museums. This is directly supervised by the officer in-charge to uphold protection of artifacts. Normally, soft brooms and brush are employed. Most fragile objects are displayed in showcases to avoid dust to settle on the objects. The problem of cleaning specimens is experienced, nonetheless, in branches where glass cases are huge and delicate, and require a number of persons to have it opened for cleaning.

Should specimens need conservation, however, the OIC immediately informs the mother unit in writing. The report is immediately forwarded to the Conservation and Laboratory Division for proper attention. The ASBMD through its trained and experienced personnel are always in collaboration with the Laboratory Division to address conservation requirements of the branch museums.

H. Building Maintenance.

Repairs and rehabilitation of museum facilities fall under the functions of the Restoration and Engineering Division (RED). Basically, the division coordinates with the RED for them to address the physical condition of the branch. Proper documentation for acquisition of necessary materials or bidding documents as the case maybe, is prepared by the RED for funding purposes.

Regular pest extermination of museum structures is a routine function of the division. Should supply of pesticides and funds for travel are available, technical personnel from the division conduct termite control treatment in the branch museums. Ideally, termite treatment must be done annually; however, budgetary constraints are always the limitation.

I. Policies and Guidelines in the Branch Museums

In any organization, guidelines and procedures are formulated and implemented for proper disposition of duties and functions, harmonious inter-personal relationship, collaboration, effective management, and productivity. Hereunder are the guidelines and policies in the branch museums:

1. Use of Museum Facilities/Technical Assistance (By Museum Personnel on Official Business)

- 1.1 Any museum personnel who is on field assignment may avail the facilities of the branch museum provided, however, that proper coordination is being made with the ASBMD and respective OIC of the branch as to their purpose and duration;
- 1.2 Fieldworkers are expected to observe the house rules during the entire duration of their stay in order to maintain the cleanliness and orderliness in the museum premises;
- 1.3 Fieldworkers shall utilize the living quarters and guestrooms only as their sleeping area in order to give appropriate conditions for official transactions, and not to hamper the flow of office routines. Administrative or office rooms may only be used as sleeping area in exceptional cases i.e. groups come and there is no other place to settle. In this condition, however, fieldmen shall see to it that sleeping materials have been removed, and the office fixed before office hours;
- 1.4 In case of a team, the team leader shall be responsible for the behavior and conduct of his members while in the museum branch;
- 1.5 Should fieldmen require technical assistance from branch personnel during the duration of their fieldwork, this must be properly coordinated at least three (3) days in advance with the respective OICs. OICs shall make necessary adjustments of respective assignments of personnel so as not to hamper the regular functions of the branch. In no case that branch personnel are requested to be relieved from their regular duties and functions to perform housekeeping and kitchen work for fieldmen.
- 1.6 No personnel from the branch museum shall be hired as emergency laborer by fieldmen during the prescribed museum hours as this will hamper the regular flow of official functions of the branch or may tantamount to double compensation (in case they opt to be on leave).

2. For Education and Public Access

This is taken from the general policies approved by the agency in principle:

2.1 Photography

- i. Souvenir photos shall be allowed only for cell phones or low resolution cameras without flash and person/s is/are included in the picture.
- ii. For specimen photos, a letter of request stating the purpose must be approved by the Agency Head.
- iii. Commercial photos shall be covered by a memorandum of agreement (MOA)
- iv. Official receipts (O.R.) shall be presented to the OIC. No O.R., no access.
- v. The National Museum shall be furnished with the finished product e.g. coffee table books, calendars, greeting cards, etc. one copy of which shall be deposited in the museum library.
- vi. Photography shall be allowed only during gallery hours with at least

one NM staff assigned to supervise the activity.

2.2 Video Shooting/Coverage

- i. No fees shall be collected for publicity and educational purposes.
- ii. Conservation policies shall always be observed.
- iii. Video shooting for commercial purposes shall be covered with a MOA.
- iv. Official receipt shall be presented to the OIC. No O.R., no access.
- v. The NM shall be furnished with the finished product of DVD/VHS form.
- vii. The Division Chief/OIC of ASBMD shall act on request for video coverage.
- viii. Filming shall not be allowed in exhibition areas except for publicity and educational purposes.
- ix. The requesting party shall bring their own generator.
- x. Only respectful movies shall be allowed to use the Museum in their project.

2.3 Use of Museum Spaces for Events

- i. The use of NM spaces for institutional and/or private occasions shall be approved by the Agency Head and shall be covered by a MOA.
- ii. Official receipts shall be presented to the OIC. No O.R., no access.
- iv. The Division Chief/OIC of ASBMD shall act on the request.
- v. NM shall be acknowledged in all events.

2.4 Loan of Museum Artifacts

There are general guidelines on loan agreements which are implemented by the National Museum. Loan of museum artifacts shall be covered by a MOA and approved by the Agency Head. Requests for loan are referred to the Conservation Division, the Cultural Properties Division and the divisions concerned who are responsible of the specimens.

3. Fees

3.1 Photography

Categories	Elementary to College	Graduate School	Commercial
NCT/ICP	Free	P1,000.00	P3,000.00
Works of Masters	Free	600.00	2,000.00
Regular Specimens	Free	300.00	500.00

3.2 Video/Shooting coverage or Use of NM Spaces

Categories/Areas	Publicity/Gov’t. Institutions	Commercial
Branch Lobby	Free	P30,000.00
Site Museum	Free	50,000.00
Courtyard	Free	30,000.00

4.House Rules on the Use of Museum Facilities

An official or researcher granted the authority to use the facilities of the museum shall properly coordinate with the respective OICs on the purpose and duration of the stay. Should the request be by a team or a group, the team leader may be the one to make the necessary coordination;

- a. Authority given for the use of museum facilities or stay in the museum premises shall not be extended to any other person without the approval of proper authorities.
- b. Should the museum quarters have available beddings and certain individual/s/fieldmen opt to use these beddings, they must set aside an adequate amount for the laundry of the beddings to the OIC before leaving the museum. Likewise, where cooking gas is available in a branch museum, it must be replenished when used to ensure that there is always a cooking gas available for anyone's use;
- c. Personal belongings and valuables are the responsibility of the respective owners. Branch personnel shall not be held responsible for any loss due to neglect and shortcoming from its owners;
- d. Cleanliness and orderliness shall always be maintained in the museum premises especially at living quarters, toilets and kitchen.
- e. Wearing of appropriate attire in the museum during office hours is required except for those who do construction, exhibition and other technical works where working clothes like T-shirts is recommended. Wearing sandals or bare upper body is prohibited within the museum premises that are visible to visitors.
- f. For security reasons, and so as not to disturb the sleep of other occupants, everybody must be in the museum before midnight;
- g. Unnecessary loud noise must be avoided especially during the night so as not to disturb or get attention from the neighboring residents/offices;
- h. Drinking and smoking within the museum premises during working hours is strictly prohibited. Should anybody want to drink after the prescribed working hours for the purpose of socialization; it must be in moderate quantity. It is recommended however, that when there are celebrations, and where discipline and control cannot be assured, it must be done outside the museum premises;
- i. Propagation of plants is part of the development program of the branch, hence, taking out of plants from the museum collection is strictly prohibited.

V. SERVICES RENDERED TO THE COMMUNITY

1. Guided tours and lectures among museum viewers;
2. Working area and technical assistance for researchers, scholars, students and the general public;
3. Museum facilities as venue of community activities relevant to Museum mandate.

VI. *LINKAGES TO SCHOOLS/PRIVATE AND GOVERNMENT INSTITUTIONS*

1. Participation in all activities conducted by cultural institutions, the academe and the local government units i.e. seminars, lectures, exhibit openings, symposia;

2. Conduct lectures upon invitations by the academe, local government units and other cultural institutions;
3. Active participation and involvement with cultural and heritage foundations, museum workers' organizations and government institutions in their programs relevant to culture and the arts;
4. Information dissemination drive to the general public regarding the existence of a National Museum branch in the locality.

VII. COMMUNITY INVOLVEMENT

1. Community participation and assistance on significant projects of the museum for the protection and preservation of the local heritage;
2. Support from the schools, local government units and private individuals in museum activities;
3. Organization of museum volunteer programs;
4. Responsiveness of local tour operators and transport groups in extending services and assistance to museum visitors;
5. Participation of stakeholders during museum events and activities.

ARTS DIVISION

National Museum

OPERATIONS MANUAL

The Arts Division takes the lead in the preservation and management of the NM visual arts collection. With more than 1,300 artworks, the collection represents works by 19th century Filipino masters, national artists for the visual art, and leading contemporary painters, sculptors, and printmakers. These creations are made available to the public in the form of thematic exhibitions, publications, and other mass media materials. To further improve the quality of presentation, the division also collaborates with art experts, guest curators, and visual artists. Through the National Art Gallery, the public can appreciate the collection up close and personal.

On the other hand, the Arts Division actively campaigns against the proliferation of fake/forged Philippine artworks. Serving as the secretariat of the now defunct Panel of Art Authenticators, the division received artworks for evaluation of the panel. Artworks declared as authentic were issued with a certificate of authenticity. With the passage of RA 9105 (An Act defining Art Forgery as a Crime), the panel was transformed into the Art Authentication Board. Lamentably the organization of the Panel is still suspended due to technical reasons. For the meantime, proceedings of the previous panel are made available to the public only for verification purposes. The division is cognizant of the growing clamor of art collectors, artists, and dealers on the reconstitution of the panel.

As an extension service, the Arts Division partners with other museums and civic organizations through collaborative exhibitions and loaning of selected artworks. Personnel of the division also conduct lectures and deliver technical assistance to other cultural and academic organizations. Moreover, its specialized art library is available for students and researchers. Also, the Division extends expertise to other divisions of the National Museum.

The Arts Division intends to further its services with visual artists, art institutions, art galleries, collectors, students, and enthusiasts.

Curator II (Division Chief)

- Oversees the day-to-day operation of the division
- Supervises the personnel of the division
- Formulates and executes plans and programs
- Ensures that resources are adequate to fulfill the targets
- Curates exhibitions assigned to the division
- Participates in ad hoc committees as assigned by management
- Act as the chief custodian of the NM Visual Art Collection

Curator 1 (Asst. Division Chief) * (Vacant)

- Assists the Curator II in the management of the division
- Assists the Curator II in the supervision of personnel of the division
- Presents lectures and functions as senior museum guide for VIPs
- Supervises On-the-Job-Trainees (OJTs)
- Functions as resource person for media companies concerning the history of the collection
- Prepares texts, exhibit panels of the of art exhibits
-

Senior Museum Researcher* (Vacant)

- Conducts researches in the field of art
- Grants interview as form of information dissemination
- Prepares legal documents regarding the loan of NM artworks to requesting agencies
- Initials security clearances of artworks brought to the NM for registration with the Cultural Properties Division or for verification with the Arts Division
- Prepares Annual Report, Budget Proposal, Calendar of Activities of the division

Museum Researcher II

- Oversees the upkeep and maintenance of NM Art Collection
- Prepares inventory reports and other documents involving the movement of the collection
- Coordinates the loan and retrieval of NM artworks with requesting institutions and prepares its necessary documents
- Maintains the database of the NM Visual Art Collection
- Oversees the digitization of the NM Visual Art Collection
- Maintains/monitors 3rd floor galleries, hallways including art storages
- Assists in the Art Exhibitions
- Attends committee meetings

Museum Researcher II* (Vacant)

- Handles the communication needs of the Division
- Contributes articles to Artifacts (Official newsletter of the National Museum)
- Functions as museum guide whenever necessary
- Prepares exhibit panels and provides Filipino translation
- Co-supervises the OJTs
- Coordinates with other division as assigned by the division chief

Museum Researcher I

- Assists in the setting-up of art exhibitions including the preparation of its captions
- Assists in the graphic requirements of the division
- Coordinates with other divisions concerning art exhibits
- Oversees the digitization of the NM Visual Art Collection
- Assists in the preparation of loan documents
- Maintains/monitors 3rd floor galleries, hallways and replace captions if necessary
- Coordinates with the suppliers regarding exhibition materials

Artist Illustrator II

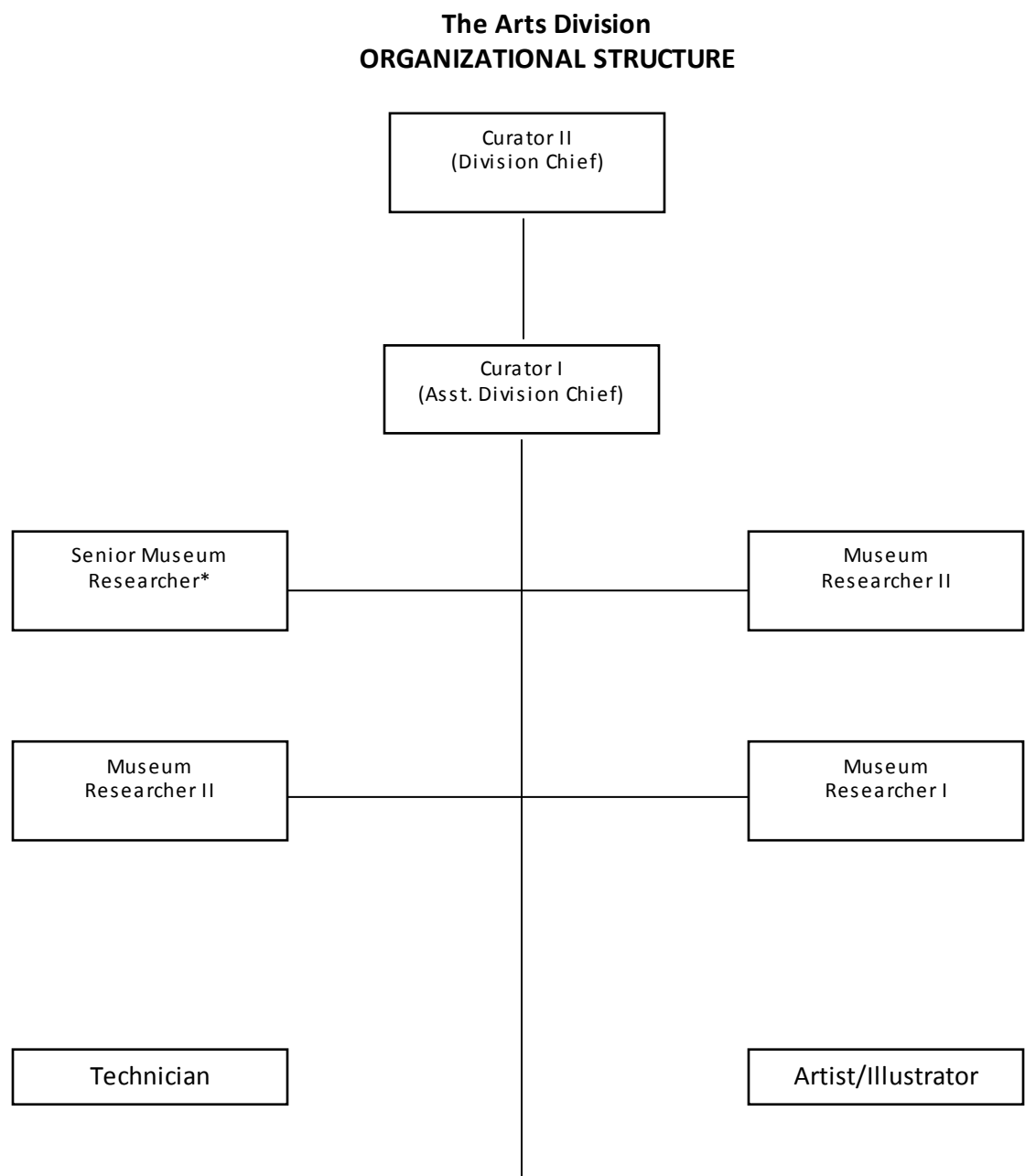
- Assists in the Maintenance of NM Art Collection
- Assists in the preparation of artworks and galleries for exhibitions
- Assists in the movement of artworks from storage to galleries and vice versa
- Assists in the graphic requirements of the division and other divisions as need arises
- Maintains/monitors 3rd floor galleries, hallways and art storages
- Assists in the digitization of NM Art Collection

Administrative Aide IV

- Collates the output of the division
- Looks after the records of the previous Art Authentication
- Assists in the Maintenance of NM Art Collection and Art Exhibitions
- Assists in monitoring 3nd floor galleries and hallways
- Assists the Researcher in accessioning of artworks and memorabilia
- Receives and routes memos and other communications
- Prepares other official papers of the division

Technician I (detailed, Laboratory Section item)

- Assists in the Maintenance of NM Art Collection
- Assists in the preparation of artworks and galleries for exhibitions
- Assists in the movement of artworks from storage to galleries and vice versa
- Assists in the digitization of NM Art Collection
- Maintains/monitors 3rd floor galleries, hallways and art storages
- Assists in the transport of artworks from other agencies to NM and vice versa



* Funded Vacant Position

BOTANY DIVISION

National Museum

OPERATIONS MANUAL

BOTANY

A manual on the collection, preservation and curation of flowering plants specimens and management of a herbarium

Introduction

A herbarium is a collection of dried and pressed plant specimen properly mounted, classified and systematically arranged and stored for general reference, and scientific study. It is very useful and important as a basic resource for the study of systematic botany or taxonomy of the flora of a particular region or country, It is a scientific resource, a reference center, a documentation facility and a storehouse built into one.

There are two main types of herbarium: (1) a research herbarium and (2) a school herbarium. A research herbarium caters mainly to professional taxonomist, research and graduates students making revision or monographs of selected families or genera. The Philippine National Herbarium is an example of a research herbarium. A school herbarium, on the other hand, is set up and administered mainly for teaching and secondarily for research purposes. The herbarium at the University of the Philippine at Los Baños and Diliman, Quezon City, University of Santo Tomas, Manila, De La Salle University, Manila, Central Mindanao, University in Bukidnon are example of a teaching herbarium.

I. Procedures in Plant Collection and Preservation

- A. What plants to collect** – This depends on the type of herbarium one wants to build. If it is a general herbarium then he should collect all kinds of plants, If it is a specialized herbarium then he should collect specimen belonging to the specific group he is interested to build: for example: algae, fungi, mosses, ferns, flowering plants, weeds, medical plants, etc. The Philippine National Herbarium is a general herbarium while the one at the international Rice Research Institute is a specialized herbarium for different species and varieties of rice.
- B. Place of collection and duration of collecting-** For general types of collection, one should attempt to collect in various habitats, i.e. primary forest, secondary forests, forests over limestone, forest over ultrabasic soil, mangrove, beach forest, swamp forest, etc. For weed specimen, he should collect in vacant lots and areas near cultivated fields. A collection trip may be done in one day or may last to one month depending on the purpose of collection, fund, time and manpower available.
- C. Supplies and Materials-** The collector should be equipped with the following supplies and materials: plant presser (made of bamboo slats in pairs, 12"x20"),

stocks of old newspapers, abaca twine or plastic twine, cardboard (12"x18"), pruning shears, knife, bolo, sacks, plastic bags of various sizes (e.g. 4"x 5", 12"x18"), denatured alcohol, pencil, specimen tags, notebook, field labels, hand lens, plastic twine. Other items to bring if going on a trip for more than one day: light blanket, mosquito net insect repellent, flashlight, first aid kit, canned food, water purifier, anti-malaria tablets, road map, topographic map.

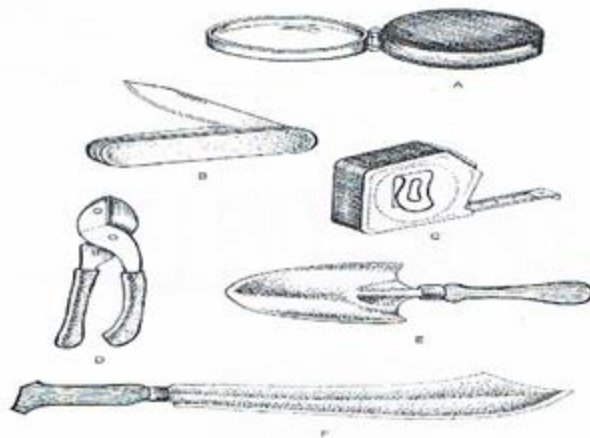


Figure 1
EQUIPMENT FOR BOTANICAL COLLECTION

A, Magnifying glass, B. Pocket knife, C, Meter tape, D. Pruning shears, E. Trowel, F. Bolo

D. Equipment- camera (preferably with close up and telephoto lens) ; compass; altimeter, geographical positioning system (GPS); tree caliper; binocular

E. Actual Field Collection

1).Collect at least 2 duplicate per specimen number (preferably 5 or more per number). Duplicates could later be sent or exchanged to other local or foreign herbaria.

2) The collector must be aware of the important parts of the plants need to be represented in the herbarium.

- a. tall trees and shrub: portion of brunch with flowers and/ of fruits
- b. herbs: whole plant with roots and fertile organs
- c. ferns: whole plant or portion of fertile fronds
- d. bryophytes: whole plant
- e. fungi: whole plant(dried or pickled in formalin or denatured alcohol)
- f. algae: whole plant

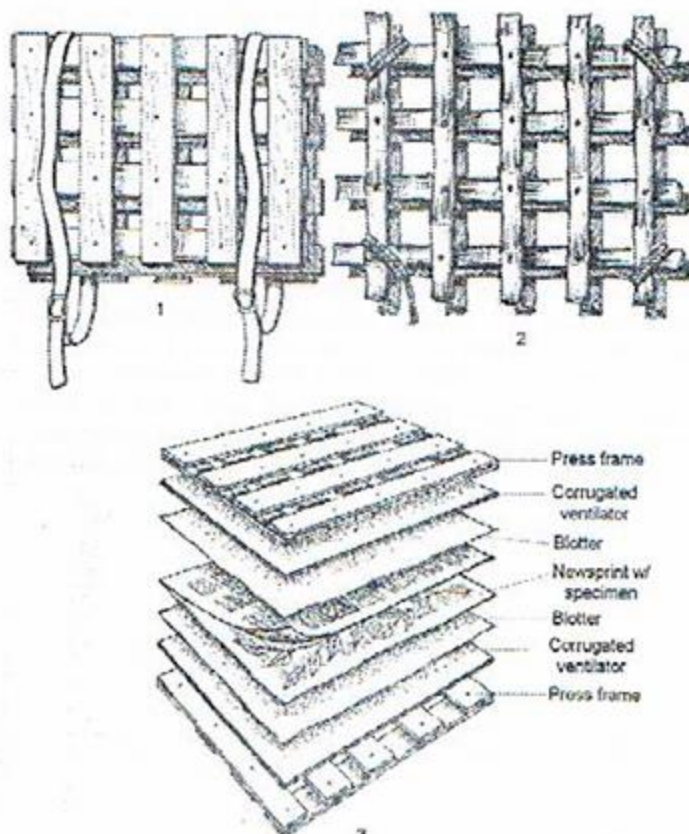


Figure II

1. Wood press with strap, 2. bamboo press, 3. view showing arrangement of parts of a plant press

3) Recording of the field data

Field notes are very important for taxonomic, ecological and geographical research, A field note or field label records the collector's name, collection number, place and date of collection, morphological features of the plant not shown in the dried specimen, Example of the field label used by the PNH is shown in the plate1a. The collector should use pencil when filling up the information in the field label. The ink of ballpoint pens can be washed by alcohol.

4.) Methods of Collection

- a. **Field drying method-** This method is used when there is sufficient time to collect and record right in the field and when weather is favorable. The plant may be pressed with bamboo or wood presses and number as soon as they are collected or they may be placed inside a sack or plastic bag and later pressed when reaching the camp.
- b. **Wet Method-** For quick time collecting and/or when the weather is not favorable for drying thus method is resorted to. Specimens are tagged, wrapped in newsprint (one number per wrapper) and the accumulated specimens bounded together. The specimens are then placed inside a plastic sheet 24"x36" (sealed on one side), About 70 percent denatured alcohol, (70% alcohol + 30% water) is poured inside the bag, then sealed by packing plastic tape or tied tightly using straw twine. In this condition the specimen can last up to 3 months or more getting spoiled.

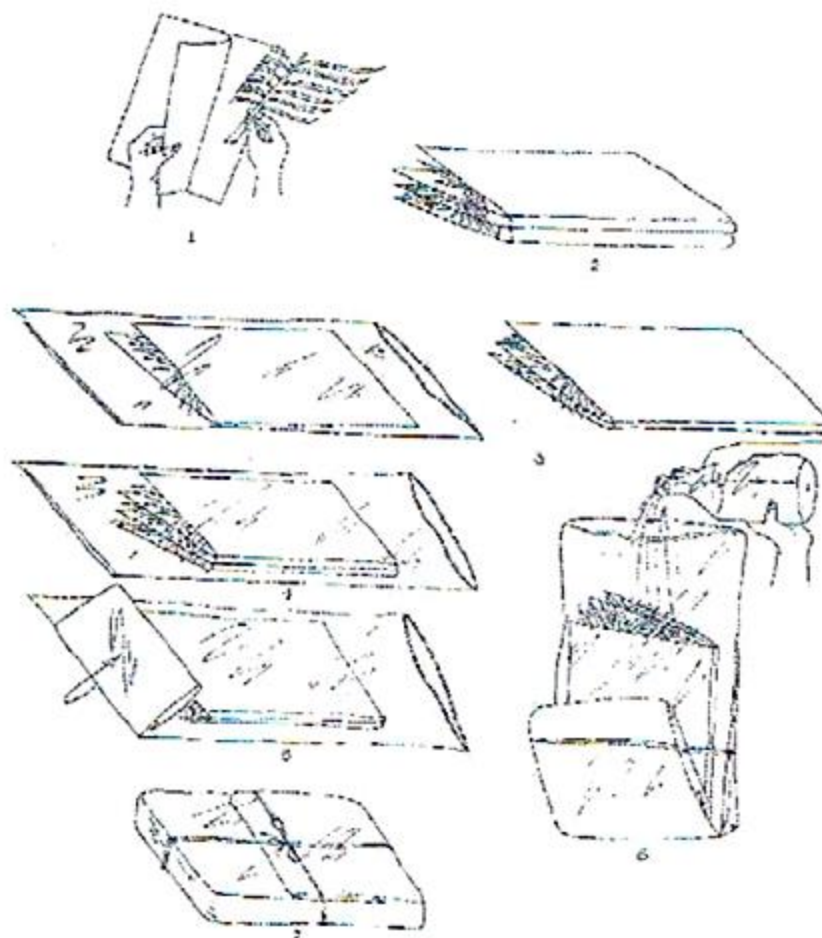


Figure III

Wet Method

5.) **Drying**-Collected specimen can be dried in two ways: (a) natural- i.e. placing the pressed specimen under the sun; or (b) artificial- i.e. building a fire and placing the pressed specimen above it on a constructed frame, or using electric stove or kerosene mantle lamps. Drying can be done in the field or in the laboratory where a drying room can be specially constructed. The newspapers and blotters should be changed everyday to prevent molds and fungal attack of the specimen.

Fleshy plants such as aroids, aquatic plants, cactus, banana and bulky or large plants such as rattans, others require special procedures for these specimen are describe in the next pages of this manual.

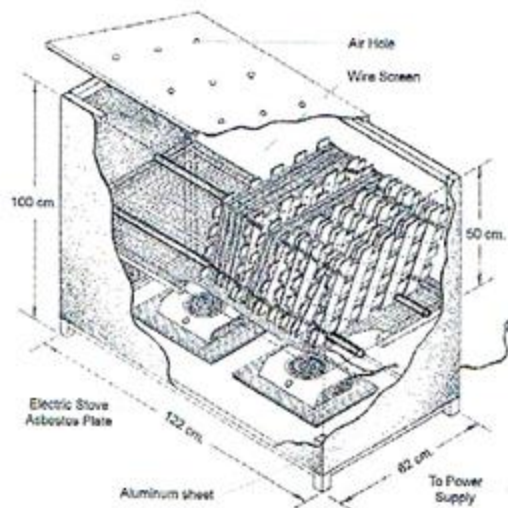


Figure IV.Diagram of a Drier

6.) Laboratory processing

- a. **Deep freeze method**- To prevent attack of insects, fungi, etc., it was formerly practiced to poison the specimen with alcohol-mercuric chloride-and phenol solution. However, this chemical solution is found to be hazardous to human health and is no longer used in the most herbaria.

It is now the common practice in many herbaria to preserve the specimen by placing them inside large plastic bags and keeping them in large chest or upright freezers at -20 degrees centigrade for 2 to 3 days. Insects, larvae, etc., die in this condition and therefore, is a more effective and safer way of preserving specimens.

- b. **Labeling**- Each specimen is provided with a herbarium label (different from field label) where important information about the plant are recorded. Example of PNH herbarium label is illustrated below.

FLORA OF THE PHILIPPINES
PHILIPPINE NATIONAL HERBARIUM

Common name Diobot

Field No. Herbarium No.

Collector

Island or Province

Locality

Habitat

Altitude above sea level meters

Tree; shrub; bush; vine; herb

Height of plant M.

Flower, branch high Cm.

Flower (color, odor, etc.)

Fruit (color, odor, etc.)

Special notes

Remarks

Date 19.....

No. M. (Museum No.) 10000-1

Figure V
Field Label

c. Mounting- The specimen is glued at the center of the mounting sheet (white Bristol board) of sufficient thickness and standard size, i.e.111/2"x161/2". Loose specimen such as detached leaves, flowers, fruits, etc., are placed inside the packets, and pasted on the mounting sheet. The herbarium label is pasted on the lower right-hand corner of the mounting sheet while the field label, if available, is pasted on the upper left corner of the sheet.

The specimen is then strapped to ensure that no part of the specimen becomes loose or detached later on. Narrow filament tapes, or strip of white papers are used for strapping. In some herbaria, plastic glue in a barrel and nozzle trigger applicator is used with good results. Where specimen has very strip twigs or stem, it may be fixed to the mounting sheet by sewing the twig to the sheet.

d. Identification- Each specimen is identified to family, genus and species by competent taxonomist in the herbarium. They are aided by keys to the identification in the herbarium of specimen published in botanical reference such as floras, field guides, manuals or monographs. Specimens can also identified by comparison with authenticated herbarium specimens.

FLORA OF THE PHILIPPINES
DISTRIBUTED FROM THE PHILIPPINE NATIONAL HERBARIUM
National Museum, Manila

Family: PNH No.

Sc. name:

Loc. name and district:

Collector: Date:

Locality:

Habitat:

Description:

Det. by: Date:

Figure VI
Herbarium Label

e. Accessioning- It is important to have a record of all botanical specimen acquired by the herbarium and this is done by means of the accession book. Each specimen is stamped with a PNH label and given a distinct, and separate accession number.

A sample of the information recorded in an accession book:

Acc.No .	Scientific Name	Collector	Date	Placed of collected
100	<i>Hibiscus rosa-sinensis</i> L.	E.J. Reynoso	01/02/90	
	Mt.Makiling,Laguna			
101	<i>Araeca catechu</i> L.	D.A. Madulid	08/12/89	Irawan Forest,
	Palawan			

f. Distributing- Specimens are distributed to pigeonholes of cabinets systematically arranged according to an accepted system classification.

I. Herbarium Curation

A. Herbarium Storage- Herbarium cases can be made of metal or wood. Metal cabinets are more expensive but durable and fire proof. Wooden cabinets are cheaper, and of lighter construction, but these can be damaged by fire. Example of a standard PNH cabinet is seen in plate 5 and 6. For purpose of mobility of the cases it is recommended to use size 102 cm x 72.5 cm x 51 cm.

The layout of the cabinet depends very much on the size of collection. In a small herbarium, cabinets can stand against the wall or be arranged to provide a partition in a larger room.

The height of the cabinets will, in part, be determined by the ceiling height of the room. Specimens for regular and frequent consultation should not be higher than can be conveniently reached by the average-size person. For students there should be several mobile steps of the type used in libraries. In the PNH the cabinets are stacked in two's one on top of the other.

B. Filling System in the Herbarium- To facilitate filling of mounted specimens by Family, genus and species, covers are prepared. The genus cover is a folder, 12 ½" x 17 ¼" when folded, prepared from a tough tag board. A label containing the family and the genus should be printed in size 1" x 3" on a coupon bond and pasted on the lower left corner. The genus cover should contain all the specimen under the genus but not be over 4" thick, so too with species cover. For example, plants of the palm family, including the genera *Areca*, *Arenga*, *Calamus*, *Daemonorops*, etc., are filed in the family **PALMAE** or **ARECACEAE**

C. Systems of Classification- There are several systems of classification of families and genera of plants. A herbarium adopts the system most suited to its needs and arranges the disposition of the specimen accordingly. The purpose of a classification system is primarily to enable specimens of a particular taxon to be located readily. There are various systems by which plants can be filed.

1.) Alphabetical arrangement- Specimens are arranged alphabetically according to their family names. Under each family the genera are also arranged alphabetically and the same order for the species under each genus. This arrangement is preferred by newly established herbaria as it is more convenient and easier to follow.

2.) Phylogenetic arrangement- Specimens are filed based on evolutionary sequence: For example Engler and Prantl (used in PNH and many American herbaria), Bentham and Hooker (used in Kew, England), Dalla Torre and Harms (used in Leiden, Netherlands).

The system recommended for a small herbarium (i.e. for a school herbarium) is the alphabetical system with the various phyla filed separately, i.e. Algae, Fungi, Bryophytes, Ferns, Gymnosperms and Angiosperms. Within each of these major divisions, the families, genera and species are arranged alphabetically.

In the setting up a initial allocation should be limited of only 50% of the total available capacity. Expansion of the collection is from within and empty pigeon holes must be reserved to accommodate new collections.

D. Geographical Separation within the Herbarium

For big herbaria, an option can be made to file specimens of a particular species in a local geographical sequence, but for a small herbarium this is not important.

E. Type Collections

Specimens from which the original descriptions of new taxa are made are called type specimen. These specimens are, therefore, very important and these are kept in special (usual colored) covers to distinguish them from the rest of the specimens inside the cabinet.

F. Partially Identified or Indeterminate Specimens

Specimens without complete identification should be filed with the general collection. Where the family is known, but not the genus, place the specimen in a genus folder marked "Genus Indet", at the end of the family. Where the genus is known, but not the species, place the specimen in a folder marked "Species Indet", located after the last alphabetically arranged species.

G. Special Collection

- 1) Spirit collections (in ethyl alcohol, or formalin) of flowers, especially of orchids, fruits, etc.
- 2) Carpological collections- dried and/or preserved fruits
- 3) Palynological collections- Pollen samples
- 4) Wood collections- wood samples of stems, trunks, etc.
- 5) Anatomical section of leaves etc.

II. Scientific Work in Herbarium

In large herbaria, taxonomic work is directed towards revision or monograph of families or genera. In small herbaria such as those found in many schools, the botanist will be largely dependent on his own ability and training and local library resources. He can seek help of colleagues in larger institutions, either by sending the specimens for identification or by having sets of duplicates of his collections deposited in selected institutions.

III. Ancillary Services in a Herbarium

A. The Botanical Library- An integral and indispensable part of the herbarium is its library. No matter how small a herbarium is, it should have its library. Without ready access to the relevant botanical publications a researcher is severely handicapped. In fact sound work cannot be attempted under these circumstances. The literature of taxonomic botany has accumulated over some 300 years, and in the Philippines, it dates back to the early 1800's. Many of the old botanical publications are now difficult to find as they are long out-of-point but some of the references are found in some libraries such as the National Museum in Manila where the researchers are allowed to browse and read the books. Some libraries allow their references to be photocopied. For more recent publications these are available in local bookstores.

Below are some important references that every herbarium should have in its library:

* Brown, H.W. 1920-21. **Minor Products of Philippine Forests**. Philipp. Bur. Forestry Bull. 22, Manila

* Brown, H.W. 1941-46. **Useful Plants of the Philippines**. 3 vols. Dept. of Agri & Comm. Tech. Bull. 10, Manila

* **Flora Malesiana**- Revisions of families. Vols. 1-10, P. Noordhoff Ltd., Netherlands

* **Guide to Philippine Flora and Fauna**. Vols. 1-5, Natural Resources Management Center, Ministry of Natural Resources and University of the Philippines, Quezon City.

* **Index Kewensis**. In CD-ROM. Royal Botanic Gardens, Kew, Richmond, Surrey, U.K.

- * Mabberly, D.J. 1987. **The Plant Book.A Portable Dictionary of the Higher Plants**, Cambridge University.Press, London.706 pp.
- * Madulid, D.A. 2001. **A Dictionary of Philippine Plant Names**.2 Vols., Bookmark, Inc., Manila
- * Madulid, D.A. 2000. **A Pictorial Cyclopedia of Philippine Ornamental Plants**. 2nd Ed. Bookmark, Manila
- * Madulid, D.A. 2000. **Endangered Plants** . Island Publishing House, Inc., Manila
- * Merrill, E.D. 1912. **A Flora of Manila**. Bur. of Science, Manila
- * Merrill, E.D. 1923-26. **An Enumeration of Philippine Flowering Plants**. 4 Vols., Bur. of Science, Manila
- * Moody, K et. al. 1984.**Major Weeds of the Philippines**. Weed Sci. Soc. Phil., College, Manila
- * Pancho, J.V. 1983. **Vascular Flora of Mt. Makiling, Luzon, Philippines**. Kalikasan, Philipp. Jour. Biol., Suppl, 1, College, Laguna.
- * **Philippine Herbarium Manual**.1967. National Museum Publ. No. 2, Manila.
- * **Plants of the Philippines**. 1971. University of the Philippines, Science Education Center, Diliman, Quezon City.
- * Quisumbing, E. 1951. **Medicinal Plants of the Philippines**. DANR Bull. 16, Development Institute, College Laguna.

B. The Botanical Artist (Scientific Illustrator)-Their services are needed in the publication of botanical papers and articles. They work closely with botanists.

C. Photographic Collections- There are generally two types of photographic collections within the herbarium: black and white photos, and color slides. These plant photographs should be identified systematically filed for easy storage and retrieval.

IV. Herbarium Administration

The scope of herbarium administration includes the direction of staff and the operation of the herbarium and associated services. Research herbaria, by necessity, receive financial support and policy directions from the institution, while school herbaria usually are administered through the Department (Biology, Botany, Natural Science, Agriculture, Forestry, etc.) where herbarium is located.

V. Policy within the Herbarium

This is largely dominated by the institution head or the person-in-charge of the herbarium. It covers collection, loan and exchange of specimens, processing and labeling dried collections, receipt of exchange collections, dispatch of materials for identification, access to the collection by visitors, and handling correspondence. Policies within the herbarium should be well explained by the person-in-charge to the herbarium staff and when necessary, to visitors. Effort should be made to enforce these policies as strictly as possible.

VI. Loans and Exchanges

Research and school herbaria are encouraged to exchange specimens with other local and foreign herbaria as a means of increasing their collections and to foster close cooperation between the herbaria.

Loans of specimen to and from other herbaria should also be encouraged but these should be limited and coursed through the institutions.

References

Fosberg, F.R & M.H. Sachet.1965.**Manual for Tropical Herbaria**. Regnum Vegetable, The Netherlands. 132 pp.

Madulid, D.A. 1996. How to Start a School Herbarium.**Agham**20 (1): 7-22

Manual of Herbarium Taxonomy, Theory and Practice. 1987. E.F. Vogel (ed.) UNESCO, ROSTSEA, Jakarta, 164 pp.

Philippine Herbarium Manual.1967. National Museum Publ. No.@, Manila, 56 pp.

The Herbarium Handbook. 1989. L. Forman and Bredson (eds.) Royal Botanic Gardens, Kew. England.

Vicor, J. Koekemoer, M., Fish, L. Smithies, S. and M. Mossmer 2004.**Herbarium Essentials**.The Southern African Herbarium User Manual. Southern African Botanical Diversity Network Report No. 25. National Botanical Institute, Pretoria, South Africa.

Wormesley, J.S. 1976. **Plant Collecting for Anthropologists, Geographers, and Ecologists in Papua New Guinea**. Bot. Bull. No. 2 (2nd ed.), 75 pp.

Wormesley, J.S.. 1981. **Plant Collecting and Herbarium Development**. FAO Production & Protection Paper No. 33, XI + 137 pp. Rome

COLLECTION AND PREPARATION OF

SPECIALIZED PLANTS

I. INTRODUCTION

On the account of the morphology of flowering plants, variation observed within this group varies in terms of size, habit and structural characteristics. Some particular groups of flowering plants such as Pandan, Palms, Bamboos, Bananas and Aroids present some difficulties in processing and preparing herbarium specimens. Important parts of these specialized groups should not be neglected by collector,. It is important that one should learn the proper techniques on how to collect these plants properly.

I. EQUIPMENT AND MATERIALS FOR COLLECTION

The equipment and other field materials for collection are similar to those used in collecting other flowering plants. Please refer to the herbarium manual for the collection of flowering plants.

I. COLLECTING DATA

It is quite difficult to collect plants such as palms, bamboos, pandans, and aroids, for herbarium purposes. One problem encountered in collecting these plants are their sizes and the bulkiness of their parts. Also they require considerable amount of time to collect herbarium specimens. One approach to overcome this problem is by collecting fragments cut or folded into 16 inches long 11 inches wide to fit in the plants press. It is advisable to collect several replicates for reference material or for exchange.

While collecting specimens take notes on the plants type of habitat, altitude, locality and the plant's associated vegetation. Other alternatives information can be

included such as taking photographs of the entire plant or their shapes, colors and habits. Other important parts of the plantlike underground stem, aerial trunks, as well as, are useful approaches.

III. COLLECTORS IN NUMBER

If there are several fragments representing one species of plant, they must be numbered or labeled successively to its relative position and marked with the same collector's number.

A. Collecting specimens of Pandan (Fig. 1.)

Pandan species may be erect shrub or trees usually with prop-roots or sometimes climbing on trees by means of aerial roots.

Parts to be collected:

1. Leaves. Important parts of the leaves to be collected are: base and the unbroken tips. For small plants, include the flowering branch with complete set of leaves. The leaves can be folded to fit in the plant press.
2. Inflorescences. For large plant if possible, collect several mature and juvenile inflorescences.
3. Fruit. Include fruits, with complete parts, in your collection. For bulky fruits these can be cut longitudinally in third or in quarter.
4. Seedlings. Collect live seedlings and remove the soil before pressing the material.
5. Stem and roots. Small portion can be collected as representative parts.

B. Collecting specimens of Bamboos (Fig. 2.)

Bamboos are tufted tall plants belonging to the grass family. Bamboos can be erect shrubs or large trees with hollow stem known as culm. Inflorescence is panicle and usually large.

Parts to be collected:

1. Leafy twigs. Collect young and matured twigs with several leaves attached which are free from diseases.
2. Culms nodes and internodes. Collect mature culm embracing fourth and fifth nodes starting from the ground including the internodes in-between. Number each node. Cut the node branches to 2 inches (5 cms). Make a longitudinal cut across the stem reaching at its middle portion to show the innermost parts.
3. Culm sheath. Collect at least two complete culm sheath in good condition, preferably coming from the fifth node and several from mid-culm nodes.
4. Branch compliments. Collect at least one typical branch from the middle portion of the bamboo stem and cut at least 12 inches (17.5 cms) long embracing the selected branch compliment. Cut-off branches 2 inches (5cms) from the base. Include some replicates coming from other parts of the plant.



Fig. 1. Pandan. a. fruiting branch; b. cross-section of leaf; c. portion of leaf; d. side view of connate drupes; e. staminate flower.
(source: Li, 1978 p. 822)

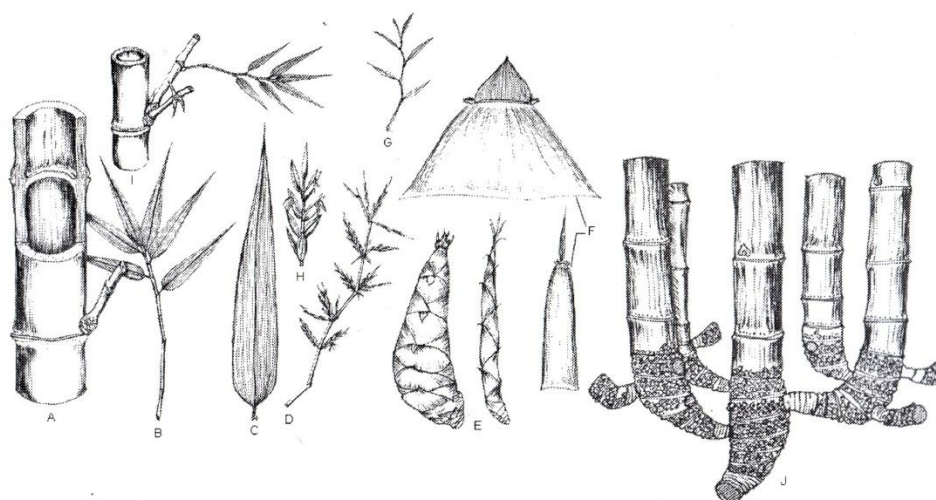


Fig. 2. Bamboo. a. lower culm with longitudinal section; b. leaves; c. leaf-blade; d. flowering branch; e. shoots
f. sheaths; g. seedling; h. spikelet; i. branch complement; j. sympodial culms.
(Source: Hsu, Chien-Chang, 1978 p. 762)

5. Flowering branch (if present). Collect several samples as possible to show range of variation in habit, leafiness, stages of development, etc. mature fruits usually fall promptly, seek fruits on the ground and put some in small folded papers.
6. Rhizome. Collect at least one or two complete samples of the rhizome. Wash and trim the roots. Sketch or photograph, showing the proportions and branching habit.
7. Seedling. Collect "seedlings" still attached to the seeds. Search under and near flowering bamboos. Mark with separate collection number from the supposed mother plants. Make a cross examination for the evidence of their supposed relationship. (Wormersly, 1981)

C. Collecting specimens of Banana (Fig. 3.)

Banana is actually a giant herb with modified stem or trunk known as pseudostem and with large fleshy fruits and leaves.

Parts to be collected:

1. Leaves. Important parts of the leaf to be collected are: one from the leaf apex, from the middle portion and at the basal segment. Half of the blade should be cut except for their attachment. Those of the remaining half can be folded to fit in the plants press.
2. Stem. If possible collect portions coming from the stem's base, middle and near the crown.
3. Flowers. Collect flower bracts coming from the first three or four bracts and carefully remove the bracts from the rachis by cutting around the base. Female flowers with their conspicuous ovaries are attached inside the base of these bracts. Male flower or buds can be obtained from the terminal bud of the developing bunch.
4. Fruits. Collect fingers from mature or almost mature bunch. First cut down the whole bunch and then remove an entire hand from the rachis. Cut this into several

- pieces to show whether the fingers are in one row or two. Each piece should show three fingers or more depending on the size of the fingers.
5. Seeds. Collect seeds from pulp by soaking and crushing in water. Seeds are heavy and will separate from the pulp.
 6. Suckers. Can be collected as representative of the plant, however remove the soil before pressing the material. (Wormersly, 1981)

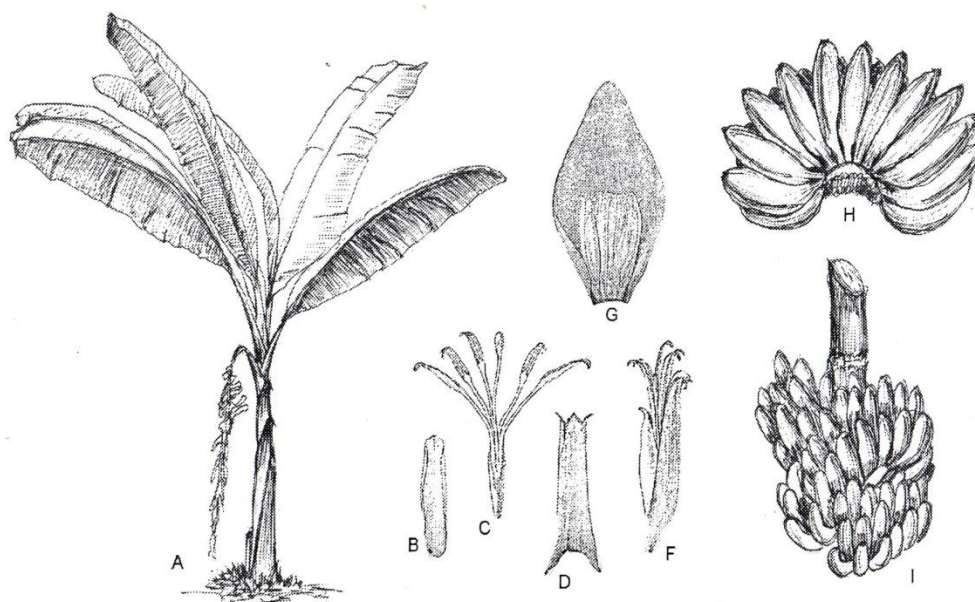


Fig. 3. Banana. a. habit of plant; b. scale; c. male flower with scale; d. perigonium
 f. male flower; g. bract with male flowers; h. "hand" of fruits; i. bunch of fruits
 (source: Brown, 1941 pp. 418, 420, 423)

D. Collecting specimens of Palms and Rattan (Fig. 4)

Palms are either erect shrubs or trees with tufted stem. Some species are climbing and with large compound leaves.

Parts to be collected:

1. Leaves. Pinnate leaves (Fig. 4) collect portion of the rachis: one from the leaf apex, from the middle portion and at the basal segment. One-half of the blade should be cut except for their attachment. Those on the other side, leaves can be folded to fit in the plant press. For palmate leaves (Fig. 6.) collect the whole leaf blade including the petiole and the base of which one-half of the blade can be discarded. If the remaining half is still large they can be cut or fold into short sections.
2. The stem. Collect mature and slender stems. If possible collect portions coming from the stem's base, middle and near the crown; special features can be included such as spines or leaf scar.
3. Inflorescence. Small inflorescence can be collected whole. Lateral branches can be trim off for larger inflorescence. Also include fallen parts of the inflorescence like fruits, seeds, etc..

4. Bracts. The inflorescence can be collected with their large bract intact. For inflorescence with two or more bracts, collect a complete set of the inflorescence together with the bracts and number them according to position.
5. Flowers. These parts usually fall easily, especially the male flowers. Loose flowers should be collected and placed in separate envelopes. As much as possible collect intact flowers.
6. Fruits and seeds. Collect fruits of full size that are not quite mature including seeds. Large and fleshy fruits should be dried quickly before they ferment.
7. Seedling. Collect seedlings of successive ages, if possible, to show various stages of its growth. (Wormersly, 1981)

E. Collecting specimens of Aroids. (Fig. 7)

Aroids are plants with fleshy and large underground parts, leaves and stem. This group is known for their distinctive inflorescence known as spadix which is subtended by a solitary spathe.

Parts to be collected:

1. For small aroids, collect the complete plant with stem, with two or more attached leaves and inflorescence.
2. For large aroids, collect the following parts of leaf blade: apex of the leaf, a portion of the leaf's centering including the attachment of the petiole, and the apex of posterior lobe; petiolar sheath properly removed from the stem and cut 2 inches above the upper end of the sheath and make a cut into longitudinal section to show upper end of the sheath; Spathe and spadix, longitudinally cut into half; Stem cut into pieces including 2-3 nodes and split into longitudinal section and internal tissue may be scraped off; Petiole collect from mature or almost matured leaves, the leaves and the petiolar

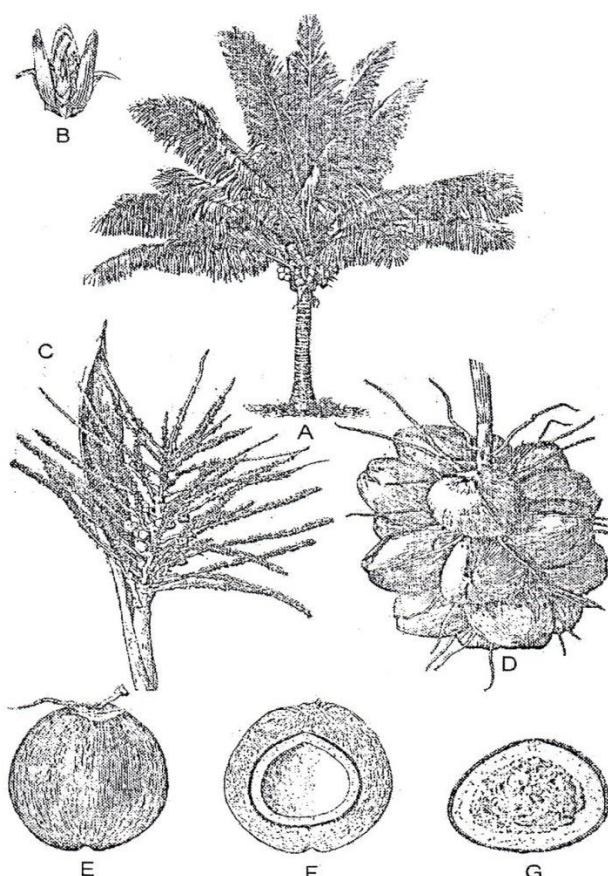


Fig. 4. Palm with pinnate leaves. a. habit of plant; b. male flower; c. inflorescence with male and female flower; d. bunch of fruits; e. fruit; f. longitudinal section of fruit; g. longitudinal section of macapuno nut. (source: Brown, 1941 p. 265)



Fig. 5. Rattan. a. Portion of stem with sheet; b. upper part of leaf; c. portion of inflorescence; d. fragments of infructescence; e. makrachilla; f. fruit; g. seed. (source: Basu, 1992 p.85)

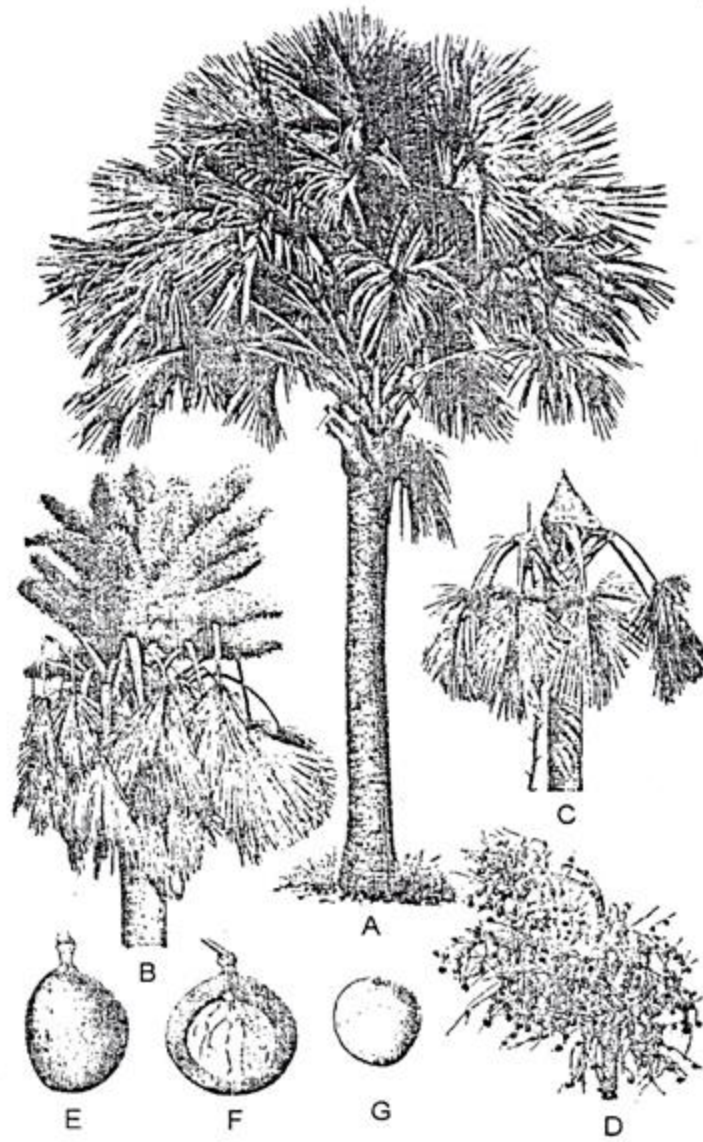


Fig. 6. Palm with palmate leaves. a. habit of plant; b. top of plant in fruit; c. top of plant tapped for sap; d. bunch of fruits; e. fruit; f. longitudinal section of fruit; g. seed.
(source: Brown, 1941 p. 285)

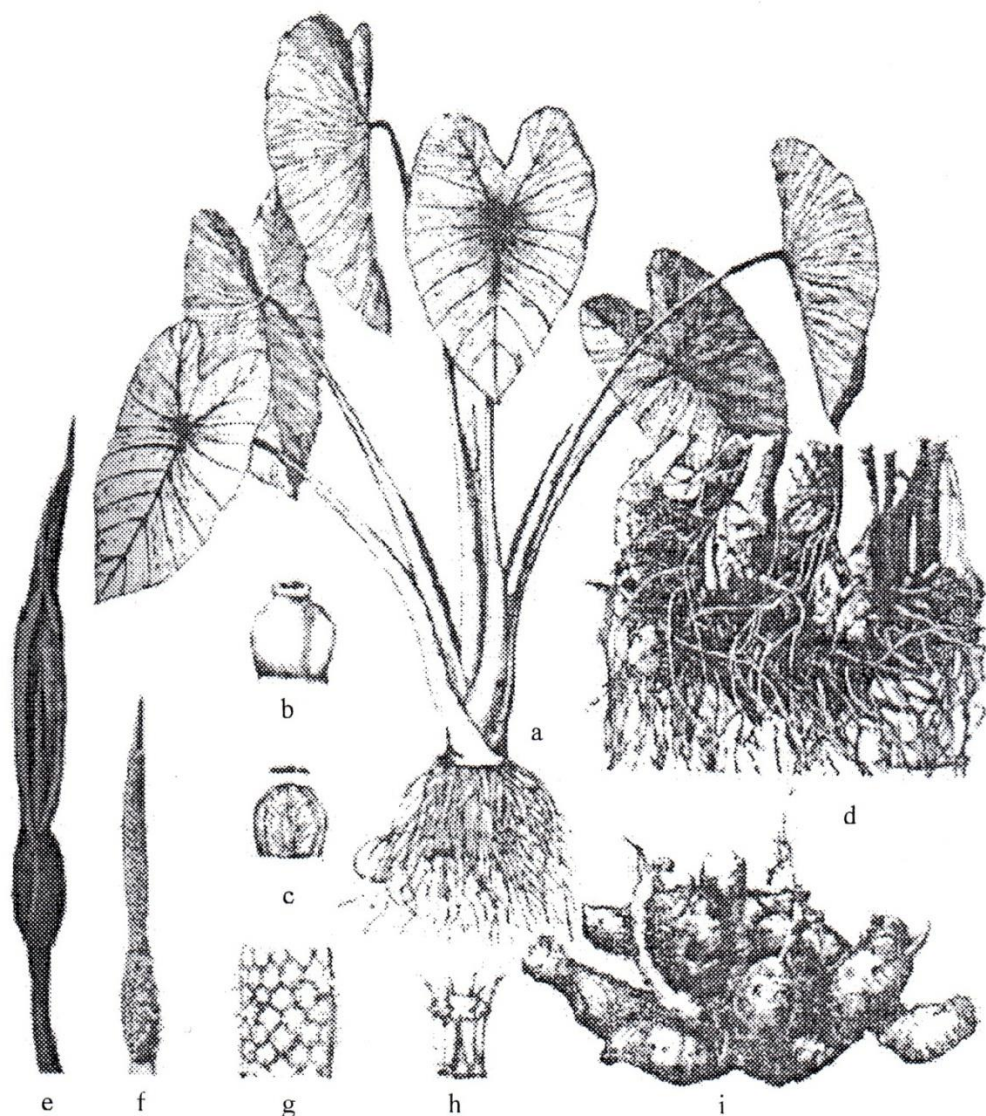


Fig. 7. The Aroid (gabi). a. Habit of plant; b. female flower; c. section female flower d. corms with roots attached; e. "flower" consisting of spadix surrounded by spathe; f. spadix with male flowers above; g. portion of spadix showing group of male flowers; h. single male flower; i. cleaned corms. (source: Brown, 1941 p. 349)

sheath may be discarded; and for tuber collect two or more samples. (Wormersly, 1981)

III. PRESERVATION OF HERBARIUM SPECIMENS

1. Pressing and drying of specimens

Not all plants can be pressed using the standard method, some plants should be treated differently when drying. Fragments of bamboos, pandans, and palms with irregular shape and thickness, are pressed and dried separately from other small parts.

Fleshy plants and underground organs such as corm, tuber, and rhizomes of bananas and aroids must be poisoned before pressing. Make a cut of the specimens longitudinally or transversely and treat with 70% denatured alcohol or formalin/alcohol/acetic acid (FAA) solution.

2. Poisoning and mounting

The procedures in poisoning and mounting of specimens are the same with flowering plants. Please refer to the poisoning and mounting of flowering plants.

1. Spirit materials

Bananas, aroids and similar plant groups have delicate structure, flowers, and fruits etc. They are generally and can be stored using chemical solutions in a bottle or in jars with plastic cover. This is often called “spirit materials”. The method is done by means of 70% denatured alcohol or by formalin/alcohol/acetic acid (FAA) solution. Both liquids help to harden the plant tissue and are useful for embryological and anatomical studies.

To prepare 70% denatured alcohol in 100ml, add 72.92 parts of 96% commercial grade ethyl alcohol with 27.08 of distilled water.

To make 100 ml FAA, add 10 ml to 40% formaldehyde and 5 ml of glacial acetic acid to 85 ml of 96% ethyl alcohol. (Wormersly, 1981)

The dilution and volume may increase depending on the number and type of the specimens.

VI. REFERENCE

Balik, M.J. 1996. Selected Guideline for Collecting Palm Specimens. New York: Institute of Economic Botany, New York Botanical Garden, Bronx 10458-5126 U.S.A.

pp. 127-133.

Basu, S.K. 1992. Rattan (Canes) in India a Monographic Revision. International Development Research Center (IDRC), Canada, p.85.

Brown, W. H. 1941. Useful Plant of the Philippines. Department of Agriculture. Bureau of Printing, Manila, pp. 265-240.

Buot, I. E. 1999. A Training Manual on Herbarium Techniques Institute of Biological Sciences. College of Arts and Sciences. Univ. of the Philippines Los Baños. Laguna. Pp. 42-44. unpublished

Hsu, Chien-Chang, 1978, Flora of Taiwan. Epoch Published Co., Ltd. Taipei, Taiwan, Republic of China Vol. V. p. 822.

Victor, J. et al. 2004. Herbarium essential, the Southern African Herbarium User Manual. Southern African Botanical Diversity Network Report No. 25. SABONET. Pretoria.

Wormersly, J. S. 1981, Plant Collecting And Herbarium Development a Manual, FAO Plant Production and Protection Paper. Food and Agriculture organization of the United Nations, Rome, Italy, Vol. 33. 112p

COLLECTION AND PRESERVATION OF FRESH WATER ALGAE

Introduction

Algae are plant-like organisms that use chlorophyll in capturing light energy and convert it to chemical energy. They lack typical plant structures such as leaves, roots, flowers, and seeds. Another plant feature that is absent in this organism is the vascular bundle which usually distributes the nutrients in plants. Since they are usually found in aquatic environment, they also absorb nutrients from the water into their body.

Algae are extremely important ecologically, as they are the bases of aquatic food webs both in freshwater and marine ecosystems. (Campbell, 1996). (Figure 1, 2).

Fresh water algae are found in both standing (lentic) and running (lotic) waters (Steinman et al, 1988). They are widespread and can be also be found in moist places in tree trunks, walls, rocks, damp soil and even on leaves as epiphytes.

Collection Materials

In collecting algae, one should take into consideration adequate supply of containers such as small wide-mouth bottles, plastic containers or plastic bags for transporting them from a trip. Additional bottles or plastic containers of different sizes are suggested for water samples and motile organisms (Smith, 1933).

Most of the time, it is recommended to use spade, dipper or dip-nets in gathering algae growing in waters that cannot be reached by hand. A pocket knife for scraping algae from stones, fragments of soft rocks, and cutting off surfaces of wood covered with algae is an advantage.(Figure 3)

Methods of Collection

It is much better to make a thorough sampling of pools or other habitats, when on a collecting trip. It is highly desirable to make precise notes at the time each collection is made sufficient enough to give the detail each collection, especially if several collections are made from the same body of water. Numbering the bottles and making notes in a record book facilitates field data gathering. A researcher finds it annoying if the field data is insufficient upon arrival in the laboratory. It is also recommended that a small slip of paper or paper tags be placed inside the bottle or plastic bags.

When making collections, the bottles or bags should be filled with algae to not more than a quarter of their capacity and nearly fill it with water. The algae will deteriorate if the bottles are stuffed to their full capacity (Cordero, 1967).

One rarely collects all the algae present if collecting is restricted to the shores of pools. The best procedure in collecting from pools is to wade in, with or without rubber boots, to where the water is one or two feet deep and then collect samples from the surface and from the bottom. Use spade, rake or any instrument to collect underwater specimens from deeper portions of the pool, or from areas that one cannot reach by wading. However, some filamentous algae can be collected floating on the surface of the water as represented by species of Zygnemataceae or Oedogoniaceae (Smith, 1933). In addition, one should examine and collect submerged twigs, and stones, since these often harbor algae that do not grow free floating. Microscopic organisms collected from water and different substrates can only be examined in the laboratory otherwise a microscope should be carried along the trip.

As a general rule, streams are poor sources of algae than standing waters, but streams should not be ignored since certain species are restricted to clear, swiftly running water. They are also abundant around dam sites, moistened rocks and soil forming gelatinous masses (Martinez, 1988).

When gathering terrestrial algae it is best to take up a portion of the substrate on which they are growing and transport it to the laboratory. Plastic bags are the best containers for transporting collections of terrestrial algae, since they prevent drying the material.

Plankton can be obtained in sufficient quantity for study using special nets or plankton nets. However, when “water bloom” prevails, one may gather a sample by filling a bottle

directly with the green water. Plankton nets may be purchased from dealers of biological supplies, or may improvise nets. There are two available mesh sizes of a plankton net; a 20 μm mesh and a 64 μm to 80 μm mesh. However, the finest silk nets could only catch few small algae. Please take note that algae can also be found associated with animals (especially algae growing in shells of mollusks), on the backs of turtles, and the epiphytes on the smaller crustaceans while other algae can also be associated with some aquatic plants.

Laboratory Study of Living Algae.

To prevent deterioration and spoilage of specimens, one should open all bottles containing algae, immediately upon reaching the station or laboratory. On an overnight collecting trip it is helpful to remove the cover of the bottles and to put back cover only when transporting to the laboratory. If the trip will be several days before the collections can be examined, the material should be preserved at once.

In studying algal collections, it is advisable to examine them while they are still alive. Flagella and other delicate parts could be observed clearly since preserving motile species together with their parts intact prove to be unsatisfactory. Vaucheriaceae and other groups can be studied well from preserved and living material (Smith, 1933).

Preservation of Fresh Water Algae.

The methods used for the preservation of algae for future examination depend upon the purposes for which the algae are desired and the algae to be preserved. Material for taxonomic studies may be kept in liquid preservatives or in dried forms.

The simplest procedure is to add commercial formalin to the collection to make a 2 to 4 % solution, cover the bottles, and store for future reference. Some of the collections preserved in liquids are certain to go to dryness through evaporation of the liquid preservative. In case the collections have dried out, addition of liquid will not restore the specimen. It is, therefore, advisable to replace the original preserving fluid with a 5 % solution of glycerine in 50 % alcohol before storing permanently. Glycerine prevents complete drying out of the pickled collections.

Macroscopic fresh water algae can also be stored as dried specimens mounted similarly to the marine species. Please refer to the procedure used in mounting marine species of algae.

The preparation of diatoms (Figure 4) for study includes “cleaning” of cells and mounting the siliceous remains for proper identification. Diatoms are preserved in the field in 3% buffered formalin. Upon arrival in the laboratory, the specimens are washed several times with distilled water by centrifugation and decanting the supernatant. Drops of sulfuric acid is introduced to the precipitate and heated in water bath for 10 to 20 minutes. Series of washing with distilled water follows and preserved in 95 % ethanol and kept until specimens are mounted in slides. This procedure is adopted from the laboratory preparations of diatoms by Dr. Milagrosa R. Martinez-Goss, Professor Emeritus, IBS, University of the Philippines Los Baños.

References:

Campbell, N. A., 1996. Biology. California: The Benjamin /Cummings Publishing Company, Inc., pp. 532-541.

Cordero, P. A. Jr., 1967. Philippine Herbarium Manual. Manila: Museum Publications No. 2,

pp. 35 – 42.

Evangelista, L.T., 2009. Taxonomy and Ecology of Phytoplankton in Balayan Bay, and Its Tributaries, Batangas Province, Philippines.(Unpublished Dissertation).University of the Philippines Los Baños, College Laguna. 270pp.

Martinez, M. R., 1988. *Nostoc commune* Vauch. A nitrogen-fixing blue-green alga, as source of food in the Philippines. *Phil. Agric.* 71(3):295:397.

Patrick R. and C.W. Reimer, 1966. The Diatoms of the United States. Vol.I. Philadelphia: Academy of Natural Sciences, 688 pp.

Smith, G. M., 1950. Freshwater Algae of the United States. New York: McGraw Hill Book Company. 719 pp.

Steinma, A.D. and G.A. Lamberti, 1988. Lotic Algal Communities in the Mt. St. Helens Region Six years Following the Eruption. *J Phyco.* 24:482-489.

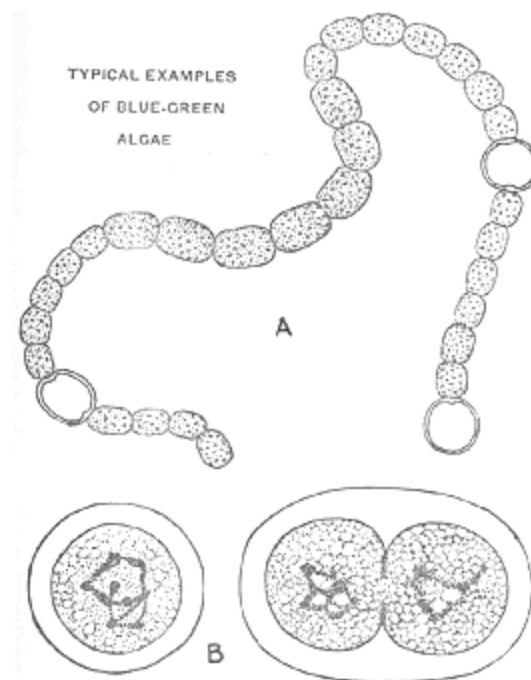


Figure 1.

A. *Nostoc* – showing resting spores and heterocyst

B. *Gloeocarpa* – in single cell structure and in colony of two.

(Source: Cordero, 1967. P. 36)

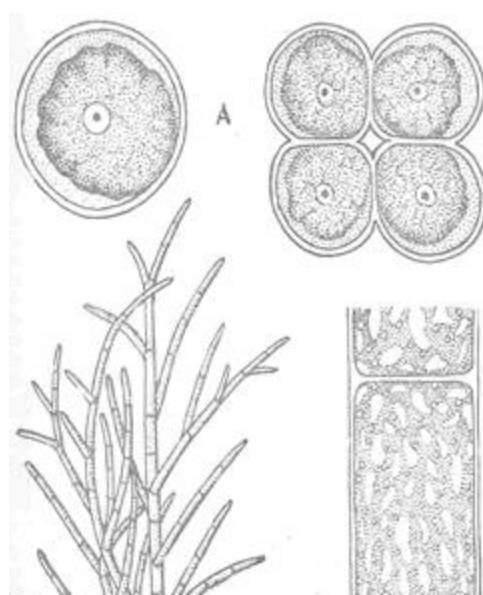


Figure 2

- A. *Protococcus* – simplest and most primitive green alga in single cell form and in colony of four.
- B. *Cladophora* – a more advanced green alga showing a portion of the plant and a young cell showing a reticulate form of chloroplast.

(Source: Cordero, 1967, p. 37)

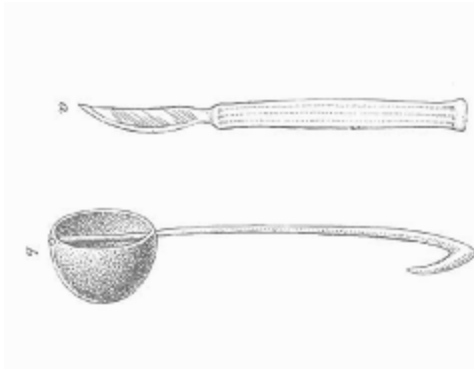
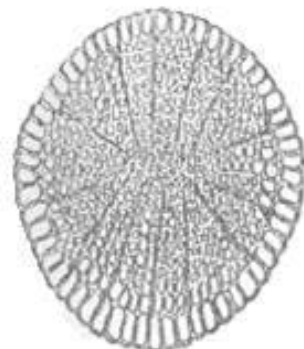
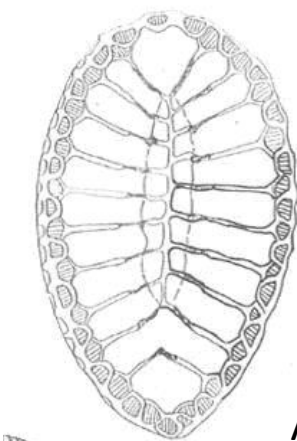
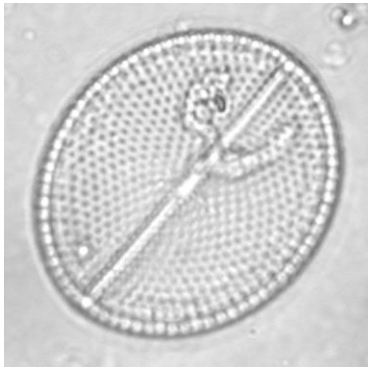


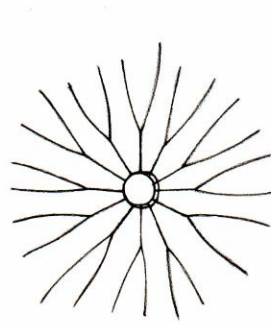
Figure 3

- A. Scalpel – for scraping blue-green algae inhabiting the bark of trees, coating of stones and on soil.
- B. Dipper – for algae floating or living on surfaces of stagnant water, rivers and lakes. (Source: Cordero, 1967, p. 40)





C



D

Figure 4. Examples of diatoms

- A. *Surirella*
- B. *Campylodiscus*
- C. *Coscinodiscus* (Evangelista, 2009)
- D. *Bacteriastrum* (Evangelista, 2009)

FUNGAL COLLECTION, PRESERVATION, HERBARIUM CURATIONS AND MANAGEMENT

INTRODUCTION

The fungi (sing., fungus) now recognized as distinct from plants and animals are spore bearing (bear spores) and achlorophyllous (no chlorophyll) organisms which constitute an abundant element of

terrestrial biota in the Philippines. Fungi lack chlorophyll, the green coloring matter that the plants use to

make food. As they are unable to manufacture their own food, they obtained energy from the surrounding.

Those that derive energy from dead organic remains are **saprophytic**, while those that absorb nourishment from living tissues, called host, are **parasitic**. Fungi usually obtain food by absorption, except a few lower groups where they take in food ingestion. Fungi never form roots, stems or leaves. They vary in size from microscopic yeast to mushroom and puffballs weighing to a pound or more.

The number of fungal species described and recorded for the whole world has been estimated to reach about 72,000 species and 1.5 million for the total number estimated to occur on Earth (Hawksworth,

1991). In the Philippines, the egg fungi, zygospor-forming fungi, sac fungi, club fungi and imperfect fungi have been estimated to comprise all together more than 20,000 species (Dogma, 1986).

Fungi live almost everywhere, on land and in water. Some fungi are parasites and some are saprophytes, others are living together with other organisms, e.g. algae in ways that are mutually beneficial. A fungus and an alga living together symbiotically form the **lichen**. Some live with the roots of plants in symbiotic relationship known as **mycorrhiza**. In this case, the

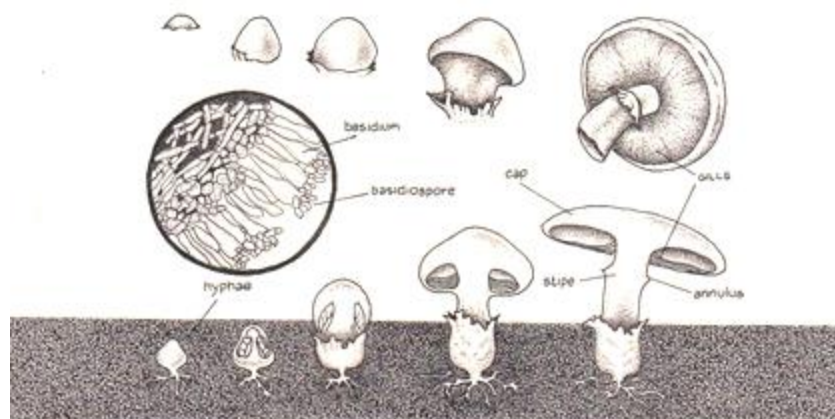
fungus takes carbohydrates from the plant, and in return it helps supply the plant with water and important minerals such as phosphorous, potassium, iron, copper, and zinc.

Fungi breakdown complex animal and plant matter into simple compounds. This process of decomposition enriches the soil and makes essential substances available to plants in a form they can use. Through decomposition, fungi also return carbon dioxide to the atmosphere, where green plants reuse it to make food. A great majority of plant diseases are due to fungi. Occurrence of such diseases maybe observed in the natural forests, thickets, open fields, decaying woods, and on trunks of living trees. Other than diseases and decay, fungi have been harnessed by man in food processing, production of medicine industry.

Considering the importance of fungi in the living world, it is essential that a collection of pickled, pressed and dried fungal specimens should be properly bottled and mounted on sheets respectively, classified and arranged according to an accepted system of classification and kept maintained. These fungal specimens are preserved and built up over a long period of time in a herbarium is a library of plant, fungi and other organism information.

FIELD COLLECTION

Fungal collection should be undertaken in a well planned and ordered fashion to achieve a high standard of retrieval information. Data about the fungi and their environment, particularly associated with the plants, will have to be recorded at the time of collection as it is often impossible to retrieve such data at a latter date, morphological characteristics such as the shape of the fruiting body and the cap, gills and section, textures and colors together with measurement of the cap or pileus (diameter and height), stalk or stipe (width and height), and bracket thickness should be recorded while the specimen is still fresh (Fig. 1).



Source: Friedman, Emmanuel "Merit Student Encyclopedia" Vol. 13 1986

Fig. 1. Mushroom (Fruiting body) Showing its essential parts.

Fungi are usually found in abundance in thickets, forest, and open fields, decaying wood, on compost piles and on trunks of living trees especially during rainy season (Fig. 2A&B). Generally, fungi are scarce during a long spell of dry weather. The importance having all the parts of the specimens intact is to be emphasized while collecting fungi. Any missing vital part of the specimen may make it difficult for the investigator to determine the proper generic and/or specific identity. While on the field, notes on the important features of the specimen are taken while it is still fresh and in different stages of development. For observation of the seasonal occurrence of fungi, the collection is to be made at different period of years.

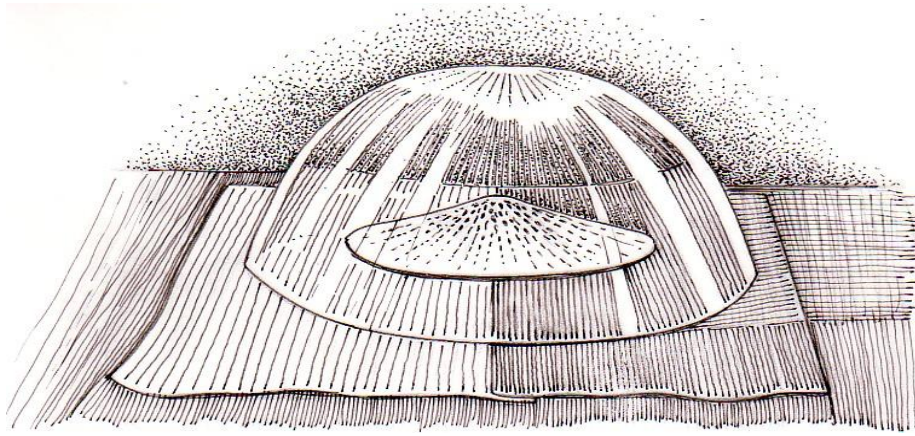
Though or woody specimens are wrapped in bond paper or newspaper (never on plastic). The fleshy type is not included with the woody ones in the same collecting bag or basket. In placing the specimen in the basket, the heavier ones go in first; otherwise the more fragile ones will be crashed beyond recognition. In the collection of mushroom which usually grows in the ground, the specimens are dug up with a trowel or stout knife in order to avoid the essential parts such as destroying the volva or the universal veil. On the other hand, woody fungi are removed with a bolo, and or hammer and a chisel together with the woody tissues so as to determine the extent of destruction

The mushroom type and other fleshy fungi are best collected in the morning when their fruiting bodies are usually fully expanded and not yet showing any sign of decaying. Continuous rain may destroy the essential parts such as the ring, veil and scales. Woody fungi are not easily damaged by rainy weather and therefore can be collected at any time provided that they are dried right away and fumigated with paradichloro-benzene crystals with ethanol in a fumigation chamber to kill insect, and the destructive larvae.



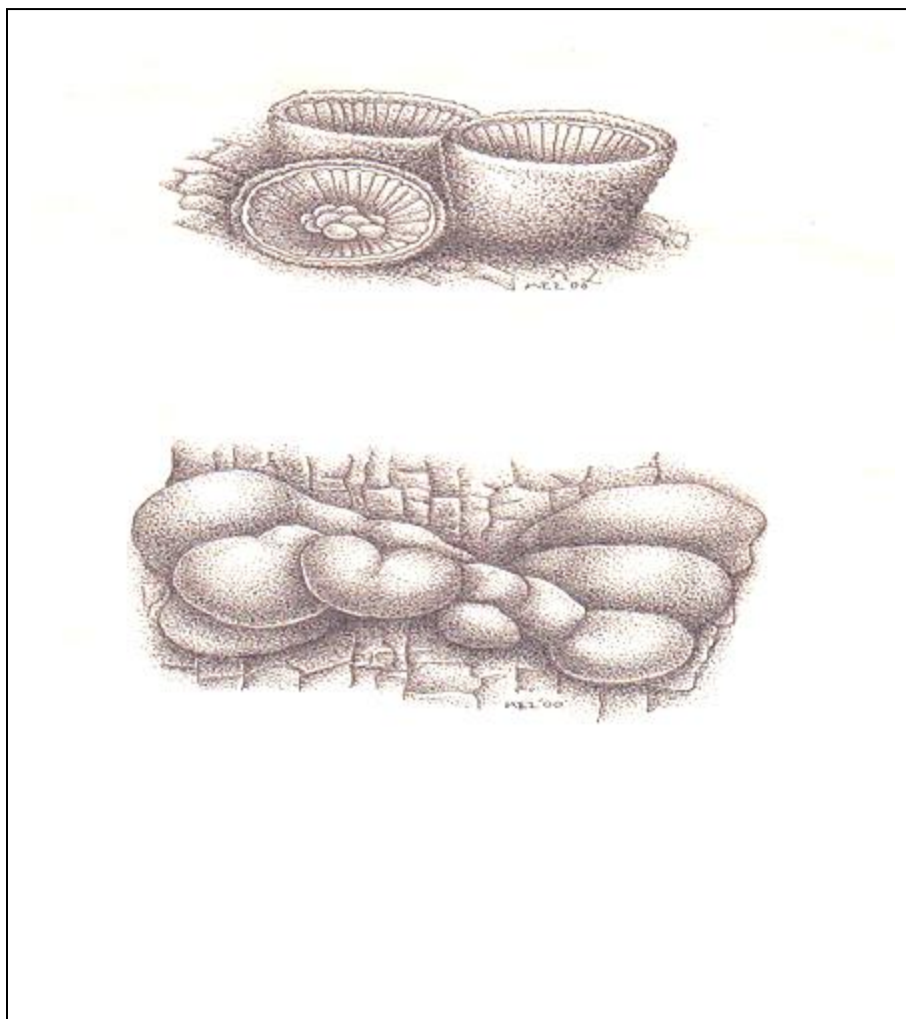
In transporting the specimens from the field to the laboratory, an ordinary flat basket is lined with wet moss or wet tissue paper to conserve the moisture of the specimens, and the lid perforated to maintain aeration. Furthermore, moistened ferns should be laid on top of the collection to slow down evaporation. Upon reaching the laboratory, the mushroom type specimen such as *Russula*, *Collybia*, *Tricholoma* and *Stropharia* (Fig. 2B) are easily deformed after collection while species of *Coprinus* fades away in a short time, should be removed from the collecting basket and treated chemically immediately.

Spore collection in the form of spore print is made from fresh, mature or maturing stages of mushroom and woody fungi, when spores are being actively liberated and disseminated into the surrounding environment. A spore print is made by placing the cap with the stalk removed in its natural position on the paper. The paper should be half white and half black and being so disposed so that they both receive equal amounts of the spore rain. With the spore rain, we could determine the spore color in the case of the mushroom. A finger bowl can serve as cover otherwise the microscopic spores are likely to be blown about by air currents (Figure 3). On the other hand, taking spore print from the woody fungi is done by placing on the paper fertile surface of the fruiting body (Fig. 4). The bond paper containing the spore print is removed after two to four hours of active spore liberation and folded several times in order to avoid long exposure to microbial contamination. It is then labeled with the same field number as the specimen from which the spores are derived. (PNH Herbarium Manual, 1967).



Source: Krieger, Louis C. "The Mushroom Handbook", 1967

Fig. 3 The cap of a mushroom placed on black and white sheets of paper and cover with a finger-bowl to secure a deposit of spores liberated by the gills.



Source: Laessoe, Thomas "Mushroom Handbook", 1998

Fig. 4 The fertile surface of the woody fungi placed on the paper.

During the collection of fungal specimens, the following field label should be filled out. This will facilitate identification of specimens.

Common Name:

Local Name:

Field No.:

Name of Collector/s:

Place of Collection:

Date of Collection:

Host or Habitat:

COLLECTION MATERIALS

Several supplies, materials and few equipments are found necessary before and after the collection trip. (Fig. 5)

- altimeter
- measuring tape
- bolo
- mosquito repellent
- brush for cleaning dirt off specimens
- pens/ pencil
- camera with macro (Close-up) lens
- pruning shear
- collecting bags or basket/ paper packets
- rolls of wax paper
- razor blade or knife for slicing specimens
- compass
- envelope for storing spore prints and dried specimens
- field label
- ruler for measuring fungi
- glass bottle/ jars
- reference books (field guide type) for the initial identification of fungi
- maps for establishing geographical location

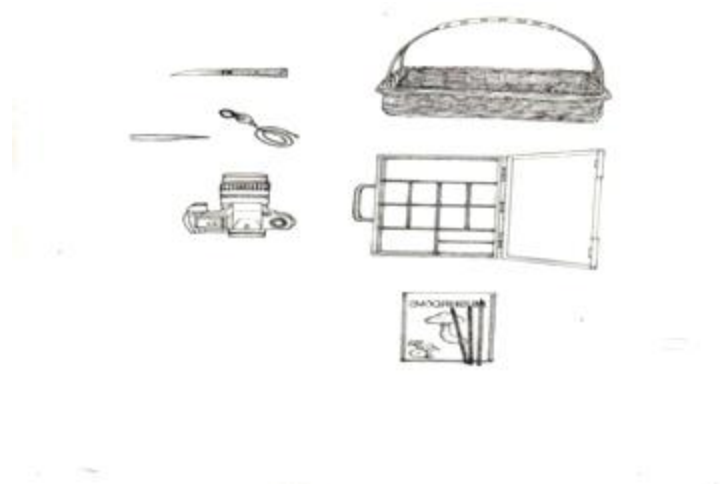


Fig. 5 Some useful supplies, materials and equipments while collecting fungal specimens.

PRESERVATION

Fungal specimens are preserved either by drying or immersing in liquid preservative using ethanol. Drying method is the most economical but preferably used for woody specimens (Figure 6). Immersion in liquid preservative is deal for fleshy mushroom which possesses the ability of regaining freshness when soaked in water and kills the destructive larvae. The collected fungal specimens are not dried directly under the sun or artificial heat because rapid drying will deform them. it is better to air-dry them in room under ordinary temperature. The drying period varies depending upon the size of the specimen, the prevailing temperature and relative humidity. It is observed that during a warm sunny day when humidity is not high, less than a week maybe required to completely dry the specimens. During rainy season, two weeks or more maybe necessary.

The method used in preserving mushrooms and other soft mycological specimens is by immersing them in 10% formalin to make them rigid and firm (Figure 7). After one or two days they are removed and washed with water and then transferred into jars containing 70% denatured alcohol where they can be kept and preserved indefinitely. The recommended preservative for mushroom is a mixture of formaldehyde (40%-50ml ;) glacial acetic acid- 50ml and alcohol (50% or 70%)-900ml. All essential parts of the fungal specimens can be kept in the natural form provided that they have been soaked in the preserving solution while still in good condition. One or Two collected duplicates specimens are left untreated and are preserved by drying for examination of microscopic detail. The color of the spores and other parts of the fungus usually fade away by soaking the specimens in liquid preservative.



Source:

PNH Manual, 1967

Fig. 7 *Pleurotus* sp. (a mushroom) preserved in 70% alcohol

CURATORIAL ACTIVITIES

Identification

When we look at the fungi or mushroom, they may all look similar but as we observed them more closely, differences and similarities are perceived.

The correct identification of fungi becomes a matter of observing carefully the physical appearance and other characteristics possessed by them. Compare all of them with descriptions and illustration or with other specimens, and assessed the value of differences and similarities observed. There is no single book that contains description of all the known species

of fungi and no one person can, with certainly, identify every mushroom he finds. Apparently, the most usual way for a beginner to start learning to identify mushroom is by association with some more experienced collector who can point out the common species and the characters by which they are recognized. In this case, the necessity for consulting books on mushroom will become apparent and these books usually contain keys, descriptions and illustrations to aid in identification.

Labeling

All collected specimens should be labeled. The data are extracted from the field notes. The form illustrated below can be compressed in a 4 inches by 5 inches card. When so many are needed, it is better to have them form printed (fig. 8)

FUNGI OF THE PHILIPPINES

Distributed from the Philippine National Herbarium

National Museum, Manila

Family Name:..... PNH No.:

Scientific Name:

Local Name and Dialect:

Collector/s: Field No. Date:

Locality:

Habitat:

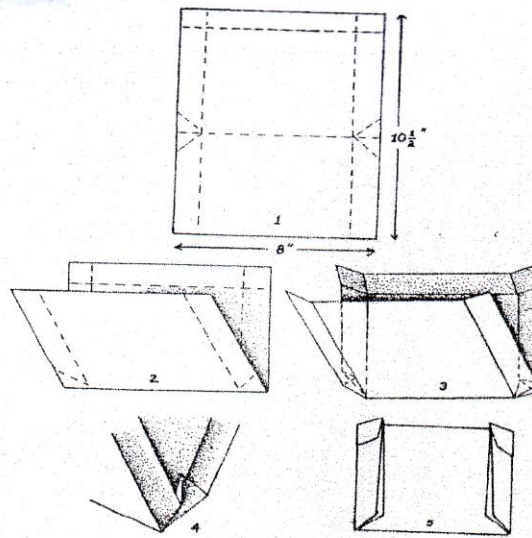
Host Description:

Source: Modified from PNH Manual, 1967

Fig. 8 Example Label for Fungi

Mounting

Small fungal specimens are placed in packets made up of ordinary typewriting paper (Fig. 9) while bigger and heavier specimens are placed on thicker and bigger paper packets which are then pasted on standards mounting sheets (white Bristol board, size 11 ½ inches by 16 ½ inches). Very large specimens like *Ganoderma*, *Fomes*, and *Polyporus* are better kept in different sizes of boxes to fit the specimens. The labels are attached directly to the specimens by means of thumbtacks.



Source: PNH Manual, 1967

Fig. 9. One method of preparing a packet for small fungal specimens.

REFERENCES

- Ainsworth, G.C. 1995. **Ainsworth and Bisby's Dictionary of Fungi**. Commonwealth Mycological Institute, Kew, Surrey.
- Bridson, D.C. and L.P. Foreman. 1992. **The Herbarium Handbook**. Whitsdale Litho Printers Ltd. Royal Botanic Gardens, Kew, England. pp. 242-251.
- Dogma, I. J. 1986. **Philippine Zoosporic Fungi**: In: Guide to Philippine Flora and Fauna. Department of Natural Resources, Manila.
- Hawksworth, D.L. 1991. **The Fungal Dimension of Biodiversity: Magnitude, Significance and Conservation**. Mycological Research 95:641-655.
- Krieger, L.C. 1967. **The Mushroom Handbook**. Dover Publication, Inc., New York, pp. 42-48.
- Landecker, E.M. 1972. Fundamentals of Fungi. Prentice-Hall Inc., Englewood Cliffs, N.J., pp. 42-48.
- Mendoza, C.L. 1967. Philippine National Herbarium Manual. National Museum Publication, No.2, pp.29-34.
- Quimio, T.H. 1988. Illustrated Philippine Fungi. Techguide Series No.24. University of the Philippines los Baños, Laguna and Technology and Livelihood Resources Center, Manila.
- Tadosa, E.R. 2000. Taxonomic Study of Wood-rotting Basidiomycetes in the Molave Forest of La Union Province, Northern Luzon, Philippines (Unpublished Masteral Thesis), UST, España, Manila.

COLLECTION PRESERVATION OF BRYOPHYTES AND LICHENS

INTRODUCTION

The bryophytes which the mosses, liverworts and hornworts belong, are moisture-loving plants with conspicuous gametophyte generation. In our area most bryophytes grow on soil, rock and bark of trees in the forest and a few others can survive in anthropogenic habitats. An even fewer number of species live in freshwater and none are marine. Most bryophytes can be easily recognized even though the individual plants are small and only a few inches tall.

There are three major groups of bryophytes. These are the true mosses (Class Musci), liverworts (Class Hepaticae) and the hornworts (Class Anthocerotae). All have representatives in the Philippines. The mosses are the most conspicuous and most common of the three groups. Structurally, mosses possess root-like, stem-like and leaf-like structures in the gametophyte generation but which lack the vascular tissue of the other plants (Figure 1). To date, Philippine mosses contain about 700 species belonging to 228 genera and 55 families (Tan & Iwatsuki, 1991).

At first glance, liverworts are inconspicuous plants produced as a flat thallus or as a central axis with simple or multilobed leaf-like structures. Hornworts, on the other hand, resemble the flattened thallus of the liverwort but tend to produce erect, spindle-shaped gametophytes from which the common is derived (see figure 2). The presently known Philippine hepatic and hornwort flora consist of 518 species belonging to 107 genera and 34 families (Tan & Engel, 1986).

Lichens, compared to bryophytes, are actually symbiotic plants composed of fungi, which make up the supporting body and provide the form, and of algae, usually belonging to the green or blue green phyla. Like the bryophytes, lichens grow abundantly and are characteristic plants found in the forest. They may be seen growing attached to bark, bryophytes, or directly on the ground. Lichens are often referred to as "soil builders" because of their petrolytic action which disintegrates rocks and convert them into crude soils (Knudsen, 1966).

Lichens grow in three dominant forms of morphology as shown in Figure 3. The *crustose* form does not have a sheet-like appearance and often is so granular that it resembles the surface of the substrate upon which it grows. A second form called *foliose* is more or less leaf-like in appearance. This form may be broadly or narrowly branched but is pigmented by the algae only on the surface and is completely pale on the undersurface. The third form is the *fruticose* which stands erect and often is highly branched, the branches may be cylindrical or rather flattened in cross section but exhibit the alga growing around the branches, rather than on the surface as in the preceding form.

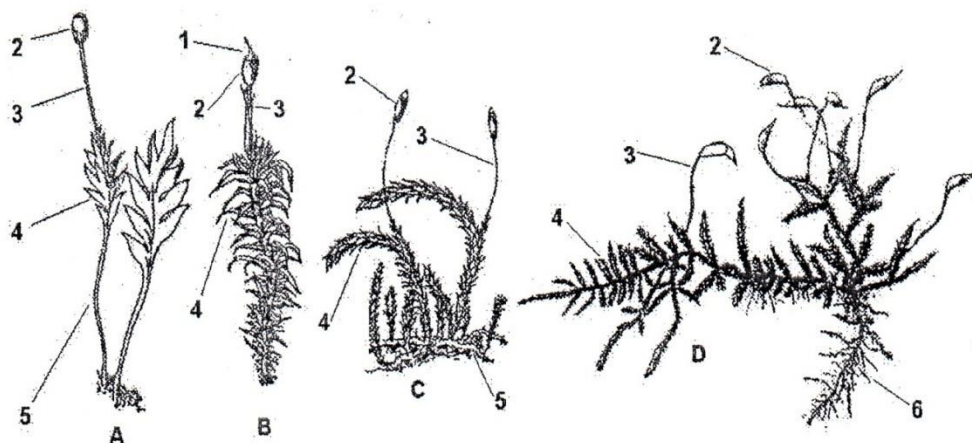


Figure 1. Examples of mosses showing some of their structures: A-B. Acrocarpous types. C-D Pleurocarpous types. 1. Operculum. 2. Sporangium. 3. Stalk. 4. Phyllidium (leaf-like structure). 5. Caulidium (stem-like structure). 6. Rhizoids. (Illustrations by Mr. Virgilio C. Linis)

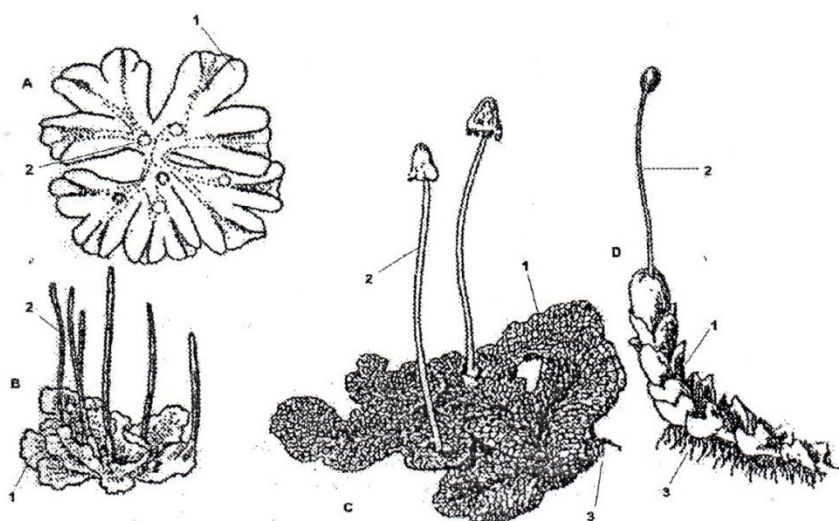


Figure 2. Examples of liverworts and hornworts showing some of their structures: A and C. Thalloid liverworts. B. Hornwort. D. Leafy liverwort. 1. Thallus. 2. Sporophytes. 3. Rhizoids. (Illustrations by Mr. Virgilio C. Linis)

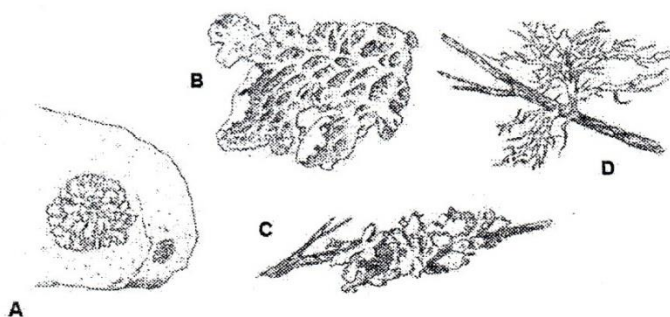


Figure 3. Lichen morphology: A. Crustose. B-C. Foliose. D. Fruticose (Illustrations by Mr. Virgilio C. Linis)

COLLECTING METHODS

1. Mosses, Liverworts and Hornworts

Provide yourself with large plastic bag or knapsack in which to your specimen. Use small plastic freezer bag or sandwich bag or rubber bands to isolate individual specimens, along with their field data. In case of liverworts and hornworts place the specimen in plastic bag, inflate the bag, and then seal it with the rubber band. When

placed in a carrying box, the inflated bag will prevent crushing the plants when other specimens are added. Take along a pocketknife and a trowel for dislodging specimens attached to stones, bark and the like, or for digging specimens from the soil. Be careful to up specimen so as to obtain the root-like rhizoids. Select only specimens that are mature and which possess reproductive structures unless the sterile specimen is distinct enough to be identified. Several field trips through out the year may be essential if the collector is to obtain local specimens in peak conditions. In the Philippines, this can be done best within a month or two after the rainy season. Collect considerable amount of the specimens whenever possible. Carefully wash mud and debris away from the rhizoid and basal portions of the gametophyte. Specimens that grow upon rocks, barks, and so on, have a habit of collecting soil which should be wash away. When collecting free-floating or submerged mosses from the pond or running water select specimens that are actively growing rather dead or dominant. Isolate each collection and insert a field note and number referring to the collecting site and other data in the field notebook.

2. Lichens

Collect and transport lichen specimens in plastic bags. A knife may prove useful for dislodging pieces of bark containing lichens, for digging up soil dwelling forms, for cutting branches with lichens and so on. A geology pick and chisel will be essential for chipping off rocks containing *crustose* lichen. The field notebook should always be brought along for recording information.

Those species of lichens which grows on trees, bushes, mosses and the like are removed from the substrates when possible or collected attached to small portions of the substrate. Be careful to get at least some of the rhizoids, the root-like structures which grow on the under side of the lichens and attach them to the substrate. When digging lichens directly from the soil wash them to free the rhizoids from the soil. Substrates other than the soil are often desirable in small quantities in order to show the specimens as it was growing in nature.

Those species which grow directly on the surfaces of rocks are the most difficult to collect. By looking carefully over the terrain you may find rock specimens small enough to be collected directly. Others may be conveniently sampled using a geology chisel and hammer. Place the chisel in such a way as to fracture off a thin section of rocks. Wear glasses or goggles to protect your eyes from rocks and metal chips. Look for rock where thin layers of rock containing lichens may be pried loose.

PRESERVATION OF SPECIMENS

1. Drying Arrangement and “Pressing”

Bryophytes and lichens to be stored in envelopes are carefully washed, blotted partially dry and arrange on several layers of newspapers folded in quarters. Position the specimens to display all of the essential structures to their best advantage. Highly branched forms may be spread out to avoid multiple overlapping at any point. Stack papers with specimens in piles up to 12 inches each and then add a light weight of about two pounds to “press” the specimens. Do not add enough weight to literally “press” the specimens especially liverworts, hornworts and lichens as the resulting distortion of the specimen will render it of less value. Instead put enough weights to keep it in a two-dimensional plane. When leaflets and other structures are flattened against the main body of the plant the taxonomic characteristics are difficult to analyze. If specimens become misshapen they may be dip in water for a few moment until they are pliable and then “repressed” it in the desired posture.

2. Envelope Storage Technique

Almost all collections of Bryophytes and lichens in the Philippine National Museum are kept in envelopes or packets along with their field data. These envelopes are in turn stored in 4 by 6 by 17 inch boxes arranged in card-catalog fashion inside herbarium cases. Many collectors from outside the herbarium, however, kept their envelopes in shoe boxes or in boxes made to fit their envelopes or packets.

Select a good grade of paper, in the standard size 8½ by 11 inch size. If boxes (shoe boxes or the like) are used for storage determined an envelope size that will conveniently fit into them. Standard envelopes are usually 5½ inches wide and from 3¾ to 4½ inches high. The older style of envelope, still in use, can be made by folding the bottom upward to the desired height of the envelope, folding the top flap down, and the ends backward and underneath (See Figure 4, A through C). This envelope has a slight disadvantage of requiring considerable binding which may damage the specimens on reopening, advocates of this style, however, feel that this envelope will not open by itself and release the specimen.

A second style of envelope frequently in use is made from the same quality paper of 8½ by 11 inch sheets of papers, as follows: fold the margin up to the desired height of the envelope (Figure 4.A.); next fold the side margins in to produce the desired height of the envelope fold the top flap down as shown in Figure 3, D and E. This envelope may readily be opened for examination

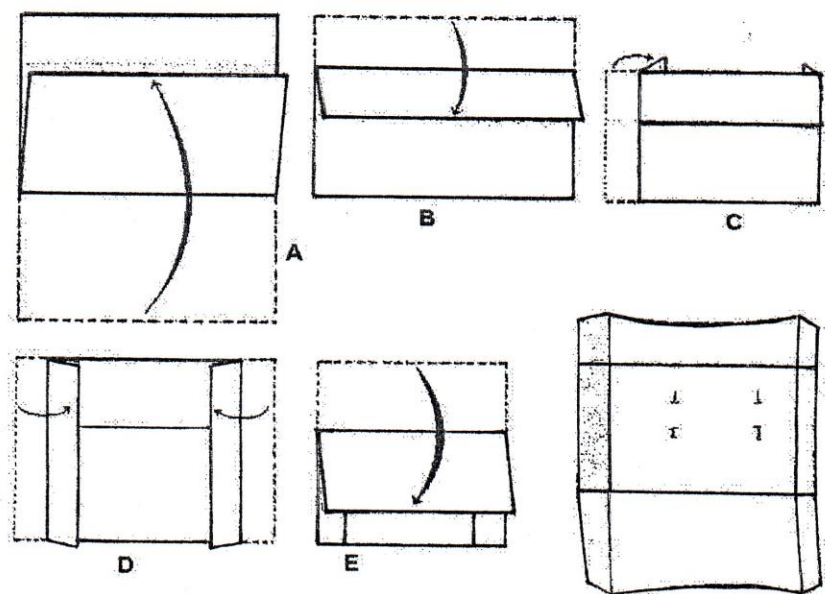


Figure 4. Two methods of folding envelopes for storing botanical specimens (Source: Knudsen, 1966)

For folding large quantities of envelopes a pre ruled board with sharp edges will prove handy. Rule the board to indicate the position of the paper for each successive fold, numbering each ruled line 1, 2, 3 and so on, to indicate the sequences of folding. Place the board on the edge of the table so that the paper may hang over when folded along the edge of the board. A substitute for this apparatus is the sharp cutting edge of a paper cutter which also has half-inch endings suitable for folding envelopes.

Write the scientific names of the specimen along with its field data extracted from the field notes. The Philippine National Museum has adopted an official label for this purpose (Figure 5). Attached the label on the upper flap of the envelope.

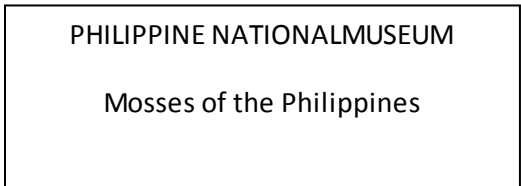


Figure 5. Herbarium label used for bryophytes and lichen specimens from the Philippines National Museum.

Half-size envelopes are frequently made to hold very small specimens. These, in turn, are stored within the larger envelopes. Envelopes containing specimens are arranged in taxonomic order by family, genus and species and are stored in convenient boxes.

3. Liquid Preservation

Moss capsules and other structures of bryophytes and lichens preserved at their prime in liquid are useful for taxonomic dissections. For this and many other purposes liquid preservation is quite suitable. It is advisable to preserve some specimens in liquid, even though the bulk of these are to be dried for envelopes. Several solutions are suitable for this work:

Preservation for General Uses: When moss capsules, leaflets, rhizoids, spores and other plant parts are required for taxonomic study, preservation in a 4-percent formalin solution with or without a small quantity of copper sulfate is satisfactory. A general disadvantage with the formalin preparation is that color will be bleached or removed entirely. FAA (Formal-Acetic-Alcohol) made from 2 parts of formaldehyde, 50 parts of 95% alcohol, 2 parts of acetic acid and 40 parts of water is also very suitable for general preservation and should be used for specimens intended for microscopic slides.

Preservation for Chlorophyll Retention. On many occasions the retention of green color is extremely useful in the study of bryophytes and lichens. A satisfactory solution for retaining color is made by adding 20 grams of phenol c.p., 20 grams lactic acid Specific Gravity 1.21, 40 grams of glycerine Specific Gravity 1.25, 0.2 gram cupric chloride, 0.2 gram cupric acetate in 20 cubic centimeters of distilled water. Specimens are stored in this solution until required

REFERENCES

- Conard, H. S. 1956. How to Know Mosses and Liverworts. William C. Brown, Dubuque, Iowa.
- Del Rosario, R. M. 1967. Collection, preservation and study of bryophytes. *Philippine Herbarium Manual*. Museum Publication No. 2: 24-28.
- Knudsen, J. W. 1966. *Biological Techniques: Collecting. Preserving and Illustrating plants and animals*. Harpes & Row, New York, Evanston & London and John Weatherhill, Inc. Tokyo.
- Linis, V. C. 2004. The Mossflora in Selected areas of Mt. Natib Complex, Bataan Province, Luzon Island, Philippines. Masteral Thesis. De La Salle University, Manila.
- Nearing, G. G. 1947. The Lichen Book. Published by the Author. Ridgewood, New York.
- Richardson, D. H. S. 1981. The Biology of Mosses. Blackwell Scientific Publication, Oxford.
- Schuster, R. M. 1983. New Manual of Bryology. Vol. 2. The Hattori Botanical Laboratory. Nichinan, Miyazaki, Japan.
- Tan, B. C. & J. J. Engel, 1986. An Annotated Checklist of Philippine Hepaticae. J. Hattori Bot. Lab. 60: 283-355.
- Tan, B. C. & Z. Iwatsuki. 1991. A New Annotated Philippine Moss Checklist. Harvard Papers in Botany. 3: 1-64.

SEAWEEDS COLLECTION AND PRESERVATION

I. INTRODUCTION:

The shallow coastal waters of the Philippines are characterized by the presence of rocky shores, well developed coral reefs, shallow bays and coves which supports large varieties of marine organisms. Among those that dominate the marine environment are photosynthetic organisms called seaweeds

Seaweeds are the macrobenthic forms of marine algae. They are among the large primary producers in the shallow areas of the seas and ocean. They are classified according to the dominant photosynthetic pigments such as red, brown and green.

The body of seaweeds is generally called a “thallus” having a simple vegetative plant body with consisting of a holdfast (root-like), stipe (stem-like) and blade (leaf-like).(Figure 1)

I. COLLECTION OF SPECIMEN:

Materials in Collecting Seaweeds

Basin

Plastic bags

Dive knife on any hard materials for scraping

Labeling materials (pencils, permanent markers, tags)

Rubber bands

Face mask and snorkel

Booties or rubber shoes

Glass bottom viewer

Dive slates

The best time to collect macrobenthic algae is one or two hours before the low tide. This will enable the collector to observe the seaweeds in their natural habitat. It is important to record all observation prior to collection of specimens. This is done by skin diving using face mask and snorkel.

Observe the study area and write observations while in the study site. But for non-swimmers, the use of bottom glass viewer is highly recommended.

Different sizes of plastic bags are needed. Collected specimens must be placed in bags together with some initial information such as their natural habitat. Ideal specimens are those having complete parts which include the holdfast, stipe and blade.(Figure 2)

II. PRESERVATION AND TRANSPORT OF SEAWEEDS

A. Materials needed:

Industrial alcohol

Pail with cover or Styrofoam boxes

Labeling materials

Large plastic bags

Cotton or cotton ball

After collection, specimens are brought to the field station. Specimens are cleared of foreign materials, i.e., rocks, sand etc. and placed individually in plastic bags. Collection numbers are placed properly in each bag. Excess water is drained from plastic bags, before applying alcohol. The amount of alcohol is dependent on the amount of specimens collected. Though a field number has been placed in each bag, additional information can be placed inside using a quality paper with indelible ink. Bags are then tied properly to prevent the preservative from leaking.

To ensure that specimens will be transported safely, it is advisable that specimens be wrapped in a large plastic bag and placed in Styrofoam boxes. (Figure 3)

III. PROCEDURE IN HERBARIUM PREPARATION:

Materials needed for preparing specimens for the herbarium

Basin with flat bottom

Galvanized sheet (31x24 cm size)

Forceps

Dissecting needles

Mounting sheet of different sizes

Paper cutter

Data notebooks and pencils

String or any tying materials

Wooden presser

Corrugated aluminum sheets, corrugated cardboard

Cheese cloth, blotters

Drier

Specimens from the field are already preserved in alcohol. However, researchers may store them in the herbarium either as dried specimens or pickled in bottles. It all depends on the purpose of the researcher.

In preparing dried herbarium specimens, collected materials are soaked in a flat bottom basin of water to wash off excess and other foreign materials such as sand, pieces of shells and others. Specimens are carefully sorted out according to their external features while in the basin. (Figure 4)

Mounting sheets of different sizes are prepared accordingly from small to large cuts. The size of the paper depends on the specimens to be mounted. In each sheet each collection number must be indicated. Specimens are then arranged similarly to their natural habit while soaked in water. They are lifted carefully without disturbing their arrangement. Forceps and dissecting needles are needed for their final touches.

Mounted specimens are then arranged in plant press with cheese cloth on top of each specimen. A corrugated cardboard is then placed on top of each cloth. Another specimen is placed on top and this arrangement is done until all the specimens are ready for drying.

The whole stack is left in a dryer having a temperature of 65 –70C for 4-5 days. The number of days in the dryer depends on the thickness of the stacks. In the absence of an oven dryer, constant changing of the cheesecloth and blotter must be done until mounted specimens are completely dried.

Using the wet method preservation, the specimens after washing are individually placed in wide mouthed bottles preferably a screw type with plastic cover.

A prepared 70-80% alcohol solution is added to the specimen just good enough to the level of the material intended to be preserved. On a durable sheet of paper write the complete information such as name of the species, family, date and place of collection, name of the collector and field number. The specimen is now ready for storing.

Coralline and crustose species of algae, such as: *Amphiroa* and *Cheilosporum*spp., are preserved differently. These types of species should be directly air dried and kept in small boxes or pockets. This process is done to prevent articulated and calcareous algae from being destroyed when pressing. However, it is suggested that they be soaked for several days in a formalin solution containing 10 to 40 % glycerin before being dried. The use of glycerin retains the flexibility of the specimens and prevent fragmentation.

All dried specimens, should be provided with labels containing the following information:

collection number, PNH number, family, name of the species, place and date of collection, collector/s, local names (if any) and other pertinent ecological data available. These are all placed in a pocket glued in herbarium sheets with a standard size of 11.5 x 16.5 inches.

Labels are done in duplicates and placed inside the pocket together with the specimen while the other is glued on the rear right side.

Specimens are kept in the herbarium after they have been accessioned. They are arranged and distributed in the herbarium phylogenetically according to Prescott (1970). (Figure 5

References:

- Cordero, P.A. Jr. Philippine Herbarium Manual. Pp. 43-52, Seaweed Collection Made Simple, Museum Publication no. 2, 3. 1967, Manila.
- Johansen, D. A. Plant Microtechnique. Pp. 6-64, 227-311. McGraw-Hill Book Company, New York and London, 1938.
- Prescott, G. W. 1970. How to Know the Algae. Wm. C. Brown Company Publishers, Dubuque, Iowa, U.S.A.
- Silva, P.C. , Meñez, E.G., Moe, R.L. Catalogue of the Benthic Marine Algae of the Philippines. pp. 127-131, Smithsonian Institution Press, Washington D.C., 1987
- Smith, G.M. Cryptogamic Botany, Vol. I McGraw-Hill Book Company, New York and London, 1938.

South, G.R. Common Seaweeds of Newfoundland, A Guide for Layman, pp. 1-5, Department of Biology, Memorial University of Newfoundland, Canada, 1975.

Velasquez, G.T. Studies on the Marine Algae of the Philippines. Proceedings of the Eight Pacific Congress, 4: pp. 556-562, Quezon City, 1957.

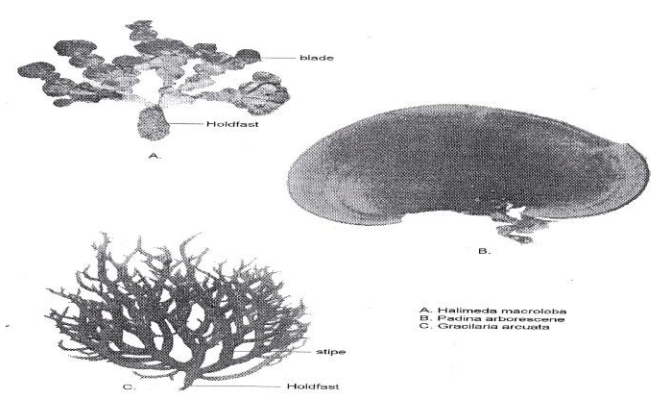


Figure 1. Some forms of algae showing their holdfast, stipe and blade

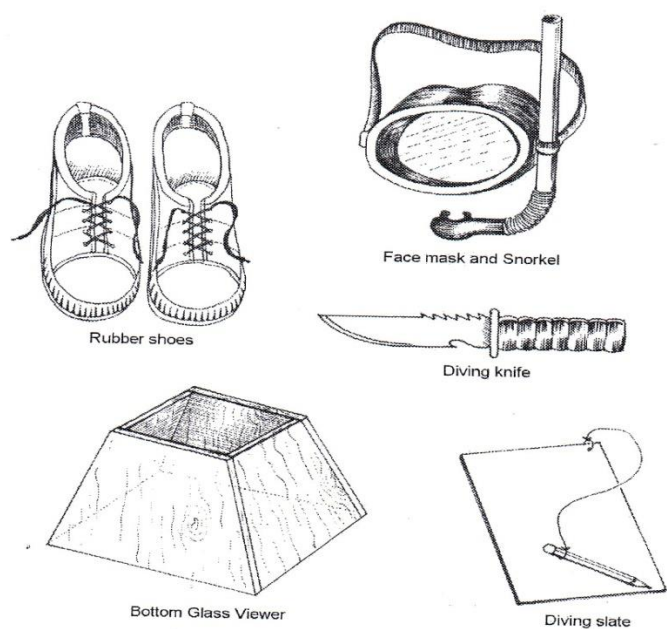


Figure II
Equipment used in the collection of seaweeds

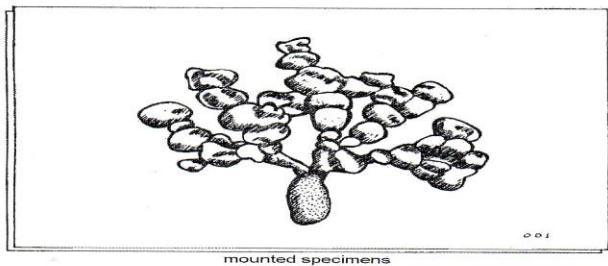
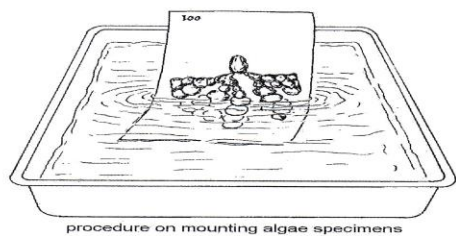


Figure III
Mounting of specimens

Figure IV
Preservation of coralline and crustacean algal specimens

FLORA OF THE PHILIPPINES

Family: _____
 Sc. Name: _____
 Loc. Name & District: _____
 Collector: _____
 Locality: _____
 Habitat: _____
 Date: _____

FLORA OF THE PHILIPPINES

Family: _____ Phil. No. _____
 Sc. Name: _____
 Loc. Name & District: _____
 Collector: _____ Date: _____
 Locality: _____
 Habitat: _____
 Description: _____
 Det. by: _____ Date: _____

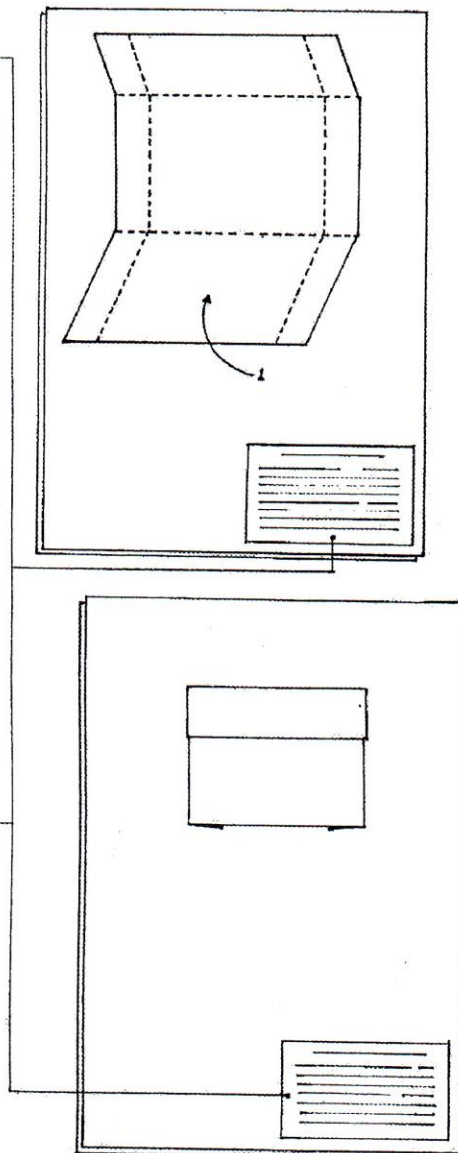
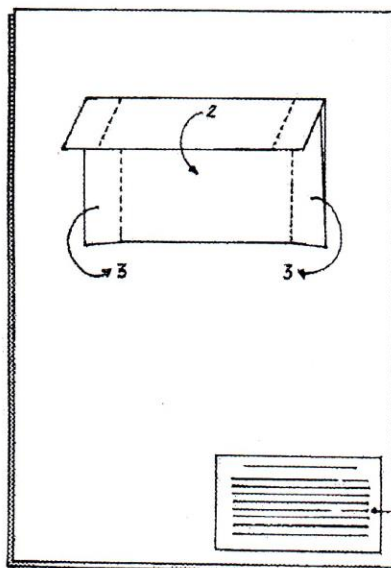


Figure V
Procedures for pocketing algal specimens

POLLEN COLLECTION

Introduction

The total number of species for the different plant groups in the Philippines is approximately 14,490. Of these, the flowering plants number approximately 8,000 species, 1600 genera and 180 families. This number of plant species was cited in Merrill's, "Enumeration of Philippine Flowering Plants" of 1920 and the estimates still vary due to lack of national species inventory. The Flora of the Philippines Project is currently making an intensive plant collection and survey (Madulid, 1994).

If the pollen types of the Philippine flora are described and identified, the secrets of plant migration and climate are unlocked. Species found in the Philippines have come from both the north and the south. Dipterocarps, together with other tropical lowland trees show predominant affiliation with Borneo and Malaya. In the distant past, the Philippines, was joined as a land mass to the northern mainland and that down this route came a migration of plants from the great Sino-Malayan region. These are still represented today by the pines, the oaks and the rhododendrons. Other Australian plants such as Eucalyptus and southern conifers, like Podocarpus, Phyllocladus and Agathis found mainly in Mindanao are links with the south (UPSEC, 1980).

In addition, pollen grains may be used to date coal seams. Interactions between variables in socio-cultural systems and the natural environment, of which a given socio-cultural system is a part, are described if pollen types in alluvial deposits are identified.

Pollen allergens if properly described and identified can help allergy sufferers recognize the cause of their misery. Consequently, allergic disorders are better diagnosed and managed.

It is desirable to recognize pollen species in the local flora which are transported by bees, thus ascertain the season of honey production.

This paper presents a simple way of collecting pollen grains which is valuable for use by plant systematists; paleologists; geologists; aerobiologists; allergists including botanists and ecologists.

The first volume of the Pollen Flora of the Philippines was published by L.J. Bulalacao (1997) presenting descriptions with keys, photo micrographs with Scanning Electron Micrographs of Philippine pollen grains.

Methods

The procedure discussed here is adopted at the Palynology Section, Botany Division, National Museum, Manila.

Male cones and flowers were removed from the herbarium specimens. They were placed in small packets, labelled, accompanied by collection data. All samples were acetolyzed according to the "Do – it – yourself" acetolysis of Ding Hou (1969). This work procedure was based on the fundamental principle of the well-known acetolysis method devised by Erdtman (1952, 1969).

Before acetolysis, a flower, a flower bud, or an anther was boiled in distilled water for about 15 minutes to soften the material for dissection. The boiled material in the watch glass was examined under the stereomicroscope. The pollen grains were

removed from the anthers using a pair of fine forceps and dissecting needle. The pollen grains in the watch glass were allowed to dry.

About 1 ½ cc of fresh acetolysis solution (a mixture of 9 parts acetic anhydride and 1 part of concentrated sulfuric acid) was added. With a pair of coarse forceps, the watch glass containing pollen grains was held over a rather low flame of an alcohol lamp, until the solution turned brown or dark brown. If necessary, a drop of solution from the watch glass was taken and a slate prepared to examine the grains. Some alcohol (about 95%) was added to the solution with an eyedropper. The watch glass was rotated for washing. It was not necessary to wash the solution with glacial acetic acid (Erdtman, 1969). After the grains gather together in the center of the watch glass, a rim of solution appeared on the upper inner surface. A soft paper was used to wipe off the rim. The pollen grains were washed at least once more. A few drops of the mixture of 1 part of glycerine and 1 part alcohol (about 95%) were added to the solution. It was then rotated. After the alcohol evaporated, the grains adhered to the watch glass coated with a layer of glycerin or they were collected together in the glycerine in the center. For pollen grains that were over acetolyzed their color appeared too dark this obscured features for observation. In this case, a few more drops of the mixture of glycerine-alcohol were added to the watch glass. It was then covered with a Petri dish. After one day or more, the color faded and the grains were like bleached ones. It is important to remember that the oxidation does clear the exine but at the same time also cause the grains to swell. (Faegri and Iversen, 1975).

For mounting, glycerine jelly was used. A small piece of glycerine jelly was melted in a Petri dish to form a thin layer and about 1 ½ mm thick and then cut with a razor blade into strips, each about 1 ½ mm wide.

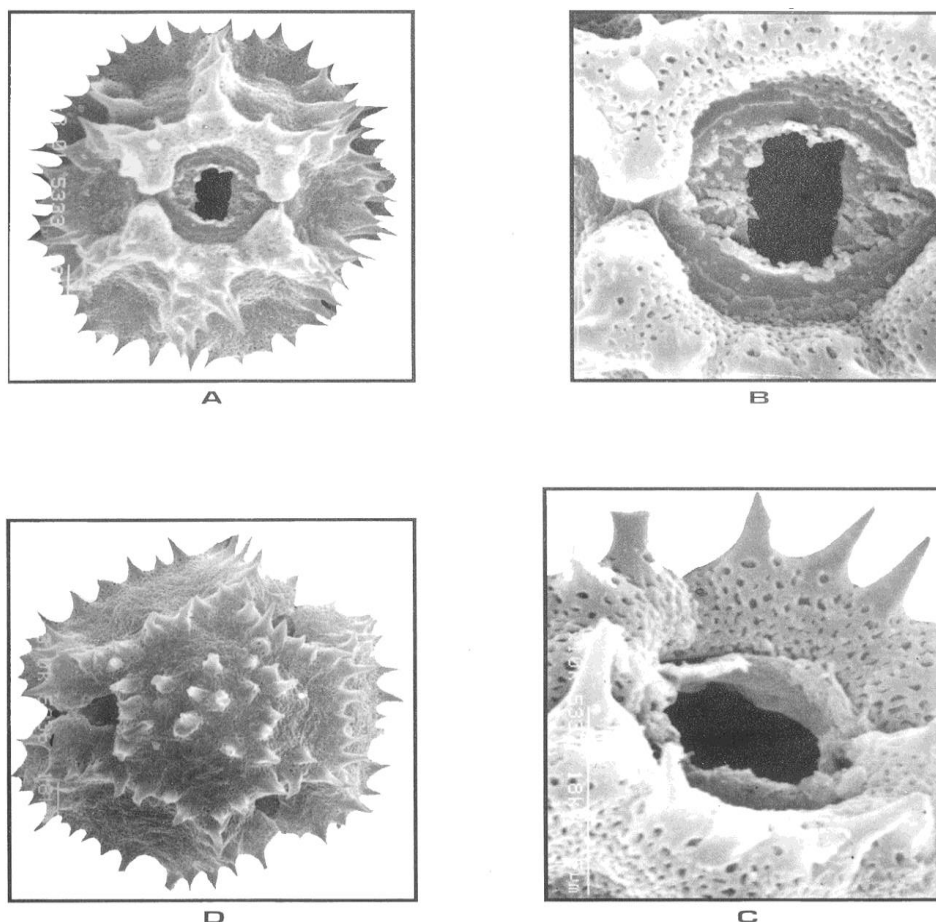
Before mounting, a card was prepared as designed by Erdtman (1969), modified by Ding Hou (1969). A piece of L-shaped cardboard, 2 ½ wide with each other edge 10 1 ½ cm long, was cut. This "L" was glued to the cardboard of 11x 11 cm, with one arm along the top and the other on the left side. From the inner edge of the left arm, a vertical line was drawn at a distance of 42 mm. At 13 mm, 39 mm and 65 mm was marked one "+" respectively. From the inner edge of the top arm, 3 horizontal lines were drawn at 26, 52, and 78 mm for the position of the three slides. A cover slip was placed on each "+" and its size and shape were marked on the card.

A slide was placed on the mounting card and on it a piece of glycerine jelly was put above the mark "+". In the meantime, some paraffin (melting point about 52°C) was put in a small beaker for melting. The paraffin was kept in a melting state. The slide was held over the flame of the alcohol lamp. When the jelly on the slide was melting, it was stirred with a warm needle to make the grains more or less evenly distributed. If some air bubbles appeared in the jelly containing the grains, the bubbles were removed by taking them out one by one under the stereomicroscope using a needle. A coverslip was then put on the jelly above the marked position on the card. The slide was held over the flame, using a short pipette, the melting paraffin was made to run under the coverslip around the jelly. The sealed slide was put upside down on a rectangular frame about 22 x 70 x 5 cm in the form of a box without lid and bottom as designed by Erdtman (1969), for the paraffin to harden, so the grains may come to lie close to the surface of the coverslip. A razor blade was used to remove the excess paraffin. The slide was labelled using a square gummed paper of suitable size. On it was recorded the necessary information, i.e. scientific name, locality, collector's name and number, source of origin, etc. The label was placed on the left side of the margin.

Reference:

- Erdtman, G. 1952. Pollen Morphology and Plant Taxonomy
1. Angiospermae. Stockholm and Watham, Mass.
- Erdtman, G. 1969. Handbook of Palynology. An Introduction to the Study of Pollen Grains and Spores. Munksgaard
- Ding, Hou. 1969. Pollen of Sarawakodendron (Celastraceae) and some related genera, with notes on techniques, Blumea Journal Plant Taxonomy and Plant Geography XVII (1): 97-120
- Madulid, D.A. 1994. Plant Biodiversity in the Philippines. Ins. Bot.
Monograph Sec. 14:105-109
- UPSEC, 1980. Plants of the Philippines. University of the
Philippines, Diliman, Quezon City
- Bulalacao, L.J. 1997. Pollen Flora of the Philippines, Vol.1

DOST-TAPI-SPU



Compositae/Asteraceae. A-D. *Sonchus wightianus*: **A**, Equatorial view showing brevicolpus and lalongate os, interlacunar gaps, SEM x 3000; **B**, Detail of the aperture and sexine showing granulate colpus membrane, lalongate os and perforate interlacunar ridge, SEM x 10000; **C**, Detail of interlacunar ridge showing perforations pointed spines, SEM x 10000; **D**, Polar view showing interlacunar gaps and apocolpium, SEM x 3000.

(Source: Bulalacao, 1999, p.215)

CHEMISTRY AND CONSERVATION LABORATORY

National Museum

OPERATIONS MANUAL

HISTORICAL BACKGROUND

The Chemistry and Conservation Laboratory started as an informal unit serving the conservation and restoration needs of the Anthropology division specifically in the field of archaeology. In June 1977 the Curator of the Division established the functions of the laboratory in order to fill the needs of the entire division and the rest of the National Museum since it was the only unit so organized and equipped for such functions. Trainors from the United States and foreign training programs were availed of, including funding assistance from the Ford Foundation.

Since the early 1980's, the unit has achieved an integrity that it already operates as an autonomous unit even within the Anthropology Division because its function have diversified such that it has gone beyond the parameters drawn for the Anthropology Division, and has in fact become a service unit not only for the entire National Museum, but for the rest of the country, in the field of conservation, object restoration, preservation, museum chemistry and allied researches.

It's link with the Anthropology Division has become tenuous due to the fact that its specialization have become such that decisions with regards to its operation can only be done intelligently within the Chemistry and Conservation laboratory. Hence, its channel of communications with the rest of the Anthropology division is only in terms of ministerial function, which can be done directly with the head of the agency to lessen bureaucratic procedures. Thus, makes for a more efficient structure within the National Museum.

FUNCTIONS OF THE CHEMISTRY AND CONSERVATION LABORATORY

1. To design and execute programs of scientific and technical laboratory researches on both organic and inorganic materials in relation to the needs of the archaeology, ethnography, arts, botany and zoological researchers in the area of physio chemistry.
2. To provide standard laboratory procedural analysis, e.g. qualitative, quantitative, analytical, physicochemical, geochemical and other similar analytical procedures and analysis for various specimen and samples and to identify each function related to research;
3. To conserve, preserve and restore museum collection and to seek for conditions and causation of deterioration in order to provide counteractive measures for conservation;

4. To maintain optimum environmental condition in exhibition galleries, display cases and storage areas;
5. To coordinate with archaeologists, botanists, ethnologists, geologists, zoologists, artist and architects with regard to the interpretation of various physicochemical laboratory results;
6. To provide conservation services to both movable and immovable cultural objects;
7. To provide fumigation and other pest control treatment of museum buildings both central and regional stations;
8. To exercise technical supervision over the National Museum field laboratory research stations;
9. To provide training facilities and expertise for both government and private institutions engaged in museum work on the above mentioned functions in order to upgrade museology in the Philippines;
10. To maintain liason with other research institutions in both government and private sectors;
11. To provide technical assistance to other agencies involved in conservation,
12. restoration and other museum work;
13. To perform such other functions as may be assigned by the Director of the National Museum.

FUNCTIONAL CHART

Responsible for the chemical research, conservation, restoration and analytical analysis of cultural property

POLICY FOR TECHNICAL ASSISTANCE

- For researchers, students and other professionals requesting for the use of the conservation library materials ,should write a formal letter addressed to the head of the conservation laboratory and noted by the NM Director
- No books and other reading materials are allowed to be brought outside of the conservation library unless permission is given by the conservation lab. Identification card of the borrower should be surrendered to the conservation library while the books are taken out.
- Books and other reading materials taken out must be return to the conservation library within 24hrs.
- Request for Xerox can be done outside the conservation lab and at the expense of the borrower. Fragile documents that are sensitive to photochemical degradation cannot be xeroxed.
- For media coverage and interviews, a formal letter addressed to the Director is a requisite, stating the type of coverage/interview , details of the coverage/interview and the materials needed.

- For technical assistance requested by clients outside of the National Museum, a written request addressed to the conservation head and approved by the NM Director.
- For Conservation Assessment without written report, no charge is collected
- For basic assessment (one page report) of artworks, paper and other museum collections, a fee of 500 pesos to be paid to NM cashier prior to release of report.
- For complete assessment and condition report of artwork with photographs, a fee of 5000 pesos to be paid to NM cashier prior to release of report
- For inter-division technical services, a request from the division concern to the head of the conservation laboratory noted by the Director is required.
- No picture taking of NM collection especially organic origin such as paintings, textiles, paper, sculpture both inside the galleries and storage. The light intensity from the flash and duration should be regulated to avoid possible light damage and discoloration to the collection. Unless authorized by the Director, photographs should be for research and study purposes only.
- Collection made from ivory and gold are not allowed to be photograph unless a special permit is secured from the Director. These objects are to be photographed in the presence of the staff of the concern division / or conservators.
- Photograph of inorganic NM collection such as rocks, stones, ceramics are allowed only in the presence of the staff of the division concern.

POLICY IN HANDLING MUSEUM OBJECTS

PAINTINGS

1. Wear white cotton gloves when handling paintings.
2. Do not move or carry more than one painting at a time, regardless of size.
3. Large (i.e. large enough to be awkward for one person) paintings should be always carried by two persons.
4. Try to stack paintings one on top of the other
5. Separate paintings with a composite sheet if stacking is completely unavoidable.
6. Paintings standing on the floor must rest on pads or padded wooden strips.
7. Always avoid direct contact with painted surfaces.
8. When dismantling an exhibition, be careful of the hanging devices – wires, hooks, etc. on the frames and panels. They can cause damage to your paintings.
9. Report any damage that appears to be of recent origin, no matter how slight it may seem to be.
10. If paint flakes or frame parts become detached, save all the pieces, Repairs are easier if the parts are available.

SMALL OBJECTS (ceramics, glass, enamels, etc.)

1. Never handle any object unnecessarily. Always work with proper supervision.
2. Move only one object at a time and carry it with one hand underneath. Unpack over a padded table so that the detached parts will not be lost or damaged.
3. Never lift small, fragile objects by the handles, rims or other projections for these parts may have been broken before and repaired. Hold the body of the piece gently but firmly.
4. Always use padded trays for moving small objects. Use pads within the tray to prevent contact of one object with other objects.
5. Make sure that your hands are clean when handling art objects. The use of gloves is really essential.
6. The use of gallery carts when moving objects for lengthy distances is advisable. Speed and jarring motion should be avoided.
7. Bear in mind to take time to do the job properly.

TAPESTRIES, RUGS, AND LARGE TEXTILES

1. Never lift large textiles so that all of the weight is borne by the fabric alone. Use the supporting bar, roller or stretcher for lifting and handling.
2. Cover and protect textiles until they are ready to be installed and displayed.
3. Avoid stretching, tugging, and pulling. Textiles that seem to be sturdy can easily rip. Old, as well as contemporary textiles must be given the same type of care when handled.
4. Remove hanging devices – eye screws, wires, etc. before rolling textiles on supporting bars. Roll fabric evenly, avoiding wrinkling and creasing. If the textile has a lining, roll the lined material faced out.
5. When moving rolled tapestries and textile, use two persons, one supporting each for greater protection.
6. Do not pile rolled textile one on top of the other unless it is absolutely necessary.
7. Always observe safety rules when installing and removing large textiles from exhibitions.

COSTUMES AND SMALL TEXTILES

1. Handle mounted textiles by the stretcher or frame. Any slight pressure on the fabric can cause serious damage.
2. Do not fold textiles, laces, costumes, etc. unless given permission to do so. If it is necessary to fold them, place tissue paper in the folds to prevent creasing.
3. Clean hands are essential when handling textiles.
4. Cover textile displays when not being exhibited to prevent accumulation of dust.
5. Remove pins and other tacks on textiles and costumes after exhibitions to avoid possible rust stains as well as blood stains from scratched fingers.

WOODWORK AND FURNITURE

1. Always move woodwork or furniture on the trucks or rollers. Never push or slide such objects along the floor as legs or bases can easily be broken.
2. Always lift chair under the seat rail, never by the backs or arms.
3. Carry tables and other furniture by solid parts of their framework, not the ornamentation.
4. Cover upholstered furniture in transit, as delicate fabrics are difficult to clean.
5. Never stack furniture, especially when moving them.
6. Unlocked drawers, cabinet doors, folding tops, and other movable parts must be held in place to prevent damage in transit.
7. Remove glass and/or marble tops for transit and transport them in a vertical position with sufficient paddings.
8. Always save broken or detached parts of the furniture for ease in repair of these broken objects.
9. Avoid haste when handling precious objects such as these.

LARGE SCULPTURE

1. Moving sculpture is a technical problem. Do not attempt to do so with little help and lack of technical supervision.
2. Do not carry heavy sculpture by hand, even if you are able to lift it. Sculpture should be moved on carts or rollers, properly padded and supported while in transit.
3. Examine sculpture before handling. Knowing the points of weakness in advance can guarantee its safe transit.

PAPER, DRAWINGS, WATERCOLORS, AND PRINTS

Works in this group are among the most fragile and easily damaged art objects. Treat objects with care and consideration. Do not handle them unless it is your job to do so.

1. Handle as little as possible and only with clean hands. If your hands perspire, wear white cotton gloves.
2. When moving unmounted material of this kind, lift each sheet by the upper corners so it hangs free without buckling. Use great care to avoid bending, cracking, and tearing. Support such art objects on clean cardboard when carrying them by hand, or carry them in glassine envelopes.
3. Never stack prints or drawings one on top of the other unless they are matted or separated by cellophane, glassine or tissue paper. Do not allow newprint, printed matter or other paper of poor quality to come in direct contact with these artwork.
4. Always cover works awaiting installation, framing or transport with acid-free tissue paper to exclude dust and dirt.
5. Do not permit works on paper to be shuffled or rubbed against each other. The resulting condition to this is extremely difficult to repair.
6. Do not expose prints, drawings, watercolors, manuscripts to direct or indirect sunlight. The use of UV filters is strongly suggested when displaying artworks on paper.

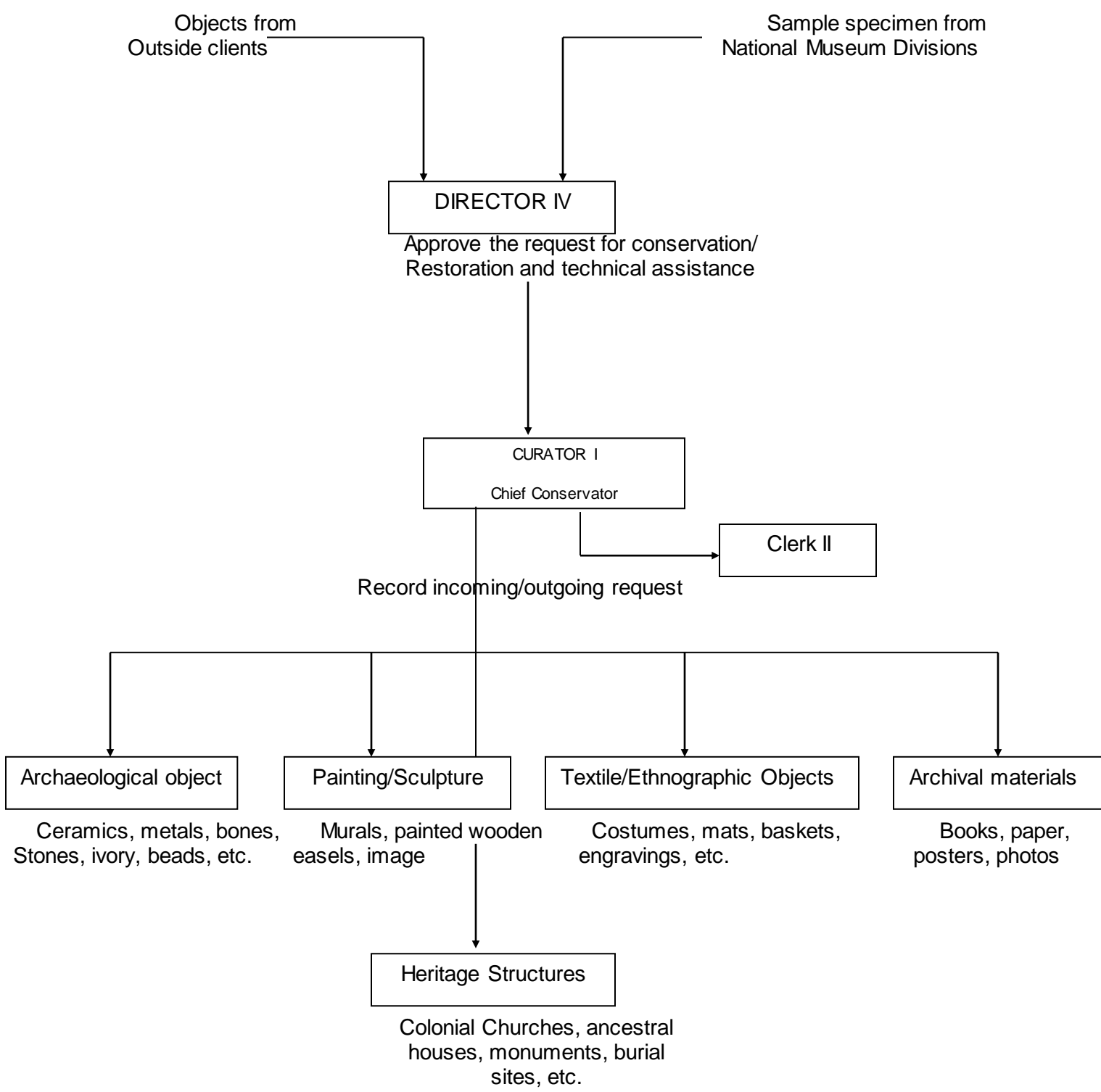
FUNCTIONS OF PERSONNEL IN THE ANTHROPOLOGY DIVISION (CHEMISTRY AND CONSERVATION LABORATORY)

Scientific and Technological Services (STS)

1. Designs and executes the programs of scientific and technical laboratory researches on both organic and inorganic materials in relation to the needs of the archaeology, ethnography, botany, cultural, geologic and zoological researches, related to archaeochemistry;
2. Provides standard laboratory procedural analyses e.g. qualitative, quantitative, analytical, physiochemical, geochemical and other similar analytical procedures and analyses for various specimens and samples and to identify each function related to research;
3. Conserves and preserves museum collections and to seek for the conditions and causation of deterioration in order to provide counteractive measures for conservation;
4. Maintains optimum environmental conditions in the exhibition galleries, display cases and storage areas;
5. Provides a Pollen and Spore Reference Collection as an aid in establishing the relationship between the archaeological, geological, botanical, zoological and ethnographic finds on one hand and pollen in the environment on the other hand, in order to reconstruct paleo environment which will facilitate prehistoric interpretations;
6. Designs, constructs and operates a radio-carbon and thermo luminescence dating facilities which will aid in the analyses and age determination of archaeological, geological and other museum artifacts;
7. Coordinates with ethnographers, archaeologists, botanists, geologists, zoologist, artists, with regards to the interpretation of various physicochemical laboratory results;
8. Provides restoration services on the organic and inorganic materials of the National Museum collections;
9. Implements site conservation and management policy in archaeological heritage sites of national and international significance;
10. Provides fumigation, pest control treatment and preservation needs of the museum buildings both in Manila and the regional branches and field stations;
11. Exercises technical supervision over the National Museum's field laboratory research stations;
12. Provides conservation training facilities and expertise for both government and private institution engaged in museum work on the above-mentioned functions in order to upgrade museology in the Philippines;
13. Maintain liaison with other researcher institution in both government and private sectors;

- 14. Provides technical assistance to other agencies involved in conservation of cultural properties e.g. CCP, Central Bank-Bank Museum, Nayong Pilipino, Intramuros Administration, Malacanang Museum and several university museums;
- 15. Performs other functions as may provided by R.A. 8492.

Methods adapted for conservation/restoration of cultural properties by the Chemistry and Conservation Laboratory



CULTURAL PROPERTIES DIVISION

National Museum

OPERATIONS MANUAL

I. INTRODUCTION

The Archipelago of the Philippines is endowed with rich cultural heritage. These are the priceless and irreplaceable assets not exclusively of the country but of humanity as a whole. To ensure its protection for future generations, there is an on-going commitment to preserve, protect and sustainably manage these natural and cultural properties which should not only involve members of the communities but national authorities as well.

At the national level, the task of preserving and protecting the natural and cultural properties has been assigned to the Cultural Properties Division (CPD) of the National Museum (NM) having been established by virtue of Republic Act No. 4846 as amended by Presidential Decree No. 374, otherwise known as “**Cultural Properties Preservation and Protection Act**”. The mandate of the CPD includes law enforcement; monitoring, documentation and registration of cultural properties; issuance of licenses, certificates and permits; information dissemination; and research.

To promote awareness and to understand the responsibilities of the CPD, an operating manual has been prepared by the division. It is hoped that reading this manual will make everyone aware of the implementing rules and regulations; and provisions of Republic Act 4846 as amended by Presidential Decree 374, **Cultural Properties Preservation and Protection Act**; Republic Act No. 8492, **National Museum Act of 1998**; Republic Act No. 9105, **Art Forgery Act of 2001**; Republic Act No. 10066, **National Cultural Heritage Act of 2009**, and other pertinent laws, Presidential Decrees and Proclamations affecting heritage. This manual presents the duties and responsibilities of the CPD personnel and various procedures regarding services that are rendered by the CPD.

II. CULTURAL PROPERTIES DIVISION

The NM is the official repository and guardian of Philippine natural and cultural heritage and one of the leading cultural agencies that have been tasked to achieve the goals of instilling cultural consciousness and a sense of pride and nationalism among Filipino citizens through its diverse activities covering, Science, Education, and Culture.

Composed of thirteen divisions, the NM has implemented various national policies to safeguard the intrinsic value of cultural properties of the country. One of the divisions of the NM is the Cultural Properties Division or the CPD, created pursuant to Section 21 of the Republic Act No. 4846 as amended by Presidential Decree 374 on January 10, 1974.

Since 1974, the CPD has been tasked in preserving and protecting the natural and cultural properties; and in monitoring the flow of antiquities through-out the country. Its specific mission includes law enforcement; monitoring, documentation and registration of cultural properties; declaration of significant cultural properties; issuance of licenses, certificates and permits; information dissemination; technical assistance; and research. The present organization of the CPD is composed of five sections, namely, Registration, License and Permit, Research and Development, Enforcement / Surveillance, and Administrative Sections

Objectives of the CPD

1. To monitor research activities in the various fields of Arts and Sciences;
2. To facilitate access to museum collections;
3. To provide stringent regulation on movements through registration and census of all cultural properties of the country;

3. To declare significant cultural properties of the country;
4. To provide measures regarding exportation of cultural properties;
5. To monitor sales of cultural properties either locally or abroad;
6. To protect and preserve anthropological areas, historic sites and archaeological sites;
7. To strengthen the implementation of R.A. No. 4846 as amended by P.D. No. 374, R.A. No. 8492, R.A. No. 9105, R.A. 10066 and other laws through information dissemination campaign.

Monitoring of Research Activities in the Philippines

Designation as National Museum Research Associates

Documentation / Registration of Cultural Property

Importance of documentation

1. Captures and preserves an object's history;
2. Provides a record of legal title; legal ownership is easily determined;
3. Means of monitoring the physical condition of the collection;
4. Management is systematic;
5. Access is efficient; and
6. Security of an object is improved.

Declaration of Significant Cultural Properties

1. National Cultural Treasure
2. Important Cultural Property

Issuance of License, Authorization, Certificates and Permits

The CPD issues the following:

1. Dealer's License
2. Export Permit
3. Special Authority to Explore and Excavate
4. Permit to Explore and Excavate
5. Certificate of Non-Coverage
6. Permit to Transport Cultural Property

Surveillance / Technical Assistance

1. Conducts initial verification of reported archaeological site
2. Acts on illicit trafficking of cultural properties
3. Acts on forgery

Site Development of Cultural Sites

Supervises the sustainable development of cultural sites to ensure its preservation and protection for the present and future generations of Filipinos.

Research

Conducts researches on various fields of sciences involving cultural properties.

Information Dissemination Campaign

Organizes lectures, workshops, cultural mapping and training for students, members of the academe, and law enforcers to become aware of the significance of the Philippine heritage and to prevent illicit traffic of cultural property.

Deputization of Cultural Heritage Officer

The NM through its CPD designates the following to ensure the full implementation of the Preservation and Cultural properties Act

1. Cultural Worker in the private sector
2. Local Government Unit officials and employees
3. Members of the academe
4. Barangay captains
5. Local and government officials (DENR, DFA, DF, Bureau of Customs)
6. Law enforcers – NP, AFP, Phil. Coast Guard, NBI etc.

Regulation and Monitoring of Treasure Hunting Activities

1. Regulation of treasure hunting in the Philippines
2. Monitoring of treasure hunting activities

III. CULTURAL PROPERTY

Cultural Property refers to all products of human creativity by which a people and a nation reveal their identity, including such as natural history specimens and sites, with cultural significance, whether public or privately owned, intangible or tangible, movable or immovable.

Intangible cultural property refers to learned processes like dance, religion, song, epic, culinary arts and other practices, while tangible cultural property are touchable cultural property with historical, archival, anthropological, archaeological, artistic and architectural values, such as artifacts, antiques, natural history specimens, type specimens, paintings, ethnographic materials, historical site, archaeological site, anthropological area.

These cultural properties bear witness to the history and identity of the Filipino culture and designated as being important for Archaeology, Prehistory, History, Literature, Arts and Sciences. They are priceless and irreplaceable assets and protected by various cultural agencies.

Article VIII of the R.A. No. 10066 states that the responsibilities of cultural agencies in protecting cultural properties shall be in conformity with their respective charters and mandates. Hence, the NM's areas of responsibility with respect to cultural property are governed by the following definitions.

The **National Museum** is responsible for immovable cultural properties and movable cultural and natural properties pertaining to collections of Fine Arts, Archaeology, Anthropology, Botany, Geology, Zoology and Astronomy

Immovable Cultural Property

1. Anthropological Area or site refers to any place where studies of specific ethno-linguistic groups are undertaken, the properties of which are of value to our cultural heritage.
2. Archaeological Area or site refers to any place, whether above or underground, underwater or at sea level, containing fossils, artifacts, and other cultural, geological, botanical, zoological materials which depict and document culturally relevant paleontological, prehistoric and/or historic events;

3. Built Heritage refers to architectural and engineering structures, such as but not limited to bridges, government buildings, ancestral houses, places of worship, traditional dwellings, military installations, train stations, lighthouses, small ports, city and street scopes, educational technological and industrial complexes and their settings, and landscapes with notable historical and cultural significance.
4. Heritage Zone refers to historical, anthropological, archaeological, artistic geographical areas and settings that are culturally significant to the country.
5. Natural Property of Cultural Significance refers to areas possessing outstanding ecosystem with flora and fauna of national scientific importance under the National Integrated Protected Areas System.



Parish Church of San Pedro and San Pablo, Loboc, Bohol, an immovable cultural property



Alab Petroglyphs, Bontoc, Mountain Province, an immovable cultural property

Movable Cultural Property

1. Fine Arts collection includes elements of built heritage with artistic, aesthetic, architectural, cultural, social and spiritual significance.
2. Works of arts such as paintings, sculptures, carvings, jewelry, music, architecture, sketches, drawings or illustrations in part or in whole; household and agricultural

implements; decorative articles or personal adornment; works of industrial and commercial art such as furniture, pottery, ceramics, wrought iron, gold, bronze, silver, wood or other heraldic items, metals, coins, medals, badges, insignias, coat of arms, crests, flags, arms and armor, vehicles or ships or boats in part or in whole; and other objects classified as antiques.

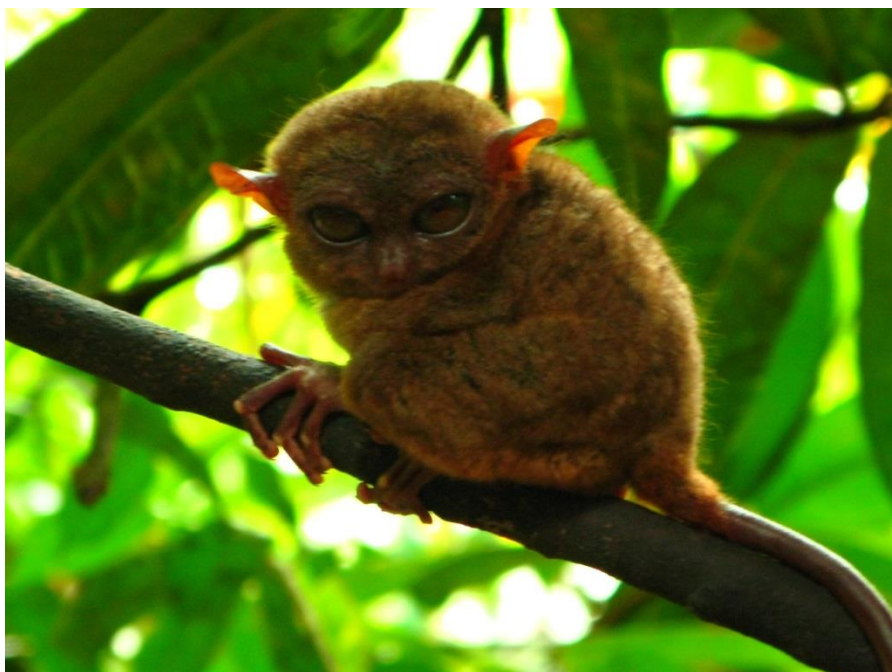
3. Antique refers to a cultural property found locally which is one hundred (100) years in age, more or less, the production of which has ceased.
4. Archaeological collection refers to artifacts and ecofacts;
 - a. Artifacts are articles which are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
 - b. Ecofacts are organic materials, such as plant remains, shells, bones and other animal remains with cultural significance.



Lena Shoal Blue-and-White Dish with Flying Elephant Design, a movable cultural property

5. Anthropological collection refers to ethnographic items that are products of human culture that are presently made and those that ceased to exist.
6. Astronomical collection refers to any extraterrestrial objects, such meteorites and tektites, that may fall in the Philippines.
7. Natural History Specimens are organisms and objects (live or preserved) that are collected or studied in the Philippines; collection, either of whole specimens or derivatives (such as parts, tissue samples, or genetic samples), are collected for the establishment of reference collection and / or taxonomic study.
 - a. Botanical collection refers to plant-like micro-organisms, fungi; and spore bearing and flowering plants(Kingdom Protista, Fungi and Plantae).
 - b. Geological collection refers to rocks, mineral and fossils.
 - c. Zoological collection refers to all organisms belonging to Kingdom Animalia.

Natural History specimens considered cultural properties are holotypes of fossils, plants and animals, specimens that are in danger of extinction; and irreplaceable specimens such as fossils, and specimens that are 100 years old or more.



Philippine Tarsier (*Tarsiussyrichta* or *Carlitosyrichta*), an endangered species from Bohol Province

MONITORING RESEARCH ACTIVITIES

POLICIES / GUIDELINES ON THE ACCESS TO MUSEUM COLLECTIONS

The National Museum (NM) being a trust of the Philippine government and managed by a Board of Trustees under the Office of the President as created under Republic Act 8492 is mandated to collect natural science specimens, such as plants and animals, and rocks, minerals and fossils, archaeological and anthropological materials and works of arts.

The functions of the NM are to conduct basic, systematic and applied scientific research pertaining to these fields; to systematically store, curate and maintain these valuable collections for general reference and scientific study; and to make the collections and data for a long term availability to the present and future generation.

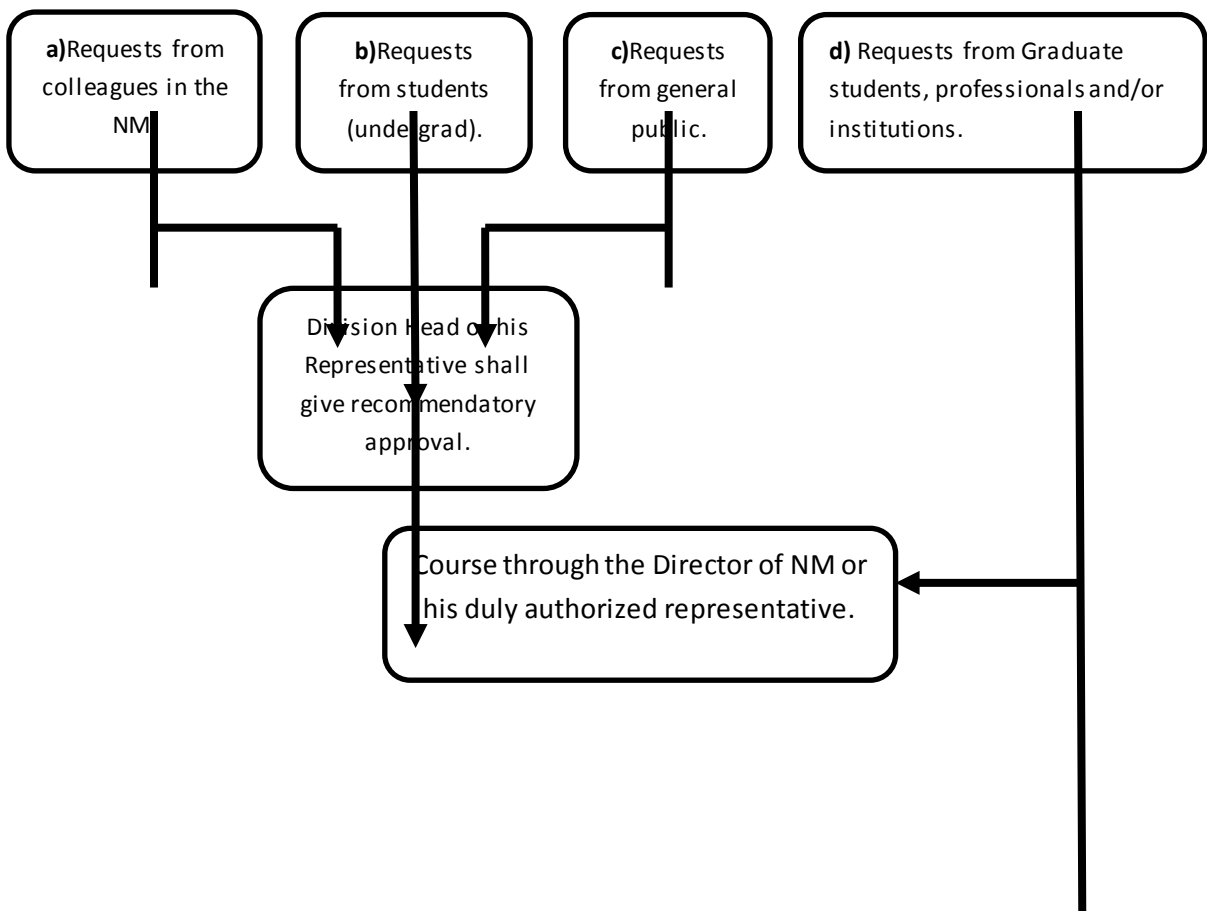
The NM encourages collaboration and joint efforts with institutions and organizations as well as scientists in undertaking research and studies relating to natural history and culture history of mankind.

The NM being the custodian of these important scientific and cultural resources, reserves the right to establish guidelines on the access to the collections and data in the interest of the Filipino.

In consideration of the above, the following are rules, regulations, procedures and protocols on the access to the collections and data of the NM, including collections from regional branches:

1. Access to the collections and data, i.e. for plants, animals, rock, minerals and fossils as well as archaeological- anthropological materials and works of arts can only be made following prescribed procedures as stated below:
 - a. Requests from colleagues in the NM for the purpose of scientific collaboration, study and publication for the furtherance of science may be approved by the division head or his representative;
 - b. Requests from students (undergraduate) solely to accomplish academic requirements shall be approved by the division head or his representative;
 - c. Requests from general public not intended for publication shall be approved by the division head or his representative;
 - d. All requests from Graduate students, professionals and or institutions for access to the data on the collections, including the actual examination of the specimens, must be coursed through the Director of the NM or his duly authorized representative who shall make the necessary actions on the request.

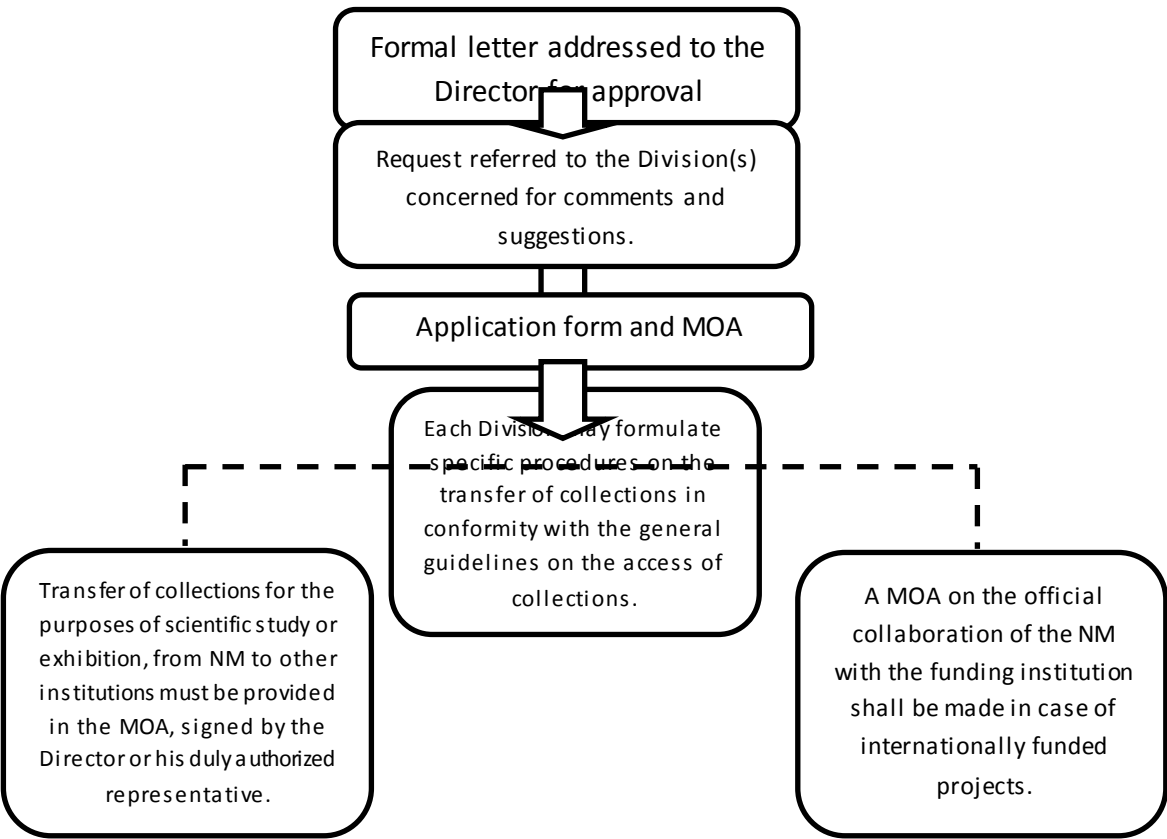
REQUESTS FOR ACCESS TO MUSEUM COLLECTIONS



This shall be subject to the procedures below:

- 1) A formal letter shall be addressed to the Director for approval and the content shall include purpose of the research, list of collections when necessary, kind of information needed;
- 2) The request shall be referred to the Division (s) concerned for comments and suggestions;
- 3) If the request is approved by the Director, the requesting party shall fill-up an application form (available in all technical divisions) and shall enter into agreement with the NM through a Memorandum of Agreement (MOA). Concerned division shall submit a copy of the memorandum to Cultural Properties Division;
- 4) No collections shall be transferred from the NM to other institutions unless provided in the MOA as the case may be, and this be signed by the Director or his duly representative of the NM and the requesting party;
- 5) Each division may formulate specific procedures on the transfer of collections (loan, exchange and donation) provided that they conform with the general guidelines on the access of collections;
- 6) In case of internationally funded projects, a MOA on the official collaboration of the NM with the funding institution shall be made.

PROCEDURE ON THE ACCESS TO MUSEUM COLLECTIONS



2. Access to the data on systematic collections of the NM shall be in accordance with the principle of benefit sharing. Efforts must be made on order that both the users of the data / specimens and the NM shall be mutually benefited. Donations in kinds or monetary considerations can be made, subject to government rules and regulations, and internal policy of the NM.
3. Users of data, information and actual specimens of the NM shall acknowledge the NM, the Director or his duly designated representative, appropriate Division/s and staff who attended to the requests, in all scientific and popular publications and all other media, printed or electronic media (through internet, etc) as well as oral presentations with bearing to these collections. Such acknowledgment shall be observed in any subsequent use of the NM.
4. The NM retains the right to disallow access to specific data on their data bases and information on systematic collections on valid grounds including new, endangered and rare species; valuable minerals and rocks; newly discovered archaeological, anthropological and geological sites; collections and data being studied by NM researchers; unpublished research work; and other confidential data determined by the Director or the researcher concerned.
5. Access to the data and information of the NM collections shall be only be used under the condition and purpose as stated by the applicant and as approved by the Director. In no circumstances will the data be used for other purposes, without the written authorization and approval of the NM.
6. Violation of this conditions shall subject the applicant and the organization/ institution that he represents to penalties in accordance with the provisions of R.A. No. 10066

(National Cultural Heritage Act of 2009), R.A. No. 8492 (National Museum Act of 1998), R.A. No. 4846 as amended by Presidential Decree no. 374 (Cultural Properties Preservation and Protection Act) and other relevant rules and regulations.

**GUIDELINES ON THE DESIGNATION OF NATIONAL MUSEUM RESEARCH ASSOCIATES (NMRA)
(NM Office Order No. 22, series 2004; No. 14, series 2008; No. 67, series 2013)**

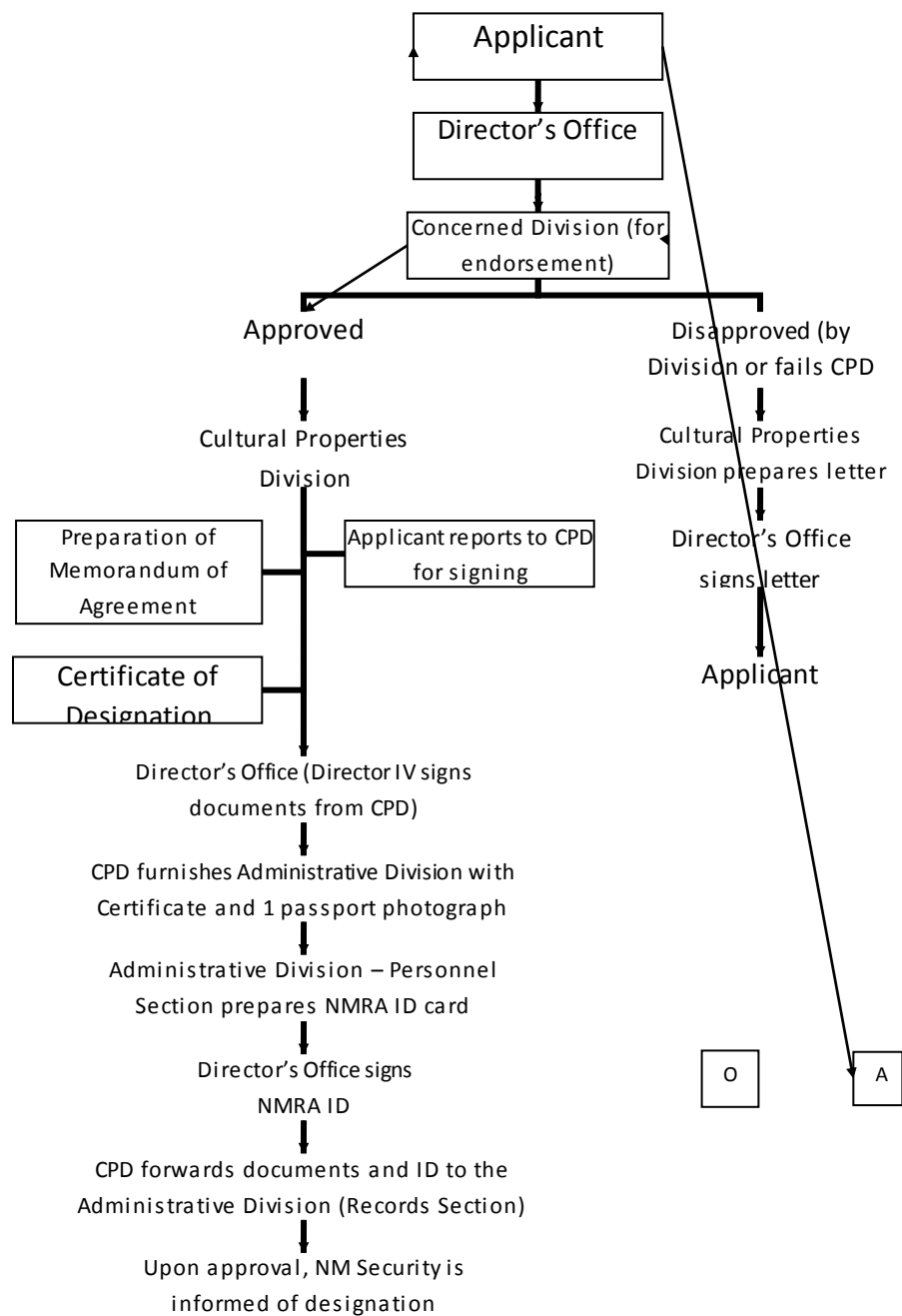
Numerous scientists and researchers – Anthropologists, Archaeologists, Botanists, Chemists, Ethnographers, Social Anthropologists, Geologists, Zoologists, Architects, Chemists, Conservators, Artists, Art Historians, Museologists and Educators – all from different fields of expertise collaborate, or seek the assistance of, or act as resource persons for and / or consultants to the different scientific divisions of the National Museum of the Philippines (NMP) for research activities, and other endeavors.

Hence, there is a need for a more appropriate category for scientists and researchers who are formally affiliated with the NMP scientific and technical divisions and whose research activities may result in the expansion of the NMP's publication base and research effort. In 2004, the NMP issued an Office Order No. 22 series 2004 creating an honorary research position known as the National Museum Research Associate (NMRA).

In view of the above, and for the exigencies of the service, the guidelines to be followed in the selection of qualified scientists / researchers for the NMRA are presented hereunder.

1. The candidates for the designation as NMRA must have the following qualifications:
 - a. A holder of Doctorate Degree in Philosophy or Science;
 - b. Involved in research for at least five years;
 - c. Published articles in scientific journals; and
 - d. With good moral character.
2. Using the official form for the NMRA application, the applicant shall submit this document with two passport photographs to the Director's Office (DO), list of publications, project proposal and a letter of recommendation from the head of host institution or from a respected scientist or researcher in the same field of expertise;
3. The DO shall turn-over the application to the concerned division of the NMP for endorsement;
4. If the concerned division endorses the application, the said division shall forward the application to the Cultural Properties Division (CPD) for appropriate action, such as, the preparation of the Memorandum of Agreement (MOA) and Certificate of Designation; Further, the CPD shall inform the applicant on the results of the evaluation and shall be asked to report to the CPD to sign the MOA;
5. The CPD shall submit the aforementioned documents to the DO for the signature of the Director IV;
6. After signing, the documents shall be returned to the CPD for control numbering and filing purposes;
7. The CPD shall provide the Personnel Section of the Administrative Division a copy of the Certificate of Designation and one passport photograph of the NMRA for the issuance of the Identification Card;
8. To differentiate the NMRA ID card from the NM personnel ID card, the color shall be green;

9. The Cultural Properties Division shall prepare the NMRA ID card, submit it to the DO for the signature of the Director IV;
10. After signing, the DO shall turn-over the signed ID card to the CPD;
11. The CPD shall forward the said documents and the ID card at the Records Section of the Administrative Division;
12. The NM Security Committee shall be informed of the designation, upon approval;
13. If the concerned division shall not endorse the application or if the CPD's evaluation, in case of renewal, does not favor its approval, the CPD shall prepare a letter informing the results of the evaluation to be signed by the Director IV;
14. The appointment is good for three years; such appointment, however, can be revoked at any time by the Director IV if there are violations or non-compliance with the stipulations mentioned in the MOA;
15. NMRA shall submit an accomplishment report or a scientific paper every year;
16. Upon the completion of the project, the NMRAs shall deposit with the NMP a catalogue or an inventory of all materials collected and the terminal report to the concerned division and the CPD;
17. The appointment can be renewed after the evaluation and assessment of his / her past records by the CPD;
18. NMRAs shall not receive a salary from the NMP nor do they receive permanent office space;
19. NMRAs are expected to use their official title when publishing or lecturing on work associated with the NMP;
20. NMRAs may upon request, in writing to the Director of the NMP and might be eligible for logistic support from the NMP, when available, which include:
 - a. Use of a Visiting Scientist Space;
 - b. Limited access to the Scientific Division's libraries;
 - c. Limited access to the Collections Holdings of his fields of interest;Subject to the discretion of the Division Chief or Curator II
21. NMRAs shall follow the guidelines on the access to the systematic collection and data of the NMP;
22. NMRAs are encouraged to lend or donate equipment, supplies and other materials that are lacking or needed by the NMP;
23. NMRAs are encouraged to seek outside funding for research activities to be undertaken with Scientists and / or researchers of the NMP;
24. NMRAs are expected to uphold the high moral standards expected of a NMP employee.



REPUBLIC OF THE PHILIPPINES

OFFICE OF THE PRESIDENT
National Museum
Cultural Properties Division

Requirements for NM Research Associate

- { } Letter of Application (addressed to the Director)
- { } Duly Filled-up Application Form
- { } 2 pcs passport photograph - recent

{ } Updated Curriculum Vitae

{ } Latest Publications

{ } Letter of Recommendation

- a. Host Institution
- b. NM respective Division

{ } Project Proposal

- a. Technical Proposal
- b. Financial Proposal

COMMENT/S:

ANGEL P. BAUTISTA
Museum Curator II, CPD

RESEARCH ASSOCIATE
APPLICATION FORM

NAME: _____

POSITION: _____

Office and _____

Address:

Telephone:

Fax No.

E-Mail:

Educational Attainment:

University:

Degree:

Year Graduated:

Field of Research:

NOTE: Please attach Curriculum Vitae

Recommending Approval:

APPROVED:

JEREMY BARNS
Director IV



Republic of the Philippines
Office of the President
NATIONAL MUSEUM

**RESEARCH
ASSOCIATE**

CPD-RA-2010-11

VALID UNTIL JANUARY 22, 2013

LEONOR P. TUAZON
Museologist

IMPORTANT

1. This card must be worn at all times while inside the Museum premises.
2. If lost, report immediately to the Office of the Director.
3. Surrender ID upon termination of appointment.

JEREMY BARNS
Director IV



NATIONAL MUSEUM
P. Burgos Street,
Manila
Tel. No. 527-12-15

GUIDELINES ON LOAN AGREEMENTS

(NM Office Order No. 87, series 2010, July 2, 2010)

In view of the need to standardize policies on the access to museum collections and data, specifically on loan agreements, the following are the rules and regulations that should be followed:

1. Loans can be made only by institutions, and not individuals. If any loan is desired, any head of institution should communicate directly with the Director IV of the National Museum of the Philippines who shall refer the request to the concerned Curator II for appropriate action.
2. Loans shall only involve exhibition and scientific study of NMP objects.
3. The institution that requested the loan must prepare a list of NMP objects, a written account of the method of packing and the amount of insurance. Packing and transport costs shall be undertaken by the loaning institution.
4. The concerned division shall fill up the standard Memorandum of Understanding (MOU) (Annex A) stating all provisions to ensure that the NMP objects are protected from deterioration during transport, exhibition and or scientific scrutiny.
5. The duration of the loan should not exceed one year. However, extension can be made upon written request.
6. Loan Agreement Form (Annex B) shall be an integral part of the MOU.
7. The concerned division shall provide the official object list with detailed information of the selected objects with valuation for insurance purpose only. (Annex C).

- 8. Status report on the present condition of the object(s) shall be prepared by the Chemistry and Conservation Laboratory Division of the NMP.
- 9. The Cultural Properties Division shall prepare all documents pertinent to export of cultural properties as provided by law. The signed MOU shall be submitted to the CPD as one of the requirements for the issuance of Permit to Export.
- 10. Any change(s) or amendment(s) on the signed MOU shall require at least one month before the date on which the change is to occur, and must be in writing.
- 11. The concerned Curator II and Chief Conservator or any official of the NMP authorized by Director IV shall serve as courier of the NMP objects, local or abroad.
- 12. The institution that requested the loan shall inform the Director IV of the NMP as soon as possible upon receipt of loaned NMP objects.
- 13. The Head of the borrowing institution shall be the accountable for the safety of museum objects pursuant to the MOU.
- 14. After the exhibition or scientific scrutiny, the concerned Curator II and Chief Conservator or the authorized official shall prepare a report to be submitted to the Director IV.
- 15. All documents pertinent to loan agreement shall be submitted to the Legal Section, Director’s Office and to the Records Section of the Administrative Division of the NMP.
- 16. Divisions of the NMP with collections may establish their own specific guidelines but in conformity with the general guidelines on loan agreements.

LOAN AGREEMENT

This Agreement is entered into by and between:

The **NATIONAL MUSEUM OF THE PHILIPPINES**, with address at the National Art Gallery Building, P. Burgos Street, Manila, Philippines, represented by its Director IV, Mr. Jeremy Barns, hereinafter referred to as the **FIRST PARTY**; and

The _____ and having office address at _____ represented herein by _____ and _____ having an office at _____, who is duly authorized for the purpose, herein referred to as the **SECOND PARTY**;

WITNESSETH: THAT

WHEREAS, the FIRST PARTY is the owner of the following described Museum Objects;

Qty.	Description	Prop. No.	Valuation
_____	_____	_____	_____
_____	_____	_____	_____

hereinafter collectively referred to as Museum Objects;

WHEREAS, the SECOND PARTY is holding an exhibit/show _____ from _____ to _____;

WHEREAS, in connection with the aforesaid exhibit/show, the SECOND PARTY has requested the FIRST PARTY to loan to the museum objects stated above, and the FIRST PARTY has agreed thereto, subject to the terms and conditions hereunder;

NOW, THEREFORE, in consideration of the foregoing premises and mutual covenants, the parties hereby agree as follows:

1. OBJECT. The object of this Agreement is the gratuitous loan of the Museum Object(s) by the _____ and in favor of the SECOND PARTY for public exhibition and display in _____.

2. PERIOD. This loan shall commence on _____ and shall expire on _____.

3. REMOVAL OF THE MUSEUM OBJECT(S) NUMBER. In no event and under no circumstances shall the museum objects be removed from the aforesaid exhibit premises unless with prior written consent of the FIRST PARTY, and/or for the purpose of returning the Museum objects to the FIRST PARTY and neither shall its property number or identification marks be removed.

4. OBLIGATIONS OF THE SECOND PARTY. The SECOND PARTY, in addition to and except as may be provided in the stipulations herein, shall have the obligations of the Bailee under Section 2, Chapter I, Title XI, Book IV of the Civil Code of the Philippines.

5. EXPENSES. The SECOND PARTY shall be liable for the following expenses in addition to those already provided for herein:

5.1 Transportation/hauling expenses to be incurred for the delivery of the Museum object(s) to its premises up to its return to the premises of the FIRST PARTY.

5.2 All expenses for the protection and preservation of the Museum Object(s) while in its possession.

6. INSURANCE. The SECOND PARTY shall insure, at its own expense, the full market value of the Museum object(s) with a reputable insurance company acceptable to the FIRST PARTY for the duration of this AGREEMENT against loss, damage or destruction by fire, burglary and similar or other hazard for the benefit of the FIRST PARTY, who shall be designated as the beneficiary of the insurance contract and proceeds hereof.

7. TAXES AND FEES. All taxes, fees, charges, imposts and similar impositions, if any, made by competent government authorities over the Museum Object(s) as a consequence of

its exhibition/public showing shall be borne by the SECOND PARTY.

8. LIABILITY OF THE SECOND PARTY:

- 8.1 The SECOND PARTY shall be liable for the loss, damage or injury to the Museum Object(s) so long as the same are in its possession. For this purpose, the SECOND PARTY shall be considered as in possession from the moment that the same is duly received or taken by its duly authorized agents or employees up to the time that the same is received and duly accepted by the FIRST PARTY.
- 8.2 The SECOND PARTY's liability under this section shall exist even in the absence of fault or negligence on the part of its agents and employees or the cause of the loss or damage be due to a fortuitous event. For this purpose, the SECOND PARTY waives any right or benefit that it may have under Article 1942 and 1943 of the Civil Code of the Philippines.
- 8.3 In case of loss or total destruction of any or all of the Museum Object(s), the SECOND PARTY shall promptly pay for its current appraised value or, should it still be possible to restore/repair the same in the original state, the full cost of the repair and restoration.

9. RIGHT OF EXAMINATION. The duly authorized agent/officer/employee of the FIRST PARTY shall have access to _____ at any reasonable hour for the purpose of conducting an inspection of the Museum object(s).

10. RETURN OF THE MUSEUM OBJECT(S). The SECOND PARTY agrees to return the Museum Object(s) to the FIRST PARTY in as good condition as it was received upon expiration of the period under Section 2 hereof, or if the same is extended in writing, then upon the expiration of the extended period.

11. ENTRY BY FIRST PARTY TO TAKE POSSESSION. In the event the SECOND PARTY fails to return the Museum Object(s) in accordance with the preceding section and after the lapse of twenty one (21) days from receipt of a written demand to return the Museum Object(s) to the FIRST PARTY, the SECOND PARTY hereby consents to the peaceable entry of duly authorized agent/officer/employee _____ of the FIRST PARTY to _____ premises, with or without any legal processes, court-issued writs, warrants/for orders, and take possession of and remove the Museum Object(s) For this purpose, the SECOND PARTY waives whatever right for an action for trespass, damages or injury caused that it may have against the FIRST PARTY by reason of the exercise of the latter of its rights under this section.

12. NON-WAIVER OF RIGHTS. Failure of the FIRST PARTY to insist, in one or several instances, on strict performance of any of the terms and conditions of this AGREEMENT or to exercise any option herein contained, shall not be considered an abandonment or waiver of such term(s) and condition(s), and the same shall continue to be in full force and effect. Receipt or acceptance by the FIRST PARTY of the Museum Object(s) shall not be construed as abandonment of its right to claim for damages for whatever loss, injury or damage, patent or hidden, that the ARTWORK may have sustained while in the possession of the SECOND PARTY. No waiver by the FIRST PARTY shall be valid unless in writing.

13. VENUE OF LEGAL ACTION. The parties agree that any claim or dispute cognizable by the courts shall be instituted exclusively in the proper court of Manila, Philippines where the FIRST PARTY'S main office is located.

14. COPYRIGHT. All copyright and other intellectual property rights of the Museum Object(s) remain with the FIRST PARTY. For the purpose of the exhibit, the FIRST PARTY grants the SECOND PARTY permission to reproduce the Museum Object(s) in any form or medium for publicity, catalogues, and educational purposes including interactive media and guidebooks.

IN WITNESS WHEREOF, the parties have hereunto set their hands on this _____day of _____ in the City of Manila, Philippines

NATIONAL MUSEUM OF THE _____
PHILIPPINES _____

BY: BY:

JEREMY BARNS _____
Director IV Director

Signed in the Presence of:

Curator II, Concerned Division

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this _____ day of _____ personally appeared the following:

MR. JEREMY BARNS, with Community Tax Certificate No. _____
issued at _____ on _____2010, known to me and to me known to be the same person who acknowledged to me that the same is her own free and voluntary act and deed and that of the institution she represent.

This contract consists of eight (8) pages, including this page wherein the acknowledgement is written, signed in each and every page by the parties thereof and their instrumental witnesses.

WITNESS MY HAND AND NOTARIAL SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2010.

ACKNOWLEDGEMENT

_____)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, this _____ day of _____ personally appeared:

_____, with Passport No. _____ issued at _____ on _____ both known to me and to me known to be the same person who acknowledged to me that the same is his own free and voluntary act and deed and that of the institution he represent.

This contract consists of eight (8) pages, including this page wherein the acknowledgement is written, signed in each and every page by the parties thereof and their instrumental witnesses.

WITNESS MY HAND AND NOTARIAL SEAL on the date and place first above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2010.

LOAN AGREEMENT INFORMATION FORM


1. Name of Borrower Institution	
---------------------------------	--

Persons responsible	
2. Address	
3. Commencement Date for Loan	
4. End Date of Loan	
5. Delivery Date	
6. Delivery Location	
7. Location for Return	
8. Photographs a. Permit to use existing photographs b. Permit to take new photographs	

OBJECT LIST

A PASSAGE TO ASIA

(NATIONAL MUSEUM OF THE PHILIPPINES)

<p>Manunggul Jar</p> <p>Burial Jar</p> <p>64-M-74</p> <p>Earthenware</p> <p>Clay; height – 66.5 cm; max. width – 51.5 cm</p> <p>Secondary burial jar</p> <p>Manunggul Cave, Tabon Cave Complex, Quezon, Palawan</p> <p>Stand dimension: height – 13.5 cm</p> <p>Diameter – 30 cm</p>	
--	--

SAMPLE ONLY

DOCUMENTATION OF CULTURAL PROPERTIES

IMMOVABLE AND MOVABLE CULTURAL PROPERTIES

GUIDELINES GOVERNING THE DECLARATION AND DELISTING OF CULTURAL PROPERTIES AS NATIONAL CULTURAL TREASURES AND IMPORTANT CULTURAL PROPERTIES; AND ITS

DEALINGS AND CONSERVATION ASPECTS

(NM Office Order No. 110, series 2011, May 12, 2011; No. 35, series 2012, January 30, 2012;
Pursuant to Section 6 of the “**Cultural Properties Preservation and Protection Act**” (R. A. No. 4846 as amended by P.D. No. 374), Presidential Decree 260; the “**National Museum Act of 1998**” (R.A. No. 8492) and Sections 4,7, and 8 of Article III and Section 23 of Article VI of the Republic Act No. 10066, otherwise known as “**The National Cultural Heritage Act of 2009**”, the following guidelines governing the ***Declaration or Delisting of Cultural Properties as National Cultural Treasures (NCTs) and Important Cultural Properties (ICPs)***; and its dealings and conservation aspects are hereby promulgated for the guidance of all concerned:

Section 1. Declaration of Policy

The Constitution of the Philippines provides that the “State shall promote and popularize the nation’s historical and cultural heritage resources”. It is also the policy of the state to preserve and protect National Cultural Treasures and Important Cultural Properties of the nation and to safeguard their intrinsic value.

These cultural properties of the nation are necessary and indispensable in the understanding of its history and culture

Section 2. Scope and Coverage

These guidelines shall govern the declaration of intangible and tangible cultural properties that will include both movable and immovable cultural properties.

The responsibility of the National Museum shall be guided by the following:

1. Fine Arts collection includes built heritage with artistic, aesthetic, architectural, technological, cultural, social and spiritual or religious significance; paintings, sculptures, works of arts and other objects classified as antiques;
2. Archaeological collection refers to artifacts, ecofacts and features;
3. Anthropological collection refers to ethnographic items that are product of human culture that are presently made and those that ceased to exist;
4. Botanical collection refers to spore bearing and flowering plants (Kingdom Plantae) and plant-like organisms (Kingdom Protista and Fungi);
5. Geological collection refers to rocks, mineral and fossils;
6. Zoological collection refers to all organisms belonging to Kingdom Animalia; and
7. Astronomical collection refers to any extraterrestrial objects that may fall in the Philippines.

Section 3. Objectives

The objectives of these Guidelines are:

- 3.1 To establish policies and procedures on the declaration and delisting of significant cultural properties as NCTs and ICPs; and
- 3.2 To provide appropriate guidelines for dealings and conservation of NCTs and ICPs and disposition thereof, to protect the interest of the Government and to preserve the cultural heritage of the Filipino people.

Section 4. Definition of Terms

As used in and for purposes of these guidelines, the following terms shall mean:

- 4.1. **Archaeological materials** are fossils, artifacts, relics, antiques, and other cultural, geological, botanical, zoological materials collected from any place, whether above or underground, underwater or at sea level, which depict and document culturally relevant paleontological, prehistoric and/or historic events.
- 4.2. **Antique** refers to a cultural property found locally which is one hundred (100) years in age, more or less, the production of which has ceased.
- 4.3. **Artifacts** refers to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
- 4.4. **Cultural Property** refers to all products of human creativity by which a people and a nation reveal their identity, including churches, mosques and other places of religious worship, schools and natural history specimens and sites, whether public or privately-owned, movable or immovable, and tangible or intangible.
- 4.5. **Ecofacts** are organic materials from archaeological sites, such as bones, shells and plant remains with cultural significance but not modified by man.
- 4.6. **Grades of Cultural Property** refers to the different ranks of cultural properties (Grade I, Grade II and Grade III) classified according to its level of significance.
- 4.7. **Important Cultural Property (ICP)** refers to a cultural property having exceptional cultural, artistic, historical and / or scientific significance to the Philippines, as shall be determined by the National Museum.
- 4.8. **Intangible Cultural Property** refers to the peoples' learned processes along with the knowledge, skills and creativity that inform and are developed by them, the products and other manifestations they create and the resources, spaces and other aspects of social and natural context necessary for their sustainability.
- 4.9. **National Cultural Treasure** refers to a unique cultural property found locally, possessing outstanding historical, cultural, artistic and/or scientific value which is highly significant and important to the country and nation, and officially declared as such by the National Museum.
- 4.10. **Nationally significant** refers to historical, aesthetic, scientific, technical, social and/or spiritual values that unify the nation by a deep sense of pride in their various yet common identities, cultural heritage and national patrimony.
- 4.11. **Natural History Specimens** classified as cultural property shall include type (Holotype) specimens, endangered and irreplaceable (fossils, plants and animals).
- 4.12. **Relics** refer to objects possessing cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest or parts, and which are intimately associated with important beliefs, practices, customs and traditions, persons and personages.

- 4.13. Tangible Cultural Property** refers to a cultural property with historical, archival, anthropological, archaeological, artistic and architectural value, and with exceptional or traditional production, whether of Philippine origin or not, including antiques and natural history specimens with significant value.
- 4.14. Traditional Ethnographic Materials** are tangible cultural materials made and used by ethno-linguistic groups of the Philippines; Replicas of ethnographic materials for commercial purposes are not classified as cultural property.

Section 5. Grades of Cultural Property

The following are **Grades of Cultural Property** classified according to its level of significance:

- 5.1. National Cultural Treasure (Grade I)** is a cultural property with highest significance, having criteria previously defined by the National Museum;
- 5.2. Important Cultural Property (Grade II)** is cultural property of high significance, again, having criteria previously defined by National Museum; and
- 5.3. Cultural Property (Grade III)** refers to all the other cultural properties outside Grades I and II that have been listed in the National Museum Registry of Cultural Property.

Section 6. Procedures for Declaration, or Delisting of National Cultural Treasures and Important Cultural Properties

6.1. The National Museum (NM) through its Cultural Properties Division (CPD) in coordination with concerned division shall identify cultural property that are potential National Cultural treasure (NCT) and Important Cultural Property (ICP);

6.2. Owners of cultural property and other individuals, organizations and institutions may request the NM to declare cultural property as NCT or ICP;

6.3. In case of a local government unit, a ***Sanguniang Bayan*** Resolution requesting the NM to declare a significant cultural property as NCT and/ or ICP is a requirement;

6.4. The petitioners shall submit a written commitment to a shared responsibility in the maintenance, preservation and protection of the significant cultural property;

6.5. The CPD and a representative from the concerned division shall conduct an initial and / or ocular assessment and evaluation of cultural property using the following criteria:

6.5.1. Represents a masterpiece of Filipino creativity;

8.

6.5.2. Bears a unique or at least exceptional testimony to Philippine cultural tradition (extinct or extant);

- 6.5.3. An outstanding or highly exceptional example of type of building, architectural or technological ensemble or landscape which illustrates significant stages in Philippine History;
- 6.5.4. An outstanding or highly exceptional example of traditional human settlement which is representative of a culture or human interaction with the environment;
- 6.5.5. Associated with events or living traditions with ideas, or with beliefs, with artistic and literary works of outstanding or highly exceptional significance;
- 6.5.6. Buildings and structures at least 50 years old; must reasonably intact – 70% authentic; interiors must have been preserved most of its original furnishings; and architecture must be an excellent representation of artistic style or technique;
- 6.5.7. Contains superlative natural phenomenon or areas of exceptional natural beauty and aesthetic importance;
- 6.5.8. An outstanding or highly exceptional example representing major stages of Philippine geological history or events;
- 6.5.9. An outstanding or highly exceptional example representing significant ecological and biological processes;
- 6.5.10. Contains the most important and significant natural habitat for *in-situ* conservation of biological diversity; and
- 6.5.11. Plants and animals that are classified as holotype specimens.
- 6.6. The CPD personnel and the representative from the concerned division of the NM shall fill up the official forms for intangible and tangible cultural properties – movable and immovable (Annexes A, B, C);
- 6.7. If the cultural property meets one or more of the criteria mentioned above, the owner(s) or administrators thereof shall be required to provide the NM with pertinent data as to their source, date of acquisition and other matters relative thereto;
- 9.
- 6.8. Upon verification of the suitability of the property as a NCT or an ICP, the NM shall send the dossiers of identified cultural properties compiled by the CPD, to the National Commission for Culture and the Arts (NCCA) through its appropriate office;
- 6.9. The NCCA shall send notices of hearing to the owner and stakeholders. Stakeholders, including but not limited to local government units, local culture and arts council, local tourism councils, non-government conservation organizations, and schools, may be allowed to file their support or opposition to the petition; the representatives from the CPD and the concerned division shall participate actively in the hearings;
- 6.10. The results of the hearings shall be forwarded to the NM by the NCCA for appropriate action;
- 10.
- 6.11. The NM Director, after having a compilation of potential NCTs and ICPs, shall create and convene, as often as the need arises, a panel of experts to evaluate and designate the proper classification of those cultural properties;

- 6.12. The Panel of Experts is a body composed of at least three competent men or women in the specialized fields of anthropology, natural sciences, history and archives, fine arts, philately and numismatics, or shrines and monuments, duly designated by the Director IV to evaluate and designate NCTs and ICPs or to declassify the same as need arises;
- 6.13. If the cultural property has also an outstanding historical value, the NM shall coordinate with the National Historical Commission of the Philippines. Such coordination may take the form of joint declarations;
- 6.14. The panel shall issue a resolution regarding the declaration; the Director IV affirms or negates the resolution; this may be done through a referendum;
- 6.15. Fifteen (15) days prior to the meeting of the panel of experts, an invitation shall be sent to the owner to attend in the deliberation and to be given a chance to be heard; failure on the part of the owner to attend the deliberation shall not bar the panel from renderings its decision;
- 6.16. The declaration which shall be given by the panel duly affirmed by the Director IV within a week after its deliberation shall become final and binding thirty (30) days from the date of the declaration. Within thirty (30) days from the date of declaration, a written motion for reconsideration may be filed by the owner thereof and if the same is denied by the panel, it may be further appealed to the Chairman of the NM Board of Trustees with two experts as members or the Chairman of the National Commission for Culture and the Arts. Their decision shall be final and binding;
- 6.17. The time during which motion for reconsideration or appeal has been pending shall stay the period of the finality of the judgment;
- 6.18. Procedure for declassification or delisting of NCTs and ICPs shall be made in accordance with the preceding provisions; the grounds for delisting shall be the following:
 - 6.18.1. New evidence and substantial proof that the NCT and / or ICP does not merit the outstanding significance and recognition given to it;
11.
 - 6.18.2. Misrepresentation by the owner, administrator or custodian of the NCT and or ICP;
 - 6.18.3. Reconstruction and restoration works undertaken without the approval of the NM;
 - 6.18.4. Unwarranted intervention, damage and degradation so severe as to diminish or destroy its authenticity or integrity; and restoration introduced is found to be untenable; and
 - 6.18.5. NCTs declared by law (Presidential Decrees and Presidential Proclamations) may be delisted unless by a specific act from the Office of the President or legislature revoking or amending the declaration.
- 6.19. All NCTs and ICPs shall be included in the Philippine Registry of Cultural Property;
- 6.20. All declarations shall be covered with a Memorandum of Agreement between the NM and the administrator of the NCT and / or ICP; the agreement shall

detail the powers, obligations and limitations agreed upon regarding the maintenance and use of the of the concerned cultural property; and

- 6.21. A public declaration shall be conducted prior to the unveiling of the NCT and or ICP marker; during public declaration, the NM shall provide the owner, administrator or the custodian an original copy of the resolution and declaration fastened in an official certificate folder of the NM with its logo on the cover; the color of the folder is maroon and the logo is gold (Appendices D, E and F).

Section 7. Dealings of National Cultural Treasures and Important Cultural Properties

7.1. The National Museum shall be given the right of first refusal in the purchase of cultural properties declared as National Cultural Treasures. The National Museum shall appropriate funds annually or use its donated funds for such purpose;

7.2. No Cultural Properties under Grades I and II shall be sold, resold, or taken out of the country without first securing a clearance from the National Museum;

7.3 . Cultural Properties under the category Grades I and II shall not change ownership, except by inheritance or by sale duly approved by the National Museum; provided, however, that it may not be taken out of the country for reasons of inheritance or sale;

7.4 . Cultural Properties under the category Grades I and II may be taken out of the country only with the Permit To Export from the National Museum and only for purposes of exhibition or for scientific scrutiny but shall be returned immediately after such exhibition or study; provided, however, that necessary safeguards have been duly complied with, as required by the concerned cultural agency; and

7.5 Cultural Properties under the category Grade III may be taken out of the country only with the Permit to Export from the National Museum.

Section 8.Privileges of NCTs and ICPs

All cultural properties declared as NCTs shall be entitled to the following privileges:

8.1 . Priority government funding for protection, conservation and restoration;

8.2 . Incentive for private support of conservation and restoration through the Commission's Conservation Incentive Program for National Cultural treasures;

8.3 . In times of armed conflict, natural disasters, and other exceptional events that endanger the cultural heritage of the country, all NCTs shall be given utmost priority protection by the Government; and

8.4 . All cultural property declared as ICPs may also receive government funding for its protection, conservation, and restoration.

Section 9.Issuance of Certificate and Installation of NCT and ICP Marker

9.1. For all cultural properties, movable and immovable, declared as NCTs and ICPs, a certificate of declaration shall be issued as a documentary evidence of its significance;

9.2. A Heritage Marker indicating that the immovable cultural property has been identified as NCTs and or ICPs shall be placed on an immovable cultural property;

9.3.The official certificate (legal size) shall be written in English while the NCT and ICP markers shall be written in Filipino, the national language;

- 9.4. The NM shall bear the cost of marker fabrication;
- 9.5. Upon request, the marker may be written in local language or dialect but the cost of fabrication shall be borne by the requesting party;
- 9.6. The NM shall coordinate with the ***Komisyon ng WikangPambansa*** in the translation of the text of the marker to Filipino and local languages / dialects;
- 9.7. The NCT / ICP marker shall be made of cast iron material, having a molded text plate / panel on which the declaration is embossed; the dimension of the marker is height: 24 inches; width:18 inches;
- 9.8. The official seal of the Republic of the Philippines and the year of the marker shall be placed at the top of the marker;
- 9.9. The marker shall be attached to the wall at eye level in the interior of the declared building where it can be best viewed by the public, or installed on a separate pedestal at appropriate location;
- 9.10. The unveiling of the marker shall be held in conjunction with the significant event or upon request of the administrator / owner of the NCT and/ or ICP; in coordination with the NM, the administrator or owner of the NCT and / or ICP shall prepare a program to commemorate the unveiling of the marker;
- 9.10. The official certificate and NCT / ICP markers appear in Appendices G and H;
- 9.11. For joint declaration, the NHCP Heritage marker may include in the text the designation of the cultural property as a National Cultural Treasure;
- 9.12. The marker is government property and as such may not be removed, altered or destroyed without the written authority from the Director of the NM. Anyone who vandalizes the marker or violates this provision shall be charged criminally in keeping with the law;
- 9.13. The marker shall not be removed from the original site or structure, neither shall it be transferred to another site or location without the prior written permission from the NM Director; and
- 9.14. In case of a lost marker, a replacement shall be fabricated that retains the seal of the Republic, year of original installation, and the original agency which installed the marker.

Section 10. Conservation of NCTs and ICPs

- 10.1. The NM shall prioritize technical assistance projects in the urgency of the need for conservation or restoration;
- 10.2. Technical assistance to be provided by the Restoration and Engineering Division and / or Chemistry and Conservation Laboratory Division, shall consist of feasibility studies, architectural, structural and other technical plans and drawings;
- 10.3. All intervention works and measures on conservation of NCTs and ICPs

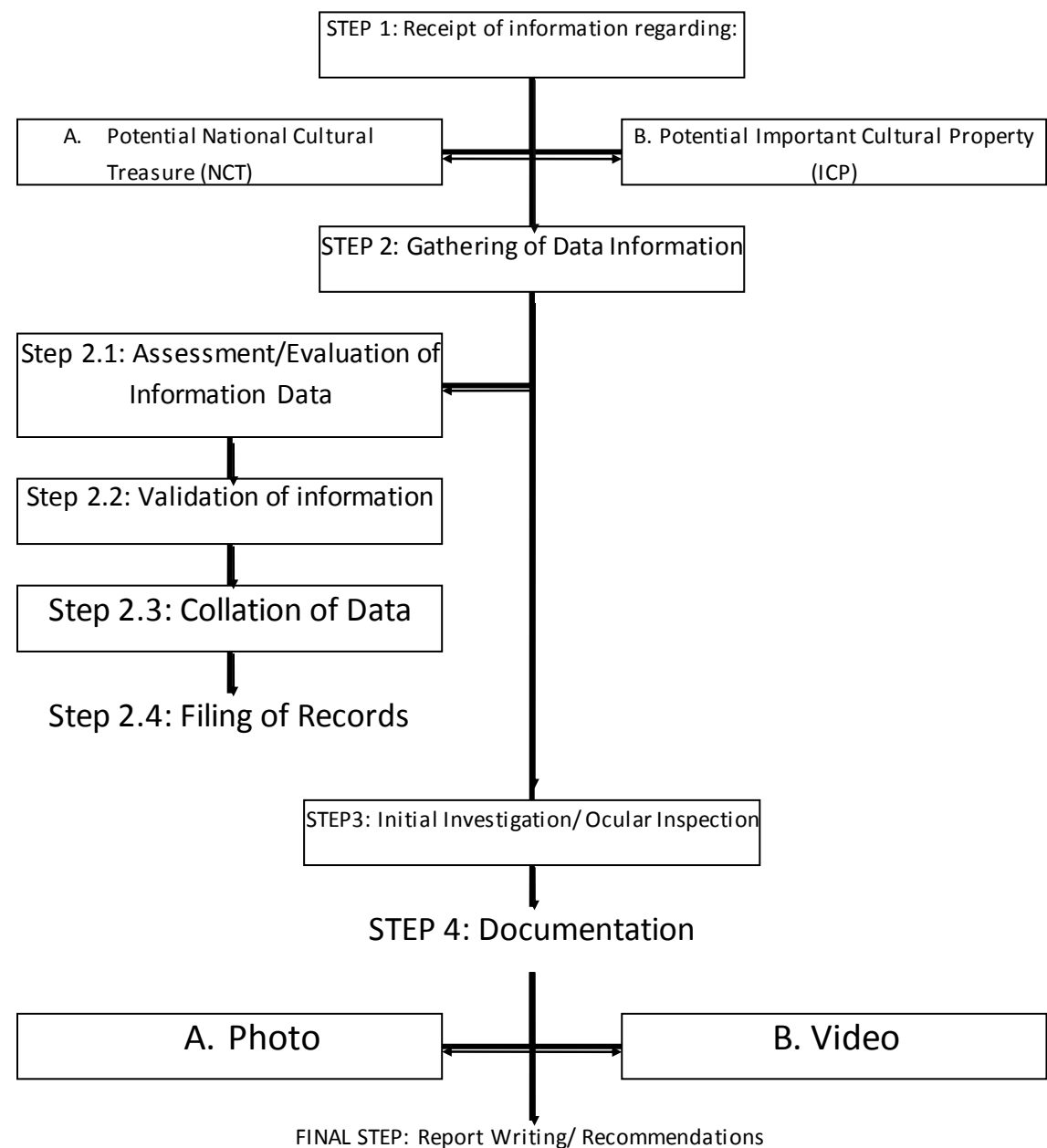
shall be undertaken only upon prior approval of the NM which shall supervise the same;

- 10.4. The NM through its Restoration and Engineering Division and / or Chemistry and Conservation Laboratory Division shall approve only those methods and materials that strictly adhere to the accepted international standards of conservation;

The NM shall comply with international principles of conservation as set forth in the following:

- 10.4.1. International Charter for Conservation and Restoration of Monuments and Sites, 1946 / 1981 (Venice Charter);
 - 10.4.2. Charter on the Conservation of Historic Towns and Urban Areas, 1987 (Washington Charter);
 - 10.4.3. Nara Document on Authenticity;
 - 10.4.4. Code of Ethics of the American Institute for Conservation of Historic and Artistic Works; and
 - 10.4.5. Other universally accepted standards of conservation.
- 10.5. Given the potentially large number of NCTs and ICPs, the cost of the maintenance, conservation and restoration, the extent of need and budgetary constraints, the principle of shared responsibility between the NM and concerned government units or private parties shall be vigorously encouraged; this responsibility shall also include raising public awareness of the NCT or ICP; and
 - 10.6. Immovable NCTs and ICPs shall not be relocated, rebuilt, defaced or otherwise changed in a manner, which would destroy the property's dignity and authenticity, except to save such property from destruction due to natural causes.

FLOWCHART FOR THE DECLARATION OF CULTURAL PROPERTYAS NATIONAL
CULTURAL TREASUREAND IMPORTANT CULTURAL PROPERTY



CPD – NCT/ICP – Form A



Republic of the Philippines
NATIONAL MUSEUM
CULTURAL PROPERTIES DIVISION
INTANGIBLE CULTURAL PROPERTY



ENTRY NUMBER

REGIONPROVINCEYEARNUMBER

DATE

NAME OF CULTURAL PROPERTY

Common:

Local Name:

LOCATION

Number and Street

Barangay/Barrio:		
City/Municipality:	Province:	Region:

CLASSIFICATION				
ORAL TRADITIONS	PERFORMING ARTS	SOCIAL PRACTICES	KNOWLEDGE	TRADITIONAL CRAFTSMANSHIP
Customs <input type="radio"/>	Songs <input type="radio"/>	Religious rites <input type="radio"/>	Practices on nature <input type="radio"/>	Weaving <input type="radio"/>
Language <input type="radio"/>	Dance <input type="radio"/>	Rituals <input type="radio"/>	Beliefs on universe <input type="radio"/>	Metallurgy <input type="radio"/>
Customary Laws <input type="radio"/>	Epic <input type="radio"/>	Culinary tradition <input type="radio"/>	Worship <input type="radio"/>	Pottery <input type="radio"/>
		Festive Events <input type="radio"/>		Basketry <input type="radio"/>
		Writing <input type="radio"/>		Sculpture <input type="radio"/>

ASSOCIATED CULTURAL PROPERTY	
IMMOVALBE CULTURAL PROPERTY <input type="radio"/>	MOVABLE CULTURAL PROPERTY <input type="radio"/>
Cultural Landscape <input type="radio"/>	Musical Instrument <input type="radio"/>
Cave / Rock Shelter <input type="radio"/>	Implements <input type="radio"/>
Rock Formation <input type="radio"/>	Ornaments <input type="radio"/>
House / building <input type="radio"/>	Weapons <input type="radio"/>
	Clothing <input type="radio"/>

OWNER OF PROPERTY	
Owner/Administrator:	
Address:	
City/Municipality	Province:

INTEGRITY / AUTHENTICITY	
ALTERED	<input type="radio"/>
UNALTERED	<input type="radio"/>
MOVED	<input type="radio"/>
ORIGINAL SITE	<input type="radio"/>

Describe : SOCIAL AND NATIONAL CONTEXT

PHOTOGRAPHS

PERIOD/DATEOF ORIGIN / NATURE	RELIGIOUS
<div>Pre-colonial<input type="radio"/></div> <div>Spanish<input type="radio"/></div> <div>American<input type="radio"/></div> <div>Post War<input type="radio"/></div>	<div>Islamic<input type="radio"/></div> <div>Christian<input type="radio"/></div> <div>Indigenous<input type="radio"/></div> <div>Others: (Specify)<input type="radio"/></div> <div></div> <div></div>

AREAS OF SIGNIFICANCE			
(Check one or more as appropriate)			
Anthropology <input type="radio"/>	Entertainment <input type="radio"/>	Painting <input type="radio"/>	Social/Humanitarian <input type="radio"/>
Architecture <input type="radio"/>	Industry <input type="radio"/>	Philosophy <input type="radio"/>	Transportation <input type="radio"/>
Commerce <input type="radio"/>	Landscape <input type="radio"/>	Political <input type="radio"/>	Urban Planning <input type="radio"/>
Communication <input type="radio"/>	Literature <input type="radio"/>	Religion <input type="radio"/>	Works of Arts <input type="radio"/>
Education <input type="radio"/>	Military <input type="radio"/>	Science <input type="radio"/>	Others (specify) <input type="radio"/>

Engineering <input type="radio"/>	Music <input type="radio"/>	Sculpture <input type="radio"/>	<div></div> <div></div>
-----------------------------------	-----------------------------	---------------------------------	-------------------------

ASSESSMENT OF SIGNIFICANCE				
PRIMARY CRITERIA				
NATIONAL		REGIONAL		
No	Historical Significance	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/>
	Cultural Significance	<input type="radio"/> Yes	<input type="radio"/> No	
	Aesthetic, Artistic or Architectural Significance	<input type="radio"/> Yes	<input type="radio"/> No	
	Scientific, Research or Technological Significance	<input type="radio"/> Yes	<input type="radio"/> No	
	Social or Spiritual Significance	<input type="radio"/> Yes	<input type="radio"/> No	
<hr/>				
COMPARATIVE CRITERIA				
	Provenance	<input type="radio"/> Yes	<input type="radio"/> No	
	Representativeness	<input type="radio"/> Yes	<input type="radio"/> No	
	Rarity	<input type="radio"/> Yes	<input type="radio"/> No	
	Interpretive Potential	<input type="radio"/> Yes	<input type="radio"/> No	

STATEMENT OF SIGNIFICANCE

MAJOR BIBLIOGRAPHIC REFERENCE	
RECOMMENDATION	
National Cultural Treasure	<input type="radio"/>
Important Cultural Property	<input type="radio"/>
Cultural Property	<input type="radio"/>

FORM PREPARED BY:
NAME :
DESIGNATION:
ORGANIZATION/OFFICE:
ADDRESS:



Republic of the Philippines
NATIONAL MUSEUM
CULTURAL PROPERTIES DIVISION
TANGIBLE CULTURAL PROPERTY
MOVABLE CULTURAL PROPERTY

CPD-NCT/ICP- Form B



ENTRY NUMBER				
REGION	PROVINCE	YEAR	NUMBER	
DATE				

NAME OF CULTURAL PROPERTY		
Common:		
Local Name:		

LOCATION		
Number and Street		
Barangay/Barrio:		
City/Municipality:	Province:	Region:

CLASSIFICATION			
C a t e g o r y	O w n e r s h i p		Accessible to Public
Archaeological Materials <input type="radio"/>	Private <input type="radio"/>	<i>Public Acquisition:</i> In Progress <input type="radio"/> Being Considered <input type="radio"/>	Yes <input type="radio"/>
Ethnographic items <input type="radio"/>	Public <input type="radio"/>		No <input type="radio"/>
Antiques <input type="radio"/>			
Relics <input type="radio"/>	Both <input type="radio"/>		
Natural History Specimens <input type="radio"/>			

OBJECT TYPE / DESCRIPTION				
Archaeological materials	Ethnographic Items	Antiques	Relics	Natural History Specimens
Artifacts Stone tools <input type="radio"/> Stone Ornaments <input type="radio"/> Ceramics <input type="radio"/> Earthenware <input type="radio"/> Stoneware <input type="radio"/> Porcelain <input type="radio"/> Metal <input type="radio"/> Glass <input type="radio"/> Modified Shell <input type="radio"/> Modified Bone <input type="radio"/>	Agricultural / <input type="radio"/> cultivation implements Architecture <input type="radio"/> Clothing <input type="radio"/> Communication, <input type="radio"/> Records , Measures Decorative articles <input type="radio"/>	Works of Arts Painting <input type="radio"/> Sculpture <input type="radio"/> Carvings <input type="radio"/> Jewelry <input type="radio"/> Sketches <input type="radio"/> Drawings/Illustration Religious objects Images <input type="radio"/> Priests clothing <input type="radio"/>	Human <input type="radio"/> bone Animal <input type="radio"/> bone Shell <input type="radio"/> Wood <input type="radio"/>	Fossil <input type="radio"/> Plant <input type="radio"/> Animal <input type="radio"/> Holotype <input type="radio"/> Endangered <input type="radio"/> species Irreplaceable <input type="radio"/>

Ecofacts		Liturgical object <input type="radio"/>		
Shells <input type="radio"/>	Games and <input type="radio"/>			
Bones <input type="radio"/>	Hobbies	Works of Industrial /		
Fossils <input type="radio"/>		commercial arts <input type="radio"/>		
Plant Remains <input type="radio"/>	Household items <input type="radio"/>	Furniture		
		Ceramics <input type="radio"/>		
	Musical Instruments <input type="radio"/>	Metal heraldic items <input type="radio"/>		Extra terrestrial
		Wood heraldic items <input type="radio"/>		Meteorites <input type="radio"/>
				Tektites <input type="radio"/>

	Personal ornaments <input type="radio"/>	Medals <input type="radio"/>		
		Badges <input type="radio"/>		
		Coins <input type="radio"/>		
	Ritual Implements <input type="radio"/>	Insignias <input type="radio"/>		
		Coat of Arms <input type="radio"/>		
	Trade Commodities <input type="radio"/>	Crests <input type="radio"/>		
		Flags <input type="radio"/>		
	Weapons <input type="radio"/>	Buttons <input type="radio"/>		
		Arms and ammunition <input type="radio"/>		
		Vehicles <input type="radio"/>		
		Ship or boat <input type="radio"/>		
		Clothing <input type="radio"/>		
		Elements of immovable cultural property <input type="radio"/>		

OWNER OF PROPERTY
Owner/Administrator:
Address:

City/Municipality	Province:

CONDITION	INTEGRITY
EXCELLENT (at least 90% intact) <input type="radio"/>	
GOOD (at least 70% intact) <input type="radio"/>	ALTERED <input type="radio"/>
FAIR (at least 50% intact) <input type="radio"/>	UNALTERED <input type="radio"/>
DETERIORATED (at least 10% intact) <input type="radio"/>	

OBJECT HISTORY
<div>Institution Inventory number : (if available) _____</div> <div>Materials used: _____</div> <div>Measurement: _____</div> <div>Function: _____</div> <div>Creator Name: _____</div> <div>Creation Date: _____</div> <div>Creation Place: _____</div> <div>Region, country or culture: _____</div> <div>Acquisition History : (Date and place of acquisition) _____</div> <div>Past and present owners name: _____</div>

PHOTOGRAPH

PERIOD/DATE		
PRE HISTORIC	HISTORIC	RELIGIOUS
Paleolithic <input type="radio"/>	Spanish <input type="radio"/>	Islamic <input type="radio"/>
Neolithic <input type="radio"/>	American <input type="radio"/>	Christian <input type="radio"/>
Metal Age <input type="radio"/>	Japanese <input type="radio"/>	Indigenous <input type="radio"/>
Age of Trade/ Age of Contact <input type="radio"/>	Post War <input type="radio"/>	Others: (Specify) <input type="radio"/>
<div></div> <div></div>		
Specific Date(s) :		

AREAS OF SIGNIFICANCE (Check one or more as appropriate)			
Anthropology <input type="radio"/>	Entertainment <input type="radio"/>	Natural History <input type="radio"/>	Social/Humanitarian <input type="radio"/>
Archaeology <input type="radio"/>	Industry <input type="radio"/>	Painting <input type="radio"/>	Technology <input type="radio"/>
Architecture <input type="radio"/>	Landscape <input type="radio"/>	Philosophy <input type="radio"/>	Transportation <input type="radio"/>
Commerce <input type="radio"/>	Literature <input type="radio"/>	Political <input type="radio"/>	Works of Arts <input type="radio"/>
Communication <input type="radio"/>	Military <input type="radio"/>	Religion <input type="radio"/>	Others (specify)
Education <input type="radio"/>	Museology <input type="radio"/>	Science <input type="radio"/>	<div></div>
Engineering <input type="radio"/>	Music <input type="radio"/>	Sculpture <input type="radio"/>	<div></div>
<div></div>			

ASSESSMENT OF SIGNIFICANCE

PRIMARY CRITERIA	
NATIONAL	REGIONAL
<div>No</div> <div>Historical Significance</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div> <div><input type="radio"/></div> <div><input type="radio"/></div>
<div>Cultural Significance</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div>
<div>Aesthetic, Artistic or Architectural Significance</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div>
<div>Scientific, Research or Technological Significance</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div>
<div>Social or Spiritual Significance</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div>

COMPARATIVE CRITERIA	
<div>Provenance</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div>
<div>Representativeness</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div>
<div>Rarity</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div>
<div>Interpretive Potential</div>	<div><div><input type="radio"/> Yes</div><div><input type="radio"/> No</div></div>

STATEMENT OF SIGNIFICANCE

MAJOR BIBLIOGRAPHIC REFERENCE

RECOMMENDATION	
National Cultural Treasure	<input type="radio"/>
Important Cultural Property	<input type="radio"/>
Cultural Property	<input type="radio"/>

FORM PREPARED BY:
NAME :
DESIGNATION:
ORGANIZATION/OFFICE:
ADDRESS:



Republic of the Philippines
NATIONAL MUSEUM
CULTURAL PROPERTIES DIVISION
TANGIBLE CULTURAL PROPERTY
IMMOVABLE CULTURAL PROPERTY



ENTRY NUMBER

REGION	PROVINCE	YEAR	NUMBER	
DATE				

NAME OF CULTURAL PROPERTY	
Common:	
Local Name:	

LOCATION		
Number and Street		
Barangay/Barrio:		
City/Municipality:	Province:	Region:
Coordinates:	Longitude :	
	Latitude :	

CLASSIFICATION				
Category	Ownership		Status	Accessible to Public
Building <input type="radio"/>	Private <input type="radio"/>	<i>Public Acquisition:</i> In Progress <input type="radio"/> Being Considered <input type="radio"/>	Occupied <input type="radio"/>	Yes <input type="radio"/>
Cave <input type="radio"/>	Public <input type="radio"/>		Unoccupied <input type="radio"/>	No <input type="radio"/>
Open Site <input type="radio"/>	Both <input type="radio"/>		Preservation work in Progress <input type="radio"/>	
Structure <input type="radio"/>				
Underwater <input type="radio"/>				

PRESENT USE				
Agriculture <input type="radio"/>	Entertainment <input type="radio"/>	Landmark <input type="radio"/>	Pasture <input type="radio"/>	Shrine <input type="radio"/>
Commerce <input type="radio"/>	Government <input type="radio"/>	Military <input type="radio"/>	Private Residence <input type="radio"/>	Technological <input type="radio"/>
Ecclesiastical <input type="radio"/>	Health <input type="radio"/>	Monument <input type="radio"/>		Transportation <input type="radio"/>

Religion Education	Industrial	Museum	Reservation Scientific	Others None
---------------------------	------------	--------	-------------------------------	--------------------

OWNER OF PROPERTY	
Owner/Administrator:	
Address:	
City/Municipality	Province:

LOCATION OF LEGAL DESCRIPTION
Registry of Deeds:
Number and Street:
City or Municipality:
Approximate area of property (square meters):

CONDITION	INTEGRITY
EXCELLENT (at least 90% intact)	ALTERED
GOOD (at least 70% intact)	UNALTERED
FAIR (at least 50% intact)	MOVED
DETERIORATED (at least 10% intact)	ORIGINAL SITE
RUINS	
UNEXPOSED	

Describe the present and original (if available) physical appearance:

LOCATION PLAN

(Attach other photographs and sketches in separate sheets)

PERIOD/DATE		
PRE HISTORIC	HISTORIC	RELIGIOUS
<div>Paleolithic <input type="radio"/></div> <div>Neolithic <input type="radio"/></div> <div>Metal Age <input type="radio"/></div> <div>Age of Trade <input type="radio"/></div>	<div>Spanish <input type="radio"/></div> <div>American <input type="radio"/></div> <div>Post War <input type="radio"/></div>	<div>Islamic <input type="radio"/></div> <div>Christian <input type="radio"/></div> <div>Indigenous <input type="radio"/></div> <div>Others: (Specify) <input type="radio"/></div> <div></div> <div></div>
Specific Date(s) :		

AREAS OF SIGNIFICANCE			
(Check one or more as appropriate)			
<div>Anthropology <input type="radio"/></div> <div>Archaeology <input type="radio"/></div> <div>Architecture <input type="radio"/></div> <div>Commerce <input type="radio"/></div> <div>Communication <input type="radio"/></div> <div>Education <input type="radio"/></div> <div>Engineering <input type="radio"/></div>	<div>Entertainment <input type="radio"/></div> <div>Heritage Site <input type="radio"/></div> <div>Industry <input type="radio"/></div> <div>Landscape <input type="radio"/></div> <div>Literature <input type="radio"/></div> <div>Military <input type="radio"/></div>	<div>Music <input type="radio"/></div> <div>Painting <input type="radio"/></div> <div>Philosophy <input type="radio"/></div> <div>Political <input type="radio"/></div> <div>Religion <input type="radio"/></div> <div>Science <input type="radio"/></div>	<div>Sculpture <input type="radio"/></div> <div>Social/Humanitarian <input type="radio"/></div> <div>Transportation <input type="radio"/></div> <div>Urban Planning <input type="radio"/></div> <div>Others (specify) <input type="radio"/></div> <div></div> <div></div>

--	--	--	--

ASSESSMENT OF SIGNIFICANCE									
PRIMARY CRITERIA									
NATIONAL		REGIONAL		PROVINCIAL					
No	Historical Significance	<input type="radio"/> Yes	<input type="radio"/>	No	<input type="radio"/>	<input type="radio"/> Yes	No	<input type="radio"/>	<input type="radio"/> Yes
	Cultural Significance	<input type="radio"/> Yes	<input type="radio"/>	No					
	Aesthetic, Artistic or Architectural Significance	<input type="radio"/> Yes	<input type="radio"/>	No					
	Scientific, Research or Technological Significance	<input type="radio"/> Yes	<input type="radio"/>	No					
	Social or Spiritual Significance	<input type="radio"/> Yes	<input type="radio"/>	No					
COMPARATIVE CRITERIA									
	Provenance	<input type="radio"/> Yes	<input type="radio"/> No						
	Representativeness	<input type="radio"/> Yes	<input type="radio"/> No						
	Rarity	<input type="radio"/> Yes	<input type="radio"/> No						
	Interpretive Potential	<input type="radio"/> Yes	<input type="radio"/> No						

STATEMENT OF SIGNIFICANCE

MAJOR BIBLIOGRAPHIC REFERENCE

RECOMMENDATION	
National Cultural Treasure	<input type="radio"/>
Important Cultural Property	<input type="radio"/>
Cultural Property	<input type="radio"/>
Heritage Zone	<input type="radio"/>

FORM PREPARED BY:
NAME :
DESIGNATION:
ORGANIZATION/OFFICE:
ADDRESS:

CHECKLIST

PETITION FOR DECLARATION OF CULTURAL PROPERTY AS
NATIONAL CULTURAL TREASURE OR
IMPORTANT CULTURAL PROPERTY

PETITION NO.: _____

This will serve as an acknowledgement receipt of application. The following are the mandatory requirements to be complied with.

STAGE 1 Formal Request for Declaration:

☐

Petitioner (Owner; Administrator; Concerned Entity; LGU; or National Museum) submitted a written request to the National Museum (NM);

STAGE 2 Evaluation Process:

- ☐ Cultural Properties Division (CPD) and a representative from concerned division has conducted an initial ocular assessment and evaluation of cultural property following certain criteria provided;
- ☐ Passed the evaluation of CPD and a representative from concerned division based on the Intangible/Movable/Immovable Evaluation Form;
- ☐ Submitted dossiers of the cultural property to the National Commission for Culture and the Arts (NCCA);

STAGE 3 Hearing by NCCA / NM :

- ☐ Petitioner received notice of hearing from the NCCA;
- ☐ Results of hearing forwarded to the NM by the NCCA for appropriate action;

STAGE 4 Deliberations by Panel of Experts:

- ☐ Petitioner received an invitation from the Panel of Experts convened by the NM Director for the purpose of evaluating and classifying the subject cultural property (must be received within 15 days prior to said meeting);

STAGE 5 Issuance of Resolution, Declaration, Unveiling and Issuance of Certificate:

- ☐ A Resolution regarding the declaration issued by the Panel of Experts;
- ☐ The Resolution is final and binding (automatic after 30 days from declaration);
- ☐ Petitioner submitted a written commitment to a shared responsibility in the maintenance, preservation and protection of the cultural property;
- ☐ Date for public declaration has been agreed upon by the NM and Petitioner;
- ☐ Unveiling of the marker and issuance of Certificate of Declaration.
- ☐ Publication of Declaration in two (2) newspapers of general circulation
- ☐ Publication of trivia on declared NCTs and ICPs

NOTE:

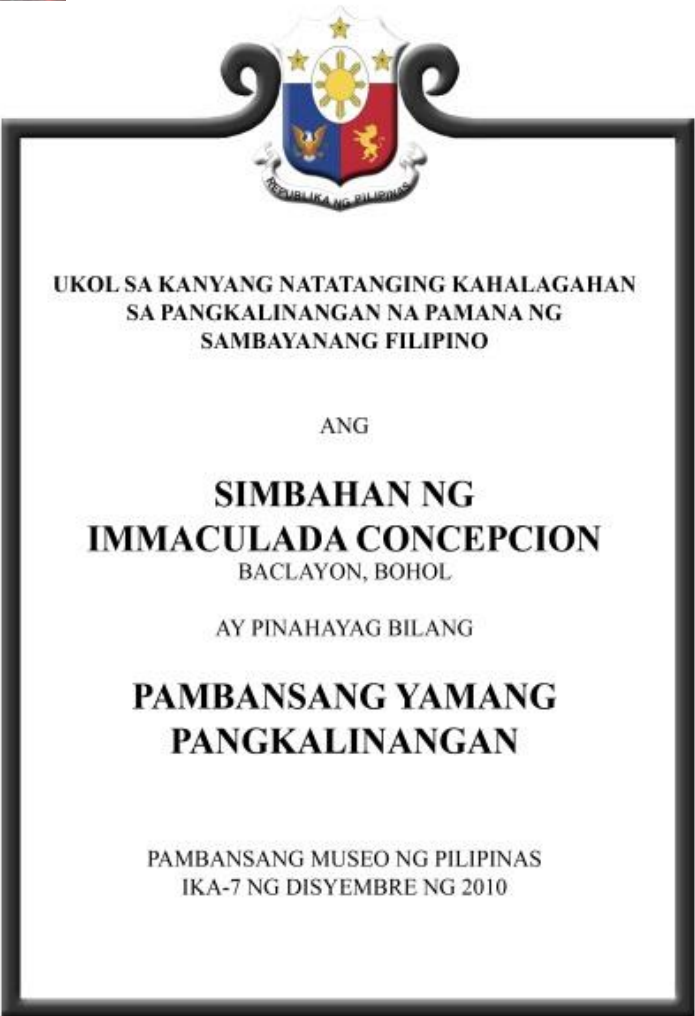
Request for declaration may be done by the owner, administrator or concerned entity; it may also be done by the Local Government Unit concerned through a Sanggunian Resolution; or by initiative of the National Museum through the concerned division;

Where the cultural property did not pass the evaluation made by the CPD and representative from concerned division, Petitioner will receive a letter from the NM stating therein the reasons for rejection of application;

In cases where the cultural property subject of request for declaration has an outstanding historical value, the National Museum shall coordinate with the National Historical Commission of the Philippines;

The NM Director IV may negate the issuance of the resolution by the panel of expert through a referendum;

A written Motion for Reconsideration (MR) may be filed by the owner of the cultural property within 30 days from the date of declaration with the right to appeal to the Chairman of the NCCA Board of Commissioners.





1901

**PAMBANSANG MUSEO
Pilipinas**

NATIONAL MUSEUM
Philippines

**Ang Parokya ng Simbahan ni
Sta. Monica
Minalin, Pampanga**

*ay pinahayag na Pambansang Yamang Pangkalinangan ng
Pambansang Museo sa bisa ng kapangyarihang ipinagkaloob
dito sa Batas Republika 4846 na pinagtibay sa
pamamagitan ng Atas ng Pangulo 374 at Batas Republika 8492.*

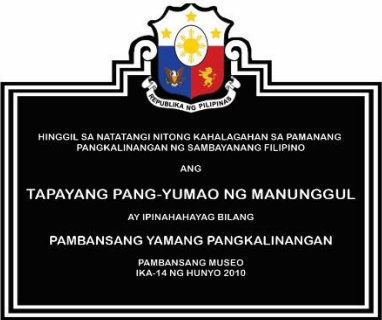
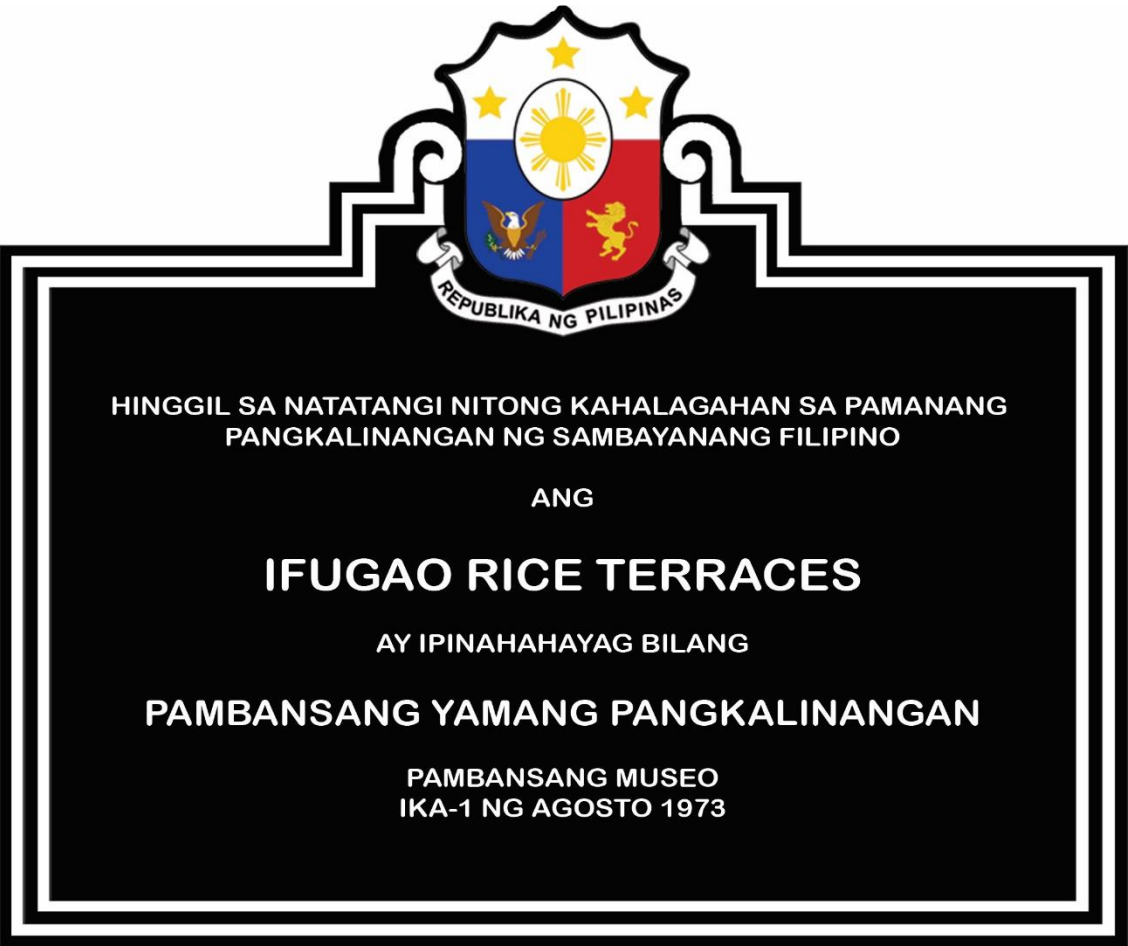
*Isinagawa sa Lungsod ng Maynila
Ika-27 ng Agosto 2011*

**The Parish Church of Sta. Monica
Minalin, Pampanga**

was declared a National Cultural Treasure by the
National Museum by virtue of the powers vested
in it by Republic Act 4846, as amended by
Presidential Decree 374 and Republic Act 8492.

Done in the City of Manila
27 August 2011

JEREMY BARNS
Director IV





UKOL SA KANYANG NATATANGING KAHALAGAHAN SA PANGKALINANGAN
NA PAMANA NG SAMBAYANANG PILIPINO

ANG

SPOLIARIUM

NI: JUAN LUNA

AY PINAHAYAG BILANG

PAMBANSANG YAMANG PANGKALINANGAN

PAMBANSANG MUSEO
IKA-25 NG AGOSTO 2006



UKOL SA KANYANG NATATANGING KAHALAGAHAN SA PANGKALINANGAN
NA PAMANA NG SAMBAYANANG PILIPINO

ANG

SINAUNANG SULAT MULA BUTUAN

AY PINAHAYAG BILANG

PAMBANSANG YAMANG PANGKALINANGAN

PAMBANSANG MUSEO
IKA-14 NG HUNYO 2010



UKOL SA KANYANG NATATANGING KAHALAGAHAN SA PANGKALINANGAN
NA PAMANA NG SAMBAYANANG PILIPINO

ANG

ANG SAYSAY NG INSKRIPSYON SA BINATBAT NA TANSO NG LAGUNA

AY PINAHAYAG BILANG

PAMBANSANG YAMANG PANGKALINANGAN

PAMBANSANG MUSEO
IKA-14 NG HUNYO 2010



UKOL SA KANYANG NATATANGING KAHALAGAHAN SA PANGKALINANGAN
NA PAMANA NG SAMBAYANANG PILIPINO

ANG

PALAYOK NG KALATAGAN

AY PINAHAYAG BILANG

PAMBANSANG YAMANG PANGKALINANGAN

PAMBANSANG MUSEO
IKA-14 NG HUNYO 2010

GUIDELINES FOR THE SENDING OF INTANGIBLE CULTURAL HERITAGE DECLARED AS NATIONAL CULTURAL TREASURE OUTSIDE OF THE COUNTRY

When an invitation for the Philippines to send a contingent of chanters of intangible cultural heritage declared as National Cultural Treasures by the NMP, the guiding principle should be that the best representatives should be sent. In this light, the following provisions should be followed in accordance with the provisions covering National Cultural Treasures under RA 4846 as amended by PD 374 and RA 8492.

1. Chanters should be led by a qualified chanter who is recognized by a local council for cultural heritage, National Museum of the Philippines (NMP) and National Commission for Culture and the Arts (NCCA);
2. Groups winning in chanting competition should also be considered as country's representatives, especially provincial winners;
3. A representative from the NMP or the NCCA shall accompany the National Cultural Treasure in the trip abroad, provided that the representative must be articulate on the tangible cultural heritage not only on the structure and organization of the performance, but also the cultural background of the chant, as well as culture of the ethno-linguistic group;
4. The NMP or NCCA representative shall submit a narrative report on the completed trip to the NMP within two weeks of arrival.

GUIDELINES GOVERNING THE CATEGORIZATION AND DEALINGS OF ARCHAEOLOGICAL AND TRADITIONAL ETHNOGRAPHIC MATERIALS

(NM Office Order No. 108, series 2011, May 2, 2011)

Pursuant to Sections 5 and 11 of Article III, and Sections 23 and 24 of Article VI of the Republic Act No. 10066, otherwise known as “**The National Cultural Heritage Act of 2009**”, the following guidelines are hereby promulgated for the guidance of all concerned:

Section 1. Declaration of Policy

The Constitution of the Philippines provides that the “State shall promote and popularize the nation’s historical and cultural heritage resources”. It is also the policy of the state to preserve and protect Important Cultural Properties and National Cultural Treasures of the nation and to safeguard their intrinsic value.

These cultural properties of the nation are necessary and indispensable in the understanding of its history and culture.

Section 2. Scope and Coverage

These guidelines shall govern the categorization and dealings of archaeological and traditional ethnographic materials for the purposes of protecting, and regulating the export, transit, import and repatriation of cultural property.

Section 3. Objectives

The objectives of these Guidelines are:

- 3.3 To rationalize the system of categorization of archaeological and traditional ethnographic materials;
- 3.4 To provide appropriate guidelines for dealings of cultural property and disposition thereof, to protect the interest of the Government and to preserve the cultural heritage of the Filipino people.

Section 4. Definition of Terms

As used in and for purposes of these guidelines, the following terms shall mean:

- 4.15. Archaeological materials** are fossils, artifacts, relics, antiques, and other cultural, geological, botanical, zoological materials collected from any place, whether above or underground, underwater or at sea level, which depict and document culturally relevant paleontological, prehistoric and/or historic events.
- 4.16. Antique** refers to a cultural property found locally which is one hundred (100) years in age, more or less, the production of which has ceased.
- 4.17. Artifacts** refers to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
- 4.18. Ching (Qing) Dynasty** is the period in Chinese history that started from 1664 AD to 1912 AD under the Manchu rule.
- 4.19. Cultural Property** refers to all products of human creativity by which a people and a nation reveal their identity, including churches, mosques and other places of religious worship, schools and natural history specimens and sites, whether public or privately-owned, movable or immovable, and tangible or intangible.
- 4.20. Ecofacts** are organic materials from archaeological sites, such as bones, shells and plant remains with cultural significance but not modified by man.
- 4.21. Five Dynasties** is a period in Chinese history known as the era of disunion that started from 907 AD to 960 AD.
- 4.22. Grades of Cultural Property** refers to the different ranks of cultural properties (Grade I, Grade II and Grade III) classified according to its level of significance.
- 4.23. Important Cultural Property (ICP)** refers to a cultural property having exceptional cultural, artistic, historical and / or scientific significance to the Philippines, as shall be determined by the National Museum.
- 4.24. Intangible Cultural Property** refers to the peoples' learned processes along with the knowledge, skills and creativity that inform and are developed by them, the products and other manifestations they create and the resources, spaces and other aspects of social and natural context necessary for their sustainability
- 4.25. Ming Dynasty** is a period in Chinese history that started from 1368 AD to 1644 AD, the era when the Chinese re-asserted control in China and Eastern Asia.
- 4.26. Metal Age** is the period in Philippine Cultural Chronology marked by the introduction of metals from 2,000 to 1,500 years ago.
- 4.27. National Cultural Treasure** refers to a unique cultural property found locally, possessing outstanding historical, cultural, artistic and/or scientific value which is highly significant and important to the country and nation, and officially declared as such by the National Museum.
- 4.28. Nationally significant** refers to historical, aesthetic, scientific, technical, social and/or spiritual values that unify the nation by a deep sense of pride in their various yet common identities, cultural heritage and national patrimony.
- 4.29. Neolithic Age** refers to the New Stone Age, the period in which plants and probably animals were domesticated from 10,000 to 2,000 years ago.

- 4.30. Paleolithic Age** refers to the Old Stone Age, dating from the first use of stone by humans from 800,000 to 10,000 years ago.
- 4.31. Relics** refer to objects possessing cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest or its parts, and which are intimately associated with important beliefs, practices, customs and traditions, persons and personages.
- 4.32. Song Dynasty** was a ruling [dynasty](#) in [China](#) between 960 and 1279 is divided into two distinct periods: the Northern Song and Southern Song.
- 4.33. Tang Dynasty** was the most radiant historic period in China's history that started from 618 AD and ending in 907 AD.
- 4.34. Tangible Cultural Property** refers to a cultural property with historical, archival, anthropological, archaeological, artistic and architectural value, and with exceptional or traditional production, whether of Philippine origin or not, including antiques and natural history specimens with significant value.
- 4.35. Traditional Ethnographic Materials** are tangible cultural materials made and used by ethno-linguistic groups of the Philippines; Replicas of ethnographic materials for commercial purposes are not classified as cultural property.
- 4.36. Yuan Dynasty** was a ruling [dynasty](#) founded by [Kublai Khan](#), who ruled most of present-day [China](#), [Mongolia](#) and its surrounding areas from 1271 AD to 1368 AD.

Section 5. Categories of Archaeological and Traditional Ethnographic Materials

The following are **Grades of Cultural Property** classified according to its level of significance:

- 5.4 . National Cultural Treasure (Grade I)** is a cultural property with highest significance, having criteria previously defined by the National Museum.
- 5.5 . Important Cultural Property (Grade II)** is cultural property of high significance, again, having criteria previously defined by National Museum.
- 5.6 . Cultural Property (Grade III)** refers to all the other cultural properties outside Grades I and II that have been listed in the Registry of National Museum Data Bank.

Section 6. Classification of Archaeological and Traditional Ethnographic Materials

The Classification of Archaeological and Traditional Ethnographic Materials into Categories / Grades is guided by the following:

6.1. National Cultural Treasure (Grade I)

- 6.1.1. Archaeological and Traditional Ethnographic materials with outstanding historical, cultural, artistic and/or scientific value which is nationally significant and important to the country and nation, and officially declared as such by the National Museum and supported by the Panel of Experts.

6.2. Important Cultural Property (Grade II)

- 6.2.1. Archaeological materials dated back to Paleolithic, Neolithic, and Metal Periods
- 6.2.2. Archaeological materials attributed to Tang, Five and Yuan Dynasties
- 6.2.3. Archaeological materials attributed to Song, Ming and Ching Dynasties; and other archaeological materials from other countries with

exceptional cultural, artistic, and historical significance to the Philippines, as determined by the National Museum and supported by the Panel of Experts.

6.2.4. Ethnographic materials that are at least 100 years old from the date of collection, with cultural significance and extensive documentation.

6.2.5.

6.3 Cultural Property (Grade III)

6.3.1 Archaeological materials not classified as Grades I and II that have been listed in the Registry of National Museum Data Bank.

6.3.2. Ethnographic materials that are at least 50 years old from the date of collection, with cultural significance and proper documentation.

Section 7. Dealings of Archaeological and Traditional Ethnographic Materials

7.1. The National Museum shall be given the right of first refusal in the purchase of Archaeological and Traditional Ethnographic materials declared as National Cultural Treasures. The National Museum shall appropriate funds annually or use its donated funds for such purpose.

7.2. No archaeological and Traditional Ethnographic materials under Grades I and II shall be sold, resold, or taken out of the country without first securing a clearance from the National Museum.

7.6 . Archaeological and Traditional Ethnographic materials under the category Grades I and II shall not change ownership, except by inheritance or by sale duly approved by the National Museum; Provided, however, that it may not be taken out of the country for reasons of inheritance or sale.

7.7 . Archaeological and Traditional Ethnographic materials under the category Grades I and II may be taken out of the country only with the Permit To Export from the National Museum and only for purposes of exhibition or for scientific scrutiny but shall be returned immediately after such exhibition or study; Provided, however, that necessary safeguards have been duly complied with, as required by the concerned cultural agency.

7.8 Archaeological and Traditional Ethnographic materials under the category Grade III may be taken out of the country only with the Permit to Export from the National Museum.

Section 8. Separability Clause

If any of the provisions of these rules and regulations is held or declared to be unconstitutional or invalid by a competent court, the other provisions hereof shall continue to be in force as if the provision so annulled or voided had never been incorporated in these rules and regulations.

Section 9. Repealing and Amending Clause

These Guidelines amends and/or revoke other orders, rules and regulations inconsistent herewith.

Section 10. Effectivity

This Office Order shall take effect fifteen (15) days after its complete publication in a newspaper of general circulation and fifteen days after registration with the Office of the National Administrative Register.

REGISTRATION OF CULTURAL PROPERTIES
(FOR PRIVATE COLLECTORS)

A. Cultural Properties That Do Not Require Outside Inspection

If items to be registered are less than 20 pieces or can be transported without any difficulty by reason of its size, volume or weight, such cultural items shall be brought to the National museum of the Philippines (NMP) for registration.

The procedure in the registration of these items follows:

1. A formal letter of request addressed to the Director of the NMP;
2. Formal requests shall be approved by the Director who shall then endorse the said request to the Head of the Cultural Properties Division (CPD) for appropriate action;
3. The Head of the Division shall forward the request to the CPD Registration Section;
4. The Head of the Registration Section or any of its officers shall coordinate with the collector for scheduling and other information and requirements needed by the NMP;
5. The Coordinator (personnel from the Registration Section) shall inform the collector of the following requirements:
 - 5.1. Colored photographs of each item subject showing diagnostic features (3"x5");
 - 5.2. Deed of Sale or a photocopy of Registration from the National Museum of previous owner if acquired from private person or sales invoice (approved by the BIR) if the cultural properties were bought from licensed dealers;
 - 5.3. Affidavit of Ownership of items to be registered stating how these items were acquired in the absence of a Deed of Sale;
6. The requesting collector or applicant shall sign the Application Form for Registration of Cultural Artifacts;
7. After proper inspection, verification and providing a technical description of each and every cultural item applied for registration, the National Museum stamps shall then be affixed on the respective cultural items;
8. An Order of Payment shall be prepared and signed by the Assessing Officer. The Head of the Registration Section shall then affix his initials endorsing the same to the

Head of the Division attesting that all documents required for registration of cultural items are in order;

9. The Order of Payment shall be signed by the Head of the Division / Officer in Charge, and then forwarded to the requesting party or collector. The collector or his representative shall countersign on the space provided indicating conformity to the amount to be paid;
10. The Order of Payment shall be handed to the collector or his duly authorized representative who shall then pay the respective amount at the NM Cashier's Office;
11. The Order of Payment with attached Official Receipt issued by the Cashier's Office shall be returned to the Registration Section of the Cultural Properties Division;
12. Simultaneous with the processing of payment, the Head of the Registration Section shall prepare or process the Certificate of Registration. The Certificate shall be signed by the following CPD personnel:
 - 12.1 Registering Officer (Registration Section)- manifesting that the cultural artifacts have been inspected and evaluated;
 - 12.2 Initialed by the Officer In Charge or Curator II of the Cultural Properties Division manifesting that all documents are in order;
- 13 Approval by the Director manifesting that the Certificate of Registration was processed and issued in accordance with the procedure stated above.
- 14 Original copy of the Certificate of Registration together with the respective Official Receipt shall be issued to the Collector while second copy shall be filed at CPD Record Section and the remaining copy shall be forwarded to Records Section (Central File) of the NMP.

B. Cultural Properties Requiring Inspection Outside the NM

If the items to be registered are twenty (20) pieces or more and/or risk or difficulty in transporting the cultural items by reason of size, volume or weight, will be encountered such items can be registered at the office or residence of the collector.

The procedure in the Registration of these items follows:

1. A formal letter request addressed to the Director of the NMP;
2. Formal requests shall be approved by the Director who shall then endorse the said request to the Head of the Cultural Properties Division (CPD) for appropriate action;
3. The Head of the Division shall then forward the approved request to the CPD Registration Section;

4. The Head of the Registration Section or any of its officers shall coordinate with the collector for scheduling and other pertinent information and requirements needed by the NMP;
5. The Coordinator (personnel from the Registration Section) shall inform the collector of the following requirements:
 - 5.1. Exact number of items applied for registration;
 - 5.2. Colored photographs of each item subject showing diagnostic features (3"x5");
 - 5.3. Deed of Sale or a photocopy of Registration from the National Museum of previous owner if acquired from private person, or corresponding sales invoice (approved by the BIR) if the cultural properties were bought from licensed dealers;
 - 5.4. Affidavit of Ownership of items to be registered stating how these items were acquired in the absence of Deed of Sale;
 - 5.5. Cultural items in the home of private collectors shall be so arranged that NMP personnel assigned to register/inspect such items can work properly within a minimum time;
 - 5.6. The requesting party or the collector is requested to provide food, transportation and if necessary, accommodation for the Museum personnel from and back to the NMP.
 - 5.7. Handy men should be provided to lift big and / or heavy objects such as jars, porcelain and the like for the NMP personnel to inspect;
6. The requesting collector or applicant shall sign an Application Form for Registration of Cultural Artifacts;
7. After proper inspection, verification and providing a technical description of each and every cultural item applied for registration, the National Museum stamps shall then be affixed on the respective cultural items;
8. The Order of Payment shall be prepared and signed by the Assessing Officer or the Researcher of the said Section. The Head of the Registration Section shall then affix his initial endorsing the same to the Head of the Division attesting that all documents required for registration of cultural items are in order;
9. The Order of Payment shall then be signed by the Head of the Division or Officer-In-Charge and then forwarded to the requesting party or collector. The collector or his representative shall sign the document indicating conformity to the amount to be paid;
10. Order of Payment shall then be handed to the collector or his duly authorized representative who shall then pay the respective amount at the NM Cashier's Office;
11. Order of Payment with attached Official Receipt issued by the Cashier's Office shall be returned to the Registration Section of the Cultural Properties Division;

12. Simultaneous with the processing of the Order of payment, the Head of the Registration Section shall prepare or process the Certificate of Registration;

The following CPD personnel shall sign the Certificate:

- 12.1. Registering Officer (Registration Section)- manifesting that they have inspected and evaluated the cultural artifacts;
- 12.2 Initialed by the Officer In Charge or Curator II of the Cultural Properties Division manifesting that all documents are in order;
13. Approval by the Director manifesting that the Certificate of Registration was processed and issued in accordance with the procedure stated above;
14. Original copy of the Certificate of Registration with Official Receipt shall be released to the Collector while second copy shall be filed at CPD Record Section and the remaining copy shall be forwarded to Records Section (Central File) of the NMP.

REGISTRATION OF CULTURAL PROPERTIES (FOR DEALERS)

A. Cultural Properties that do not require Inspection Outside the NM

If the items are less than 20 pieces or can be transported without any risk or difficulty by reason of size, volume or weight, such cultural items shall be brought to the Museum for registration.

The procedure in Registration of these items follows:

1. A formal letter request addressed to the Director or the Head of CPD of the National Museum;
2. Verification of the applicant's license to deal on cultural artifacts. Registration shall be denied in case of absence or expiry thereof;
3. After verification that the applicant or dealer has the proper license, the Head of the CPD shall forward the request to the CPD Registration Section;
4. The Head of the Registration Section or any of its officers shall assess and evaluate the cultural items brought by the dealer for registration;
5. In the meantime, Order of Payment shall be prepared and signed by the Assessing Officer and initialed by the Head of the CPD Registration Section;
6. The Order of Payment shall be countersigned by the Dealer or applicant which shall be forwarded to the Head of the Division for its signature;
7. The dealer or his authorized representative shall pay the necessary amount at the NM Cashier's Office. The order of payment including the official receipt shall then be returned to CPD;

8. After proper inspection, verification and providing a technical description of each and every cultural item applied for registration, the National Museum stamps shall be affixed to the respective cultural items;
9. After proper payment by the dealer or his authorized representative and after evaluation and providing the technical description of the cultural artifact applied for registration, the Head of the Registration Section shall prepare or process the Certificate of Registration. The Certificate shall be signed by the following CPD personnel:
 - 9.1. Registering Officer (Registration Section)- manifesting that the cultural artifacts have been inspected and evaluated;
 - 9.2. Initialed by the Officer In Charge or Curator II of the Cultural Properties Division manifesting that all documents are in order;
10. Approval by the Director manifesting that the Certificate of Registration was processed and issued in accordance with the procedure stated above;
11. Original copy of the Certificate of Registration together with the respective Official Receipt shall be issued to the Collector while second copy shall be filed at CPD Record and the remaining copy shall be forwarded to Records Section (Central File) of the National Museum.

B. Cultural Properties Requiring Inspection Outside the NM

1. Letter request addressed to the Director or Head of the Cultural Properties Division;
2. Verification of the applicant's license to deal on cultural artifacts. Registration shall be denied in case of absence or expiry thereof;
3. After verification that the applicant or dealer has the proper license, the Head of the CPD shall forward the request to the CPD Registration Section;
4. The Head of the Registration Section or any of its officer shall coordinate with the dealer for schedules, requirements and other information needed by the NMP;
5. The Coordinator (personnel from the Registration Section) shall inform the dealer of the following requirements:
 - 5.1. exact number of items applied for registration;
 - 5.2. Cultural items in the dealer's store shall be arranged so that National Museum personnel assigned to register/inspect such items can work properly within a minimum time;
 - 5.3. The Dealer is requested to provide food, per diem, transportation and if necessary, accommodation to Museum personnel from and back to the National Museum;
 - 5.4. Handy men should be provided to lift big and / or heavy objects such as jars, porcelain and the like for the National Museum personnel to inspect;

6. After proper inspection, verification and providing a technical description of each and every cultural item applied for registration, the National Museum stamps shall then be affixed to the respective cultural items;
7. An Order of Payment shall be prepared and signed by the Assessing Officer. The Head of the Registration Section shall then affix his initials endorsing the same to the Head of the Division attesting that all documents for registration of cultural items are in order;
8. The Order of Payment shall be signed by the Head of the Division or Officer In Charge and then forwarded to the requesting party or collector. The dealer or his representative shall countersign on the space provided indicating conformity to the amount to be paid;
9. The Order of Payment shall be handed to the dealer or his duly authorized representative who shall then pay the respective amount at the NM Cashier's Office;
10. The Order of Payment with attached Official Receipt issued by the Cashier's Office shall be returned to the Registration Section of the CPD;
11. Simultaneous with the processing of payment, the Head of the Registration Section shall prepare or process the Certificate of Registration. The following CPD personnel shall sign the Certificate:
 - 11.1 Registering Officer (Registration Section)- manifesting that the cultural artifacts have been inspected and evaluated;
 - 11.2 Initialed by the Officer In Charge or Curator II of the Cultural Properties Division manifesting that all documents are in order;
12. Approval by the Director manifesting that the Certificate of Registration was processed and issued in accordance with the procedure stated above;
13. Original copy of the Certificate of Registration with Official Receipt shall be released to the Dealer while second copy shall be filed at CPD Record Section and the remaining copy shall be forwarded to Records Section (Central File) of the NMP.
12. The dealer or his authorized representative shall pay the necessary amount at the NM Cashier's Office. The order of payment including the official receipt shall then be returned to CPD;
13. After proper inspection, verification and providing a technical description of each and every cultural item applied for registration, the National Museum stamps shall be affixed to the respective cultural items;
14. After proper payment by the dealer or his authorized representative and after evaluation and providing the technical description of the cultural artifact applied for registration, the Head of the Registration Section shall prepare or process the

Certificate of Registration. The Certificate shall be signed by the following CPD personnel:

- 14.1. Registering Officer (Registration Section)- manifesting that the cultural artifacts have been inspected and evaluated;
- 14.2. Initialed by the Officer In Charge or Curator II of the Cultural Properties Division manifesting that all documents are in order;
- 15. Approval by the Director manifesting that the Certificate of Registration was processed and issued in accordance with the procedure stated above;
- 16. Original copy of the Certificate of Registration together with the respective Official Receipt shall be issued to the Collector while second copy shall be filed at CPD Record and the remaining copy shall be forwarded to Records Section (Central File) of the National Museum.

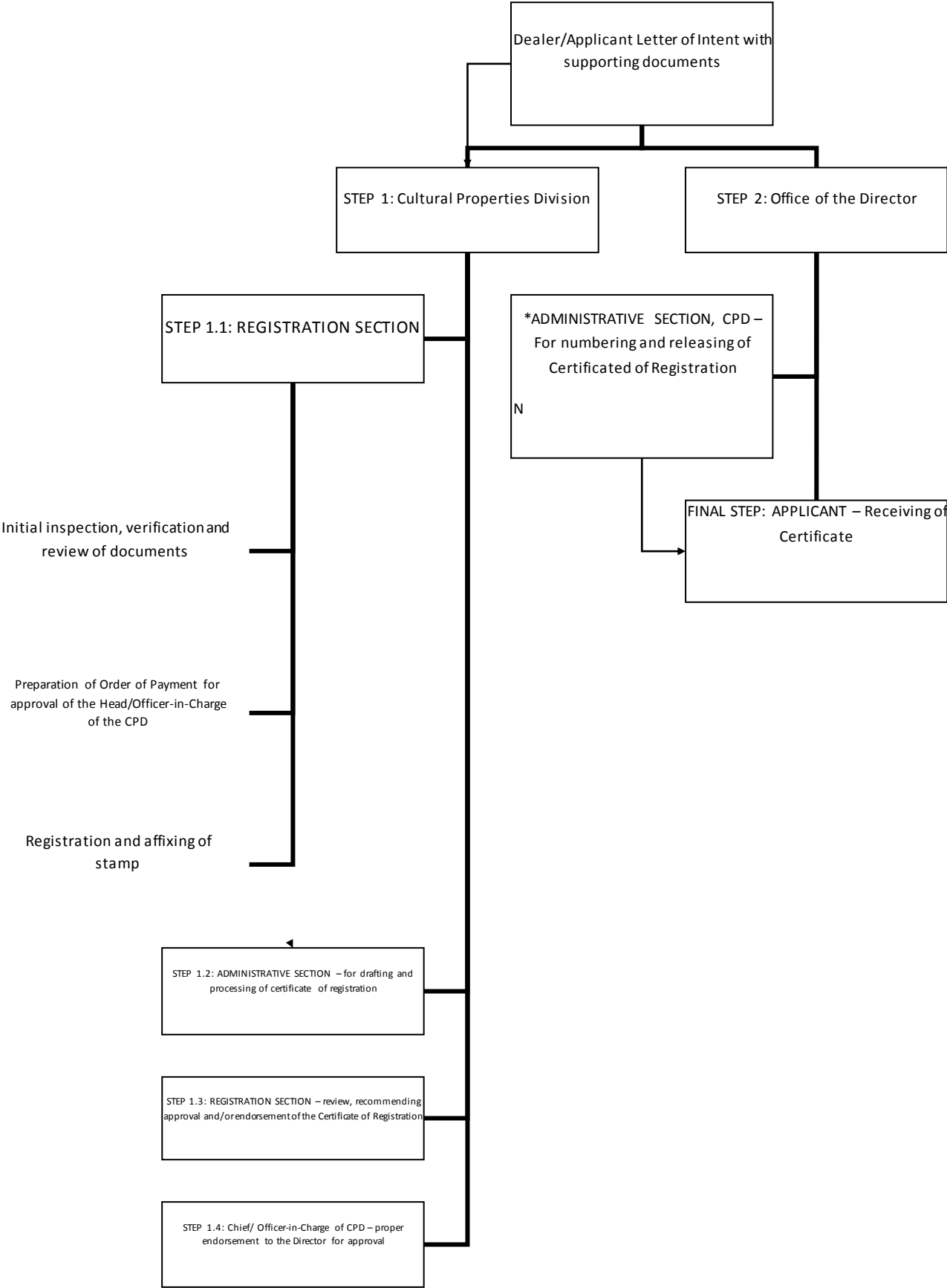
B. Cultural Properties Requiring Inspection Outside the NM

- 14. Letter request addressed to the Director or Head of the Cultural Properties Division;
- 15. Verification of the applicant's license to deal on cultural artifacts. Registration shall be denied in case of absence or expiry thereof;
- 16. After verification that the applicant or dealer has the proper license, the Head of the CPD shall forward the request to the CPD Registration Section;
- 17. The Head of the Registration Section or any of its officer shall coordinate with the dealer for schedules, requirements and other information needed by the NMP;
- 18. The Coordinator (personnel from the Registration Section) shall inform the dealer of the following requirements:
 - 18.1. exact number of items applied for registration;
 - 18.2. Cultural items in the dealer's store shall be arranged so that National Museum personnel assigned to register/inspect such items can work properly within a minimum time;
 - 18.3. The Dealer is requested to provide food, per diem, transportation and if necessary, accommodation to Museum personnel from and back to the National Museum;
 - 18.4. Handy men should be provided to lift big and / or heavy objects such as jars, porcelain and the like for the National Museum personnel to inspect;
- 19. After proper inspection, verification and providing a technical description of each and every cultural item applied for registration, the National Museum stamps shall then be affixed to the respective cultural items;
- 20. An Order of Payment shall be prepared and signed by the Assessing Officer. The Head of the Registration Section shall then affix his initials endorsing the same to

the Head of the Division attesting that all documents for registration of cultural items are in order;

- 21. The Order of Payment shall be signed by the Head of the Division or Officer In Charge and then forwarded to the requesting party or collector. The dealer or his representative shall countersign on the space provided indicating conformity to the amount to be paid;
- 22. The Order of Payment shall be handed to the dealer or his duly authorized representative who shall then pay the respective amount at the NM Cashier’s Office;
- 23. The Order of Payment with attached Official Receipt issued by the Cashier’s Office shall be returned to the Registration Section of the CPD;
- 24. Simultaneous with the processing of payment, the Head of the Registration Section shall prepare or process the Certificate of Registration. The following CPD personnel shall sign the Certificate:
 - 11.3 Registering Officer (Registration Section)- manifesting that the cultural artifacts have been inspected and evaluated;
 - 11.4 Initialed by the Officer In Charge or Curator II of the Cultural Properties Division manifesting that all documents are in order;
- 25. Approval by the Director manifesting that the Certificate of Registration was processed and issued in accordance with the procedure stated above;
- 26. Original copy of the Certificate of Registration with Official Receipt shall be released to the Dealer while second copy shall be filed at CPD Record Section and the remaining copy shall be forwarded to Records Section (Central File) of the NMP.

FLOW CHART
REGISTRATION OF MOVABLE CULTURAL PROPERTIES BY DEALERS



I – Application:

1. A formal letter to register works of art must be forwarded to the National Museum providing certain information regarding the item/s applied for registration;
2. With the said letter, an affidavit must be attached attesting the ownership of the item its authenticity and the manner of acquisition;
3. A copy of the said letter of affidavit must also be forwarded to National Commission for Culture and the Arts for their information and perusal;
4. Three (3) 3R size pictures of the item with e-form copy should also be provided to the National Museum;

II – Verification:

1. After submitting all the requirement, schedule for verification shall be made;
2. Physical inspection and verification shall be conducted to determine or compare the description provided by the applicant to the actual artwork;
3. The National Museum is authorized to subject the item for further analysis if it deem necessary;

III – Registration:

1. Upon verification and submitting all the required documents, an order of payment for registration shall be given to the applicant;
2. Payment shall be based on the existing policy regarding registration of Cultural Property;
3. Upon payment, a Certification of Registration shall be issued which shall be added to the CPD registration databank;
4. It is understood that the certificate is not for authentication of the item registered;

IV – Issuance:

1. Upon registration, the certificate of registration shall be released to the applicant.
2. A copy of registration shall also be forwarded to the NCCA.

These cultural properties of the nation are necessary and indispensable in the understanding of its history and culture.

Section 2. Scope and Coverage

These guidelines shall govern the categorization and dealings of archaeological and traditional ethnographic materials for the purposes of protecting, and regulating the export, transit, import and repatriation of cultural property.

Section 3. Objectives

The objectives of these Guidelines are:

- 3.5 To rationalize the system of categorization of archaeological and traditional ethnographic materials;
- 3.6 To provide appropriate guidelines for dealings of cultural property and disposition thereof, to protect the interest of the Government and to preserve the cultural heritage of the Filipino people.

Section 4. Definition of Terms

As used in and for purposes of these guidelines, the following terms shall mean:

- 4.37. Archaeological materials** are fossils, artifacts, relics, antiques, and other cultural, geological, botanical, zoological materials collected from any place, whether above or underground, underwater or at sea level, which depict and document culturally relevant paleontological, prehistoric and/or historic events.
- 4.38. Antique** refers to a cultural property found locally which is one hundred (100) years in age, more or less, the production of which has ceased.
- 4.39. Artifacts** refers to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
- 4.40. Ching (Qing) Dynasty** is the period in Chinese history that started from 1664 AD to 1912 AD under the Manchu rule.
- 4.41. Cultural Property** refers to all products of human creativity by which a people and a nation reveal their identity, including churches, mosques and other places of religious worship, schools and natural history specimens and sites, whether public or privately-owned, movable or immovable, and tangible or intangible.
- 4.42. Ecofacts** are organic materials from archaeological sites, such as bones, shells and plant remains with cultural significance but not modified by man.
- 4.43. Five Dynasties** is a period in Chinese history known as the era of disunion that started from 907 AD to 960 AD.
- 4.44. Grades of Cultural Property** refers to the different ranks of cultural properties (Grade I, Grade II and Grade III) classified according to its level of significance.
- 4.45. Important Cultural Property (ICP)** refers to a cultural property having exceptional cultural, artistic, and historical significance to the Philippines, as shall be determined by the National Museum.
- 4.46. Ming Dynasty** is a period in Chinese history that started from 1368 AD to 1644 AD, the era when the Chinese re-asserted control in China and Eastern Asia.

- 4.47. **Metal Age** is the period in Philippine Cultural Chronology marked by the introduction of metals from 2,000 to 1,500 years ago.
- 4.48. **National Cultural Treasure** refers to a unique cultural property found locally, possessing outstanding historical, cultural, artistic and/or scientific value which is highly significant and important to the country and nation, and officially declared as such by the National Museum.
- 4.49. **Nationally significant** refers to historical, aesthetic, scientific, technical, social and/or spiritual values that unify the nation by a deep sense of pride in their various yet common identities, cultural heritage and national patrimony.
- 4.50. **Neolithic Age** refers to the New Stone Age, the period in which plants and probably animals were domesticated from 10,000 to 2,000 years ago.
- 4.51. **Paleolithic Age** refers to the Old Stone Age, dating from the first use of stone by humans from 750,000 to 10,000 years ago.
- 4.52. **Relics** refer to object possessing cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest or it's parts, and which are intimately associated with important beliefs, practices, customs and traditions, persons and personages.
- 4.53. **Song Dynasty** was a ruling dynasty in China between 960 and 1279 is divided into two distinct periods: the Northern Song and Southern Song.
- 4.54. **Tang Dynasty** was the most radiant historic period in China's history that started from 618 AD and ending in 907 AD.
- 4.55. **Traditional Ethnographic Materials** are products of human culture that are presently made and those that ceased to exist.
- 4.56. **Yuan Dynasty** was a ruling dynasty founded by Kublai Khan, who ruled most of present-day China, Mongolia and its surrounding areas from 1271 AD to 1368 AD.

Section 5. Categories of Archaeological and Traditional Ethnographic Materials

The following are **Grades of Cultural Property** classified according to its level of significance:

- 5.7 . **National Cultural Treasure (Grade I)** is a cultural property with highest significance, having criteria previously defined by the National Museum.
- 5.8 . **Important Cultural Property (Grade II)** is cultural property of high significance, again, having criteria previously defined by National Museum.
- 5.9 . **Cultural Property (Grade III)** refers to all the other cultural properties outside Grades I and II that have been listed in the Registry of National Museum Data Bank.

Section 6. Classification of Archaeological and Traditional Ethnographic Materials

The Classification of Archaeological and Traditional Ethnographic Materials into Categories / Grades is guided by the following:

6.1. National Cultural Treasure (Grade I)

- 6.1.1. Archaeological and Traditional Ethnographic materials with outstanding historical, cultural, artistic and/or scientific value which is nationally significant and important to the country and nation, and officially declared as such by the National Museum and supported by the Panel of Experts.

6.2. Important Cultural Property (Grade II)

6.2.1. Archaeological materials dated back to Paleolithic, Neolithic, and Metal Periods

6.2.2. Archaeological materials attributed to Tang, Five and Yuan Dynasties

6.2.6. Archaeological materials attributed to Song, Ming and Ching Dynasties; and other archaeological materials from other countries with exceptional cultural, artistic, and historical significance to the Philippines, as determined by the National Museum and supported by the Panel of Experts.

6.2.7. Ethnographic materials that are more than 100 years, or less where the production has already ceased.

6.3 Cultural Property (Grade 1)

6.3.1 Archaeological materials not classified as Grades I and II that have been listed in the Registry of National Museum Data Bank.

6.3.2. Ethnographic materials that are at least 50 years old.

Section 7. Dealings of Archaeological and Traditional Ethnographic Materials

7.1. The National Museum shall be given the right of first refusal in the purchase of Archaeological and Traditional Ethnographic materials declared as National Cultural Treasures. The National Museum shall appropriate funds annually or use its donated funds for such purpose.

7.2. No archaeological and Traditional Ethnographic materials under Grades I and II shall be sold, resold, or taken out of the country without first securing a clearance from the National Museum.

7.9 . Archaeological and Traditional Ethnographic materials under the category Grades I and II shall not change ownership, except by inheritance or by sale duly approved by the National Museum; Provided, however, that it may not be taken out of the country for reasons of inheritance or sale.

7.10 . Archaeological and Traditional Ethnographic materials under the category Grades I and II may be taken out of the country only with a written permit from the National Museum and only for purposes of exhibition or for scientific scrutiny but shall be returned immediately after such exhibition or study; Provided, however, that necessary safeguards have been duly complied with, as required by the concerned cultural agency.

7.11 Archaeological and Traditional Ethnographic materials under the category Grade III may be taken out of the country only with the Permit to Export from the National Museum and only for education purposes.

GUIDELINES GOVERNING THE CATEGORIZATION, DEALINGS, COLLECTION, AND RESEARCH ON NATURAL HISTORY SPECIMENS (NM Office Order No. 147, series 2011, August 23, 2011)

Pursuant to Sections 17 of Article V of the Republic Act No. 10066, otherwise known as “**The National Cultural Heritage Act of 2009**”, the following guidelines are hereby promulgated for the guidance of all concerned:

Section 1. Declaration of Policy

The Constitution of the Philippines provides that the “State shall promote and popularize the nation’s historical and cultural heritage resources”. It is also the policy of the state to preserve and protect Important Cultural Properties and National Cultural Treasures of the nation and to safeguard their intrinsic value.

Cultural property also includes natural associations, such as natural history specimens and sites, with cultural and / or scientific significance, which may be owned publicly or privately. These cultural properties of the nation are necessary and indispensable in the understanding of its history and culture.

Section 2. Scope and Coverage

These guidelines shall govern the categorization; dealings of natural history specimens classified as cultural property for the purposes of protecting, and regulating the export, transit, import and repatriation; and collection by the National Museum.

Section 3. Objectives

The objectives of these Guidelines are:

- 3.7 To rationalize the system of categorization of natural history specimens;
- 3.8 To provide appropriate guidelines for dealings, collection, and research on natural history specimens classified as cultural property and disposition thereof, to protect the interest of the Government and to preserve the cultural heritage of the Filipino people.

Section 4. Definition of Terms

As used in and for purposes of these guidelines, the following terms shall mean:

- 4.57. Cultural Property** refers to all products of human creativity by which a people and a nation reveal their identity, including churches, mosques and other places of religious worship, schools and natural history specimens and sites, whether public or privately-owned, movable or immovable, and tangible or intangible.
- 4.58. Endangered species** is a population of organisms, identified by the International Union for Conservation of Nature (IUCN), which is at risk of becoming extinct because it is either few in numbers, or threatened by changing environmental or predation parameters. Organisms that are classified as Critically Endangered based on the DENR A.O. 2007-01 shall be covered by this Office Order.

- 4.59. **Extinct** is an organism that no longer exists.
- 4.60. **Grades of Cultural Property** refers to the different ranks of cultural properties (Grade I, Grade II and Grade III) classified according to its level of significance.
- 4.61. **Holotype** is one of several possible biological types. A type is what fixes a name to a taxon. A holotype is a single physical example (or illustration) of an organism, known to have been used when the species (or lower-ranked taxon) was formally described.
- 4.62. **Important Cultural Property (ICP)** refers to a cultural property having exceptional cultural, artistic, historical and / or scientific significance to the Philippines, as shall be determined by the National Museum.
- 4.63. **National Cultural Treasure** refers to a unique cultural property found locally, possessing outstanding historical, cultural, artistic and/or scientific value which is highly significant and important to the country and nation, and officially declared as such by the National Museum.
- 4.64. **National Museum Registry of Cultural Property** refers to the registry of National Cultural Treasures, Important Cultural Properties and Cultural Properties which will be submitted to the National Commission for Culture and the Arts for the establishment of ***Philippine Registry of Cultural Property (PRECUP)***.
- 4.65. **Nationally significant** refers to historical, aesthetic, scientific, technical, social and/or spiritual values that unify the nation by a deep sense of pride in their various yet common identities, cultural heritage and national patrimony.
- 4.66. **Natural Property of Cultural Significance** refers to areas possessing outstanding ecosystem with flora and fauna of national scientific importance under the National Integrated Protected Areas System.
- 4.67. **Natural History specimens** are organisms and objects (live, preserved or petrified) that are collected or studied in the Philippines.
- 4.68. **Natural History specimens classified as cultural property** are holotypes, irreplaceable specimens such as fossils, endangered species and specimens that are at least 100 years old.

Section 5. Categories of Natural History Specimens classified as Cultural Property

The following are **Grades of Cultural Property** classified according to its level of significance:

- 5.10 . **National Cultural Treasure (Grade I)** is a cultural property with highest significance, having criteria previously defined by the National Museum.
- 5.11 . **Important Cultural Property (Grade II)** is cultural property of high significance, again, having criteria previously defined by National Museum.
- 5.12 . **Cultural Property (Grade III)** refers to all the other cultural properties outside Grades I and II that have been listed in the Registry of National Museum Data Bank.

Section 6. Classification of Natural History Specimens

The Classification of Natural History Specimens designated as Cultural Property into Categories / Grades is guided by the following:

6.1. National Cultural Treasure (Grade I)

6.1.1. Natural History specimens with outstanding historical, cultural, and/or scientific value which is nationally significant and important to the country and nation, and officially declared as such by the National Museum and supported by a Panel of Experts.

6.2. Important Cultural Property (Grade II)

6.2.1. Holotypes

6.2.2. Irreplaceable natural history specimens – fossils

6.3 Cultural Property (Grade III)

6.3.1. Preserved plants and animals, that are at least 100 years old from the date of collection;

6.3.2. Living plants and animals that are more than 100 years old and located within declared Heritage Zone.

Section 7. Dealings of Natural History Specimens designated as Cultural Property

7.1. The National Museum shall be given the right of first refusal in the purchase of Natural History specimens declared as National Cultural Treasures. The National Museum shall appropriate funds annually or use its donated funds for such purpose.

7.2. No Natural History specimens under Grades I and II shall be sold, resold, or taken out of the country without first securing a clearance from the National Museum.

7.12 . Natural History specimens under the category Grades I and II shall not change ownership, except by inheritance or by sale duly approved by the National Museum; Provided, however, that it may not be taken out of the country for reasons of inheritance or sale.

7.13 . Natural History specimens under the category Grades I and II may be taken out of the country only with the Permit to Export from the National Museum and only for purposes of exhibition or for scientific study but shall be returned immediately after such exhibition or study; Provided, however, that necessary safeguards are duly complied with, as required by the concerned cultural agency.

7.14 . Natural History specimens under the category Grade III may be taken out of the country only with the Permit to Export from the National Museum.

7.15 . For Natural History specimens of the National Museum intended for export and are not classified as cultural property, a Certificate of Non-Coverage shall be issued by the said agency.

Section 8. Collection of Natural History Specimens

8.1 . The National Museum shall have the authority to collect, maintain and develop the national reference collections of Philippine flora and fauna, fossils, rocks and minerals through research and field collection of specimens within the territorial jurisdiction of the Philippines. It shall be exempt from any and all permit systems regulating the same. All collaborative work with the other institutions shall be covered with the Memorandum of Agreement with the National Museum;

8.2 . The National Museum shall be exempt from applying for permits pertinent to collection, transport and research on Natural History specimens within the Philippines. Such research / collection activities shall be accompanied by a Travel Order and Authority to Collect and transport duly signed by the Director or his duly authorized representative of the National Museum.

- 8.3 . The Authority to Collect and Transport Natural History Specimens shall be issued by the Director IV or his duly designated representative through the Cultural Properties Division, to National Museum personnel involved in research.
- 8.4 . Collection, either of whole specimens or parts / derivatives (such as tissue samples, or genetic samples), shall be allowed only for the establishment of reference collection, taxonomic study and exchange (duplicates).
- 8.5 . The National Museum shall inform the Department of Environment and Natural Resources and the National Commission on Indigenous People for the collection of terrestrial species. It shall inform the Department of Agriculture for the collection of aquatic / marine species.
- 8.6 . The local officials from the barangays to municipal and or city government officers shall also be informed of the collection. The Palawan Council for Sustainable Development (PCSD) shall be likewise be notified in case the collections is conducted in Palawan.
- 8.7 . Official repository of holotypes is the National Museum. All Holotypes of fossils, plants and animals collected in the Philippine territory since March 26, 2010 by other institutions or entities shall be deposited in the National Museum.
- 8.8 . All government agencies, academic institutions, as well private entities involved in collection and research on Natural History shall submit the list of holotypes with their corresponding information to the National Museum.
- 8.9 . The National Museum shall maintain a storage facilities for holotypes to ensure their preservation. A National Museum of Natural History and the National Herbarium of the Philippines shall be established at the National Museum of the Philippines Complex in Manila.
- 8.10 . Natural History specimens collected in the Philippines by the National Museum acquired through exchange and collaborative work, donation, gift and purchase shall be deposited in the National Museum storage facilities.
- 8.11 The National Museum shall curate, maintain, manage, enhance and develop the National Geological and Paleontological Reference Collection, the National Zoological Reference Collection, and the National Herbarium.
- 8.12 . Natural History specimens can be accessed by the public following the rules and regulations on the access to museum collections and data.

ISSUANCE OF LICENSES, AUTHORIZATION, CERTIFICATES AND PERMITS

GUIDELINES ON AUTHORITY TO CONDUCT ARCHAEOLOGICAL EXPLORATION AND EXCAVATION

Pursuant to Republic Act 4846 as amended by Presidential Decree 374 and Republic Act 8492, the National Museum of the Philippines shall issue an Authority to Conduct Archaeological Exploration and Excavation to all Team Leaders of the Archaeology and Cultural Properties Division who are on official mission in the different parts of the country. Such authority shall be prepared by the CPD Permit and Licensing Section and shall be signed by the Director IV or his or her duly representative. This authorization is valid for one year and shall be given to all team leaders every January.

GUIDELINES ON SPECIAL AUTHORITY TO CONDUCT ARCHAEOLOGICAL EXPLORATION AND EXCAVATION

(NM Office Order No. 15, series 2008, March 31, 2008)

To strengthen the National Museum of the Philippines' (NMP) relationship with scientific and educational institutions, a special authority to conduct archaeological studies shall be issued only to designated National Museum Research Associate (NMRA) provided the requirements are followed:

- The field of expertise is Archaeology and a member in good standing of Katipunan ng Arkeologist ng Pilipinas (KAPI) or any organization recognized by the NMP;
- A letter of request for a Special Authority to Conduct Archaeological Exploration and Excavation together with the a detailed information of the project proposal and detailed archaeological report on the results of the exploratory studies on the area; and prior clearance from the owner of the property in case of private land and / or from other government agencies that require such clearance, shall be submitted to the Director IV of the NMP at least two weeks before the start of the exploration or excavation;
- Favorable endorsement from the Head of the Archaeology Division and approval of the Director IV or his duly authorized representative;

The Permit and Licensing Section of the Cultural Properties Division (CPD) shall prepare the Special Authority to be signed by the Director IV or his / her duly designated representative. After signing, the aforementioned document shall be turned-over to the Records' Section of the Administrative Division for its release. The records Section shall provide copies of the Special Authority to the CPD and the Archaeology Division. It is understood that the archaeological activity, both in the exploratory and excavation stage must be monitored by CPD personnel.

After the completion of the project, the NMRA shall submit a terminal report and an inventory of collections and all archaeological materials collected to the Archaeology Division of the National Museum. A duplicate copy of the terminal report shall also submitted to the CPD.

GUIDELINES ON AUTHORITY TO EXCAVATE

In connection with the unified guidelines for the recovery from the Philippines of the remains of Japanese World War II soldiers prepared by the Department of Foreign Affairs, National Museum and Department of Health, an Authority to Excavate shall be issued to the Japanese Mission and to organization(s) authorized by the Japanese Embassy in collecting aforementioned bones in the Philippines by Director IV provided that Mission Teams shall be accompanied by representative/s of the National Museum (NM) or of another individual/expert (e.g. Deputy) who in the opinion of the Director IV is competent to supervise the work, for the duration of the recovery mission to ensure that no cultural properties, immovable (built heritage) or movable (artifacts/ecofacts) are disturbed or destroyed. In the event that cultural properties were affected or exposed; the recovery shall be stopped and Archaeology Division or Cultural Properties Division staff of the National Museum shall assess the site and conduct systematic recovery of the said cultural properties.

With regard to transport of the remains of Japanese soldiers, the permit to transport shall only be issued by the Department of Health. In line with this, the Japanese mission shall be responsible in accomplishing the necessary requirements and procedures in the procurement of said permit (for transport of the remains). Japanese human remains are not considered cultural properties; hence they are not within the domain of the mandate of the NM.

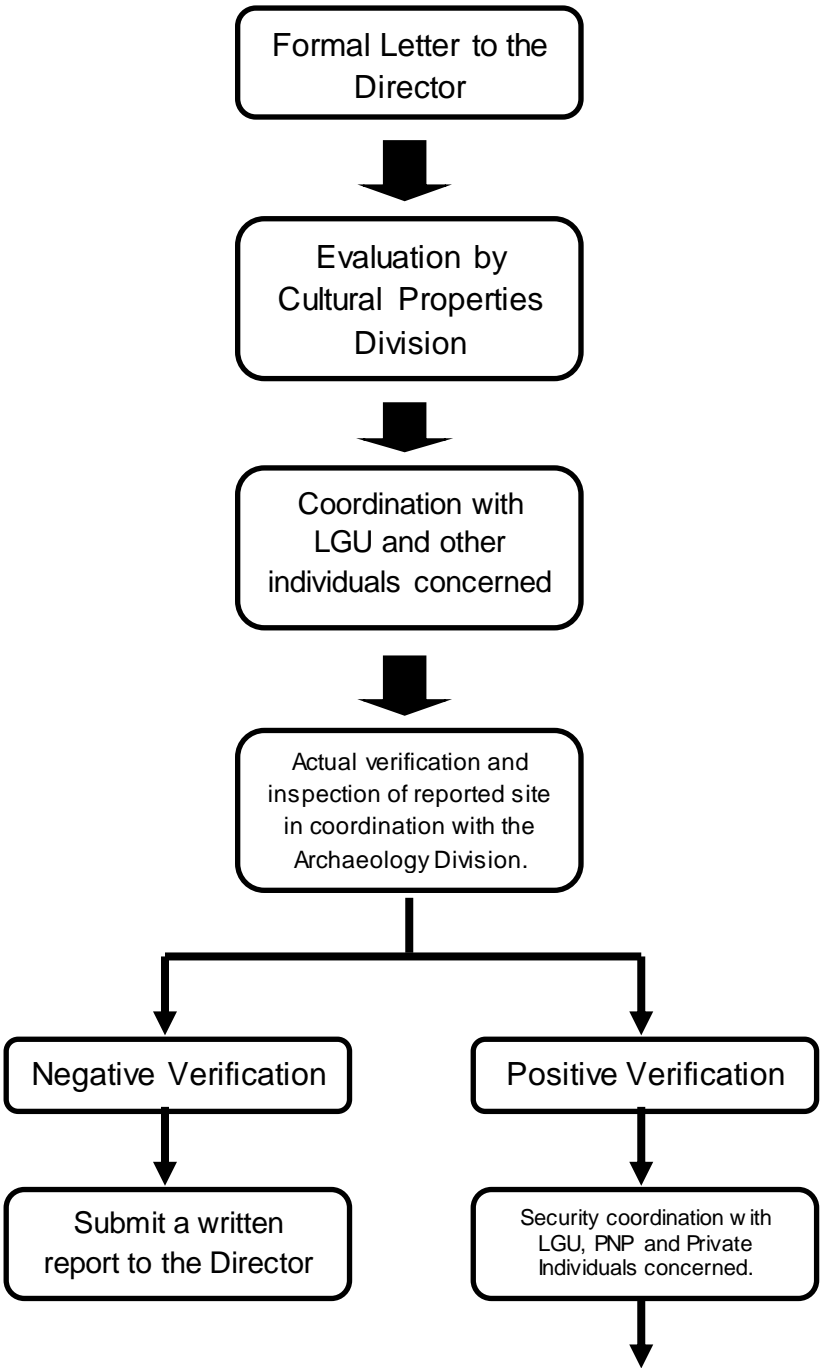
GUIDELINES FOR THE VERIFICATION AND INSPECTION OF BOTH LAND AND UNDERWATER SITES

- Formal Letter addressed to the Director of the National Museum should include the following:
Exact Address or Barangay, Municipality and Province of reported site
Visual proof or evidence.

Said letter shall in turn be referred to the Cultural Properties Division for Evaluation.

- Coordination with different Local Government Units and/or Private Individuals having jurisdiction of the reported site/s
- Actual verification and inspection of reported site, limited to ocular and documentation activities shall be conducted by the staff of the CPD. If the site is underwater, coordination with the Underwater Archaeology Section of the Archaeology Division shall be done.
- In case of positive verification, coordination regarding the security of the site with the LGU, PNP and Private Individuals concerned.
- Preparation of report to be submitted to the Director of the National Museum for study and further action.

Process of Verification and Inspection of both Land and Underwater Sites



Submit a written
report to the Director

PERMIT TO CONDUCT LAND ARCHAEOLOGICAL EXPLORATION

Any private individual or entity whose expertise was hired to provide archaeological work or studies; or entities involved in the recovery of artifacts and ecofacts shall acquire the necessary archaeological permits. The following requirements and procedure must be submitted and complied with;

1. Letter – request addressed to the Director of the National Museum of the Philippines (NMP) indicating intention including detailed information relative to the request;
 - a. Resume, in case of an individual, with supporting documents or company profile, in case of an institution, with supporting documents;
 - b. Favorable recommendation from KAPI, however, said requirement does not preclude the NMP to issue without said recommendation;
 - c. A copy of technical proposal submitted to the principal;
2. **All the submitted documents shall be evaluated by the NM Committee on Archaeological Permits (NMCAP);**
3. After proper compliance by the proponent and favorable evaluation by the NMCAP, notice of approval shall be issued by the Director IV of the NMP, approving the request and stating the fees to be paid by the former. However, in case of disapproval due to justifiable grounds, a corresponding notice of disapproval shall be issue citing reason of said disapproval. Within seven (7) days from receipt of the said disapproval, the proponent may file a request for reconsideration. After which the decision shall be final;
4. Simultaneously with the approval of the said request, a Memorandum of Agreement (MOA) shall be prepared;
5. After the signing of the MOA, Application of Permit to Conduct Archaeological Exploration, Order of Payment and other documents shall be prepared by the Licensing and Permit Section of the CPD;
6. After payments have been made and documents have been prepared, Permit to Conduct Archaeological Exploration shall be prepared, signed and released.
7. Progress Report on the results of the exploration in triplicate copy, inventory and archaeological collections (if any) should be submitted to the NMP;

PERMIT TO CONDUCT ARCHAEOLOGICAL EXCAVATION(LAND)

1. Letter of intent to conduct archaeological excavation;
2. Detailed archaeological report on the results on the exploratory studies on the area covered by the Permit to Explore;

3. Technical proposal for archaeological excavation on the are applied for;
4. Written clearance from the owner of the property and/ or any government agency mandated by law;
5. Certified true copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC) and other documents pertinent to the corporation/ associations;
6. Upon submission of documents, these shall be evaluated by the National Museum Committee on Archaeological Permits (NMCAP) composed of the senior staff of the Archaeology and Cultural Properties Divisions;
7. After proper compliance by the proponent and favorable evaluation by the NMCAP, notice of approval shall be issued by the Director IV of the NMP, approving the request and stating the fees to be paid by the former. However, in case of disapproval due to justifiable grounds, a corresponding notice of disapproval shall be issue citing reason of said disapproval. Within seven (7) days from receipt of the said disapproval, the proponent may file a request for reconsideration. After which the decision shall be final;
8. Simultaneously with the approval of the said request, a Memorandum of Agreement (MOA) shall be prepared;
9. After the signing of the MOA, Application of Permit to Conduct Archaeological Excavation, Order of Payment and other documents shall be prepared by the Licensing and Permit Section of the CPD;
10. After payments have been made and documents have been prepared, Permit to Conduct Archaeological Excavation shall be prepared, signed and released.
11. Final Report in triplicate copy, inventory and archaeological collections must be submitted to the NMP;

It is understood that the archaeological activity, both in the exploratory and excavation stage must be monitored by CPD personnel

FLOW CHART
PERMIT TO CONDUCT ARCHAEOLOGICAL EXPLORATION



GUIDELINES, PROCEDURE AND REQUIREMENT FOR PERMIT TO CONDUCT UNDERWATER ARCHAEOLOGICAL EXPLORATION (NM Office Order No. 30, series 2013, February 4, 2013)

1. Letter of intent to conduct underwater exploration from the proponent address to the Director IV stating among others, the following:

Brief profile of the proponent or foundation; and specific location of the area applied for.
2. Proponents intent shall be evaluated based on the following:
 - a. Juridical personality or individual capacity to conduct research;
 - b. Previous activities with the National Museum;
 - c. Whether or not the proponent is black listed;
 - d. Whether or not the site proposed to be explored has already been applied for by other applicants;
 - e. Whether or not the proponent has already been issued a permit;
3. Letter of Instruction shall be forwarded informing the proponent of the following pre-qualification requirements to be submitted to the Chief of the Cultural Properties Division:
 - a. Company profile;

- b. Authentic copy of certificate of Registration from the Security and Exchange Commission including its by-laws;
- c. Detailed profile of the financial capacity to undertake the project;
- d. List of personnel including their respective resume;
- e. In case of foreign personnel, working permit from Bureau of Immigration and Deportation;
- f. Resident Secretary (copy of resolution authorizing the said secretary to legally represent the proponent in their undertaking);
- g. List of available equipment to be used in the undertaking;
- h. Technical and Administrative proposal (Proposed schedule of work);
- i. In case the NM denied the proponent application, a formal notice shall be forwarded to the applicant; stating the reason.

An appeal can be made within fifteen (15) days upon receipt of the said formal notice;

4. All documents shall be evaluated and reviewed by the National Museum Committee on Archaeological Permits;
5. A formal recommendation shall be forwarded to the Director IV and/or Asst. Director for approval;
6. After approval, a notice of acceptance shall be forwarded to the proponent-approving his application and informing him of the following requirements and / or fees:
 1. Application for Exploration Permit
 2. Application for Permit to Survey
 3. Permit to Explore
 4. Authority to Supervise
 5. Performance bond either in cashier's check, manager's check or cash
 6. Fees for MOA
7. Upon complying with the requirements mentioned above, a Memorandum of Agreement including Permit to Undertake Archaeological Exploration shall be prepared and signed;
8. The Releasing Unit of the Cultural Properties Division shall be responsible in releasing the permit and necessary documents;
9. It is understood that all other permits and or clearances required by other government or local entity in relation to this activity, shall be the responsibility of the proponent.

PERMIT TO CONDUCT UNDERWATER ARCHAEOLOGICAL EXCAVATION
(NM Office Order No. 30, series 2013, February 4, 2013)

A permit to conduct underwater archaeological excavation shall be issued after the following requirements have been complied with:

1. An extensive exploration activity have been conducted by the proponent as verified by the NMP. The underwater archaeological exploration must be in accordance with the Memorandum of Agreement and the implementing rules and regulations acted by the NMP.
2. A letter request must be submitted by the proponent to the Director of the NMP requesting issuance of permit to conduct underwater archaeological excavation together with the following documents:

- a. Detailed Technical Report of the Exploration activities
 - b. Technical and administrative and other necessary proposal for the implementation of the underwater archaeological excavation. Related schedule of work and GANTT Chart, must be included in the proposal;
 - c. Complete list of equipment to be used and list of equipment available;
 - d. List of complete personnel which will be involved in the activities which shall include their respective resume. In case of foreign personnel, a certified true copy of the working permit from the Bureau of Immigration and Deportation must also provided;
 - e. Proof of financial capability to undertake this project; (Certificate of Bank Deposit or Financial Declaration)
 - f. All documents to be submitted must be sealed and signed by the President or the duly authorized representative of the Foundation;
3. After proper evaluation by the NMCA have been made, notice of Acceptance shall be forwarded to the proponent formally instructing the same to pay the necessary fees. However, in case the request is denied, a formal notice shall also be forwarded to the proponent. An appeal can be made within 15 days upon receipt of the said formal notice;
 4. Upon compliance with necessary payment, a Memorandum of Agreement to conduct archaeological excavation shall be prepared and signed;
 5. Release of Permit from Cultural Properties Division.

**RENEWAL OF PERMIT TO CONDUCT UNDERWATER ARCHAEOLOGICAL EXPLORATION /
EXCAVATION
(NM Office Order No. 30, series 2013, February 4, 2013)**

1. Letter of intent to renew the permit to conduct underwater archaeological exploration with supporting documents:
 - a. Progress and technical report of the proponent;
 - b. Proposed schedule of work for the duration of permit requested; (GANTT Chart);
 - c. National Museum Technical Report;
 - d. Update on the List of Personnel involved in the project both on the Administrative and Technical aspects;
 - e. List of equipment to be used;
 - f. Proof of financial capability to continue with the project.
2. After evaluation, Notice of Acceptance shall be forwarded to the proponent, formally instructing the same to pay the necessary fees. However, in case the request is denied, a formal notice shall be forwarded to the proponent. An appeal can be made within 15 days upon receipt of the said formal notice.
3. No renewal shall be made, if there is/are evidences of breach of contract or violation of the implementing rules and regulations. Any unnecessary delay as exclusively determined by the NMP shall be considered a violation.

**GUIDELINES GOVERNING THE UNDERWATER ARCHAEOLOGICAL RESEARCH, EXPLORATION
AND EXCAVATION IN PHILIPPINE WATERS
(NM Office Order No.30, series 2013, February 4, 2013)**

Pursuant to Section 30 of Article VI of the Republic Act No. 10066, otherwise known as “**The National Cultural Heritage Act of 2009**”, the following guidelines are hereby promulgated for the guidance of all concerned:

Section 1. Declaration of Policy

The Constitution of the Philippines provides that the “State shall promote and popularize the nation’s historical and cultural heritage resources”. It is also the policy of the state to preserve and protect Important Cultural Properties and National Cultural Treasures of the nation and to safeguard their intrinsic value.

These cultural properties of the nation are necessary and indispensable in the understanding of its history and culture.

Section 2. Scope and Coverage

These guidelines shall govern the underwater archaeology exploration and excavation in Philippine waters for the purposes of regulating the archaeological research and recovery of cultural property.

Section 3. Objectives

The objectives of these Guidelines are:

3.9 To regulate and control all underwater archaeological research, exploration and excavation;

3.10 To provide appropriate guidelines for dealings of cultural property and disposition thereof, to protect the interest of the Government and to preserve the cultural heritage of the Filipino people.

Section 4. Definition of Terms

As used in and for purposes of these guidelines, the following terms shall mean:

4.69. Archaeological materials are fossils, artifacts, relics, antiques, and other cultural, geological, botanical, zoological materials collected from any place, whether above or underground, underwater or at sea level, which depict and document culturally relevant paleontological, prehistoric and/or historic events.

4.70. Antique refers to a cultural property found locally which is one hundred (100) years in age, more or less, the production of which has ceased.

4.71. Artifacts refers to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.

4.72. Ching (Qing) Dynasty is the period in Chinese history that started from 1664 AD to 1912 AD under the Manchu rule.

4.73. Cultural Property refers to all products of human creativity by which a people and a nation reveal their identity, including churches, mosques and other places of religious worship, schools and natural history specimens and sites, whether public or privately-owned, movable or immovable, and tangible or intangible.

4.74. Ecofacts are organic materials from archaeological sites, such as bones, shells and plant remains with cultural significance but not modified by man.

4.75. Five Dynasties is a period in Chinese history known as the era of disunion that started from 907 AD to 960 AD.

- 4.76. Grades of Cultural Property** refers to the different ranks of cultural properties (Grade I, Grade II and Grade III) classified according to its level of significance.
- 4.77. Important Cultural Property (ICP)** refers to a cultural property having exceptional cultural, artistic, historical and / or scientific significance to the Philippines, as shall be determined by the National Museum.
- 4.78. Ming Dynasty** is a period in Chinese history that started from 1368 AD to 1644 AD, the era when the Chinese re-asserted control in China and Eastern Asia.
- 4.79. Metal Age** is the period in Philippine Cultural Chronology marked by the introduction of metals from 2,000 to 1,500 years ago.
- 4.80. National Cultural Treasure** refers to a unique cultural property found locally, possessing outstanding historical, cultural, artistic and/or scientific value which is highly significant and important to the country and nation, and officially declared as such by the National Museum.
- 4.81. Nationally significant** refers to historical, aesthetic, scientific, technical, social and/or spiritual values that unify the nation by a deep sense of pride in their various yet common identities, cultural heritage and national patrimony.
- 4.82. Neolithic Age** refers to the New Stone Age, the period in which plants and probably animals were domesticated from 10,000 to 2,000 years ago.
- 4.83. Paleolithic Age** refers to the Old Stone Age, dating from the first use of stone by humans from 800,000 to 10,000 years ago.
- 4.84. Relics** refer to objects possessing cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest or it's parts, and which are intimately associated with important beliefs, practices, customs and traditions, persons and personages.
- 4.85. Song Dynasty** was a ruling [dynasty](#) in [China](#) between 960 and 1279 is divided into two distinct periods: the Northern Song and Southern Song.
- 4.86. Tang Dynasty** was the most radiant historic period in China's history that started from 618 AD and ending in 907 AD.
- 4.87. Tangible Cultural Property** refers to a cultural property with historical, archival, anthropological, archaeological, artistic and architectural value, and with exceptional or traditional production, whether of Philippine origin or not, including antiques and natural history specimens with significant value.
- 4.88. Yuan Dynasty** was a ruling [dynasty](#) founded by [Kublai Khan](#), who ruled most of present-day [China](#), [Mongolia](#) and its surrounding areas from 1271 AD to 1368 AD.

Section 5. General Provisions

- 5.1. Permits to explore or excavate shall be issued only to the following:**
 - 5.1.1. Duly accredited scientific and educational institutions
 - 5.1.2. Duly Philippine registered non-stock and non-profit corporation group or organizations in the field of underwater archaeology
 - 5.1.3. Other government agencies or instrumentalities of proven ability to conduct underwater archaeological work
 - 5.1.4. Juridical groups under sponsorship by a scientific or educational institution; or who upon the judgment of the National Museum are competent and qualified to conduct underwater archaeological work
 - 5.1.5. Foreign institutions in the field of underwater archaeology which link-up with any local corporation or foundation registered with the Securities and Exchange Commission and allowed to do business in the Philippines.

5.2. A formal letter of application for a permit to explore or excavate shall be addressed to the Director of the National Museum at least one (1) month prior to the commencement of the Project. The letter of application shall include the following:

5.2.1. Project Design

- 5.2.1.1. Proponents
- 5.2.1.2. Cooperating Agencies
- 5.2.1.3. Summary of Project
- 5.2.1.4. Objectives
- 5.2.1.5. Significance
- 5.2.1.6. Procedure
- 5.2.1.7. Time Table
- 5.2.1.8. Financial Plan
- 5.2.1.9. Personnel
- 5.2.1.10. References
- 5.2.1.11. Historical/Archival Documentation

5.2.2. Financial Statement

5.2.3. Listing of capital investments in terms of Equipment and facilities

5.2.4. Evidence of competence and experience in the field of underwater archaeology to be validated by the Head of the Underwater Archaeology Section, Chief of the Archaeology Division and Chief of the Cultural Properties Division

5.2.5. List of certified divers and their respective positions (Dive Director, Dive supervisor, rescue divers, dive doctor, divers) who will be involved in the scientific underwater archaeological work. Foreign personnel should have the proper Philippine Visa and working permits secured from the concerned Philippine government agencies (DFA/BI).

5.2.6. The applicant shall file a cash performance bond of Php 500,000.00 refundable subject to limitations upon completion or cessation of the project. Interest gained from such performance bond shall revert to the Philippine Treasury as stipulated in the General Appropriations Act.

5.3. Exploration and Excavation Permits

5.3.1. Exploration Permit

5.3.1.1. The maximum area to be allowed for each application permit shall not exceed 30 square kilometers in total area, expressed in terms of longitude and latitude. Exploration permit shall not apply to verification of reported sites.

5.3.1.2. No two proponents or applicants may overlap in terms of area covered by each permit.

5.3.1.3. Exploration permits are only valid for six months and can be renewed for another six months after evaluation of the grantee's activities based on its submitted field report.

5.3.1.4. An applicant is limited to two exploration permits at any given time.

5.3.1.5. Recovery of materials from exploration work is limited to samples only. Such samples shall belong to the National Museum and the limit of the samples shall be decided only by the National Museum representatives.

5.3.1.6. The fee for an exploration permit for one site is
Php 10,000.00.

5.3.1.7. The performance bond for an exploration permit for one site is
Php 500,000.00, or whichever is higher in the prevailing exchange rate.

5.3.2. Excavation Permit

5.3.2.1. Applications for permit to excavate must specify the map coordinates of the specific site to the nearest minute.

5.3.2.2. The site must be described in detail to establish identity.

5.3.2.3. Excavation permits are limited to a period of one year and renewable for another year in areas unaffected by seasonal climatic variations; in affected areas excavation permits are limited to six (6) months and renewable for another eighteen (18) months. Excavation and Exploration permits can only be renewed after thorough evaluation by the Underwater Archaeology Section of the Archaeology Division of the Field Report submitted by the permit grantee on his previous activities. An evaluation report, duly signed by the Head of the Underwater Section and Chief of the Archaeology Division, shall be attached to the renewal application.

5.3.2.4. In areas unaffected by seasonal climatic variations only one excavation permit may be granted to an applicant at any one time. In affected areas, two excavation permits may be granted the applicant working alternately between the two sites as weather condition warrants.

5.3.2.5. The fee for an excavation permit for one site is Php 10,000.00.

5.3.2.6. The performance bond for an exploration permit is extended into the excavation phase if an excavation permit is granted.

5.4. Permits for underwater archaeological explorations and/or excavations may be limited to sites whose depths are those that can be worked on safely by (Self-Contained Underwater Breathing Apparatus) SCUBA divers of the National Museum and where archaeological methods and techniques of excavation and recovery may be applied. However, archaeological sites with depths exceeding the limits of SCUBA may be considered if the proponent could provide adequate and safe equipment for diving such depths without compromising the safety of divers.

Section 6. Exploration Activities

6.1. Activities during the exploration of underwater archaeological sites are limited to the assessment of the potential(s) of the sites for future archaeological excavation work. The result of all activities limited to underwater exploration, shall be submitted to the Underwater Archaeology Section, National Museum after the period of exploration with the following information:

6.1.1. Results of remote sensing and other non-destructive probing and the verification by ocular survey and photo-documentation

- 6.1.2. Identification of the underwater archaeological site, if possible the shipwreck and the period
- 6.1.3. Determination of the condition of wreck
- 6.1.4. Recording of the general environment:
 - 6.1.4.1. nature, depth and mobility sediments
 - 6.1.4.2. form and structure of outcrops, boulder spill
 - 6.1.4.3. wave trends
 - 6.1.4.4. current direction, strength, and periodicity
 - 6.1.4.5. flora and fauna present, and effects on the archaeological materials
 - 6.1.4.6. Quantification of the exposure of the site to wind and heavy sea.
- 6.2. The archaeological materials to be recovered are limited to samples of small finds and diagnostic materials enough to help in the identification and dating of the site. These materials shall belong to the National Museum.
- 6.3. Two (2) National Museum representatives in underwater archaeological exploration projects will serve as coordinator/supervisors. They shall have the authority to recommend termination of any project anytime when provisions of these guidelines are not adhered to, and if they, by their logical judgments, believe that the interests of the State will be compromised.

Section 7. Excavation Activities

- 7.1. Underwater archaeological excavations are to be undertaken after the submission of the exploration report, duly verified by the Chief of the Underwater Archaeology Section. Archaeological excavations shall follow internationally accepted methods and techniques, which include:
 - 7.1.1. General mapping of the site prior to excavation where feasible. A differential Global Positioning System (GPS) reading should be taken topside both from the North and South ends of the site (wrecksite), or whichever directions the site is oriented lengthwise.
 - 7.1.1.1. contour mapping
 - 7.1.1.2. location map
 - 7.1.1.3. grid map
- 7.2. Archaeological recording of materials to show spatial relationships with other materials and environmental features.
 - 7.2.1. Use of National Museum forms applicable to the excavation of archaeological sites, i.e. inventory forms (Form 5a), Site Discovery Forms, and grid forms.
 - 7.2.2. Systematic and detailed documentation, which include illustrations and photo-documentation of the various stages of the excavations.
 - 7.2.3. Implementation of adequate recovery procedures to minimize damage to fragile archaeological materials.

7.2.4. A set of procedures for the conservation and preservation of materials both at the site and the laboratory should be in place prior to the commencement of the archaeological excavation.

7.2.5. Submission to the National Museum of Status and preliminary reports and final report of the activities and results of the excavations in the following format:

7.2.5.1. Introduction

7.2.5.2. Literature/archival Research

7.2.5.3. Methodology

7.2.5.3.1. Mapping

7.2.5.3.2. Equipment Set-up

7.2.5.3.3. Dive Procedures

7.2.5.3.4. Daily Dive log (time, no. of divers, no. of back-up divers, decompression table, remarks)

7.2.5.3.5. Excavation

7.2.5.3.6. Processing of Materials (desalination, inventory and accessioning, preliminary conservation, etc.)

7.2.5.3.7. Retrieval Procedures (include security measures undertaken during transport of materials (if applicable) from the excavation site to temporary storage or laboratory).

7.2.5.4. Results and Discussion

7.2.5.5. Recommendation

7.2.5.6. References/Bibliography

7.2.6. Status or progress reports shall include the current phase of the excavation activities and preliminary assessment of the archaeological materials so far recovered. It shall also include reports on any accidents and major problems encountered during the course of the excavation.

7.2.6.1. A joint authorship between the proponent (underwater archaeologist/s) and the National Museum on the publication of a complete final report on the results of the excavations, copies of which should be furnished to both.

7.2.7. Two (2) National Museum representatives in underwater archaeological excavation projects will serve as coordinator/supervisors. They shall have the authority to recommend termination of any project anytime when provisions of these guidelines are not adhered to, and if they, by their logical judgments, believe that the interests of the State will be compromised.

Section 8. Other Provisions

8.1. A log book should be maintained to record daily activities, features, notes and other related information which may not otherwise appear in other records, including the detailed description of the methods used during explorations and excavations. The documentation can be in English or Filipino.

- 8.2. Underwater archaeological work, both exploratory and actual excavations, shall be carried out only in the presence of at least two National Museum representatives.
- 8.3. Actual commencement of the work shall be subject to the availability of National Museum representatives.
- 8.4 The proponent shall bear all expenses related to the conduct of archaeological activities including, but not limited to, on-site accommodation and food costs. In cases where significant archaeological finds are discovered in situ, any extension of work deemed necessary by Museum representatives are likewise reimbursable.
- 8.5. The proponent shall also bear the museum representatives the
Following:
- 8.5.1. Per diem = Php 800.00/day
- 8.5.2. Hazard Pay = Php 700.00/day
- 8.5.3. Honorarium = Php 4000 (per effective permit)
- 8.6. The permit grantee shall guarantee a minimum of twenty (20) days of diving for and in each calendar month from inception of the project, however subject to meteorological, climatic, technical or physical factors.
- 8.7. The start of the operations shall be no more than thirty (29) days after the date stipulated in the approved timetable unless otherwise agreed upon by both parties. Absence of communication from proponent after the prescribed period has lapsed will make the proponent in default and be grounds for revocation of permit.
- 8.9 . The National Museum shall be furnished with copies of all documents, such as but not limited to accession and inventory records, logbook, negatives, photographs and other records pertinent to the project. Such copies must be submitted to the National Museum within three (3) months after particular documentation has been completed.
- 8.10 Right to Loan Artifacts for Exhibit and Analysis
- 8.11 Aside from the National Museum, the proponent shall have the right of first refusal to loan the artifacts for purposes of documentation, exhibition, and analysis.
- 8.12. Sharing of Recovered Underwater Specimens
- 8.13 The sharing of recovered materials, objects, or items will be limited only to Grade III Cultural Property, as described in Section 7.1 of the Implementing Rules and Regulations of R.A. 10066 and shall be undertaken, allowed or permitted only after a complete documentation of the same is finished. Sharing shall be done in Manila after prior notification and by mutual agreement between both parties.
- 8.14 The proponent shall be bounded in a Memorandum of Agreement with the National Museum that its share of materials shall not be sold or given to any party other than legitimate museums for exhibition.
- 8.15 A field report on the project shall be submitted to the National Museum before any sharing of the recovered materials, objects or items is allowed.
- 8.16 All fragmentary materials such as sherds, organic and inorganic materials and so on recovered as a result of the project shall belong to the National Museum. A type collection of these materials may be provided to the proponent, to a university or similar educational or cultural institutions by the National Museum upon request.

- 8.17 All rare, unique pieces and items which are one of a kind automatically belong to the National Museum. However, sharing of other archaeologically recovered specimens shall be subject to negotiation in a Memorandum of Agreement between the National Museum and the proponent. The material cost of the total conservation of the recovered materials shall be borne by the proponents until sharing is completed. The technical expertise in the conservation of the materials may be provided by the National Museum.
- 8.18 No technical or professional paper, article or book may be released without the prior consent of the National Museum on the specific project.
- 8.19 The use of explosives in underwater archaeological work is prohibited; only shaped charges that will not harm the environment may be used but must be with prior clearance from the National Museum, the Armed Forces of the Philippines, and other concerned government agencies.
- 8.20 The National Museum is not liable and will not assume responsibility for accidents, losses or damages resulting from underwater archaeological operations in Philippine waters; the proponent is liable if through their negligence during the course of operations representatives of the National Museum undergoes harm in any form.
- 8.21. Landforms in sites shall be left undisturbed if possible and the destruction of these during the course of the work shall be minimized; all landforms must be restored as closely to the original as possible upon completion of the project.
- 8.22. Sub-contracting of underwater archaeological work or third party arrangements is not permitted. Permits from the National Museum are not non-transferable, nor can the proponent assign his rights to the permit and the implementation of permits to other persons or entities for whatever considerations.
- 8.23. Arbitration when necessary on any consideration shall be done in Philippine courts of law.
- 8.24. The permit grantee must provide underwater diving equipments to National Museum representatives which shall be used by them ONLY during the period of the archaeological work. Ownership of these equipments, however, shall be retained by the grantee.
- 8.25. The permit grantee must provide for the coverage of accident insurance of National Museum representatives assigned to the site for the duration of the archaeological project with a premium of not less than Php 500,000.00 or \$ 10, 000.00, or whichever is higher in the prevailing exchange rate.
- 8.26. The permit grantee shall provide for a decompression chamber whenever decompression dives are required at the site.
- 8.27. No exploration or excavation may commence until the applicant has signed these Rules and Regulations, Memorandum of Agreement, and permits to explore and/or excavate in Philippine waters are granted.
- 8.28. The National Museum has the absolute right to revoke the permit issued to the permit grantee because of the following reasons: violation of the provisions stipulated in this rules and regulations, and/or its inability to comply with the same; withholding any information regarding the presence or location of any item or object recovered from the site or any part thereof with the intention of defrauding the National Museum; possession, traffic, or use of prohibited drugs by any member of the permit grantee's team during the diving operations; and illegal possession of firearms and ammunitions, and any object that may endanger lives of other members of the team.

Section 9. Separability Clause

If any of the provisions of these rules and regulations is held or declared to be unconstitutional or invalid by a competent court, the other provisions hereof shall continue to be in force as if the provision so annulled or voided had never been incorporated in these rules and regulations.

Section 10. Repealing and Amending Clause

These Guidelines amends and/or revoke other orders, rules and regulations inconsistent herewith.

Section 11. Effectivity

This Office Order shall take effect after registration with the Office of the National Administrative Register.

NM FORM No. PD 374-7a
(Enclosure to NM Form No. Pd 374-7)
Revised February 1984
Owner's Copy

Application No.

Date filed.....

APPLICATION FOR PERMIT TO EXPLORE OR EXCAVATE

Archaeological and Historical Sites

The DIRECTOR
National Museum
Manila

Sir:

Pursuant to the provisions of P.D. 374 and its Implementing Rules and Regulations, I have the honor to request the permission to explore, excavate or make diggings as herein specified.

Location.....

.....

Sitio/Barrio

City/Municipality

Province

Owner(s) of
Property.....
.....

Total
Area
...

Duration of
Investigation.....to.....
...

Purpose.....
.....
.....
.....

I have the honor to
recommend.....

of.....to supervise the exploration, excavation, or
diggings.

NOTED:

Applicant

Application Fee: P
OR. No.....Date.....

NM FORM No. PD 374-7a
CPD-EX
Revised February 1984
Owner’s Copy

Permit No.....

Date filed.....

PERMIT TO EXPLORE OR EXCAVATE

TO WHOM IT MAY CONCERN:

Pursuant to the provisions of Presidential Decree No. 374 and its implementing rules and
regulations, permission is hereby granted
to.....
.....

.....of.....

.....

to explore, excavate or make diggings as herein specified:

Location.....

.....

Sitio/Barrio

City/Municipality

Province

Owner(s) of

Property.....

Total

Area.....

...

Duration of

Investigation.....to.....

.....

Purpose.....

.....

.....

.....

Supervisor of Exploration/

Excavation:.....

Authority to Supervise

No.....dated.....

Valid until.....

This permit is issued subject to the conditions specified by Rule VI of Presidential Decree
No. 374.

Note: Exploration and excavation should
be done only with the presence
of the designated supervisor.

Director

Permit to Explore/ Excavate Fee: P150.00

O.R. No.....

Date.....

NM FORM No. PD 374-7a
(Enclosure to NM Form No.Pd 374-7)
Revised February 1984

**APPLICATION FOR CERTIFICATE OF AUTHORITY TO SUPERVISE
EXPLORATION OR EXCAVATION**
Archaeological and Historical Sites

The DIRECTOR
National Museum
Manila

Sir:
Pursuant to the provisions of P.D. 374 and its Implementing Rules and Regulations, I have
the honor to request the permission to explore, excavate or make diggings as herein specified.

Location.....
.....
Sitio/Barrio City/Municipality Province

Owner(s) of
Property.....

Total
Area.....
...

Duration of
Investigation.....to.....

Purpose.....
.....
.....
.....

Permit to Explore or Excavate
No.....Dated.....

.....
Applicant

Application Fee: P20.00
OR. No.....Date.....

NM FORM No. PD 374-7a
(Enclosure to NM Form No.Pd 374-7)
Revised February 1984
Owner's Copy

Application No.

Date filed.....

NATIONAL MUSEUM OF THE PHILIPPINES

CERTIFICATE OF AUTHORITY TO SUPERVISE EXPLORATION OR EXCAVATION

Archaeological and Historical Sites

TO WHOM IT MAY CONCERN:

Pursuant to the provisions of Presidential Decree No. 374 and its implementing rules and regulations, this Certificate of Authority is hereby issued to:

.....of.....
.....

Subject to the conditions specified by Rule VI of P.D. No. 374 to supervise the exploration, excavation or diggings as herein specified.

Location.....
.....

Sitio/Barrio	City/Municipality	Province
--------------	-------------------	----------

Owner(s) of
Property.....

Total
Area.....

Duration of
Investigation.....to.....
.....

Purpose.....
.....
.....
.....

Supervisor of Exploration/

Excavation:.....

Authority to Supervise

No.....Dated.....

This authority valid

until.....

Director

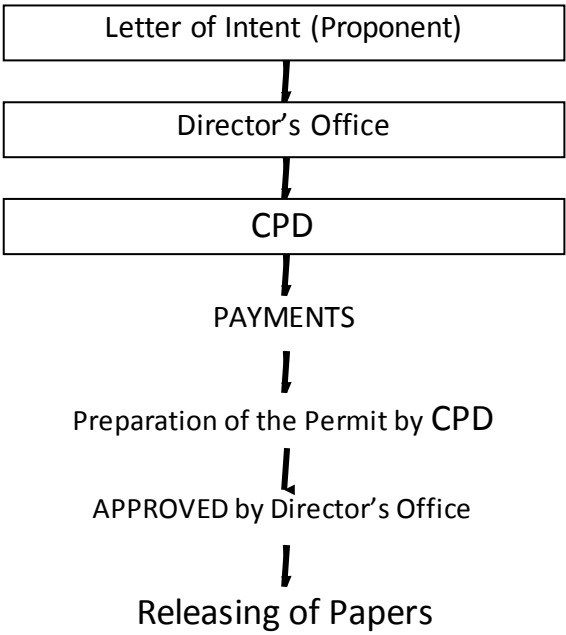
.....
Signature of Supervisor

Certification Fee: P50.00

O.R. No.....

Date.....

**FLOW CHART
RENEWAL TO CONDUCT UNDERWATER ARCHAEOLOGICAL EXPLORATION**



**ISSUANCE OF PERMIT TO TRANSPORT
ARCHAEOLOGICAL MATERIALS
(NM Office Order No. 6, series 2009)**

The National Museum, under existing laws and regulations, is tasked to preserve and protect Philippine cultural property including but not limited to archaeological sites and the artifacts and ecofacts found therein. Archaeological sites whether, in government or private property, have been disturbed by commercially minded diggers and collectors, destroying part of the Philippine Prehistoric and Early Historic Periods.

Hence, there is a need for stricter regulation of the movement of archaeological materials in the Philippines. Therefore, a Permit to Transport shall be issued to an individual or an institution provided that all the following requirements are followed:

1. A letter of request to transport archaeological materials citing the reason(s) the request is made shall be submitted to the Director of the National Museum;
2. The request shall be provided with the list of archaeological materials and photographs;
3. If the materials were purchased, an official receipt and a sworn affidavit of ownership shall be submitted to the NM;
4. If the materials were retrieved from an archaeological site, a copy of prior and pertinent Permit to Excavate or Explore must be submitted.

The Permit and Licensing Section of the Cultural Properties Division (CPD) shall prepare the Permit to Transport to be approved by the Director IV or his / her duly designated representative only when and after the above have been satisfied. After signing, the aforementioned document shall be turned-over to the Records Section of the Administrative Division for its release. The Records Section shall provide copies of the permit to the CPD and the Archaeology Division.

A copy of the permit shall be also submitted to the concerned municipality or city for conformity.

**GUIDELINES ON AUTHORITY TO CONDUCT ANTHROPOLOGICAL RESEARCHES BY
A FOREIGN NATIONAL**

Pursuant to Republic Act 4846 as amended by Presidential Decree 374 and Republic Act 8492, the National Museum of the Philippines shall issue an Authority to Conduct Archaeological Exploration and Excavation to all Team Leaders of the Archaeology and Cultural Properties Division who are on official mission in the different parts of the country. Such authority shall be prepared by the CPD Permit and Licensing Section and shall be signed by the Director IV or his or her duly representative.

This authorization is valid for one year and shall be given to all team leaders every January.

PERMIT TO EXPORT CULTURAL PROPERTIES

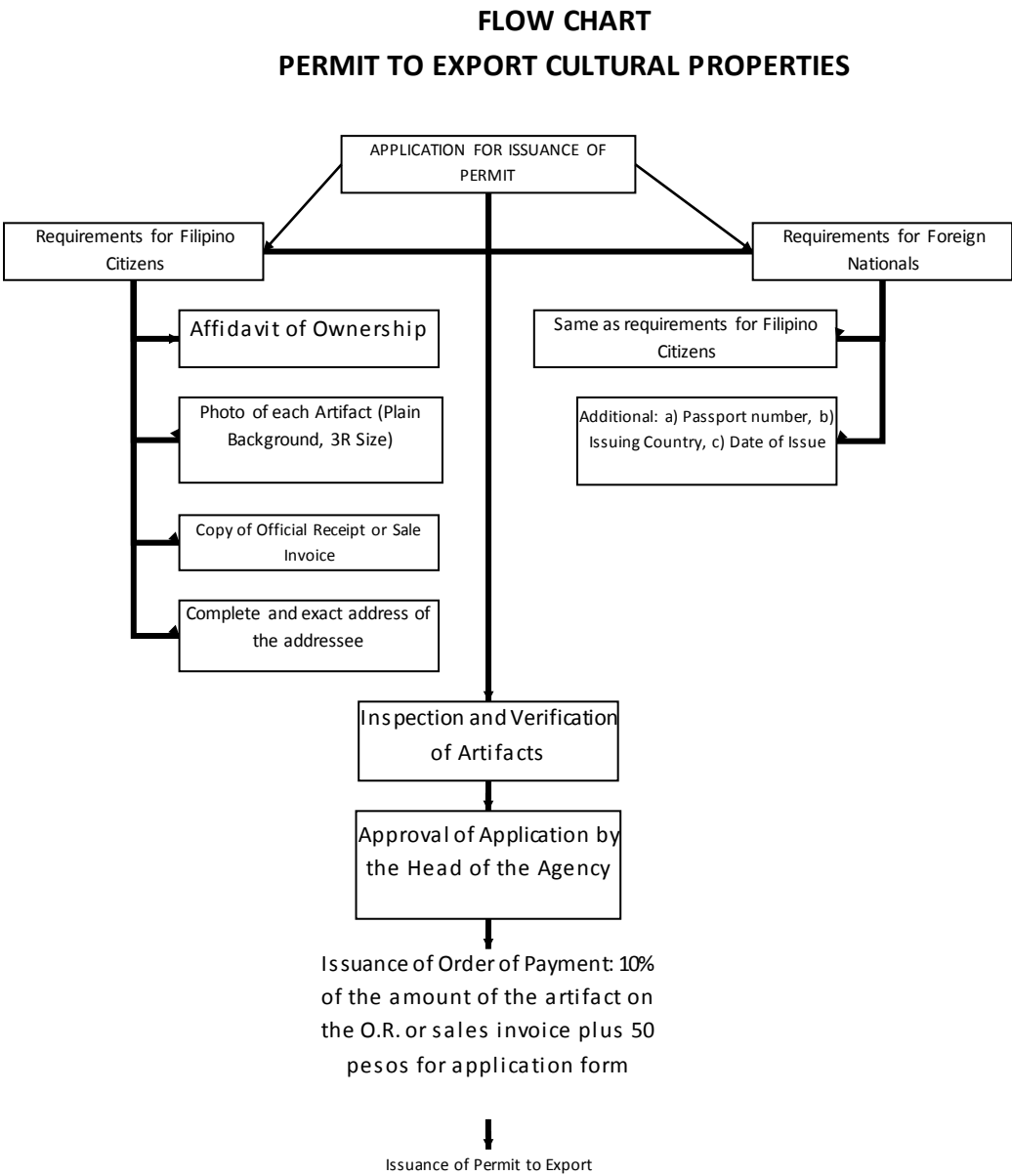
1. Cultural Properties intended for export should be brought to the National Museum for inspection and appraisal. Items in boxes or in crates should not be sealed without prior inspection and/or appraisal;

2. Together with the cultural items to be exported, the following documents must be submitted to the NM at least three (3) days before departure;
 - 2.1. Photocopy/ies of sales invoices the numbers of which are in the authorized statement for printing invoices that are approved by the BIR and which were submitted to the NMP by the dealers/exporters of cultural properties duly licensed by the National Museum;
 - 2.2. Notarized Certificate of Ownership (affidavit) of the items to be exported stating how these items were acquired in the absence of sales invoices; or
 - 2.3. Certificate of Registration of the cultural properties to be exported duly prepared by authorized personnel of the CPD and approved and signed by the Director of the National Museum;
 - 2.4. Colored photograph of each item to be exported or a digital picture thru compact disc and hard copy;
 - 2.5. Complete address of the addressee should be submitted together with other papers. The National Museum reserves the right to deny issuance of an export permit to an exportee with an incomplete address.
3. After complying with the above requirements, and after proper verification by the personnel of the Licensing and Permit Section, CPD, the applicant shall sign the Application Form which shall be countersigned by the Head of the Licenses and Permit Section, and noted by the Head of the Division;
4. Order of Payment shall be prepared and signed by the Assessing personnel of the Licenses and Permit Section and noted by the Head of the Division and countersigned by the applicant confirming the amount assessed by the CPD assessing personnel. Basis of payment shall be 10% of the acquired value manifested in the official receipt or five hundred pesos (P500.00) whichever is higher plus fifty pesos (P50.00) for application fee;
5. Issuance of Order of Payment to the applicant who shall then directly pay the amount at the National Museum Cashier's Office;
6. Order of Payment with attached Official Receipt issued by the Cashier's Office shall be returned to the Licensing and Permit Section, CPD;
7. Simultaneous with the processing of the Order of Payment, the Permit to Export cultural property shall be prepared;

The Certificate (Permit to Export) shall be signed by the following CPD personnel:

- 7.1. CPD personnel who prepares the permit;
- 7.2. Head of the Division or the Officer-in-Charge shall affix his initials manifesting that all documents are in order;

8. The Director of the National Museum shall approve the said permit.
9. It must be expressly stated in the export permit to be issued that the NMP does not object to any additional requirements demanded by any other concern government agencies.



LICENSING OF DEALERS

Any cultural property for sale as allowed under this Act, should be registered with the National Museum and the proceeds thereof shall be considered as income and therefore subject to taxation: **Provided**, however, that the government shall be given the first option for three months to buy these cultural properties when placed on sale.

Cultural properties for sale should be registered. And as such, no entity shall engage in business of antiquity without the necessary license or permit to deal issued by this office. All dealers of cultural properties shall secure a license as a dealer in cultural properties from the Director of the National Museum of the Philippines.

- I. The following documents to be submitted by New Applicants:

1. Letter of intent;
2. Mayor’s Permit
3. Certificate of Registration with the Department of Trade and Industry and SEC;
4. List of present stock inventory to be duly inspected and registered by NM personnel;
5. Names of authorized agent/s including their respective bio-data;

Upon compliance by the dealer and after further evaluation by the office and found the documents submitted complete or regular, letter of understanding, application form and order of payment shall be accomplished and signed by the applicant.

After payment, license shall be prepared, processed and release to the applicant by the CPD;

II. The following documents to be submitted for renewal of permit to deal:

1. Mayor’s Permit
2. List of present stock
3. Latest list of authorized agent/s.

If the documents submitted are in order, renewal of understanding and commitment including the application form and order of payment shall be accomplished and signed by the applicant.

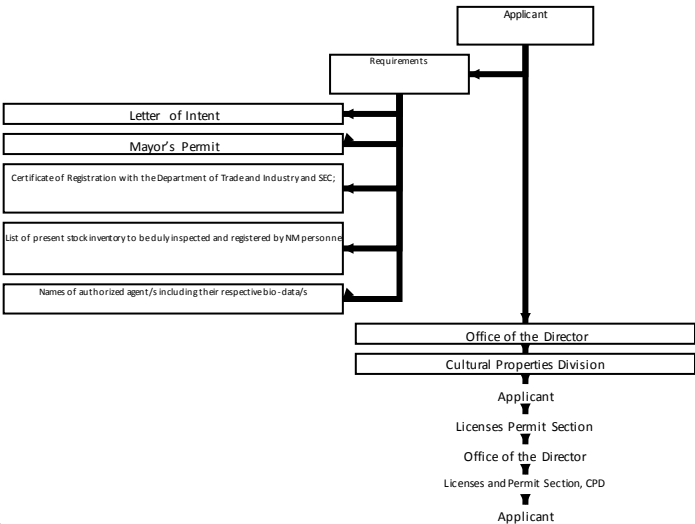
The following amount shall be paid

License fee for dealers1,000.00
License fee for agents 500.00

Surcharges for late renewal of licenses

March	5%	of	P 1,000.00	P	50.00
April	10%	of	1,000.00		100.00
May	15%	of	1,000.00		150.00
June	20%	of	1,000.00		200.00
July	25%	of	1000.00		250.00
August	30%	of	1,000.00		300.00
September	35%	of	1,000.00		350.00
October	40%	of	1,000.00		400.00
November	45%	of	1,000.00		450.00
December	50%	of	1,000.00		500.00.

After payment, license shall be prepared, processed and released to the applicant by the



CPD.

EXPORT PERMIT FOR NATURAL HISTORY SPECIMENS

The following are the guidelines and requirements for the export of natural history specimens:

1. National Museum specimens to be taken out of the country must have a formal approval from the Director IV;
2. Specimens to be taken out of the country must be listed and categorizes whether they are holotypes, endangered specimens, specimens which are irreplaceable or common species;
3. Export permit shall only cover natural history specimens from the National Museum and other research or academic institutions which are classified as holotype;
4. Holotypes are plants and animals that were used as bases in the classification and identification of the species and shall be treated as cultural property;
5. All holotypes shall be registered by the CPD following the procedures used in the registration of relics, artifacts and antiques;
6. The said list must be signed by the Curator II or OIC of the division concerned;
7. The said list with attached letter of approval from Director IV shall be forwarded to the Cultural Properties Division;
8. Validation and assessment of the list shall be conducted by the personnel of the CPD including the processing of export permit;
9. Certification of non-coverage shall be issued to specimens which are classified as common.

GRATUITOUS PERMIT TO EXPORT ARTWORKS

B. All artworks, more than a hundred year old, owned by **private collector** and/or institution, intended to be brought out of the Philippines, solely and exclusively for exhibition, may be issued a gratuitous permit to export provided the following requisites are followed:

1. A letter request specifying, the artworks to be brought out, the place of exhibit, the duration of exhibit and any other information which is vital to the issuance of the permit;
2. Together with the letter request, supporting documents shall also be submitted;

2.1. Certificate from the administrator, curator or owner of the establishment (museum, trade fair, etc...) where the exhibit is to be held certifying that the artworks to be exported shall be used solely and exclusively for exhibition; It shall also be stated in the certificate the extent or duration of exhibition;

- 2.2. An affidavit of undertaking from the applicant that the artwork to be exhibited shall be returned immediately to the Philippines after the exhibition;
 - 2.3. Affidavit of Ownership;
 - 2.4. Colored photograph of the said artwork (3"x5");
 - 2.5. Certificate of Registration of Artifacts;
 - 2.6. Performance Bond in the form of Surety Bond, cash manager's check amounting to Fifty Thousand Pesos (P50,000.00) or 20% of the total amount of the item to be exported;
 3. Approval of the Director, upon proper recommendation of the Chief or OIC of the Cultural Properties Division;
 4. Upon the return of the artwork in the Philippines, the applicant shall immediately notify the National Museum for proper inspection;
 5. In case the duration of exhibit is extended, proper notice should be made by the applicant to the National Museum;
 6. All artwork covered by the gratuitous permit which were not returned to the Philippines shall be considered illegally brought out of the country;
 7. Upon compliance with the necessary requirement stated in condition nos. 1, 2 & 3 of the guidelines, the Licensing and Permit Section of the Cultural Properties Division shall process the issuance of the said gratuitous permit;
 8. Order of payment shall be made in the amount of Fifty Pesos (P50.00) as processing fee.
- C. All artworks, more than a hundred year old, owned by **government institution** intended to be brought out of the Philippines solely and exclusively for exhibition purposes may be issued a gratuitous permit to export provided the following requirements are followed:
1. Letter request from the government institution, stating the artwork to be brought out, the place of exhibit, the duration of exhibit and any other information which is vital to the issuance of permit;
 2. Together with the letter request, a certificate from the administrator, curator or owner of the establishment (Museum, trade fair, etc...) where the exhibit is to be held, certifying that the artwork is intended solely and exclusively for exhibition. The certificate shall also state the duration of exhibit;
 3. Approval of the Director, upon the recommendation of the Chief or OIC of the Cultural Properties Division;
 4. Payment of Fifty Pesos (P50.00) for processing fee;
 5. Processing of necessary permit shall be conducted by the Cultural Properties Division personnel;

6. In case the exhibition is extended, formal notice shall immediately be made by the applicant;
- D. National Museum collection including natural history specimens intended to be exhibited abroad or intended for scientific studies, must have prior authority and approval from the Head of the Agency before issuance of any Permit to Export or Certificate of Non-Coverage.

Requirements and Guidelines for the Issuance of Permit to Export Works of Art by National Artists and Old Filipino Masters

1. All Works of Art by National Artists and Old Masters intended to be brought out for profit or sale shall be issued a permit to export provided the following requirements are submitted:
 - a. *Letter – request* addressed to the Director of the National Museum.
 - b. *Affidavit of Ownership* stating, among others, circumstances of acquisition;
 - c. 3R colored picture of the items;
 - d. *Complete address* of the exporter and the exportee including means of transport;
2. Approval of the Director, upon recommendation from the Chief or OIC of the CPD;
3. Notice of approval shall be issued including the fees to be paid;
4. In case of disapproval, corresponding notice shall be forwarded stating the reason for said disapproval;
5. Order of Payment for Permit to Export shall be **10% of the appraised value** recommended by the panel of experts for the arts;
6. The work of art must be brought to the National Museum for inspection.

* Attached herewith are the lists of the National Artists and Old Filipino Masters

NATIONAL ARTISTS

1. Fernando Amorsolo, N.A. in Painting, 1972
2. Carlos V. Francisco, N.A. in Painting, 1973
3. Guillermo Tolentino, N.A. in Sculpture, 1973
4. Napoleon Abueva, N.A. in Sculpture, 1976
5. Victorio Edades, N.A. in Painting, 1976
6. Vicente Manansala, N.A. in Painting, 1981
7. Cesar Legaspi, N.A. in Painting, 1990
8. Hernando Ocampo, N.A. in Painting, 1991
9. Arturo Luz, N.A. in Sculpture, 1997
10. Jerry Navarro, N.A. in Sculpture, 1999
11. Ang Kiukok, N.A. in Painting, 2001
12. Jose Joya, N.A. in Painting, 2003

CONSIDERED MASTERS IN PHILIPPINE ARTS

1. Juan Luna
2. Felix Ressurrecion Hidalgo
3. Lorenzo Ma. Guerrero
4. Felix Hidalgo
5. Simon Flores Y dela Rosa
6. Jorge Pineda
7. Miguel Zaragoza
8. Dominador Castaneda
9. Antonio Malantic
10. Damian Domingo

GUIDELINES FOR ISSUANCE OF CERTIFICATE OF NON-COVERAGE (P.D.374)

1. All items shall be brought to the Licensing and Permit Section, Cultural Properties Division for inspection;
2. In case the item cannot be brought to the National Museum, a formal request must be forwarded to this office by the applicant requesting for an inspection of items to be exported. It is understood that the Museum personnel who will inspect the item shall be fetched and be brought back to the National Museum.
3. Upon inspection and/or assessment, a certificate of non-coverage shall be issued in case the item is not covered by P.D. 374;

As a general rule ,items which are less than 100 years old are not covered by P.D. 374 (except art works crafted by National Artist)

4. Upon inspection and verification of item/items, a formal recommendation shall be made by the Licensing and Permit Section, that the item is not covered by P.D. 374;
5. Simultaneously, a certificate of non coverage shall be prepared including the order of Payments which shall be based on the following:
 - a. P 250.00 – certificate
 - b. P 10.00 – filing fees
6. Payments shall be made directly to the cashier office by the applicant;
- 7.
8. Upon presentation of official receipt, the certificate of non-coverage shall be issued and released by the releasing unit of CPD.
9. It is understood that the travel of Museum personnel who will inspect the item shall be handled by the applicant.

TREASURE HUNTING

Republic of the Philippines

GUIDELINES GOVERNING THE ISSUANCE OF PERMITS FOR TREASURE HUNTING
(NM Office Order No. 83; series 2011, January 5, 2011)

Pursuant to No. 8, Section 29 of Article VII of the Republic Act No. 10066, otherwise known as The National Cultural Heritage Act of 2009, the following guidelines are hereby promulgated for the guidance of all concerned:

Section 1. Declaration of Policy

It is the policy of the State that the discovery/recovery of hidden treasures and their disposition shall be under the full control and supervision of the State in order to ensure the interest of the Government which also includes rehabilitation of disturbed areas and the preservation of important cultural properties and national cultural treasures.

Section 2. Scope and Coverage

This guideline shall govern the issuance of Permits for the following:

- 2.1 Treasure hunting activities in Government land or private land;
- 2.2 Disposition of recovered hidden treasures or things of value hoarded in secret/undisclosed places prior to the effectivity of these rules and regulations. This includes transport and/or sale of hoarded gold bars, gold coins, platinum, silver, nickel babbitts, jewelries, gemstones, etc., or the so called “Yamashita Treasures.”

These guidelines, however, do not cover the issuance of permits for the discovery/recovery of cultural and historical values, such as objects of arts, archaeological artifacts, ecofacts, relics and other materials embodying the cultural and natural heritage of the Filipino nation, as well as those of foreign origin, which shall be governed by Republic Act No. 4846 as amended by Presidential Decree 374 or “The Preservation and Protection of Cultural Properties Act”; Republic Act No. 8492, the National Museum Act of 1998; and Republic Act No. 10066, otherwise known as National Cultural Heritage Act of 2009.

Section 3. Objectives

The objectives of these Guidelines are:

- 3.11 To rationalize the system of evaluation of applications for Treasure Hunting;
- 3.12 To provide appropriate guidelines for hunting hidden treasure and disposition thereof, to protect the interest of the Government and to preserve the cultural heritage of the Filipino people.

Section 4. Definition of Terms

As used in and for purposes of these guidelines, the following terms shall mean:

- 4.1 Area Clearance** – refers to a clearance issued by the agency allowing an applicant to conduct treasure hunting activities as shown in the submitted technical and environmental work programs
- 4.2 Agency**- refers to the National Museum of the Philippines
- 4.3 Artifacts** – refers to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
- 4.4 Digging** – refers to the process or activities of excavating hidden treasures buried underground for years or centuries.
- 4.5 Director** – means the Director of the National Museum of the Philippines.
- 4.6 Environmental Compliance Certificate (ECC)** – refers to a document issued by the Secretary or the concerned Regional Executive Director of the Department of Environmental and Natural Resources certifying that based on the representation of the proponent and the preparer, the proposed project or undertaking will not cause significant negative environmental impact and that the proponent is committed to undertake all the mitigation stated in the Initial Environmental Examination.
- 4.7 Environmental Impact Assessment** – refers to a process of predicting the likely environmental consequences of implementing a project or undertaking and designing appropriate, preventive, mitigating and enhancement measures.
- 4.8 Environmental Work Program** – refers to a comprehensive and strategic management plan to achieve the environmental objectives, criteria and commitments including protection and rehabilitation of the disturbed environment during and after the treasure hunting
- 4.9 Hidden Treasure** – refers to any hidden money, jewelry, or other precious objects, the lawful ownership of which does not appear.
- 4.10 Initial Environmental Impact Examination (IEIE)** – refers to the document required of proponents describing the environmental impact or and mitigation enhancement measures for projects or undertakings located in an **Environmentally Critical Area**.
- 4.11 Permit** – refers to the Permit issued for Treasure Hunting.
- 4.12 Permit Holder** – refers to a holder of a Permit for Treasure Hunting.
- 4.13 Private Land** – refers to title belonging to any private person or entity which includes alienable and disposable land being claimed by the holder, claimant or occupant who has already acquired a vested right thereto under the law, although the corresponding certificate of evidence of title or patent has not been actually issued.

4.14 Relics – refers to object possessing cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest or it's parts and which are intimately associated with important beliefs, practices, customs and traditions, persons and personages.

4.15 Technical Work Program – refers to a detailed outline of activities and financial plan to be followed in the treasure hunting.

4.16 Treasure Hunting – refers to any and all inland activities such as but not limited to locating, digging or excavating, transporting and disposition of recovered treasures.

4.17 Site – refers to the actual ground location of diggings and excavations.

Section 5. **Qualifications of Applicants**

The following entities may apply for a Treasure Hunting Permit:

5.1 In case of an individual – must be a Filipino citizen, of legal age, with capacity to enter into contract and capable of conducting Treasure Hunting.

5.2 In case of partnership, association or corporation - must be organized or authorized for the purpose of engaging in Treasure Hunting, duly registered in accordance with law, and with technical and financial capability to undertake Treasure Hunting activities

Section 6. **Filing of Application**

All applications for Treasure Hunting shall be made under oath and shall be filed with the Agency where all legal, technical, financial and operational requirements shall be evaluated.

An application fee based on the categories mentioned below shall be followed:

6.1 Small scale treasure hunting activity (if the area is less than one hectare) –
P 3,000

6.2 Medium scale treasure hunting activity (private/ commercial area) - P 5,000

6.3 Large scale treasure hunting activity (area is one hectare or more /public land)
P 10,000

Section 7. **Requirements**

All applications shall be accompanied by the following:

7.1.A Legal and Administrative

7.1.1. Prescribed personal and/or Corporate Information Sheet

7.1.2 For partnership, associations or corporations

7.1.2.1 Certified true copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC) or concerned authorized Government agency;

7.1.2.2 Certified true copy of Articles of Incorporation/Partnership/Association and Bylaws; and

7.1.2.3 Organizational and Operational Structure

7.1.3 Consent of landowner(s) concerned, when the activities are bound to affect private lands or consent of the concerned Government agency, when the activities affect government buildings, dams, watersheds and other areas or site reserved or used for purposes affecting vital national interest, military or naval camps, bases and reservations, shrines and other hallowed places; or consent of concessionaires when the permit area affects aquaculture or fishery projects or beach/marine recreational areas, if applicable:

7.1.4 Area Clearance from concerned Government agency, when the activities affect public land.

7.1.5 Certified true copy of Joint Venture Agreement(s), if any; and

7.1.6 Free and prior informed consent if indigenous cultural community in areas covered by ancestral land/domain.

7.1.7 ECC and/or IEIE in **Environmentally Critical Area** identified by the Department of Environment and Natural Resources.

7.2 Technical

7.2.1 Technical description of the site expressed in terms of latitude and longitude.

7.2.2 Technical Work Program, including appropriate technology, manpower, equipment, cost estimates and safety measures.

7.2.3 Environmental Work Program, including the nature and extent of predicted damages to the environment, if any, and the proposed restoration/rehabilitation program and budgetary requirements. This shall be the basis for the

assessment of the required surety bond for the restoration/rehabilitation works. The said program must conform or must have prior clearance from concerned local government unit (Municipal or City level).

- 7.2.4 Curriculum Vitae or technical person/s who shall undertake the Technical and Environmental Work Programs.

7.3 Financial

- 7.3.1 Latest income/corporate tax return, if applicable;
- 7.3.2 Certified true copies of latest audited financial statements, if applicable; and
- 7.3.3 Bank guarantees/references, credit lines, cash deposits, and other proofs of the sources of funding.

Section 8. Evaluation and Approval

Within thirty (30) working days upon payment of a non-refundable application fee and submission of the complete requirements to the agency, the application shall be processed and evaluated by the Cultural Properties Division (CPD) which shall be approved by the Director.

The CPD shall assist the Director on the following:

- 8.1 Plotting of area applied for in control map(s);
- 8.2 Evaluation and review of applications;
- 8.3 Determination of the amount of surety bond to be posted;
- 8.4 Monitoring of compliance with the permitting terms and conditions;
- 8.5 Recommendation of any measure in connection with authorized activities;
and
- 8.6 Preparation of progress report on the said activities.

If necessary, the evaluation shall include a field assessment/verification of the location, public or private structures that may be affected based on the submitted Technical and Environmental Work Programs. The corresponding field verification fee of One Thousand Five Hundred Pesos (P1,500.00) per field man per day shall be paid by the applicant. However, all spot inspections verifying the progress of the approved treasure hunting activity shall be shouldered by the National Museum.

The Chief of the Cultural Properties Division shall endorse the results of the technical evaluation of the application to the director for consideration and approval, including the recommendation for the amount of surety bond to be posted by the applicant.

After the approval, the permit shall be forwarded to the Permit Section of the CPD for numbering.

- 8.7 No permit shall be issued in cave sites within 500 meters from the mouth of the cave, archaeological, and/or declared historical zones, and anthropological reservations.

8.8 No permit shall be issued on any shipwreck activities;

8.9 No permit shall be issued on all identified or recorded archaeological sites;

Section 9. **Posting of Bond and Releasing of Permit**

A surety bond shall be posted by the applicant upon approval but before the release of the permit, to answer for and guarantee payment to whatever actual damages that may be incurred during locating, digging and excavating activities. The applicant shall post the bond in the Government Service Insurance System (GSIS) or

any reputable bonding company in case of the former's failure to provide the same. The proof of posting of the surety bond shall then be submitted to the agency prior for numbering and release of the Permit of the applicant.

Section 10. **Term of the Permit**

The Permit shall have a term of one (1) year renewable once for a period of one (1) year.

Section 11. **Terms and Conditions of the Permit**

The Permit shall contain the following terms and conditions:

11.1 The permit for treasure hunting shall be for the exclusive use and benefit of the Permit Holder and shall not be transferred or assigned, except in case of death or total incapacitation of individual permit holder where succession would only be to next of kin;

11.2 The Permit area may be inspected and examined at any time by the Director or his authorized representative(s). Other concerned agencies may also undertake inspection in the Permit Area in coordination with the agency;

11.3 The Permit Holder shall commence its activities within three (3) months from the issuance of the Permit;

11.4 The Permit Holder shall not destroy any building or structure erected on the Permit Area without the consent of the owner.

11.5 The Permit Holder shall submit a quarterly report detailing thereon the accomplishment/progress of work as per submitted and approved Technical Work and Environmental Work Programs not later than ten (10) days after the end of each quarter.

11.6 The Permit Holder shall immediately notify the agency within twenty four (24) hours upon discovery of valuable items in the area applied

for;

11.7 The Permit Holder shall assume full responsibility and be liable for damages that may incur during its operation under the Permit or activities or omission incidental to its operation;

11.8 Upon the recommendation of the Chief of the Cultural Properties Division, the director may at any time suspend or revoke the Permit when in his opinion, public interest so requires or upon failure of the Permit Holder to comply with the terms and conditions thereof as to the expenditures that might have been incurred or as to other damages that might have been suffered by the Permit Holder;

11.9 The Permit Holder shall conform to applicable laws, rules and regulations on Treasure hunting activities;

11.10 Withdrawal by the Permit Holder from the Permit Area shall not release it from any and all financial, environmental, legal and/or other obligations.

11.11 The Permit Holder shall comply with any additional terms and conditions which the Director may impose, or requirements that the agency may thereafter prescribe;

Section 12. Transport of Treasure Finds

12.1 No Treasure Finds (gold bullions, platinum, jewelries, etc.) shall be moved from one destination to another without prior permit to transport issued by the National Museum; to this effect, the following documents shall be provided:

12.1.1. Formal Request to transport from the original place to a place of destination;

12.1.2. Copy of Treasure Hunting Permit;

12.1.3. List of Inventory to be transported;

12.2 The inventory of treasure finds shall be conducted by the agency together with the applicant or his/her authorized representative.

Section 13. Valuation and Disposition of Recovered Treasure/Valuable Cargoes

Upon discovery of valuable items such as monies, things and article of value, resulting from Treasure Hunting, the agency shall determine whether or not they are considered to have cultural and/or historical value. In the event that the items are considered to have historical and cultural value, it shall be turned over to the National Museum for appropriate action. Otherwise, the same shall be turned-over to the Oversight Committee for valuation and disposition.

All treasures found shall be allowed for export only upon the approval of the National Museum in coordination with the Central Bank of the Philippines.

Section 14. **Oversight Committee**

An NM Oversight Committee shall be created within thirty (30) days from the date of effectivity of these rules and regulations to oversee all the diggings, excavations and to take possession for valuation and eventual disposition of all monies, things, and articles of value without historical and cultural value. The Committee shall be composed of the Director or his duly authorized representative as Chairperson; technical personnel from the National Museum, Central Bank and the Permit Holder or his representative as members.

Section 15. **Sharing**

After an audited report of expenses has been evaluated and approved by the Oversight Committee, the sharing of the net proceeds shall be as follows:

15.1 For Treasure Hunting within Public Lands – Fifty percent (50%) to the Government, fifty percent (50%) to the Permit Holder;

15.2 For Treasure Hunting in Private Lands – Seventy percent (70%) to the applicant and thirty percent (30%) to the government.

Section 16. **Government Rights**

An intellectual property rights arising from the documentation or recording of the discovery, recovery and other such activities pertaining to Treasure Hunting by means of still photography, film, video or other forms of electronic media, publication of the images generated thereby and other forms of reproduction or dissemination of the same belong to the Government and shall be governed by appropriate laws.

Section 17. **Confidentiality of Information**

All information submitted by the applicants in support of their applications and other data supplied by the Permit Holder shall be treated as confidential by the Government from the time they are submitted/supplied to Agency and/or Oversight Committee up to a period of two (2) years from the expiration of the permit. Likewise, illegal treasures activities reported to the National Museum must be treated with strict confidentiality. And as such, the National Museum shall be liable in case of leak of information of said report.

Section 18. **Rehabilitation**

Rehabilitation of disturbed areas shall be monitored in accordance with the permit itself. In cases of forfeiture, both the rehabilitation fee and the posted bond shall be used to rehabilitate the area and shall not be limited to rehabilitation activities but may include repair and maintenance of adjacent areas.

Section 19. **Terms and Conditions**

The Permit shall have a maximum term of one (1) year renewable once for the same period and shall contain the following terms and conditions:

19.1. The boundaries of the permit area for treasure hunting shall be properly marked;

19.2 The permit holder shall immediately formally notify in writing the agency within twenty four (24) hours upon discovery of valuable items in the area covered by the permit. Failure to notify the agency within the required period shall render the collection and/or gathering as illegal and shall constitute as a violation of the Guidelines on Treasure Hunting;

19.3 The permit holder shall assume full responsibility and be liable to damages that may be occasioned by its operation under the permit.

Section 20. Termination and Cancellation of the Permit

The grounds for the termination or cancellation of the Permit shall be as follows:

20.1 Failure of the TH permit holder to comply with the terms and conditions of the Permit;

20.2 Violation of any of the provisions of R.A. 10066 and applicable environment and natural resources laws, rules and regulations;

20.3 When the national interest so requires as determined by the agency.

In cases of violations the bond shall automatically accrue for rehabilitation works.

Section 21. Permit Renewal

Treasure Hunting Permit (THP) renewal shall be subject to the following conditions:

21.1 Payment based on the category mentioned in Section 6 of this order for application fee, submission of new/revised work program, certification of performance or accomplishment reports, submission of area clearances and proofs of financial capability as specified in Section 7.3 of this order and payment of bond.

Section 22. Penal Provision

Any violation on the provisions of these rules and regulations shall be penalized in accordance with R.A. 10066 or the National Cultural Heritage Act of 2009 and other existing applicable laws, rules and regulations.

Section 23. Transitory and Miscellaneous Provisions

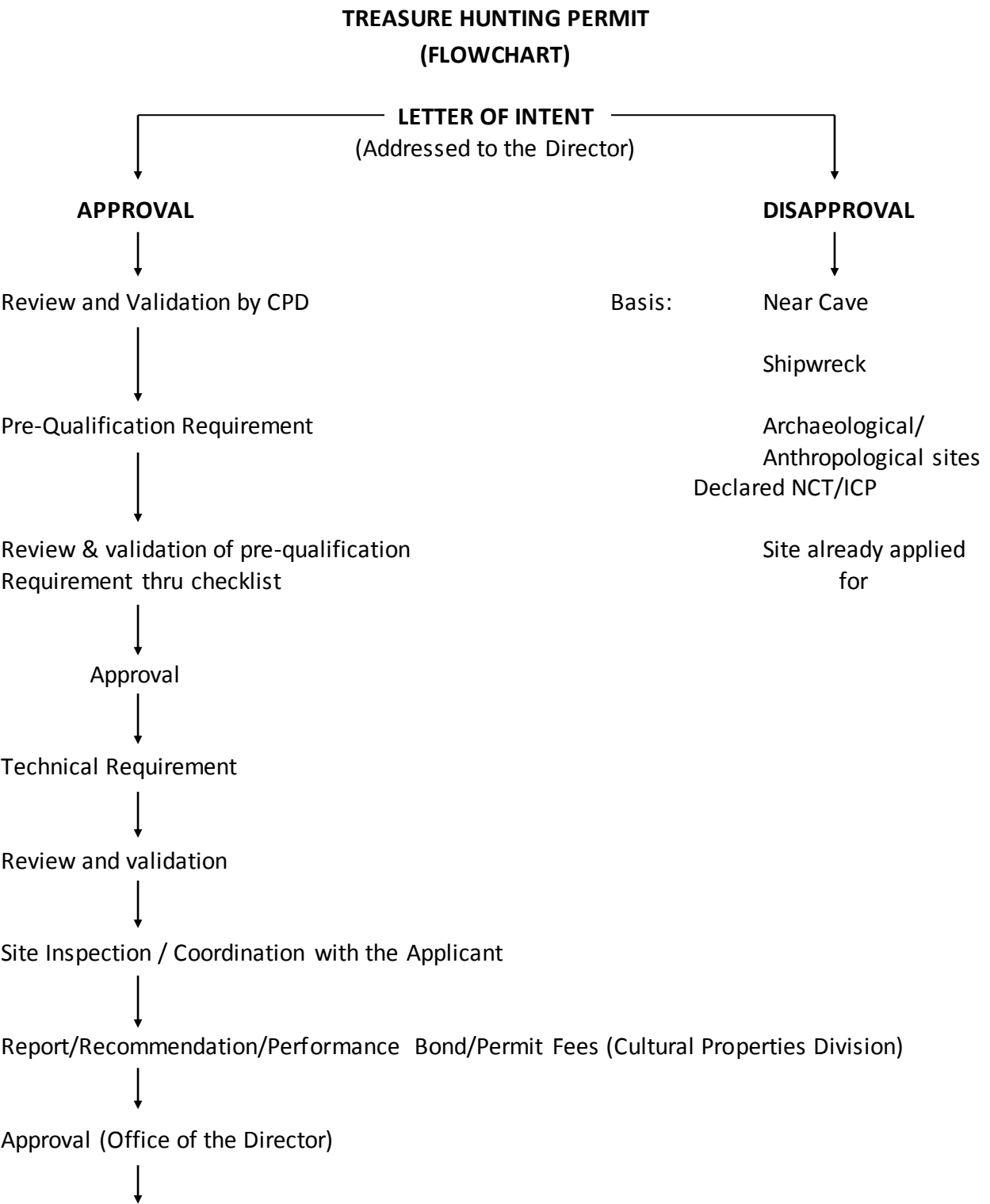
All existing Treasure Hunting permit previously issued by the DENR – Mines and Geosciences Bureau shall be evaluated and validated by the National Museum. All pending, new and renewal of applications shall be endorsed to the Chief of the Cultural Properties Division for evaluation to be approved by the Director.

Section 24. Separability Clause

If any of the provisions of these rules and regulations is held or declared to be unconstitutional or invalid by a competent court, the other provisions hereof shall continue to be in force as if the provision so annulled or voided had never been incorporated in these rules and regulations.

Section 25. **Repealing and Amending Clause**

These Guidelines amends and/or revoke other orders, rules and regulations inconsistent herewith.



Republic of the Philippines
NATIONAL MUSEUM OF THE PHILIPPINES
National Museum Building
P. Burgos St., Manila
Tel. Nos. (02) 527-1215; (02)527-1216

OFFICE ORDER

January 05, 2011

No. 2011- 83

**SUBJECT: GUIDELINES GOVERNING THE ISSUANCE OF
PERMITS FOR TREASURE HUNTING**

Pursuant to No. 8, Section 29 of Article VII of the Republic Act No. 10066, otherwise known as The National Cultural Heritage Act of 2009, the following guidelines are hereby promulgated for the guidance of all concerned:

Section 1. Declaration of Policy

It is the policy of the State that the discovery/recovery of hidden treasures and their disposition shall be under the full control and supervision of the State in order to ensure the interest of the Government which also includes rehabilitation of disturbed areas and the preservation of important cultural properties and national cultural treasures.

Section 2. Scope and Coverage

This guideline shall govern the issuance of Permits for the following:

2.3 Treasure hunting activities in Government land or private land;

2.4 Disposition of recovered hidden treasures or things of value hoarded in secret/undisclosed places prior to the effectivity of these rules and regulations. This includes transport and/or sale of hoarded gold bars, gold coins, platinum, silver, nickel babbitts, jewelries, gemstones, etc., or the so called "Yamashita Treasures."

These guidelines, however, do not cover the issuance of permits for the discovery/recovery of cultural and historical values, such as objects of arts, archaeological artifacts, ecofacts, relics and other materials embodying the cultural and natural heritage of the Filipino nation, as well as those of foreign origin, which shall be governed by Republic Act No. 4846 as amended by Presidential Decree 374 or "The Preservation and Protection of Cultural Properties Act"; Republic Act No. 8492, the National Museum Act of 1998; and Republic Act No. 10066, otherwise known as National Cultural Heritage Act of 2009.

Section 3. Objectives

The objectives of these Guidelines are:

- 3.13 To rationalize the system of evaluation of applications for Treasure Hunting;
- 3.14 To provide appropriate guidelines for hunting hidden treasure and disposition thereof, to protect the interest of the Government and to preserve the cultural heritage of the Filipino people.

Section 4. **Definition of Terms**

As used in and for purposes of these guidelines, the following terms shall mean:

- 4.18 Area Clearance** – refers to a clearance issued by the agency allowing an applicant to conduct treasure hunting activities as shown in the submitted technical and environmental work programs
- 4.19 Agency**- refers to the National Museum of the Philippines
- 4.20 Artifacts** – refers to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
- 4.21 Digging** – refers to the process or activities of excavating hidden treasures buried underground for years or cen
- 4.22 Director** – means the Director of the National Museum of the Philippines.
- 4.23 Environmental Compliance Certificate (ECC)** – refers to a document issued by the Secretary or the concerned Regional Executive Director of the Department of Environmental and Natural Resources certifying that based on the representation of the proponent and the preparer, the proposed project or undertaking will not cause significant negative environmental impact and that the proponent is committed to undertake all the mitigation stated in the Initial Environmental Examination.
- 4.24 Environmental Impact Assessment** – refers to a process of predicting the likely environmental consequences of implementing a project or undertaking and designing appropriate, preventive, mitigating and enhancement measures.
- 4.25 Environmental Work Program** – refers to a comprehensive and strategic management plan to achieve the environmental objectives, criteria and commitments including protection and rehabilitation of the disturbed environment during and after the treasure hunting
- 4.26 Hidden Treasure** – refers to any hidden money, jewelry, or other precious objects, the lawful ownership of which does not appear.
- 4.27 Initial Environmental Impact Examination (IEIE)** – refers to the document required of proponents describing the environmental impact or and mitigation enhancement measures for projects or undertakings located in an **Environmentally Critical Area**.

- 4.28 Permit** – refers to the Permit issued for Treasure Hunting.
- 4.29 Permit Holder** – refers to a holder of a Permit for Treasure Hunting.
- 4.30 Private Land** – refers to title belonging to any private person or entity which includes alienable and disposable land being claimed by the holder, claimant or occupant who has already acquired a vested right thereto under the law, although the corresponding certificate of evidence of title or patent has not been actually issued.
- 4.31 Relics** – refers to object possessing cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest or its parts and which are intimately associated with important beliefs, practices, customs and traditions, persons and personages.
- 4.32 Technical Work Program** – refers to a detailed outline of activities and financial plan to be followed in the treasure hunting.
- 4.33 Treasure Hunting** – refers to any and all inland activities such as but not limited to locating, digging or excavating, transporting and disposition of recovered treasures.
- 4.34 Site** – refers to the actual ground location of diggings and excavations.

Section 5. **Qualifications of Applicants**

The following entities may apply for a Treasure Hunting Permit:

- 5.3 In case of an individual – must be a Filipino citizen, of legal age, with capacity to enter into contract and capable of conducting Treasure Hunting.
- 5.4 In case of partnership, association or corporation - must be organized or authorized for the purpose of engaging in Treasure Hunting, duly registered in accordance with law, and with technical and financial capability to undertake Treasure Hunting activities.

Section 6. **Filing of Application**

All applications for Treasure Hunting shall be made under oath and shall be filed with the Agency where all legal, technical, financial and operational requirements shall be evaluated.

An application fee based on the categories mentioned below shall be followed:

- 6.3 Small scale treasure hunting activity (if the area is less than one hectare) –
P 3,000
- 6.4 Medium scale treasure hunting activity (private/ commercial area) - P 5,000

6.3 Large scale treasure hunting activity (area is one hectare or more /public land)
P 10,000

Section 7. **Requirements**

All applications shall be accompanied by the following:

7.1.A Legal and Administrative

7.1.1. Prescribed personal and/or Corporate Information Sheet

7.3.2 For partnership, associations or corporations

7.3.2.1 Certified true copy of Certificate of Registration issued
by the Securities and Exchange Commission (SEC) or
concerned authorized Government agency;

7.3.2.2 Certified true copy of Articles of
Incorporation/Partnership/Association and Bylaws;
and

7.3.2.3 Organizational and Operational Structure

7.3.3 Consent of landowner(s) concerned, when the activities are
bound to affect private lands or consent of the concerned
Government agency, when the activities affect government
buildings, dams, watersheds and other areas or site reserved or
used for purposes affecting vital national interest, military or
naval camps, bases and reservations, shrines and other hallowed
places; or consent of concessionaires when the permit area
affects aquaculture or fishery projects or beach/marine
recreational areas, if applicable:

7.3.4 Area Clearance from concerned Government agency, when the
activities affect public land.

7.3.5 Certified true copy of Joint Venture Agreement(s), if any; and

7.3.6 Free and prior informed consent if indigenous cultural community
in areas covered by ancestral land/domain.

7.3.7 ECC and/or IEIE in **Environmentally Critical Area** identified by the
Department of Environment and Natural Resources.

7.4 Technical

7.2.1 Technical description of the site expressed in terms of latitude
and longitude.

- 7.4.2 Technical Work Program, including appropriate technology, manpower, equipment, cost estimates and safety measures.
- 7.4.3 Environmental Work Program, including the nature and extent of predicted damages to the environment, if any, and the proposed restoration/rehabilitation program and budgetary requirements. This shall be the basis for the

assessment of the required surety bond for the restoration/rehabilitation works. The said program must conform or must have prior clearance from concerned local government unit (Municipal or City level).
- 7.4.4 Curriculum Vitae or technical person/s who shall undertake the Technical and Environmental Work Programs.

7.5 Financial

- 7.3.4 Latest income/corporate tax return, if applicable;
- 7.3.5 Certified true copies of latest audited financial statements, if applicable; and
- 7.3.6 Bank guarantees/references, credit lines, cash deposits, and other proofs of the sources of funding.

Section 8. Evaluation and Approval

Within thirty (30) working days upon payment of a non-refundable application fee and submission of the complete requirements to the agency, the application shall be processed and evaluated by the Cultural Properties Division (CPD) which shall be approved by the Director.

The CPD shall assist the Director on the following:

- 8.10 Plotting of area applied for in control map(s);
- 8.11 Evaluation and review of applications;
- 8.12 Determination of the amount of surety bond to be posted;
- 8.13 Monitoring of compliance with the permitting terms and conditions
- 8.14 Recommendation of any measure in connection with authorized activities; and
- 8.15 Preparation of progress report on the said activities.

If necessary, the evaluation shall include a field assessment/verification of the location, public or private structures that may be affected based on the submitted Technical and Environmental Work Programs. The corresponding field verification fee of One Thousand Five Hundred Pesos (P1,500.00) per field man per day shall be paid by the applicant. However, all spot inspections verifying the progress of the approved treasure hunting activity shall be shouldered by the National Museum.

The Chief of the Cultural Properties Division shall endorse the results of the technical evaluation of the application to the director for consideration and approval, including the recommendation for the amount of surety bond to be posted by the applicant.

After the approval, the permit shall be forwarded to the Permit Section of the CPD for numbering.

8.16 No permit shall be issued in cave sites within 500 meters from the mouth of the cave, archaeological, and/or declared historical zones, and anthropological reservations.

8.17 No permit shall be issued on any shipwreck activities;

8.18 No permit shall be issued on all identified or recorded archaeological sites;

Section 9. Posting of Bond and Releasing of Permit

A surety bond shall be posted by the applicant upon approval but before the release of the permit, to answer for and guarantee payment to whatever actual damages that may be incurred during locating, digging and excavating activities. The applicant shall post the bond in the Government Service Insurance System (GSIS) or

any reputable bonding company in case of the former's failure to provide the same. The proof of posting of the surety bond shall then be submitted to the agency prior for numbering and release of the Permit of the applicant.

Section 10. Term of the Permit

The Permit shall have a term of one (1) year renewable once for a period of one (1) year.

Section 11. Terms and Conditions of the Permit

The Permit shall contain the following terms and conditions:

11.7 The permit for treasure hunting shall be for the exclusive use and benefit of the Permit Holder and shall not be transferred or assigned, except in case of death or total incapacitation of individual permit holder where succession would only be to next of kin;

11.8 The Permit area may be inspected and examined at any time by the Director or his authorized representative(s). Other concerned agencies may

also undertake inspection in the Permit Area in coordination with the agency;

11.9 The Permit Holder shall commence its activities within three (3) months from the issuance of the Permit;

11.10 The Permit Holder shall not destroy any building or structure erected on the Permit Area without the consent of the owner.

11.11 The Permit Holder shall submit a quarterly report detailing thereon the accomplishment/progress of work as per submitted and approved Technical Work and Environmental Work Programs not later than ten (10) days after the end of each quarter.

11.12 The Permit Holder shall immediately notify the agency within twenty four (24) hours upon discovery of valuable items in the area applied for;

11.12 The Permit Holder shall assume full responsibility and be liable for damages that may incur during its operation under the Permit or activities or omission incidental to its operation;

11.13 Upon the recommendation of the Chief of the Cultural Properties Division, the director may at any time suspend or revoke the Permit when in his opinion, public interest so requires or upon failure of the Permit Holder to comply with the terms and conditions thereof or of relevant laws, rules and regulations and local ordinances without any responsibility on the part of the Government as to the expenditures that might have been incurred or as to other damages that might have been suffered by the Permit Holder;

11.14 The Permit Holder shall conform to applicable laws, rules and regulations on Treasure hunting activities;

11.15 Withdrawal by the Permit Holder from the Permit Area shall not release it from any and all financial, environmental, legal and/or other obligations.

11.16 The Permit Holder shall comply with any additional terms and conditions which the Director may impose, or requirements that the agency may thereafter prescribe;

Section 12. **Transport of Treasure Finds**

12.1 No Treasure Finds (gold bullions, platinum, jewelries, etc.) shall be moved from one destination to another without prior permit to transport issued by the National Museum; to this effect, the following documents shall be provided:

12.1.1. Formal Request to transport from the original place to a place of destination;

12.1.2. Copy of Treasure Hunting Permit;

12.1.3. List of Inventory to be transported;

12.2 The inventory of treasure finds shall be conducted by the agency together with the applicant or his/her authorized representative.

Section 13. **Valuation and Disposition of Recovered Treasure/Valuable Cargoes**

Upon discovery of valuable items such as monies, things and article of value, resulting from Treasure Hunting, the agency shall determine whether or not they are considered to have cultural and/or historical value. In the event that the items are considered to have historical and cultural value, it shall be turned over to the National Museum for appropriate action. Otherwise, the same shall be turned-over to the Oversight Committee for valuation and disposition.

All treasures found shall be allowed for export only upon the approval of the National Museum in coordination with the Central Bank of the Philippines.

Section 14. **Oversight Committee**

An NM Oversight Committee shall be created within thirty (30) days from the date of effectivity of these rules and regulations to oversee all the diggings, excavations and to take possession for valuation and eventual disposition of all monies, things, and articles of value without historical and cultural value. The Committee shall be composed of the Director or his duly authorized representative as Chairperson; technical personnel from the National Museum, Central Bank and the Permit Holder or his representative as members.

Section 15. **Sharing**

After an audited report of expenses has been evaluated and approved by the Oversight Committee, the sharing of the net proceeds shall be as follows:

15.3 For Treasure Hunting within Public Lands – Fifty percent (50%) to the Government, fifty percent (50%) to the Permit Holder;

15.4 For Treasure Hunting in Private Lands – Seventy percent (70%) to the applicant and thirty percent (30%) to the government.

Section 16. **Government Rights**

An intellectual property rights arising from the documentation or recording of the discovery, recovery and other such activities pertaining to Treasure Hunting by means of still photography, film, video or other forms of electronic media, publication of the images generated thereby and other forms of reproduction or dissemination of the same belong to the Government and shall be governed by appropriate laws.

Section 17. **Confidentiality of Information**

All information submitted by the applicants in support of their applications and other data supplied by the Permit Holder shall be treated as confidential by the Government from the time

they are submitted/supplied to Agency and/or Oversight Committee up to a period of two (2) years from the expiration of the permit. Likewise, illegal treasures activities reported to the National Museum must be treated with strict confidentiality. And as such, the National Museum shall be liable in case of leak of information of said report.

Section 18. **Rehabilitation**

Rehabilitation of disturbed areas shall be monitored in accordance with the permit itself. In cases of forfeiture, both the rehabilitation fee and the posted bond shall be used to rehabilitate the area and shall not be limited to rehabilitation activities but may include repair and maintenance of adjacent areas.

Section 19. **Terms and Conditions**

The Permit shall have a maximum term of one (1) year renewable once for the same period and shall contain the following terms and conditions:

19.1. The boundaries of the permit area for treasure hunting shall be properly marked;

19.2 The permit holder shall immediately formally notify in writing the agency within twenty four (24) hours upon discovery of valuable items in the area covered by the permit. Failure to notify the agency within the required period shall render the collection and/or gathering as illegal and shall constitute as a violation of the Guidelines on Treasure Hunting;

19.3 The permit holder shall assume full responsibility and be liable to damages that may be occasioned by its operation under the permit.

Section 20. **Termination and Cancellation of the Permit**

The grounds for the termination or cancellation of the Permit shall be as follows:

20.1 Failure of the TH permit holder to comply with the terms and conditions of the Permit;

20.2 Violation of any of the provisions of R.A. 10066 and applicable environment and natural resources laws, rules and regulations;

20.3 When the national interest so requires as determined by the agency.

In cases of violations the bond shall automatically accrue for rehabilitation works.

Section 21. **Permit Renewal**

Treasure Hunting Permit (THP) renewal shall be subject to the following conditions:

21.1 Payment based on the category mentioned in Section 6 of this order for application fee, submission of new/revised work program, certification of performance or accomplishment reports, submission of area clearances and proofs of financial capability as specified in Section 7.3 of this order and payment of bond.

Section 22. **Penal Provision**

Any violation on the provisions of these rules and regulations shall be penalized in accordance with R.A. 10066 or the National Cultural Heritage Act of 2009 and other existing applicable laws, rules and regulations.

Section 23. **Transitory and Miscellaneous Provisions**

All existing Treasure Hunting permit previously issued by the DENR – Mines and Geosciences Bureau shall be evaluated and validated by the National Museum. All pending, new and renewal of applications shall be endorsed to the Chief of the Cultural Properties Division for evaluation to be approved by the Director.

Section 24. **Separability Clause**

If any of the provisions of these rules and regulations is held or declared to be unconstitutional or invalid by a competent court, the other provisions hereof shall continue to be in force as if the provision so annulled or voided had never been incorporated in these rules and regulations.

Section 25. **Repealing and Amending Clause**

These Guidelines amends and/or revoke other orders, rules and regulations inconsistent herewith.

Recommended for Approval:

CECILIO G. SALCEDO

Director III

MAHARLIKA A. CUEVAS

Director III

WILFREDO P. RONQUILLO

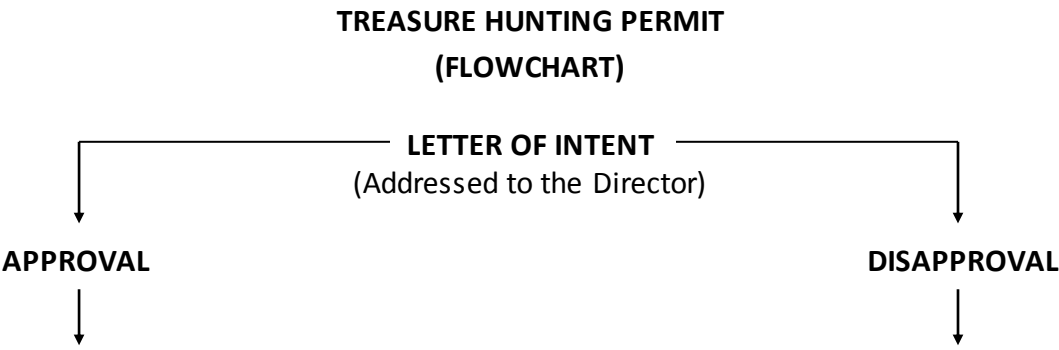
Chief, Archaeology Division

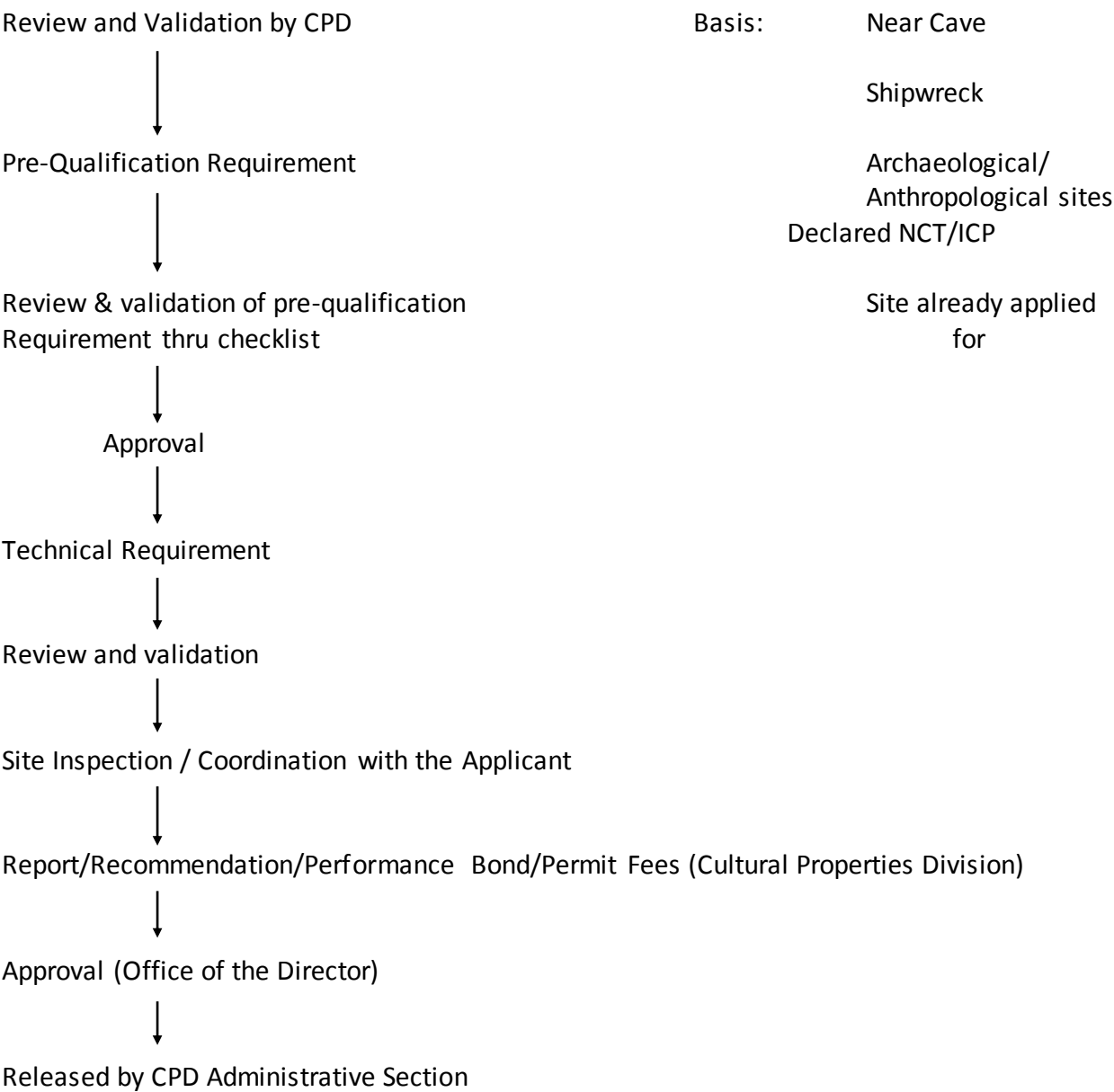
ANGEL P. BAUTISTA

Chief, Cultural Properties Division

JEREMY BARNS

Director IV





**GUIDELINES GOVERNING THE ISSUANCE OF
PERMITS FOR TREASURE HUNTING**

Pursuant to No. 8, Section 29 of Article VII of the Republic Act No. 10066, otherwise known as The National Cultural Heritage Act of 2009, the following guidelines are hereby promulgated for the guidance of all concerned:

Section 1. Declaration of Policy

It is the policy of the State that the discovery/recovery of hidden treasures and their disposition shall be under the full control and supervision of the State in order to ensure the interest of the Government which also includes rehabilitation of disturbed areas and the preservation of important cultural properties and national cultural treasures.

Section 2. Scope and Coverage

This guideline shall govern the issuance of Permits for the following:

2.5 Treasure hunting activities in Government land or private land;

2.6 Disposition of recovered hidden treasures or things of value hoarded in secret/undisclosed places prior to the effectivity of these rules and regulations. This includes transport and/or sale of hoarded gold bars, gold coins, platinum, silver, nickel babbitts, jewelries, gemstones, etc., or the so called “Yamashita Treasures.”

These guidelines, however, do not cover the issuance of permits for the discovery/recovery of cultural and historical values, such as objects of arts, archaeological artifacts, ecofacts, relics and other materials embodying the cultural and natural heritage of the Filipino nation, as well as those of foreign origin, which shall be governed by Republic Act No. 4846 as amended by Presidential Decree 374 or “The Preservation and Protection of Cultural Properties Act”; Republic Act No. 8492, the National Museum Act of 1998; and Republic Act No. 10066, otherwise known as National Cultural Heritage Act of 2009.

Section 3. **Objectives**

The objectives of these Guidelines are:

- 3.15 To rationalize the system of evaluation of applications for Treasure Hunting;
- 3.16 To provide appropriate guidelines for hunting hidden treasure and disposition thereof, to protect the interest of the Government and to preserve the cultural heritage of the Filipino people.

Section 4. **Definition of Terms**

As used in and for purposes of these guidelines, the following terms shall mean:

- 4.35 Area Clearance** – refers to a clearance issued by the agency allowing an applicant to conduct treasure hunting activities as shown in the submitted technical and environmental work programs
- 4.36 Agency**- refers to the National Museum of the Philippines
- 4.37 Artifacts** – refers to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
- 4.38 Digging** – refers to the process or activities of excavating hidden treasures buried underground for years or centuries.
- 4.39 Director** – means the Director of the National Museum of the Philippines.
- 4.40 Environmental Compliance Certificate (ECC)** – refers to a document issued by the Secretary or the concerned Regional Executive Director of the Department of Environmental and Natural Resources certifying that based on the representation of the proponent and the preparer, the proposed project or undertaking will not cause significant negative environmental impact and that the proponent is committed to undertake all the mitigation stated in the Initial Environmental Examination.

- 4.41 Environmental Impact Assessment** – refers to a process of predicting the likely environmental consequences of implementing a project or undertaking and designing appropriate, preventive, mitigating and enhancement measures.
- 4.42 Environmental Work Program** – refers to a comprehensive and strategic management plan to achieve the environmental objectives, criteria and commitments including protection and rehabilitation of the disturbed environment during and after the treasure hunting
- 4.43 Hidden Treasure** – refers to any hidden money, jewelry, or other precious objects, the lawful ownership of which does not appear.
- 4.44 Initial Environmental Impact Examination (IEIE)** – refers to the document required of proponents describing the environmental impact or and mitigation enhancement measures for projects or undertakings located in an Environmentally Critical Area.
- 4.45 Permit** – refers to the Permit issued for Treasure Hunting.
- 4.46 Permit Holder** – refers to a holder of a Permit for Treasure Hunting.
- 4.47 Private Land** – refers to title belonging to any private person or entity which includes alienable and disposable land being claimed by the holder, claimant or occupant who has already acquired a vested right thereto under the law, although the corresponding certificate of evidence of title or patent has not been actually issued.
- 4.48 Relics** – refers to object possessing cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest or it's parts and which are intimately associated with important beliefs, practices, customs and traditions, persons and personages.
- 4.49 Technical Work Program** – refers to a detailed outline of activities and financial plan to be followed in the treasure hunting.
- 4.50 Treasure Hunting** – refers to any and all inland activities such as but not limited to locating, digging or excavating, transporting and disposition of recovered treasures.
- 4.51 Site** – refers to the actual ground location of diggings and excavations.

Section 5. **Qualifications of Applicants**

The following entities may apply for a Treasure Hunting Permit:

- 5.5 In case of an individual – must be a Filipino citizen, of legal age, with capacity to enter into contract and capable of conducting Treasure Hunting.
- 5.6 In case of partnership, association or corporation - must be organized or authorized for the purpose of engaging in Treasure Hunting, duly registered in

accordance with law, and with technical and financial capability to undertake Treasure Hunting activities.

Section 6. **Filing of Application**

All applications for Treasure Hunting shall be made under oath and shall be filed with the Agency where all legal, technical, financial and operational requirements shall be evaluated.

An application fee based on the categories mentioned below shall be followed:

6.5 Small scale treasure hunting activity (if the area is less than one hectare) –
P 3,000

6.6 Medium scale treasure hunting activity (private/ commercial area) - P 5,000

6.3 Large scale treasure hunting activity (area is one hectare or more /public land)
P 10,000

Section 7. **Requirements**

All applications shall be accompanied by the following:

7.1.A Legal and Administrative

7.1.1. Prescribed personal and/or Corporate Information Sheet

7.5.2 For partnership, associations or corporations

7.5.2.1 Certified true copy of Certificate of Registration issued
by the Securities and Exchange Commission (SEC) or
concerned authorized Government agency;

7.5.2.2 Certified true copy of Articles of
Incorporation/Partnership/Association and Bylaws;
and

7.5.2.3 Organizational and Operational Structure

7.5.3 Consent of landowner(s) concerned, when the activities are
bound to affect private lands or consent of the concerned
Government agency, when the activities affect government
buildings, dams, watersheds and other areas or site reserved or
used for purposes affecting vital national interest, military or
naval camps, bases and reservations, shrines and other hallowed
places; or consent of concessionaires when the permit area
affects aquaculture or fishery projects or beach/marine
recreational areas, if applicable:

7.5.4 Area Clearance from concerned Government agency, when the
activities affect public land.

- 7.5.5 Certified true copy of Joint Venture Agreement(s), if any; and
- 7.5.6 Free and prior informed consent if indigenous cultural community in areas covered by ancestral land/domain.
- 7.5.7 ECC and/or IEIE in Environmentally Critical Area identified by the Department of Environment and Natural Resources.

7.6 Technical

7.2.1 Technical description of the site expressed in terms of latitude and longitude.

7.6.2 Technical Work Program, including appropriate technology, manpower, equipment, cost estimates and safety measures.

7.6.3 Environmental Work Program, including the nature and extent of predicted damages to the environment, if any, and the proposed restoration/rehabilitation program and budgetary requirements. This shall be the basis for the assessment of the required surety bond for the restoration/rehabilitation works. The said program must conform or must have prior clearance from concerned local government unit (Municipal or City level).

7.6.4 Curriculum Vitae or technical person/s who shall undertake the Technical and Environmental Work Programs.

7.7 Financial

7.3.7 Latest income/corporate tax return, if applicable;

7.3.8 Certified true copies of latest audited financial statements, if applicable; and

7.3.9 Bank guarantees/references, credit lines, cash deposits, and other proofs of the sources of funding.

Section 8. Evaluation and Approval

Within thirty (30) working days upon payment of a non-refundable application fee and submission of the complete requirements to the agency, the application shall be processed and evaluated by the Cultural Properties Division (CPD) which shall be approved by the Director.

The CPD shall assist the Director on the following:

8.19 Plotting of area applied for in control map(s);

8.20 Evaluation and review of applications;

8.21 Determination of the amount of surety bond to be posted;

8.22 Monitoring of compliance with the permitting terms and conditions;

8.23 Recommendation of any measure in connection with authorized activities; and

8.24 Preparation of progress report on the said activities.

If necessary, the evaluation shall include a field assessment/verification of the location, public or private structures that may be affected based on the submitted Technical and Environmental Work Programs. The corresponding field verification fee of One Thousand Five Hundred Pesos (P1,500.00) per field man per day shall be paid by the applicant. However, all spot inspections verifying the progress of the approved treasure hunting activity shall be shouldered by the National Museum.

The Chief of the Cultural Properties Division shall endorse the results of the technical evaluation of the application to the director for consideration and approval, including the recommendation for the amount of surety bond to be posted by the applicant.

After the approval, the permit shall be forwarded to the Permit Section of the CPD for numbering.

8.25 No permit shall be issued in cave sites within 500 meters from the mouth of the cave, archaeological, and/or declared historical zones, and anthropological reservations.

8.26 No permit shall be issued on any shipwreck activities;

8.27 No permit shall be issued on all identified or recorded archaeological sites;

Section 9. **Posting of Bond and Releasing of Permit**

A surety bond shall be posted by the applicant upon approval but before the release of the permit, to answer for and guarantee payment to whatever actual damages that may be incurred during locating, digging and excavating activities. The applicant shall post the bond in the Government Service Insurance System (GSIS) or any reputable bonding company in case of the former's failure to provide the same. The proof of posting of the surety bond shall then be submitted to the agency prior for numbering and release of the Permit of the applicant.

Section 10. **Term of the Permit**

The Permit shall have a term of one (1) year renewable once for a period of one (1) year.

Section 11. **Terms and Conditions of the Permit**

The Permit shall contain the following terms and conditions:

11.13 The permit for treasure hunting shall be for the exclusive use and benefit of the Permit Holder and shall not be transferred or assigned, except in case

of death or total incapacitation of individual permit holder where succession would only be to next of kin;

11.14 The Permit area may be inspected and examined at any time by the Director or his authorized representative(s). Other concerned agencies may also undertake inspection in the Permit Area in coordination with the agency;

11.15 The Permit Holder shall commence its activities within three (3) months from the issuance of the Permit;

11.16 The Permit Holder shall not destroy any building or structure erected on the Permit Area without the consent of the owner.

11.17 The Permit Holder shall submit a quarterly report detailing thereon the accomplishment/progress of work as per submitted and approved Technical Work and Environmental Work Programs not later than ten (10) days after the end of each quarter.

11.16 The Permit Holder shall immediately notify the agency within twenty four (24) hours upon discovery of valuable items in the area applied for;

11.17 The Permit Holder shall assume full responsibility and be liable for damages that may incur during its operation under the Permit or activities or omission incidental to its operation;

Upon the recommendation of the Chief of the Cultural Properties Division, the director may at any time suspend or revoke the Permit when in his opinion, public interest so requires or upon failure of the Permit Holder to comply with the terms and conditions thereof or of relevant laws, rules and regulations and local ordinances without any responsibility on the part of the Government as to the expenditures that might have been incurred or as to other damages that might have been suffered by the Permit Holder;

The Permit Holder shall conform to applicable laws, rules and regulations;

Withdrawal by the Permit Holder from the Permit Area shall not release it from any and all financial, environmental, legal and/or other obligations.

The Permit Holder shall comply with any additional terms and conditions which the Director may impose, or requirements that the agency may thereafter prescribe;

Section 12. **Transport of Treasure Finds**

12.1 No Treasure Finds (gold bullions, platinum, jewelries, etc.) shall be moved from one destination to another without prior permit to transport issued by the National Museum; to this effect, the following documents shall be provided:

12.1.1. Formal Request to transport from the original place to a place of destination;

12.1.2. Copy of Treasure Hunting Permit;

12.1.3. List of Inventory to be transported;

The inventory of treasure finds shall be conducted by the agency together with the applicant or his/her authorized representative.

Section 13. **Valuation and Disposition of Recovered Treasure/Valuable Cargoes**

Upon discovery of valuable items such as monies, things and article of value, resulting from Treasure Hunting, the agency shall determine whether or not they are considered to have cultural and/or historical value. In the event that the items are considered to have historical and cultural value, it shall be turned over to the National Museum for appropriate action. Otherwise, the same shall be turned-over to the Oversight Committee for valuation and disposition.

All treasures found shall be allowed for export only upon the approval of the National Museum in coordination with the Central Bank of the Philippines.

Section 14. **Oversight Committee**

An NM Oversight Committee shall be created within thirty (30) days from the date of effectivity of these rules and regulations to oversee all the diggings, excavations and to take possession for valuation and eventual disposition of all monies, things, and articles of value without historical and cultural value. The Committee shall be composed of the Director or his duly authorized representative as Chairperson; technical personnel from the National Museum, Central Bank and the Permit Holder or his representative as members.

Section 15. **Sharing**

After an audited report of expenses has been evaluated and approved by the Oversight Committee, the sharing of the net proceeds shall be as follows:

For Treasure Hunting within Public Lands – Fifty percent (50%) to the Government, fifty percent (50%) to the Permit Holder;

For Treasure Hunting in Private Lands – Seventy percent (70%) to the applicant and thirty percent (30%) to the government.

Section 16. **Government Rights**

An intellectual property rights arising from the documentation or recording of the discovery, recovery and other such activities pertaining to Treasure Hunting by means of still photography, film, video or other forms of electronic media, publication of the images generated thereby and other forms of reproduction or dissemination of the same belong to the Government and shall be governed by appropriate laws.

Section 17. **Confidentiality of Information**

All information submitted by the applicants in support of their applications and other data supplied by the Permit Holder shall be treated as confidential by the Government from the time they are submitted/supplied to Agency and/or Oversight Committee up to a period of two (2)

years from the expiration of the permit. Likewise, illegal treasures activities reported to the National Museum must be treated with strict confidentiality. And as such, the National Museum shall be liable in case of leak of information of said report.

Section 18. Rehabilitation

Rehabilitation of disturbed areas shall be monitored in accordance with the approved ECC and the permit itself. In cases of forfeiture, both the rehabilitation fee and the posted bond shall be used to rehabilitate the area and shall not be limited to rehabilitation activities but may include repair and maintenance of adjacent areas.

Section 19. Terms and Conditions

The Permit shall have a maximum term of one (1) year renewable once for the same period and shall contain the following terms and conditions:

19.1. The boundaries of the permit area for treasure hunting shall be properly marked;

19.2 The permit holder shall immediately formally notify in writing the agency within twenty four (24) hours upon discovery of valuable items in the area covered by the permit. Failure to notify the agency within the required period shall render the collection and/or gathering as illegal and shall constitute as a violation of the Guidelines on Treasure Hunting;

19.3 The permit holder shall assume full responsibility and be liable to damages that may be occasioned by its operation under the permit.

Section 20. Termination and Cancellation of the Permit

The grounds for the termination or cancellation of the Permit shall be as follows:

20.1 Failure of the TH permit holder to comply with the terms and conditions of the Permit;

20.2 Violation of any of the provisions of R.A. 10066 and applicable environment and natural resources laws, rules and regulations;

20.3 When the national interest so requires as determined by the agency.

In cases of violations the bond shall automatically accrue for rehabilitation works.

Section 21. Permit Renewal

Treasure Hunting Permit (THP) renewal shall be subject to the following conditions:

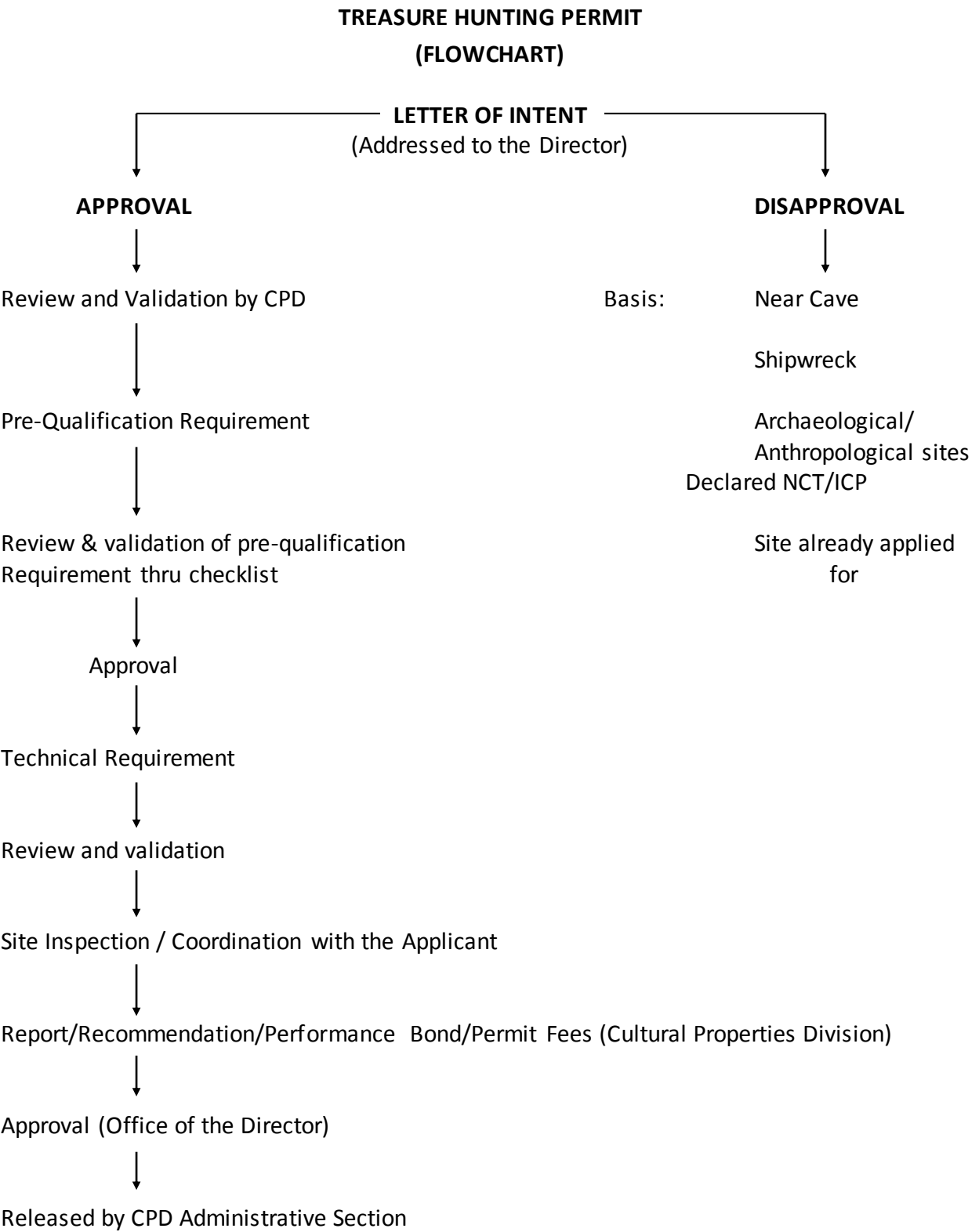
21.1 Payment based on the category mentioned in Section 6 of this order for application fee, submission of new/revised work program, certification of performance or accomplishment reports, submission of area clearances and proofs of financial capability as specified in Section 7.3 of this order and payment of bond.

Section 22. Penal Provision

Any violation on the provisions of these rules and regulations shall be penalized in accordance with R.A. 10066 or the National Cultural Heritage Act of 2009 and other existing applicable laws, rules and regulations.

Section 23. **Transitory and Miscellaneous Provisions**

All existing Treasure Hunting permit previously issued by the DENR – Mines and Geosciences Bureau shall be evaluated and validated by the National Museum. All pending, new and renewal of applications shall be endorsed to the Chief of the Cultural Properties Division for evaluation to be approved by the Director



TREASURE HUNTING AND DISPOSITION OF RECOVERED TREASURES PERMIT

Date Issued : July 29, 2011

No. : CPD-THP-2011-

Permit Holder :

Address :

This Treasure Hunting Permit located in _____ as shown in the attached map which forms an integral part hereof, the pertinent application for which was duly filed on April 21, 2011, is hereby granted to **CABANISAS CREDIT CORPORATION/ DATU HADJI AMILPASA J. SAMPANG** in accordance with the pertinent provisions of Section 30, paragraph 8 of Republic Act 10066, an act providing for the protection and conservation of the National Cultural Heritage, strengthening the National Commission for Culture and the Arts (NCCA) and its affiliated cultural agencies and for other purposes otherwise known as the “National Cultural Heritage Act of 2009 subject to the following terms and conditions:

The Treasure Hunting Permit shall be for the exclusive use and benefit of the Permit Holder for the exploration and recovery of possible hidden treasures within the Permit Area, at his own expense, subject to valid, prior and existing rights of any party/ies within the Permit Area, and shall not be transferred or assigned;

The term of this Permit shall be for a period of one (1) year from the receipt of the Permit Holder and renewable once for a period of one (1) year;

The Permit Area may be inspected and examined at any time by the Cultural Properties Division of the National Museum. Other concerned agencies may also undertake inspection in the Permit Area in coordination with the Cultural Properties Division of the National Museum;

The Permit Holder shall not destroy any building or structure erected on the Permit Area without the consent of the owner;

The Permit Holder shall limit the excavation activity to only the area being applied for;

The Permit Holder shall conform to the Technical and Environmental Work Programs and submit to the National Museum an activity report not later than ten (10) days upon the completion of the rehabilitation activities or expiration of the Permit, whichever comes first, including the complete detailed expenditures incurred by the exploration and rehabilitation activities;

The Permit Holder shall immediately notify the National Museum within the twenty-four (24) hours upon discovery of valuable items in the area applied for. Transport of such recovered

items shall not be allowed without the Transport Permit issued by the National Museum; to this effect, the following documents shall be provided:

h.1. Formal request to transport from the original place to the place of destination;

h.2. List of Inventory to be transported. The initial inventory shall be evaluated by representative of the National Museum together with the applicant or his/her authorized representative.

After an audited report of expenses has been evaluated by the Oversight Committee, the sharing of the net proceeds shall be seventy percent (70%) to the permit holder and thirty percent (30%) to the government. It is understood however, expenses shall not exceed ten percent (10%) of the total value of the discovered treasure. More than ten percent (10%) of the discovered treasure shall be borne by the permit holder.

The Permit Holder shall assume full responsibility and be liable for damages that may be occasioned by its operation under the Permit;

A performance bond in the amount of Two hundred fifty thousand pesos (P250,000.00) shall be posted by the Permit Holder in favor of the National Museum of any reputable bonding company in case of the former's failure to provide the same, to answer for and guarantee payment to whatever actual damages that may be incurred during the exploration activities;

The Director may at any time suspend or revoke the Permit when in his opinion, public interest so requires or upon failure of the Permit Holder to comply with the terms and conditions thereof or of relevant laws, rules and regulations and local ordinances without any responsibility on the part of the Government as to the expenditures that might have been suffered by the Permit Holder. Any false statement or information supplied in this Application shall be a ground for the denial of the application or the nullification or revocation of any treasure hunting and recovery permit issued by the Government, without prejudice to appropriate criminal prosecution;

The Permit Holder shall conform to laws, rules and regulations regarding, among others, environmental protection including rehabilitation and remediation, labor, safety and health standards;

The Permit Holder shall restore the site to its original state as per submitted and approved Environmental Work Programs;

Withdrawal by the Permit Holder from the Permit shall not release it from any or all financial, environmental, legal and/or other obligations.

The operation shall be confined within day shift only; and

The Permit Holder shall comply with any additional terms and conditions which the Director may impose or requirements that the National Museum may thereafter prescribe.

City of Manila, Philippines this 29th day of July 2011.

For the Republic of the Philippines
(Grantor)

JEREMY BARNES

P.D. 374

I hereby accept the terms and conditions of this Permit as above stated.

(Permit Holder)

Signed in the Presence of:

(Signature over printed name)

(Signature over printed name)



NATIONAL MUSEUM

CPD-THP-2011-002

Date : _____

ORDER OF PAYMENT
Treasure Hunting Permit

NAME OF APPLICANT: _____

ADDRESS: _____

Payment of non-refundable fees amounting to _____

for Treasure Hunting application is hereby ordered to the above-mentioned applicant.

Assessed by:

Signature over Printed Name

Date: _____

Paid by: _____
Signature over Printed Name

O.R. NUMBER: _____

Date: _____

Amount: _____



**NATIONAL MUSEUM
CULTURAL PROPERTIES DIVISION
CHECKLIST
APPLICATION FOR A TREASURE HUNTING IN ACCORDANCE WITH
SECTION 30 OF R.A.10066**

TH NO. _____

This will acknowledge receipt of application and with the following mandatory requirements.

STAGE 1

☐ Letter of intent

STAGE 2 Pre-application Requirements

☐ 1. Prescribed Personal and/or Corporate Information

2. For partnerships, associations or corporation

☐ 2.1. Certified true copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC) or concern authorized government agency;

☐ 2.2. Certified true copy of Articles of Incorporation/ Partnership /Association and By-Laws

☐ 2.3. Organizational and Operational structure;

☐ 3. Consent of Land owner(s) when the activities are bound to affect private lands or consent of the concerned government agency, when the activities affect government building and other areas or site reserved or used for purposes affecting vital national interest, military or naval camps, bases and reservations, shrines and other hallowed places;

☐ 3.1. Area clearance from concerned government agency when the activities affects public and;

☐

4. Certified true copy of Joint Venture Agreement(s) if any;

☐ 5. Free and prior informed consent of indigenous cultural community in areas covered by ancestral land domain;

☐ 6. Latest Income Tax return if applicable;

☐ 7. Certified true copy of latest audited financial statements, if applicable;

☐ 8. Bank guarantees/references, credit lines, cash deposits and other proofs or evidence of the sources of funding;

STAGE 3. After complying with the pre-application requisite, the following technical requirement shall be submitted:

☐ Technical description of the site expressed in terms of latitude and longitude which shall not be more than one (1) hectare;

☐ Technical Work Program, including appropriate technology, manpower, equipment and cost estimates;

☐ Health and safety measures

☐ Environmental Work Program, including the nature and extent of predicted damages to the environment, if any and the proposed restoration/rehabilitation program and budgetary requirements. The said program must conform and must have prior approval from the concern local government unit (Municipal or city level).

☐ After complying with the technical requirement and before issuance of treasure hunting permit, a performance bond to be determined by the agency shall be issued by the National Museum to ensure any damage in the environment shall be rehabilitated/restored.

☐ Release of Permit

NOTE:

No permit shall be issued in cave sites, within 500 meters from the mouth of the cave, archaeological, and/or declared historical zones, and anthropological reservations.

No permit shall be issued on any shipwreck activities;

No permit shall be issued on all identified or recorded archaeological sites;

DEPUTIZATION OF CULTURAL OFFICER

GUIDELINES ON THE DEPUTIZATION OF CULTURAL OFFICERS (NM Office Order No. 16, series 2009)

In order to assist the Cultural Properties Division of the National Museum of the Philippines (NMP) in the implementation of various laws on the preservation and protection of Philippine Cultural Property, the NMP delegates certain authority to qualified individuals who are willing to preserve and protect the cultural heritage of our nation provided the following qualifications are met:

Must be of good moral character;

Must be able to read and write;

Must be a respectable citizen in his / her locality;

Has demonstrated by word and deed, concern and commitment for tangible and intangible cultural property; and

Must be a Filipino citizen.

The procedure shall involve the following:

Reputable individual or institution may nominate an individual who has the qualifications mentioned above by sending a formal letter of nomination to the Director IV of the NMP;

The NMP shall give the nominee the application form and shall be asked to submit the accomplished application form with two ID photos together with the following documents:

Bio-data

NBI clearance

Barangay clearance

One page essay manifesting agreement to deputization, and what he / she expect to accomplish as a heritage conservation advocate.

Team of evaluators shall be created to evaluate nominees, composed of the following:

Chairman - Director III

Members - CPD Curator II or OIC

Chief of Division, (Natural Science, Physical Sciences cluster)

Chief of Division (Arts, Education and Social Sciences)

Recommendation shall be forwarded to the Director IV for approval / disapproval;

A Certificate of Deputization and I.D. card shall be issued by the CPD and the Personnel Section of the Administrative Division respectively. The certificate shall be in a contract from stipulating the duties and responsibilities.

DUTIES OF THE DEPUTIES

The deputies shall, from time to time, coordinate with local officials and authorities regarding the importance of preserving and protecting Philippine cultural heritage, tangible and intangible cultural property.

The deputies shall report to the NMP discovery of archaeological sites and shall protect it from illegal exploitation.

The deputies shall report immediately to the NMP any illegal activities, e.g. treasure hunting without a permit, illegal excavation, destruction of prehistoric and historic sites, defacement / vandalizing built heritage, unauthorized transport of cultural property, but not limited to these mentioned.

They must submit a semi-annual report regarding the area of his / her responsibility.

The deputies can be asked to perform certain functions as the need arises, written instructions emanating from the Office of the Director, signed by Director IV.

This delegation shall not, in any way, authorize a deputy to transport specimens nor issue corresponding permit or other documents relative to his authority.

DUTIES OF NATIONAL MUSEUM OF THE PHILIPPINES (NMP)

The NMP shall issue an Authority or Certificate of Deputization including an Identification Card for such purpose.

NMP can unilaterally revoke said deputization if there is reasonable ground to believe that trust and confidence has been breached or if there is commission of acts contrary to pertinent cultural and natural heritage laws, provincial / municipal resolutions, and other pertinent documents. For this purpose a notice shall be forwarded him or her that the deputization is revoked. At the same time, notice to the public shall be issued and posted at any conspicuous place of the area of his or her responsibility.

A copy of said authority including a letter of endorsement is furnished to local government units in his area of concern. Correspondingly, a notice of revocation shall be furnished in case said authority is revoked or terminated.

The deputization shall be effective for one (1) year, beginning one week after the date of deputization authority or certificate.

Basic seminars and training shall be given to the deputies by the CPD staff.

The NMP Deputy Officer Identification Card must have a dry seal, counter signed by Director II and coded yellow.



Republic of the Philippines
Office of the President
NATIONAL MUSEUM

**DEPUTY
OFFICER**

CPD-DE-2010-01

ICELLE GLORIA B. ESTRADA

This certifies that has been deputized in accordance with P.D. 374 to assist the National Museum in the protection and preservation of our Cultural Heritage.

DUTIES AND RESPONSIBILITIES

1. The deputies shall coordinate with local officials and authorities and conduct initial information drive regarding the importance of protecting the Fiipino cultura heritage.
2. They shall immediately report to the National Museum violation of laws pertinent to the Cultural Properties Preservation and Protection Act.
3. They shall submit a semi-annual report regarding the area of his responsibility.
4. This delegation, shall not, in any way, authorize him/her to transport specimen nor issue corresponding permit reative to his authority.

THIS DEPUTAZATION IS NON TRANSFERABLE AND IS VALID FOR ONE (1) YEAR FROM

Conforme:



NATIONAL MUSEUM
P. Burgos Street,
Manila
Tel. No. 527-12-15

JEREMY BARNS
Director IV

PROPOSED FEES FOR SERVICES RENDERED BY NATIONAL MUSEUM

PROPOSED FEES FOR SERVICES RENDERED BY NATIONAL MUSEUM

1. Identification of plants and animals

Taxonomic categories	Public School (Elementary and High School)	Private School (Elementary and High School)	College	Graduate School	Non-government Organizations / private Agency
Order	P	20.00	30.00	50.00	100.00

	10.00				
Family	15.00	40.00	60.00	100.00	150.00
Genus	25.00	80.00	100.00	150.00	200.00
Species	40.00	100.00	150.00	200.00	250.00

Concerned Divisions: Botany and Zoology Divisions

2. Identification of anthropological and archaeological materials

Two percent of the total cost of the specimen(s) or P 100.00 per specimen whichever is higher, as declared by the collector whether personal collection or for commercial purposes.

Concerned Divisions: Anthropology and Archaeology Divisions

3. Identification and analysis of geological materials

Methods	Public School	Private School	Graduate School	NGO / Private Agency / Govt. Agency
Megascopic identification	P 30.00	30.00	100.00	100.00
Petrographic analysis			2,500.00	2,500.00

Concerned Division: Geology Division

4. Video-Photo documentation / Service Fees

Cultural Property Categories	Academic requirements *	Publicity *	Commercial
National Cultural Treasure	3,000.00	5,000.00	5,000.00
Done by 19 th century masters	3,000.00	5,000.00	5,000.00
Important Cultural Property	1,000.00	2,000.00	2,000.00
Done by National Artists	1,000.00	2,000.00	2,000.00
Cultural Property	100.00	1,500.00	1,500.00
Contemporary Arts	50.00	1,000.00	1,000.00
Natural History Specimens (only type specimens	50.00	1,000.00	1,000.00
Non Cultural Property Museum	50.00	1,000.00	1,000.00

objects			
---------	--	--	--

Subject to waive upon request

Concerned Divisions: Museum Education Division and concerned divisions

Assessment of Cultural Property or Museum Objects

Basic Conservation assessment: P200.00

Detailed 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	P 50.00
5.1.2. Permit fee to Explore / Survey / Excavate	50.00
5.1.3. Permit to Transport	50.00
5.1.4. Certificate to Supervise Excavation	50.00
5.1.5. License as Dealer	50.00
5.1.6. License as Agent	50.00
6.2. Permit Fee to Export	10 % of the assessed value
6.3. Permit to Transport	1,000.00
6.4. Permit Fee to Explore	
5.4.1. Terrestrial Sites	5,000.00
5.4.2. Underwater Sites	10,000.00
6.5. Permit Fee for Restoration / Reconstruction	1 % of the estimated cost
6.6. License Fee for Dealers	2,000.00
6.7. License Fee for Agents	500.00
6.8. Registration Fee for Movable Cultural Properties (Stamp and Certificate of Registration Fees)	100.00
6.9. Fee for Certificate of Authority to Supervise Exploration, Survey and Excavation	500.00
6.10. Surcharge for late renewal of Licenses Penalty after March 31 = 100 %	2,000.00
6.11. Fee for Archaeological Investigation for Proposed Infrastructure Development	1 % of estimated cost of construction
6.12. Fee for each Certificate issued by the Cultural Properties Division other than those mentioned	100.00

above	
6.13. Inspection Fee for each item not covered by P.D. 374	P250.00 per object or item except the following: vintage cars, automobiles, furniture, implements – 1 % of the declared and assessed value
6.14. Performance Bond for Underwater Archaeology - Payment in cash or manager’s check	500,000.00

Concerned Division: Cultural Properties Division



GEOLOGY DIVISION
National Museum

OPERATIONS MANUAL

TABLE OF CONTENTS

- Brief History of the Geology Division
- Function of the Division
- Function of its Section
- Preparation of Accomplishment Report
- Preparation of Monthly Report
- Preparation of Annual Report
- Maintenance of files/records
- Maintenance of Photographs
- Requesting Supplies and Materials
- Fieldwork
- Preparation of Travel Documents
- What to do before fieldwork
- What to do during fieldwork
- What to do after fieldwork
- Liquidation of Cash Advance
- Specimen Collection
- How to collect rocks and minerals
- How to collect fossils
- Uses of Equipment
- Collection Management
- Cleaning
- Identification
- How to identify rock
- How to identify mineral
- Accessioning

Labeling
Storing
Documentation
Inventory
How to take care of the collection
Laboratory
Preparation of thin-section
Preparation and Preservation of Microfossil
General Step in Particle Size Analysis of Clastic Sedimentary Rocks
Procedure on How to Purchase Rock and Mineral

Study Samples

Procedure for Loaning Traveling Exhibit/Specimen
Procedure on How to Acquire a Set of Mounted
Rocks and Minerals
Procedure on How to Request for Specimen Identification
Procedure on How to Access to Geological Specimen by
Researcher/Visitor

LIST OF FIGURES

Organizational Chart
Collecting Equipment
Maintenance of Specimen
Preparation of Thin-Section
Flow Chart for Loaning Traveling Exhibit/Specimen
Flow Chart on How to Acquire a Set of Mounted
Rock and Mineral
Flow Chart on How to Purchase Rock and
Mineral Study Samples
Flow Chart on How to Request for Specimen
Identification

LIST OF TABLES

Classification of Igneous Rocks
Classification of Sedimentary Rock
Classification of Metamorphic Rock

LIST OF APPENDIXES

Request for Identification of Geological Specimen
Result of Identification/Analysis
Price Guide (for Identification of Geological Specimen)
Certificate of Identification of Geological Specimen
Loan Agreement
Specimen Donation Form
Request for Exchange of Specimen
Order Form/Order of Payment
Individual Daily Report

Monthly Division Report
Maintenance List Form
Specimen Collection Report
Card Catalogue Form
Kautusan ng Paglalakbay (Travel Order)
Itineraryo ng Paglalakbay (IT)
Disbursement Voucher (DV)
Certificate of Travel Completed
Liquidation Report

Brief History of the Division

The Geology Division is one of the early divisions of the National Museum. Together with other branches of natural science like botany, entomology, ichthyology, herpetology and mammalogy, the Geology Division was not considered then as a division until 1947 when the National Museum was recreated with a status of a bureau by virtue of Executive Order No. 94.

The division was then called Geology-Paleontology Division with Mr. Inocentes Paniza as the first chief geologist. It has three sections namely, Structural Geology, Dynamic Geology and Paleontology. Due to lack of qualified paleontologist, the division's Paleontology section remains vacant for many years.

In the 60's, a geologist and a paleontologist were added to the division's staff. They were assigned to handle the Structural Geology and the Paleontology sections. From hereon, the meager paleontological collections were consolidated and began to be rehabilitated through field collections, donations, purchases, and exchange with other museums.

Collections of mammalian fossils like elephant and rhinoceros in Iloilo, Pangasinan, Metro Manila and Cagayan Valley were intensified while extensive mapping of Pleistocene sediments in the Philippines were undertaken. It was during the onset of Martial Law when the National Museum was reorganized that the division's personnel increased. New breed of geologists were added to extensively study the Pleistocene sediments hoping to find the earliest man in the Philippines.

From there on the collection of rocks, minerals, and fossils increased enormously while numbers of geological exhibit were set up in other branches like Boac, Bolinao, Cagayan, Cagsawa, Palawan and Zamboanga.

The Geology-Paleontology Division was changed to Geology Division with Paleontology, Geological Survey, and Petrology and Mineralogy as its sections.

At present, the division is in dire need of additional personnel to cope up with the growing needs of the general public especially the studentry in their awareness of the environment.

Function of the Division

The Geology Division is in-charge primarily:

To undertake basic and systematic studies on Petrology, Mineralogy and Paleontology with the aim of dissemination of knowledge and the promotion of the growth of the natural science.

To establish and maintain an adequate reference collection of Philippine rocks, minerals and fossils through collection, exchange or donation.

To collect, accession and inventory the different kinds of rocks, minerals and fossils found in the Philippines.

To provide geomorphological and geological background studies for Archeology, Botany and Zoology Divisions of the National Museum.

To organize educational exhibits on different aspects of geology such as rocks, minerals, fossils, tectonics, volcanism, etc.

To publish results of researches and studies.

To further cooperate with government and private entities and to increase effective contribution to the organization and growth of scientific and lay knowledge of natural science.

Functions of each section

A. Geological Survey

Undertakes systematic examination of any region in the Philippines for geologic information by conducting geological reconnaissance, geologic mapping, section measurement and description in the field with more emphasis in Plio-Pleistocene Geology or the younger sediments. Likewise, the section undertakes studies which deal with the forms of the earth, the general configuration of the surface and the changes that took place in the evolution of land forms. In addition, it undertakes research and study concerned with the causes and processes of geologic changes as in volcanism and diastrophism and the influence of dynamic geology with the development of human culture.

B. Paleontology

Undertakes research and study of plant and animal fossils of past geologic periods whose remains or traces are preserved in different types of rocks including the associated floras and faunas that have lived in the past.

C. Petrology and Mineralogy

Undertakes research and study of rock and mineral, especially their origin. Rock includes: Petrography, which deals with the identification, description and classification of rocks and Petrogenesis deals with the origin of various kinds of rocks. Mineral includes the study of its crystals, physical properties, description, uses as well as its occurrences and association.

Office

Preparation of Individual Accomplishment Report

Step 1. Write down in a separate notebook your daily task.

Step 2. At the end of the month, all recorded daily task are written down in a weekly accomplishment form. (See form)

Step 3. Submit to the division chief for collation and notation.

Preparation of Monthly Report

Step 1. After collation of each individual report, a summary is made.

Step 2. Encode/printout the summary of the report.

Step 3. Submit the final printout of the Report to the Division Chief for signature.

Step 4. Forward the Report to the Director IV for notation.

Step 5. Submit a copy to the planning section and keep one for division file.

Preparation of Annual Report

The Annual Report includes the following:

1. Research projects
2. Exhibition plans
3. Collection management
 - a. total field collection
 - b. total no. of specimen identified
 - c. total no. of specimen maintained
- d. total no. of specimen processed for thin section
- e. total no. of specimen mounted
- f. total no. of documented fossils specimen
4. Fieldwork conducted
5. Educational Service provided
6. Technical assistance provided
7. Lectures conducted
8. No. of excess geological specimen sold
9. Total no. of schools served

This report is prepare at the end of the year. A printed copy with two(2) diskettes separately for the photographs and texts are submitted to the office of the Director IV.

Maintenance of files/records

The division's files are kept in a steel cabinet w/ 4 drawers. Project study are in the first drawer. Memos, circulars, orders, decree are in the second drawer. Reports, correspondence, miscellaneous, newsletter, supplies record and clippings are in the third drawer and on the fourth drawer are budget proposal, RIVs, applicants records, and guidelines. Documents are arranged alphabetically according to their respective file names.

Step 1. Receive documents from differentsources.

Step 2. Record them in a separate logbook mark as **Incoming Document**. Write down the date received, date of document, the subjectand the file names.

(The purpose of this logbook is to have an easy access in locating the document in the steel cabinet)

Step 3. Place the document in their respectivefolder bearing its file name.

Maintenance of Photographs

Step 1. Put label at the back of the photographs. Writedown the location, date, and the description.

Step 2. Paste in an index card and number them at the upper right side of the card.

Step 3. Place them in a drawer according to theircorresponding regions.(Regions are alphabetically arranged)

Requesting Supplies and Materials

A. Common Supply

Step 1. Secure an issue slip at the Supply Section.

Step 2. Write all the supplies needed for thedivision consumption.

Step 3. Have it approved by the Division Chief.

Step 4. Submit to the Supply Section and wait for the release of the supplies.

B. For other supply

Step 1. If supply is not available, prepare Requisition Issue Voucher (RIV).

Step 2. Have it approved by the Division Chief.

Step 3. Submit to the Director III for approval.

Step 4. Follow-up at the Supply Section.

Fieldwork

Preparation of Travel Documents

Step 1. Prepare the Proposed Itinerary of Travel (IT) with its corresponding Disbursement Voucher (DV), Travel Order, Letter of Request for Cash Advance with its corresponding DV. (See forms) (note: only Disbursing Officer can do cash advance)

Step 2. Forward the documents to the Director III for initial.

Step 3. Submit to the Director IV for approval and signature

Step 4. Upon approval, submit the documents to the Budget Section for budget allocation, then to the Accounting Section for processing and eventually to the Cash Section for issuance of checks.

Step 5. If NM vehicle is needed as mode of transport, inform or make a request to the OIC of the NM vehicle in advance, after which a trip ticket will be prepared by the division.

What to do before fieldwork

Step 1. Gather data and information pertinent to the study to be conducted.

Step 2. Prepare all the necessary things needed in the field such as supplies (batteries, films, plastic for specimen, etc), equipment (GPS, compass, tape measure, sample pick, etc), maps (geologic and topographic), and documents (TO, Certificate of Appearance prepared in advance and ID).

What to do during fieldwork

Step 1. Bring all the necessary supplies, equipment, maps, and documents needed in conducting fieldwork.

Step 2. Upon arrival at the study area, make a courtesy call to the authorities concerned. The fieldworker may also ask for recommendation regarding the hiring of guide/geologic aide/laborer familiar with the area of study.

Step 3. Conduct geological study with the following activities:

a) Observe and study the physical geology of area. This includes the structural, geomorphological, petrological and mineralogical branches of geology.

b) Observe and study the historical geology of the area. These include the paleontological, palynological and stratigraphical branches of geology.

c) Record the data gathered in a field notebook. Plot the structural features like folds, faults, joints on the map.

d) Collect geological specimen (rocks, minerals, and fossils) for laboratory analysis and reference collection of the Geology Division.

e) Make sure that the specimens collected are properly labeled (please see page 23) and secured for transportation back to the office.

What to do after fieldwork

Step 1. Have your Certificate of Appearance signed by an authority immediately after the fieldwork in the study area.

Step 2. Have the timebook and payroll signed by the hired guide and laborer.

Step 3. Bring the collected specimen at the laboratory for proper cleaning, labeling and storing of qualified technician.

Step 4. Complicated laboratory works like thin-sectioning and sieve analysis should be performed by a staff knowledgeable on the procedure.

Step 5. Prepare specimen collection report and fieldwork report for submission to immediate supervisor.

Fieldwork report includes:

- a. accessibility of the study area
- b. topography and drainage
- c. geology of the area
- d. preliminary identification of collected specimen
- e. number of collected specimen
- f. observation/conclusion
- g. recommendation

Liquidation of Cash Advance

Step 1. Prepare the actual itinerary of travel including the exact amount of cash advance incurred during fieldwork.

Step 2. Prepare a disbursement voucher. Indicate whether reimbursement or refund will be made.

Step 3. Prepare all the necessary proof of travel like: plane ticket, boarding pass, certificate of appearance, receipts, fieldwork report, specimen collection report, and certificate of travel completed.

Step 4. Compile all the documents and forward to the Director III for initial.

Step 5. Submit the documents to the Director IV for signature.

Step 6. The office of the Director IV will forward the documents to the Accounting Section for processing.

Specimen Collection

Collection is a vital part of a fieldwork, because the specimen collected can be studied and later display as exhibit or as reference. In collecting samples, you have to consider the location, because not all places have rock exposure.

How to collect rocks and minerals

The basic equipment needed in collecting rocks and minerals are geologist hammer, chisel, plastic bag, pentel pen, pencil and notebook.

Step 1. Look for a best place to collect samples. Such places are quarries, cliffs, road cuttings and mine dumps.

Other places to collect:

1. Mountain slope
2. Slope of volcanoes
3. Rivers, creeks
4. Near the shore/beach

Step 2. Collect samples using a geological hammer. This is also useful for splitting rocks when looking for fossils. Be careful of flying splinter of rocks when hammering. Use eye goggles for eye protection.

Step 3. Collect at least five (5) pieces of each specimen.

Step 4. Put collected specimen in a sample bag or plastic bag.

Step 5. Label them by writing the date and exact location of the samples collected.

Preliminary Identification

Field # _____

Locality _____

Date _____

This sample text is written on a sticky tape attached to the plastic bag.

Step 6. Indicate in the map the collection site.

Step 7. Record them in your notebook.

How to collect fossils

Step 1. Look for an area that is known to be fossiliferous.

Step 2. Carry with you a hammer and chisel, eyeshields, a small trowel, a knife, a notebook and a pencil, and a large scale map of the area, also a bag and tissue paper for the specimen.

Step 3. Seek permission from the owners, if your visit is to a quarry or on private ground

Step 4. At the rock exposure look for fresh faces of rock which may reveal the fossils. Examine the rock-face closely to see where fossils might be exposed.

Step 5. To take a fossil, cut round it gently with the chisel, leaving a good margin of matrix or parent rock.

Step 6. Place each specimen in a numbered bag and record it in a notebook. (Fragile fossil should be wrapped in aluminum foil)

Collection Equipments



Uses of the Equipment

1. Compass - used in finding the exact location of the observer.
2. Geologic Hammer - is an ideal tool for breaking rock and exposing fossils and it is used for general
3. Magnifier or Lens - is used to magnify smaller minerals and get a bigger view of the crystals to be identified.
4. Goggles- is used as a protective eyewear. This is to prevent hurting the eyes from chips brought about by hitting of the rock with a geologic hammer or pick.
5. Handbook- is used as a guide for starter and young geologist for reference in familiarizing them with common rocks and minerals.
6. Label- is used for marking the sample specimen.
7. Gloves - are used for hand protection from strong acid and detergents during the cleaning of rock specimen or soil preparation. Also, to protect the hands when chopping rocks.
8. Plastic bag- is used as a container of samples collected

III. COLLECTION MANAGEMENT

After collecting specimen in the field, it will not stop there. You have to arrange them for processing and establish a house for collection. A well-managed specimen takes on different steps. These include the following:

- a) Cleaning
- b) Identification
- c) Accession
- d) Labeling
- e) Storing
- f) Documentation
- g) Inventory

CLEANING

This is done either by wet or dry cleaning.

Step 1. Remove the specimens collected from the plastic bag and put in a suitable area ready for cleaning.

Step 2. Immerse them in a clean water with little detergent added to remove the dust and dirt.

Step 3. Scrub the specimens lightly with a brush (be careful w/ a delicate material) until clear of dirt. Previous collections are usually cleaned by using paintbrush.

Step 4. Allow them to dry in the air.

IDENTIFICATION

Identification is an acquired skill that improves with practice and experience. To understand these processes, one must have knowledge on rocks & minerals.

How to identify rock

Step 1. Know the source of the collected specimen.

Step 2. Look for the most obvious physical properties of the rocks. It is best to examine a fresh surface by removing the outer surface using sample pick.

- Step 3. Examine the hand specimens texture by the arrangement of its minerals. If the break of fracture is crystalline like sparkling quartz crystal, the rock has a general characteristic of an **igneous rock**.
- Step 7. Break some softer rock specimen. If the fracture shows individual mineral particles pack and held by matrix or cement with some alignment, this fragmental texture belongs to the **sedimentary rock**.
- Step 8. Examine the particle grain and the matrix or cement that filled the space between the grains. If the particles are large then it is a conglomerate; if the fracture shows sand grains then it is sandstone.
- Step 9. Use a magnifier or hand lens to examine fine grains. If fine grains are present, then the rock is a shale.
- Step 10. If you drop a small amount of 10% hydrochloric acid to the rock and when bubbles appear, then the specimen is a limestone.
- Step 11. If the hand specimen is flat and thin, and shows many minerals aligned in a particular direction, others split into smooth lustrous plates, then the rock of this kind is **metamorphic**.
- Step 12. If the specimen's color is brilliant white with "sugary" appearance of interlocking calcite, the rock is a marble.
- Step 13. If the specimen has a parallel texture showing parallel bands of muscovite or texture, then the specimen is a schist.
- Step 14. Compare these properties to the characteristic of each type of rocks listed in the table.

CLASSIFICATION OF IGNEOUS ROCK

TEXTURE			
	Mostly feldspar & 30% Quartz	Mostly feldspar & 30% Hornblende	Mostly Feldspar & 50% Augite
Phaneritic (Coarse-grained)	LIGHT COLORED	INTERMEDIATE	DARK OR BLACK
	GRANITE	DIORITE	GABBRO
Aphanitic (Fine-grained)	RHYOLITE	ANDESITE	BASALT
Porphyritic	RHYOLITE PORPHYRY (Felsite Porphyry)	ANDESITE PORPHYRY	BASALT PORPHYRY
Vesicular (Containing Bubble Cellular)	PUMICE	SCORIA	
GLASSY		OBSIDIAN	

CLASSIFICATION OF SEDIMENTARY ROCK

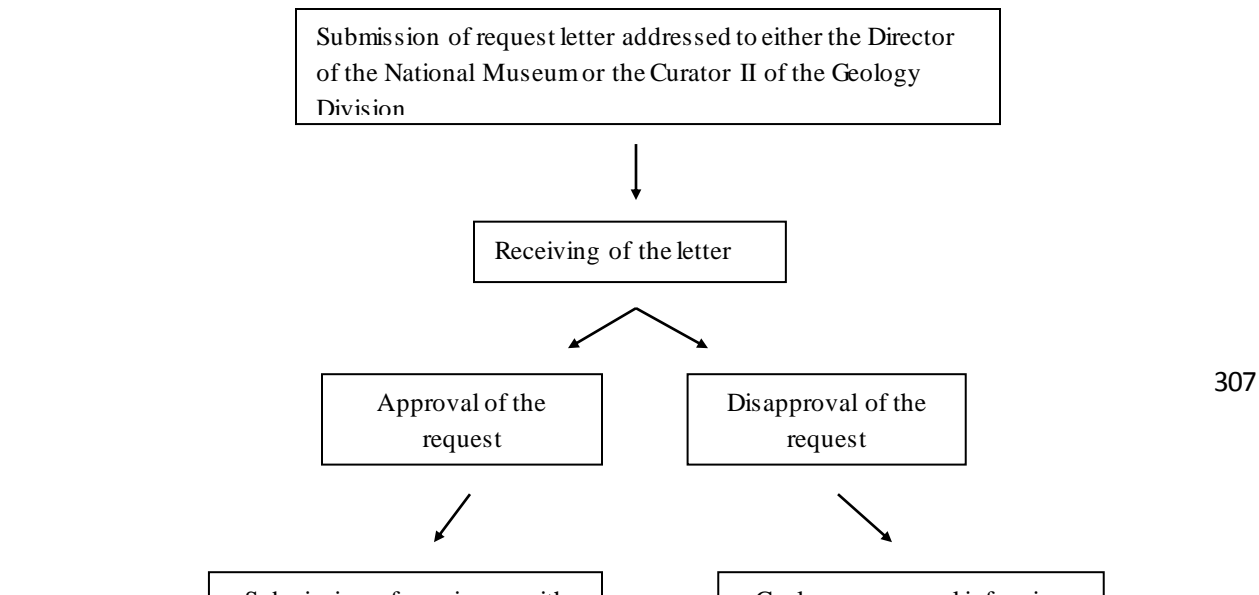
TEXTURE/GRAIN SIZE	COMMON CONSTITUENT	ROCK NAME
--------------------	--------------------	-----------

	(Rock particles of minerals)	
Gravel Size Range (over 2 mm)	Rounded fragments of any new rock-type Igneous, quartzite, chert dominant	CONGLOMERATE
	Angular fragments of any rock-type Igneous, quartzite, chert dominant	BRECCIA
Sand Size Range (1/16 mm to 2 mm)	Quartz with minor accessory minerals	QUARTZ SANDSTONE
	Quartz with at least 25% feldspar	ARKOSE
	Quartz with minor accessory mineral	GRAYWACKE
Silt Size Range (1/256 - 1/16 mm)	Clay minerals, quartz & rock fragments	SILTSTONE
Clay Size Range (less than 1/256 mm)	Clay minerals, quartz & rock fragments	SHALE OR CLAYSTONE

CLASSIFICATION OF METAMORPHIC ROCK

	Type of Pre-Existing Rock	Essential Change undergone by Pre-Existing Rocks	Description of Resulting Metamorphic Rock	Name of Rock
Igneous (Massive)	Intrusive	Recrystallization	Coarsest of the metamorphic rocks; dominant minerals are quartz, mica and hornblende	GNEISS
	Extrusive	Recrystallization	Foliated. Contain chiefly mica, amphibole, chlorite and talc	SCHIST
Sedimentary (bedded)	Conglomerate	New Texture	Coarsest of metamorphic rocks, dominant minerals are feldspar, quartz, mica and hornblende	GNEISS
	Sandstone	New Texture	Hard and durable. Mainly quartz that makes it highly resistant to erosion. Interlocking texture of individual grains	QUARTZITE
	Shale	New Texture	Fine grained, glossy, original bedding visible - dominant minerals are mica and chlorite	SLATE
	Limestone	New Texture	Sugary appearance - color is white for pure marble. Presence of other minerals gives a delightful array of pattern and hue.	MARBLE

FLOW CHART ON HOW TO REQUEST FOR IDENTIFICATION OF SPECIMEN



How to identify minerals

There are more than a thousand different kinds of mineral. Many of them look alike. That is why it is usually difficult to identify them from the other. They have certain physical properties that can be used to identify them. Such properties are:

- | | |
|-------------|-----------------|
| 1. color | 7. fracture |
| 2. luster | 8. ductility |
| 3. hardness | 9. malleability |
| 4. streak | 10. sectility |
| 5. density | 11. magnetism |
| 6. cleavage | |

Minerals collected should be free from dirt or soil in order that the sample can be clearly identified.

Step 1. Know the source of the collected specimen.

Step 2. Look for the physical properties such as color, luster, streak, hardness, cleavage, fracture, specific gravity, and crystal shape.

Step 3. Test the specimen by scratching the mineral using the **Moh's Scale of Hardness**. This scale is given below:

- | | | | |
|---|------------------|---|--------------|
| 1 | - Talc (softest) | 6 | - Orthoclase |
| 2 | - Gypsum | 7 | - Quartz |
| 3 | - Calcite | 8 | - Topaz |
| 4 | - Fluorite | 9 | - Corundum |

5 - Apatite 10 - Diamond (hardest)

Common objects can also be used as scratching tools with corresponding hardness:

2 1/2 - fingernail (will scratch gypsum)
3 - copper cent
Slightly over 3 - Brasspin (which can scratch calcite)
5 1/2 - window glass
6 - knife blade
6 1/2 - hardened steel file

If the unknown mineral is scratched by the known mineral, it is softer than the known mineral.
If the unknown mineral scratches the known mineral, it is harder than the mineral. If two minerals do not scratch each other, they have the same hardness.

Testing mineral for hardness

Step 4. Test a mineral specimen with a drop of dilute hydrochloric acid (HCl). If the mineral effervesces, then it is a carbonate mineral. If it is a transparent one, it is a calcite.

(Remember that even dilute acid can be dangerous so always use a dropper bottle and wipe away acid left after you have finished testing.)

Step 5. Test a mineral by its streak. **Streak** is the color of the mineral in its powdered form. Rub the mineral against the unglazed back of a bathroom tile or use a streak plate. The mark made is the streak. If white streak is observed, the mineral belongs to silicates and to the non-metallic minerals. A red blood streak is a hematite. (Refer to table of minerals with respective streak for identification)

Step 6. Test a specimen by using a **magnet**. When a magnet is attracted to a mineral specimen, the mineral has magnetic properties. Thus, a common mineral that attracts a magnet is magnetite.

ACCESSIONING

This is done chronologically and recorded in the logbook in sequential order.

Step 1. Classify the specimens into rock, mineral fossil or foreign collection;

Step 2. A coding system is used to differentiate the kind of specimen: **NMR** for rock, **NMM** for mineral, **NMP** for fossil and **NMF** for foreign specimens. Hence, each kind has its own accession number and logbook.

LABELING

Step 1. Spread a white latex in an inconspicuous area on each specimen using a small brush (a nail polish brush will do). The area must be big enough to write the accession number.

Step 2. Write down the accession number on the dried paint using a technical pen.

Step 3. Apply varnish or nail polish on it.

Step 4. Write down the accession number using a pen directly on the plastic bag where specimen is placed.

Step 5. Tape the printed label (accession no. and name of specimen) on the drawer using scotch tape.

STORING

After sorting based on the classification, the specimen must be kept in a suitable area to protect from damage.

The following steps are followed in storing rock collection:

Step 1. Place the specimen in a drawer with divider that separates them.

Step 2. Specimen must have accession no. before storing them.

Step 3. Label each divider with the names of the specimen including its accession number. They are arranged in sequence.

(All labels are typewritten on a piece of paper with scotch tape on it)

Ex. NMR-3135 Limestone

Step 4. Place in a plastic bag specimens that are loose/friable.

Step 5. Mark the cabinets with their corresponding coding system.

Ex. NMR 0001 - 00050

DOCUMENTATION

Step 1. Maintain a logbook/record book to record the information about the specimen.

Step 2. List down the following: accession number, number of pieces, name of specimen, date collected/donated, name of collector/donor, locality and cabinet number.

Step 3. Aside from the record book, a card catalogue is also being maintained. Aside from information stated in step 2, additional data include: description, color, measurement, classification as well as photograph of the specimen. (See form) (**note:** a second copy of the record book must be kept and stored in a fireproof cabinet).

Step 4. If the mode of acquisition is through field collection, the field man will prepare a specimen collection report. (See form)

Step 5. For donated/exchanged specimen, a donation/exchange form will be filled up.

INVENTORY

Inventorying of specimen is also a part of maintenance work and should be done periodically.

How to take care of the collection

Maintenance of geological specimen is manageable.

The following steps are done to keep them well preserved:

Step 1. Clean the specimen regularly from dust, molds, insects and other reaction to humidity.

Step 2. Place mothballs/naphthalene balls on the drawers to prevent insects especially cockroaches from destroying the labels.

Step 3. Fossil specimens are usually broken or fragmented when collected on the field. Restoration of these broken pieces is usually done using glue to attach them.

Step 4. Record in the **maintenance list form** the number of specimens maintained.



IV. LABORATORY

Preparation of thin-section

Thin section are made by a process of grinding, using abrasive on wheels and laps. The first problem in section preparation involves the choice of material and a decision concerning the direction of the cut.

Step 1. Select a specimen suitable for effective study under a microscope. Such specimen may contain fine-grained materials not easily studied by the unaided eye or with structures that yield readily to examination with the microscope or any one of those numerous features effectively revealed by microscopic examination;

Step 2. Mark on the specimen clearly the direction in which the section is to be cut.

Step 3. The material to be studied is first sawed, and then ground to a smooth, flat surface. An ideal chip is about 1-inch square. The saw we are using is a metal disk with fine diamond powder imbedded in the outer rim.

Step 4. One surface is then mounted on a glass microscopic slide. Material on the slide may be sawed to 0.06 mm or even less.

Step 5. The slide is then lightly ground on a lap or done manually on a piece of glass until it attains the required 0.03 mm thick;

Preparation of thin-section



Step 6. Fresh balsam is then smeared over the surface of the slice/chop. It is cooked and faced with a cover glass;

Step 7. The preparation is then cooled and excess balsam around the edge of the cover glass is dissolved with xylene.

Step 8. The thin section is now ready for microscopic study.

Preparation and Preservation of Microfossils

Microfossils are usually found in shales, sandstones and limestone.

Limestone- depending on the chemical composition of the microfossils and the amount of silica & dolomite.

Step 1. Test the nature of the fossil remains by a 10% hydrochloric solution.

a) If partially dissolve then it is calcareous

Step 2. Limestone is crushed to approximate granule size, wash and decanted as certain percentage will break free and the remaining rock sample may then be examined and fossil cleared from the matrix by fine dissecting needle.

Step 3. If insoluble, immerse the rock in acetic acid (50%) and allowed to digest. When the effervescence has stopped, the spent acid is removed and new acid is added and this process is repeated until no effervescence occurs. The residue in the beaker is washed, filtered, dried and prepared for inspection under the microscope. Minimum amount of crushing, rolling, agitation, boiling and sieving should be used in order to ensure minimum breakage of specimens.

Ordinary Shale and Siltstone

Step 1. Crush or break the sample into fragments of less than 1 inch in diameter.

Ordinary soft calcareous shale, claystone & semi-consolidated material

Step 1. Place the crushed sample in a container covered with water and allow soaking for a few hours.

Step 2. Stir the sample, decant into a sink until the liquid poured is clear and free of fine particles in suspension.

Step 3. Allow to dry the residue on a hot plate and screen into a mesh of 10, 35, 60, 120 and 130 mesh screens.

Step 4. Place each sample on a small vial or paper sample.

Shales which resist ordinary methods of breakdown

Step 1. Dry the sample thoroughly and heat

Step. 2. Plunge into a kerosene or gasoline and dried again;

Step 3. Repeat step 1 and 2 without drying.

For the **examination of the foraminifera**, clean tests are necessary. There are two(2) methods in cleaning:

A. By washing

Step 1. Wash the crushed sample in stream of water using a spray.

Step 2. Place the sample in a coarse sieve first then transfer to a fine sieve.

Step 3. Allow the cleaned sample to dry in the air of which it is now ready for picking.

Step 4. Pick up the samples individually using a fine camel's hair brush (00 or 000) moisten lightly with water.

Step 5. Mount it into gummed micropaleontological slide and covered with cover slip.

B. By decanting

Step 1. Pour off muddy water until the water becomes clear.

Step 2 to 5 (Same procedure with the above).

General Steps in Particle Size Analysis of Clastic Sedimentary Rocks

Step 1. Allow sediment samples obtained from the field to be air dried by removing the sample from the plastic bag.

Step 2. Mash with your finger or roll the cylindrical wood over the soft sediment sample to allow the grains to be separated from each other.

Step 3. After mixing the sediment, split the sample (coning and quartering or a mechanical splitter) to get the desired weight.

Step 4. Prepare the dry sample for sieving. Three standard mesh sieves are used 20, 60, and 230 with sieve openings 0.85, 0.25 and 0.635 mm. size openings respectively.

Step 5. Arrange the test sieves from top to bottom: 20, 60, 230 and the pan. Put the sample in the no. 20 sieve and cover.

Step 6. Set in the sieving machine and sieve for 10 minutes.

Step 7. Turn off the machine and transfer each separated particles into separate plastic bags.

Step 8. Weigh the sample inside the plastic bag using a triple beam balance. The sample weighed from 20, 60, 230 and pan belongs to coarse and very coarse, medium, silt and clay size respectively.

Step 9. Label the plastic bags and record their corresponding weights to determine if the sediment is a clay, silt, sand or granule size using a chart.

FORMS

PROCEDURE ON HOW TO PURCHASE ROCK AND MINERAL STUDY SAMPLES

Step 1: Students/Visitors who want to purchase geological samples should accomplish the Order Form issued by personnel of the Geology Division;

Step 2: Return the filled-up order form to the issuing personnel to determine the availability of the specimens to be purchased. After which, an order of payment form will be issued indicating the amount to be paid;

Step 3: Go to the Cashier Section, which is located near the lobby in front of Taft Avenue, to pay the amount indicated in the order of payment;

Step 4: Return the duplicate of the order of payment form together with the official receipt issued by the Cashier to the Geology Division. The customer will be informed on when to return to get his/her purchase samples;

Step 5: The customer must present his/her official receipt as identification before releasing the geological samples the following working day;

Step 6: A gate pass will be issued, if necessary, to be shown to the guard on duty on exit points.

PROCEDURE FOR LOANING TRAVELING EXHIBITS/SPECIMENS

Step 1: Write a **Letter of Request** addressed to the Director of the National Museum.

Step 2: Upon approval, request letter will be forwarded to the Chief of the Geology Division.

Step 3: If materials are available, the Chief of the Division will send reply letter to the requesting party.

Step 4: Requesting party will go to the Geology Division to secure and fill-up loan agreement form.

Step 5: Proceed to the Cashiers Office for your donation.

Step 6: The requesting party will secure gate pass from the Geology division

Step 7: Pick-up the traveling exhibit/specimens on the scheduled date.

Step 8: Return the traveling exhibit/specimens to the Geology Division upon the termination date.

PROCEDURE ON HOW TO ACQUIRE A SET OF MOUNTED ROCKS & MINERALS

Step 1: Prepare a request letter addressed to either Director of the National Museum or Curator II of the Geology Division.

Step 2: Submit the letter to a staff of the Geology Division

Step 3: The staff will check if the letter was signed by the dean, principal or science teacher of the school.

Step 4: The staff will verify the logbook to make sure that the rule, strictly one set of rocks and minerals, is followed. .

Step 5: The letter will be forwarded to either the Director or Curator for approval/disapproval.

Step 6: If approved, the personnel will prepare the specimens for 7-10 days. If disapproved, the personnel will inform the requesting party and explain why the request was disapproved

Step 7: The specimens are ready for picked-up.

Step 8. The requesting party will secure a **gate pass** from the Geology Division. Gate pass should be signed by the Chairman or a member of the Security Committee.

Step 9: The requesting party will show the gate pass to the security guard at the lobby for easy pass.

PROCEDURE ON HOW TO REQUEST FOR SPECIMEN IDENTIFICATION

Step 1: Prepare a **request letter** addressed to either Director of the National Museum or Curator II of the Geology Division.

Step 2: Submit the letter to a staff of the Geology Division.

Step 3: The letter will be forwarded to either the Director or Curator for approval/disapproval.

Step 4: If approved, the staff will ask the requesting party to submit the specimens with their corresponding localities. If disapproved, the personnel will inform the requesting party and explain why the request was disapproved.

Step 5: A geology staff will identify the specimens, 1-3 days for megascopic examination and 15-30 days for thin-section analysis.

Step 6: The requesting party will proceed to the Cashier's Office for payment of corresponding fee.

Step 7: The specimens and result of identification are ready for picked up.

Step 8. The requesting party will secure a **gate pass** from the Geology Division. Gate pass should be signed by the Chairman or a member of the Security Committee.

Step 9: The requesting party will show the gate pass to the security guard at the lobby for easy pass.

PROCEDURE ON HOW TO ACCESS TO GEOLOGICAL SPECIMEN BY RESEARCHER/VISITOR

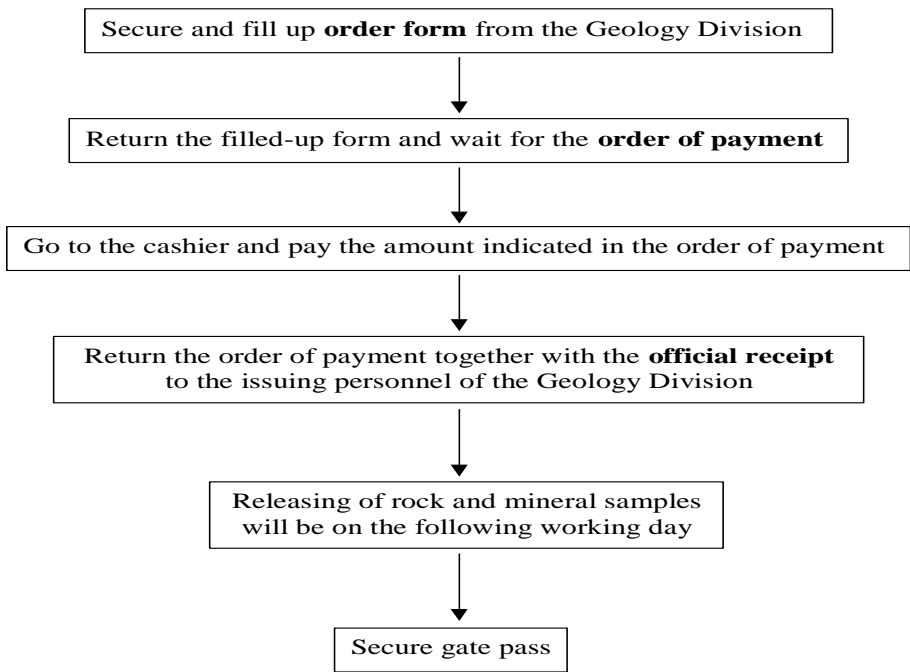
Step 1. Write a **Letter of Request** addressed to the Director of the National Museum stating the purpose, the agency/affiliated institution, specimens to be access, and date of visit.

Step 2. The action taken by the Director to the request letter will be forwarded to the Chief of the Division.

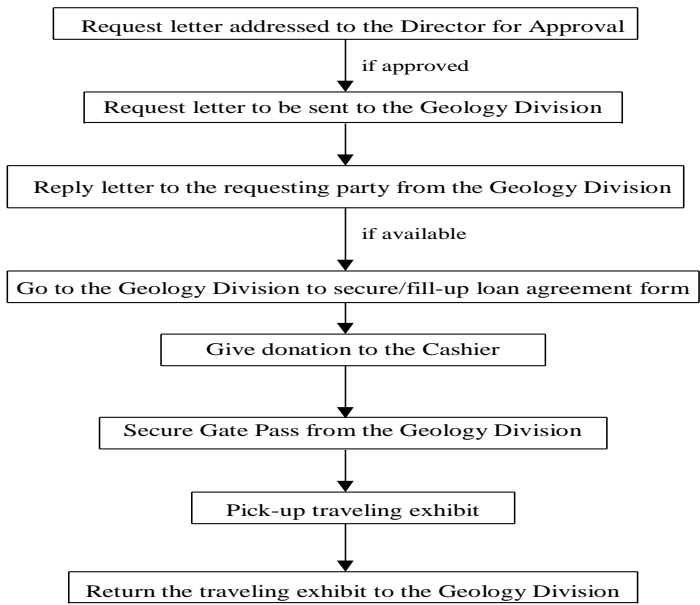
Step 3. The Chief of the Division will send a reply letter to the requesting party/person indicating the status of the request.

Step 4. If approved, the Chief of Division will assign a division researcher to assist the visitor/visiting researcher to look after the collections.

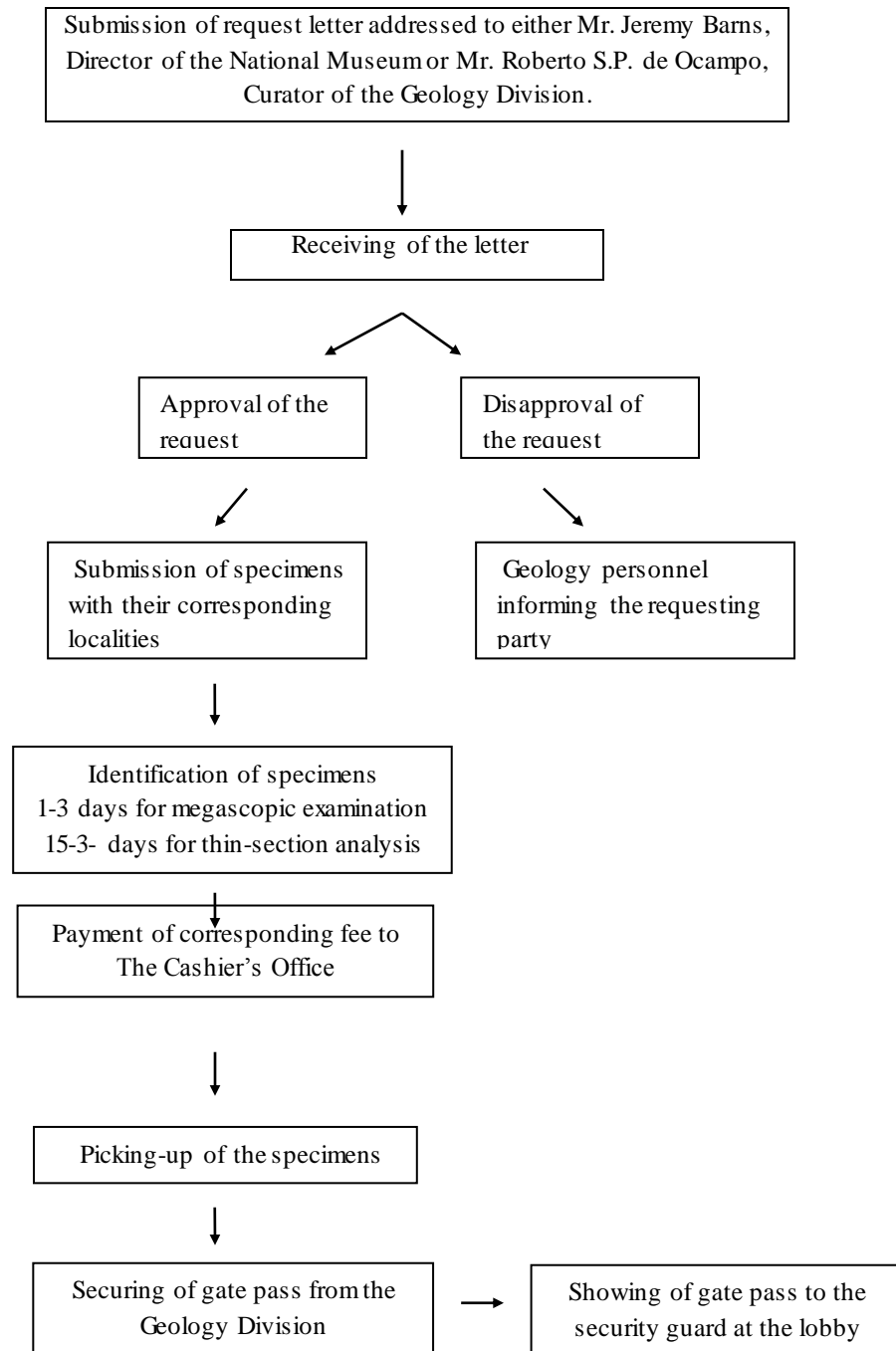
FLOW CHART ON HOW TO PURCHASE
ROCK AND MINERAL STUDY SAMPLES



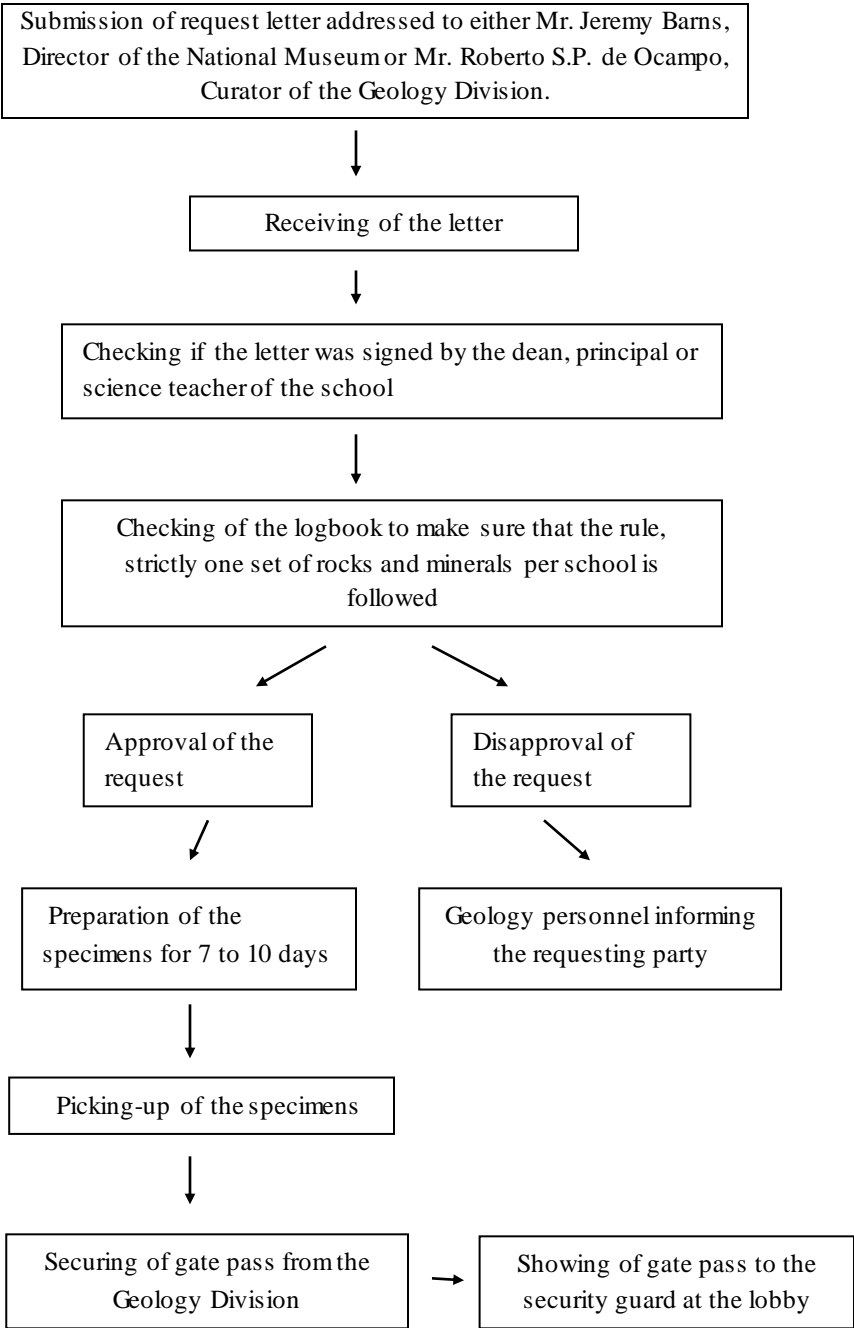
FLOW CHART FOR LOANING TRAVELING
EXHIBIT/SPECIMENS



FLOW CHART
ON HOW TO REQUEST FOR
IDENTIFICATION OF SPECIMENS



**FLOW CHART ON HOW TO ACQUIRE
A SET OF MOUNTED ROCKS AND MINERALS**



MUSEUM EDUCATION DIVISION

National Museum

OPERATIONS MANUAL

TABLE OF CONTENTS

Content:

About the Museum Education Division

- Mandate
- Functions
- Programs

Management and Operations of Programs, Projects and Activities

- Educational Services
- Technical Services
- Library Services
- Volunteer Program
- Apprenticeship Program
- Outreach Program
- Museum Development Program
- Photo File Management Program
- Marketing and Promotion Program
- Technical Assistance Program

Staff

- Position Chart of MED

Appendices

- Functional Chart
- Organizational Chart

About the Museum Education Division

Mandate

The Museum Education Division also known as MED, was created on January 10, 1974 to pursue the educational mandate of the National Museum. This Division links the Institution to the public it serves by disseminating the museum’s scientific and technical knowledge in more understandable and practical forms through lectures, exhibitions, and publication.

The importance of these three activities is such that they are represented in the logo of the National Museum as sub-rays around the sun, with the major rays representing the different divisions of the Institution. Through MED that is in charge of these activities, all scientific endeavors, researches, and important finding become meaningful because they are communicated properly to all stake holders including tax payers.

Concomitant to the museum's communicative goal, MED likewise handles the Museum's public relations in order to reach out to a wider audience for better appreciation of the nation's natural and cultural heritage. In effect, this Division is tasked to inform the public about the significant role the institution plays in instilling nationalism among Filipinos towards a better citizenry.

Function

MED has wide-ranging functions from planning, developing, implementing and coordinating National Museum events; outreach programs; as well as schools and public programs related to the Institution's exhibitions and collection; and conducting museographic research; to marketing and promoting the National Museum through publication and other promotional materials, and public relations activities by way of rendering technical services and assistance to researchers, students and other institutions and organization specially smaller museums.

Likewise, MED is also tasked to take charge of the National Museum Library. It maintains the Institution's book collections and periodicals; publications for exchange to different local and foreign museums and libraries; photo files consisting of black and white photographs, colored pictures, slides, VHS tapes, CD ROMs, documentary films, and other photographic exhibits which are loaned to various schools and institutions.

Programs

To be able to perform these functions, MED has developed *programs* which are translated into *projects* and *activities*, all directed to meet the desired output for a responsive quality service.

1. Educational services
 - ☐ Museum Guiding
 - ☐ Lectures, Trainings and Workshops
2. Technical Services
 - ☐ Audio-visual Services
 - ☐ Assistance to Exhibits
3. Library Services
 - ☐ Maintenance of Library Collection
 - ☐ Exchange Publication
4. Volunteer Program
5. Apprenticeship Program
6. Outreach Program
 - ☐ Public Programs for the Marginalized Sector of the Society
 - ☐ Resource Specialists
 - ☐ Traveling Exhibits, Photo Exhibits
 - ☐ Loan Kits
7. Museum Development Program
8. Photo File Management Program
 - ☐ Inventories of black and white photos, colored photos, slides, VHS tapes, CD ROMs, films, documentaries
 - ☐ Storage
9. Marketing and Promotion
 - ☐ Publication
 - ☐ Photography of NM specimen
 - ☐ Location Shooting
10. Technical Assistance Program

- ☐ Information Services Through Interview, Consultancy
- ☐ Preparation of Lecture Presentation, Posters and Visual Aids

Educational Services

Under the educational services is the most popular type of service by provided by museums all over the world, museum guiding. Generally, museum guiding is conducted five days a week from Tuesday to Saturday. Sunday is a free day where walk-ins can come and view exhibits on their own pace; while Monday is maintenance day for cleaning the museum, hence the exhibitions are closed.

Museum guiding in the National Museum is rendered to group tours that have booked beforehand and have confirmed reservations. Requests are made either through the Director's Office or directly to the chief of MED. Those that pass through the Director's Office normally ask for a discount or waiver on the entrance fee to exhibits.

Guidelines on museum visit have been prepared for the public by MED since 1999 and were approved by the management. These guidelines are given directly to the tour coordinator or sent either fax or mail upon receipt of the request for a museum tour.

Also under educational services are lecture series, workshops and trainings organized by MED in Collaboration with other National Museum divisions, cultural and natural history agencies and experts of specific discipline.

Regular Lecture Series

Regular lecture series with or without workshops are planned beforehand and from part of the National Museum's calendar of events. A tentative date for an activity is assigned but final schedule will depend upon the availability of the speaker. If date and time have been confirmed, MED the issues press release and prepares posters or brochures as invitational materials. A formal letter of invitation from the management sometimes accompanies these invitations. The type of audience to be invited depends on the topic of the lecture or workshop. Participants come from schools and universities, cultural committees, scientific groups and the general public as well.

OTHER GUIDELINES CONCERNING MUSEUM TOUR

1. All guests are required to pay the entrance fee and sign in the visitor's logbook before viewing the exhibits.
2. Group tours shall be booked beforehand. Only groups reserved at the Museum Education Division shall be entertained. Group tours are generally not allowed on Sundays.
3. Drop off points for groups are outside the National Museum gate along P. Burgos Avenue and Finance Road. Bags, food, and hand-carried items should be left inside the bus.
4. Buses should park outside the Museum of the Filipino People.
5. Firearms, food, and bottled water are not allowed inside the galleries.
6. Smoking is strictly prohibited inside the National Museum Premises.
7. Touching of artworks and taking of photographs of exhibit items for commercial purposes inside the galleries are strictly prohibited unless otherwise authorized through a special permit from the Director's Office/Museum Education Division. Picture Taking is allowed for souvenir purposes only but the use of flash photography is strictly prohibited.

For other concerns not specified herein, please inquire at the Museum Education Division.

THANK YOU!

Preparations on the actual date of the activity consists of the physical arrangement of the venue; sound system and other audio-visual needs and equipment; the program and persons involved; food, token and certificate of appreciation for the speaker(s); snacks for the audience if funds are available; registration forms and evaluation sheets. After the activity, the staff assigned to oversee the lecture submits a summary report to the Chief of MED.

Museology Training Courses

Special trainings, such as the regular annual Basic Museology Training Course that started in 1997, more or less follow the same procedure of implementation as with the lectures but entail more planning, preparation and a lot of coordination with the speakers, museums and institutions. Since the training runs for three continuous weeks, almost all MED staff acts as secretariat. Administrative papers need to be approved, requisitions are done and liquidation of cash advances is prepared. Additional preparation goes to participants' kits; photocopying handouts; meals or snacks; supplies and materials for workshops; assistance to speakers in preparing their presentations; honoraria and tokens for speakers; opening and closing

ceremonies; National Museum tour; visit to different nearby museums; post training activities; and report writing. Below is the ideal flow chart of the annual Basic Museology Training organized by MED in collaboration with other NM divisions:

Preparation: three months before implementation

- ☐ Set date
- ☐ Make tentative schedule of activities
- ☐ Coordinate with speakers
- ☐ Make brochures and invitation letters
- ☐ Send press releases and invitations
- ☐ Contact museums to be visited and vehicle to be rented for the museum tour

One month before implementation

- ☐ Follow up of invitees, museums to be visited, and vehicle to be used for the tour
- ☐ Request for cash advance for the expenses to be incurred on the first days of the training
- ☐ Meet speakers as a group for orientation to the training
- ☐ Meet MED staff for tasking
- ☐ Buy supplies and materials for the training, lectures and workshops of lectures, and tokens for speakers.

Two weeks before implementation

- ☐ Prepares participants' kit (handouts, I.D. program of activities, writing materials, NM brochures and publications, if any)
- ☐ Prepares registration forms, evaluation forms for speakers and the training course, attendance sheets, certificates of completion for participants and certificates of appreciation for lectures
- ☐ Finalizes program for the opening and closing ceremonies

Three days before start of the training

- ☐ Follow up of participants, speakers and people concerned
- ☐ Putting posters and streamers to strategic locations for public information

One day before start of training

- ☐ Purchase of groceries and snacks for opening ceremonies and activities for the first day
- ☐ Preparation of venue and audio-visual equipment

Training Course proper:

- ☐ Assistance to speakers and participants
- ☐ Day to day monitoring and supervision of activities
- ☐ Course evaluation by participants

Post-Training Activities:

- ☐ Evaluation of the training course by MED staff
- ☐ Report writing;

Requests for Seminars, Trainings on Museology by outside Organizations

Sometimes, small museums in other parts of the country request for a conduct of seminar on special topics about museology. Since the National Museum has no travel funds for this type of activity, the requesting party shoulders the transportation, food and accommodation of the speaker or the NM team. The requesting party normally provides honoraria to training team and speakers. The travel of the staff is on official time only. Procedure for this request is outlined below:

1. Letter by requesting party addressed to the Director or MED Chief for a special training or seminar on museology citing dates and topics.
2. Director refers letter to MED for study.
3. MED coordinates speakers and schedule of training, then informs Director for approval.
4. MED coordinates with requesting party for the final schedule of activity and supplies/materials/equipment needed by the team for the seminar, workshop or special training

Nature Walk

To complement BMT which tackles mostly curatorial and management concerns, the **Nature Walk** (NW) addresses the scientific and technical aspects of museum work specially those on the natural history disciplines. This activity is undertaken outdoor, in the actual field where observations are made in-situ and identification and processing of specimens are taught by experts. Although technical and scientific in nature, MED tries to translate the activity in such a way that it would be understood and appreciated by participants who are mostly teachers, students, and enthusiasts.

Technical Services

1. Audio-Visual Services

The upkeep and safekeeping of the Museum’s audio-visual equipment is tasked to MED. Members of the staff responsible to operate and maintain this equipment render assistance to all Divisions and outside organizations requesting use of such. To monitor the utilization at the same time to safeguard the pieces of equipment, the borrower is asked to fill up MED FORM NO. 04-001 or Request Form for Audio-Visual Equipment before the equipment is released by the Division.

SETTING-UP AND OPERATION OF A-V EQUIPMENT
REQUEST FORM

DIVISION INSTITUTION

TITLE OF ACTIVITY

DATE REQUESTED

DATE OF ACTIVITY

Please check needed facilities equipment

☐ Sound System

☐ Microphones

☐ VHS Player

☐ DVD Player

☐ LCD

☐ Laptop

☐ Karaoke

☐ Slide Projector

☐ Overhead Projector

☐ Video Imager

☐ White Screen

☐ Television

☐ Pointer

☐ White Board

☐ Chairs

☐ Tables

☐ Table Cloth

Signature over Printed Name of Requesting Person

Evaluation

Please check box corresponding to performance of technical persons.

☐ Outstanding

☐ Satisfactory

☐ Poor

☐ Very Satisfactory

☐ Unsatisfactory

More often than not, educational activities and meetings are conducted at the Conference Room in the 4th floor of the NM Main Building. These activities are organized by other divisions or organizations and use the Conference Room as venue. The A-V equipment, tables and chairs maintained by MED are always requested, so is some of its staff to assist in the activities. Related to this, guidelines on the use of the Conference Room and responsibilities of requesting party are issued for an orderly use of the venue and conduct of the activity.

Outside of office days and hours, the technical staff assigned to operate the equipment and assist in the activity is given a prorated honorarium for the services rendered that are approved by the MED Chief and/or the Director.

- 2. Assistance to exhibitions in Manila or in the branches takes the form of reproducing specimens as replicas, lay outting, and preparing texts and labels. Requesting divisions or organizations provide travel funds that include food and accommodation of staff.

Library Services

Inventory and Cataloguing of Library Collections

All publications whether books or periodicals entering the NM Library are processed in this manner:

- 1. A book/periodical is assigned accession number and entered in the accession logbook with the complete information.
- 2. A preparatory slip is made with the title of the book/periodical, author, copyright and subject.
- 3. A call number using the Dewey Decimal Classifications System (DDC) based on the subject matter is assigned to the book/periodical.
- 4. Information from the preparatory slip is encoded and printed in an index card of the catalogue card.
- 5. Catalogue cards are arranged in a shelf.

NATIONAL MUSEUM
P. Burgos Avenue, Ermita, Manila

GUIDELINES TO BE OBSERVED WHEN USING
THE CONFERENCE ROOM (NM MAIN BUILDING)

Lecturers or divisions that wish to use the venue should:

- 1. Get permission from the Office of the Director and check with the Museum Education Division (MED) regarding its availability.
- 2. Coordinate with MED for the use of the Audio-Visual equipment which will be operated by its Technical Staff.

Individuals/divisions organizing the lecture, symposium, meeting shall be responsible for the following:

- 1. Needs of the event (i.e. certificates, photos or images, handouts, computer units, tables, utensils, etc.)
- 2. Coordination with the maintenance staff assigned to their divisions regarding the cleanliness and orderliness of the Conference Room before and after the event.
- 3. Physical arrangement in the Conference Room as needed for the activity.
- 4. The careful and orderly return or endorsement of all audio-visual equipment and/or chairs borrowed from the Museum Education Division at the end of the lecture or meeting.

Director IV

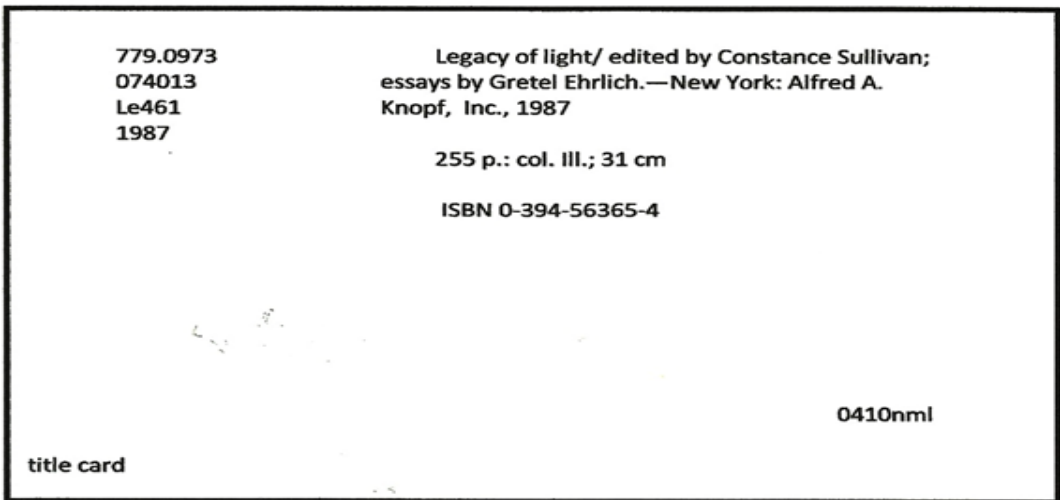
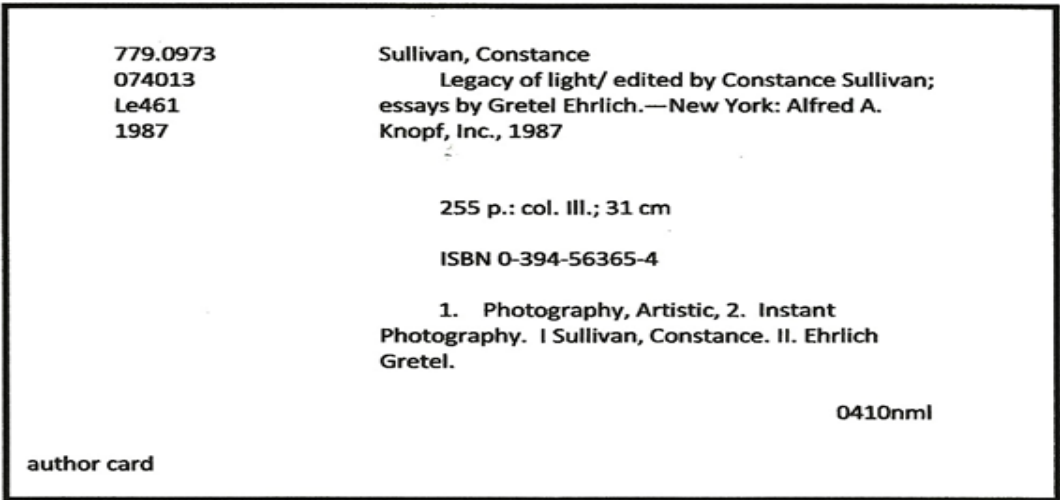
Conforme:

Lecturer/Organizer

Date

- 6. The book/periodical is placed in the designated cabinet or shelf.
- 7. Shelves’ lists of books are prepared for accessibility and inventory.

Sample of catalogue cards:



Maintenance of Library Materials

Library materials are maintained through the following measures:

- ☐ Cleaning the collection and shelves/cabinets everyday to avoid accumulation of dusts
- ☐ Periodic fumigation to kill pests and harmful biological elements
- ☐ Conservation of damaged books/periodicals by trained staff and paper conservators

Employees of the National Museum are allowed to borrow books using their borrowers’ card

but students and the public can only access the collection while in the Library and are not allowed to take out any material.

Exchange Publications Program


Complimentary publications prepared and/or published by the National Museum such as the NM papers, Art-I-Facts, Annual Reports and monographs are sent to local and foreign libraries, museums and institutions through the exchange publications program. In return, these institutions also regularly send to the Museum their books and periodicals which may be scientific or popular in nature. Some of these materials are forwarded to the Director’s Office, to the Museum Education Division, or straight to the Library from the donors. Eventually, however, they are and should be turned over to the Library so that others may have access to the materials.

Books and periodicals that are sent to exchange partners are accompanied by this acknowledgement receipt that is returned to MED for file and reference.

Acknowledgement receipts for exchange partner:

STAMP

THE CURATOR
MUSEUM EDUCATION DIVISION
NATIONAL MUSEUM OF THE PHILIPPINES
P. BURGOS ST., MANILA



REPUBLIC OF THE PHILIPPINES
NATIONAL MUSEUM

COMPLIMENTS
OF THE
NATIONAL MUSEUM

Receipt of your publication(s) in exchange
will be much appreciated

(Detach here)

DATE: _____

I hereby acknowledge receipt of the following National Museum publication(s)
(Please type or print)

QUANTITY	TITLE OF PUBLICATION(S)	VOL. NO.

MAILING ADDRESS

SIGNATURE
(PLEASE SIGN OVER PRINTED NAME
MEMBER NO. _____

Volunteer Program

The National Museum Volunteer Corps was organized by MED in 1999 when the Museum of the Filipino People was opened to the public. The Division anticipated a need to increase its manpower to handle its educational activities. The program was originally planned to attract only Filipinos to help out in MED but as it became known and successful, it now expands to allow the opportunity to everybody who’s interested to share talents, knowledge and skill in all areas of museum work. Relative to this, MED coordinates with the different Museum Divisions to know which of the divisions would allow volunteers and if special skills are needed to do the job that will be assigned to these volunteers.

Generally, the role of volunteers is to enhance visitors’ appreciation of works on display from

the collection of the National Museum and to help the staff improve the Museum’s services to the public. The first batches of the volunteers are credited with the management of the Museum’s official newsletter, Art-I-Facts, which used to be their special project.


How to Apply

- 1. Get application form from MED, fill it up and submit it to MED staff handling the Program.
- 2. Report to MED for the scheduled interview.
- 3. After the interview, applicant will be asked to write an essay on a given topic and/or about personal expectations on the Program.
- 4. Submit also 1x1 colored photograph and a police/NBI clearance for MED’s file and a reference.

The special I.D. for volunteers is issued only after these requirements are met and after evaluating the performance of the volunteer for a period of time.

Sample application form:

NATIONAL MUSEUM OF THE PHILIPPINES
P. Burgos Avenue, Manila



VOLUNTEER PROGRAM

APPLICATION FORM

NAME: _____

FamilyFirstMiddle

CITIZENSHIP: _____AGE: _____BIRTHDAY: _____

CIVIL STATUS: _____GENDER: _____

PERMANENT ADDRESS: _____

TEL NOS.: _____MOBILE: _____

OCCUPATION: _____

BUSINESS ADDRESS: _____

TEL NOS.: _____FAX NO: _____

EMAIL ADDRESS: _____

REASONS FOR JOINING THE NM VOLUNTEER PROGRAM:

SKILLS TO OFFER THE PROGRAM:

AREAS OF INTEREST:

☐ Anthropology

☐ Archaeology

☐ Arts

☐ Botany

☐ Chemistry & Conservation Laboratory

☐ Education

☐ Geology

Signature Over Printed Name

Date: _____

FOR MED USE ONLY

Action Taken:

☐ Approved

☐ Disapproved

Assignment: _____

REMARKS:

Benefits and entitlements

- 1. Invitation to the National Museum’s social events and programs

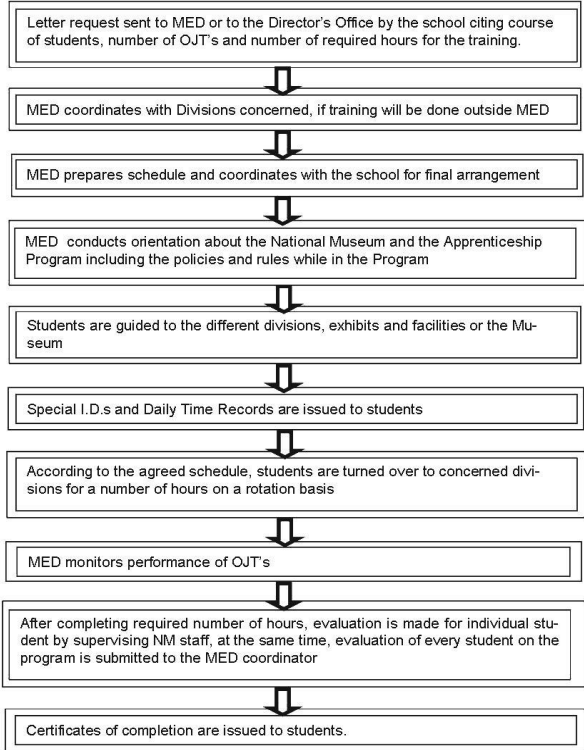
2. Free entrance to the volunteer and immediate family to the National Museum
3. Use of facilities of MED and Division’s special libraries.
4. Participation in trainings and other educational programs organized by MED
5. 10% discount on National Museum’s publications purchased in the Museum Shop
6. Free subscription to Art-I-Facts.

The National Museum Volunteer Program has been institutionalized and has now become an effective way of promoting the Museum and in educating the public on Filipino heritage.

Apprenticeship Program

This program caters to junior and senior college students who are looking for institutions where they can practice their courses and learn in an office environment. On-the-job trainees (OJTs) who are accepted by MED normally come from educational institutions that have a memorandum of agreement with the National Museum through MED on this matter. Essentially, the MOA specifies responsibilities of both parties to a class of OJTs sent every semester to the Museum. Special cases of limited number of students are accepted as long as they are endorsed by their professor and department heads.

How the Program Works



OJT's EVALUATION FOR MENTORS

Name of Mentor: _____ SEX: Male ☐ Female ☐

OFFICE: _____

POSITION: _____

Please rate your mentor accordingly.

10 – Outstanding
8 – Very Satisfactory
6 – Satisfactory
4 – Unsatisfactory
2 – Poor

1. Working relationship with your mentor. _____

2. His / Her ability to share knowledge regarding your work. _____

3. Availability when needed. _____

4. Is he / she accommodating when you have questions about the work he / she gives you. _____

5. Effectiveness as mentor. _____

Other comments and suggestions for mentor and how to improve the mentorship program.

Thank you!
(Your evaluation will be treated with confidentiality.)

Outreach Program

The objective of the program is to bring the Museum closer to the public it serves. This includes educational and livelihood activities brought to marginalized sectors of communities that have constraints in resources to avail of services offered by the Museum; traveling exhibits and loan kits lent to schools and institutions; and sending out resource specialists to conduct lectures on specific topics.

The educational and livelihood activities may be programmed by MED as one of its targets or may be done because of a request coming from a community or organization. Traveling exhibits and loan kits, however, may be availed only after a request is made and loan agreement is signed.

Summer Workshop Festival

Of the activities under the Outreach Program, the yearly **Summer Workshop Festival** that started in 2007 is drawing audiences form welfare centers for the marginalized youth. This activity is the National Museum’s contribution to the government’s program of poverty alleviation and values education. The workshops are selected based on the creativity and skills

that can be drawn from the youth, the materials used that should be environment-friendly and Filipino values that can be learned from the activities. It teaches the importance of knowing how to use Filipino talents to earn a living and be productive citizens. Somehow, the Summer Workshop Festival situates the Museum to the realities of the society, making it relevant to the lives of its special stakeholders.

Museum Development Program

Technical assistance on the general management of museums is solicited by small museums and newly established museums from MED, among other divisions. If MED can tackle the request on its own, it respond with its own staff. However, if the need is more specialized in nature requiring technical trainings and experiences on the job, MED organizes a team composed of experts from requested disciplines. Assistance may be in the form of evaluating museums and giving recommendations, conducting workshops for museum workers, assisting in putting up exhibits and the like.

Travel expenses for the team including board and lodging plus a minimal honorarium is shouldered by the requesting museum.

Photo File Management Program

Since 1970’s, MED has been in-charge of documenting museum events and activities, the reason why a lot of black and white photos, colored pictures, and slides are kept in the Division. Other Divisions as well as the Director’s Office also submit photographs and other documentations to MED for safekeeping so much so that through the years, MED accumulated a lot of these materials that now need special storage in order to preserve and conserve them for reference.

MUSEUM EDUCATION DIVISION
OUTREACH PROGRAM

PROCEDURES/CONDITIONS IN BORROWING EDUCATIONAL MATERIALS

1.

Interested parties are required to write a letter addressed to the Chief, Museum Education Division, National Museum, P. Burgos St., Manila, with telephone no. 527-02-78;

2.

The borrower(s) will have to take charge of transporting the educational materials from the National Museum to the point of destination and their return;

3.

In case of the slide-lecture kits and tapes, the borrower(s) will also provide the transportation of the slide projector together with the museum technician who handles the equipment and provide him with a daily meal allowance throughout the period that he shall render service. However, if the institution has the available audio-visual equipment (slide projector, VHS player), the technician shall bring the slide-lecture kits and tapes only;

4.

The borrower(s) are enjoined to help in promoting the exhibitions by inviting students of the neighboring schools around the area or nearby towns/cities;

5.

The borrower(s) shall render a written report about the exhibition, number of visitors, viewers, visitors’ remarks and other comments; photographs of the exhibition should be provided, if possible;

6.

The borrower(s) should pay for the cost of damage or loss equivalent to the amount needed to repair or replace the materials;

7.

Borrowing the materials shall be on a first come, first served basis;

8.

Follow-up call shall be made by the Museum Education Division representative two (2) days before the expiration of the lending period of the educational kits.

CONFORME:

Date

How to make these materials readily accessible is the main concern of the project. To do this, photos and slides are first identified according to Division’s activities. Accession numbers are then assigned to each photo or slide after which they are entered to a logbook. Complete information is encoded in a database. Inventory of slides already totaled to 6,000 pieces while

that of photographs is still ongoing.

Example of an accession number for photos, colored and black and white:

MED-MED-E-IKN-1949 where

MED – stands for collection of MED

MED – the Division represented by the photo

E - exhibition

IKN – Ikon exhibition (specific exhibit)

1949 – photograph number

Example of an accession number for slides:

MED-GEO-FOS-2932 where

MED – stands for slide collection of MED

Geo – specific Division represented in the slide

Fos – Fossil (description of the image)

2932 – slide number

Storage for the photo-files is still temporary owing to lack of permanent storage facilities.

Marketing and Promotions Program

Marketing and promotions for the National Museum is also being handled by MED. Activities under these are:

Development and/or management of the Institution's publications such as the official newsletter of the Museum *Art-I-Facts*, the scientific journal *National Museum Papers*, monographs, exhibit, guide notes, brochures and preparation of calendar events.

Photography of museum objects.

Location shooting

Media coverage

Press releases

Publications

1. National Museum Papers

This scientific journal is published bi-annually. Articles accepted are those original in nature, seminal because of its cultural, scientific or educational significance, and are within the scope of the National Museum disciplines. The Board of Editors approves the inclusions of papers or articles submitted for publication to the journal. Where there are no Museum experts to review a specific paper, MED seeks the assistance of outside specialists to act as referees and who become member of the Board of Editors for the issue where the reviewed paper is included.

Procedure for the Publication of the NM Papers is outlined below:

1. MED provides copy of "Guidelines to Authors" submitting articles for NM Papers.
2. MED reviews articles for consideration, then refers them to other members of the Editorial Board for comments.
3. Articles are returned to authors for some revisions, if any, otherwise these are prepared for lay outing in MED.
4. Draft of complete issue is again shown to authors and Editorial Board for last comments/corrections.

5. Final copy is prepared in MED.
6. Requisition for printing is made.
7. If budget is available, the Supply Section of the Administrative Division contacts printers for quotation on requested printing, normally of 300 copies
8. The National Committee on Bids and Awards selects winning printer.
9. Printer gets material from MED in CD format.
10. Copies of printed NM Papers are distributed by MED to local and foreign museums and libraries, other exchange partners, used as tokens for visiting scientists and lecturers others are given as complimentary copies to university and museum workers and other institutions abroad when NMN personnel go on foreign travel. The rest of the copies are sold in the Museum Shop handled by the Budget Section of the Administrative Division.

Below are the Guidelines for Authors:

Guidelines for Authors

(Effective January 1, 2010)

The National Museum Papers publishes original research articles in archeology, arts, anthropology, botany, geology, zoology, museology, restoration, and conservation.

Submission of Manuscripts:

Manuscripts must be submitted in English and preferably in electronic form using Microsoft Word format. One hard copy is required. All submittals must be complete with tables, figures and/or plates. The length of the text should not exceed 10,000 words; with font size of Arial - 12 and margins of 1 inch for both top, bottom and sides in A-4 size of paper. Line drawings, computer plots or photographs should be submitted separately in JPEG formats.

Authors must submit a cover letter stating the intended manuscript category. Authors should provide the names, mailing addresses, and emails of at least two persons who are qualified to review the manuscript. The identity of reviewers will be kept confidential unless they choose to be revealed.

The papers submitted are considered for publications on the understanding that they have not been submitted or accepted for publications elsewhere.

Manuscript Categories

NM Papers publishes manuscripts in the following categories:

- ☐ Full Papers – these are papers that report on research projects.
- ☐ Research Notes – these are shorter and more preliminary research papers.
- ☐ Essays and Commentary – these are papers that are more speculative and less documented than research papers; they may also be a critique to previously published materials.

NM Papers will occasionally publish book reviews and will invite authors to contribute appropriate manuscripts to this category.

Preparation and Organization of Manuscript:

The printed area is 10.5 x 16.5 cm. (printed area: ± 35 lines of point) and the column width is 10.5 cm. Manuscripts and illustrations should be adapted to the ff.:

- ☐ The text should be typed, double-spaced with a wide left-hand margin. Avoid

dividing a word at the end of a line.

- ☐ Mark all pages in upper right hand corner with page number and title of article.
- ☐ The following sections must be included: Title, Abstract, Main Text, Acknowledgment and Literature Cited/References.
- ☐ Foot-notes are not allowed. Scientific names of genera and taxa of lower rank should be in italics. Local names should be in bold letters.

Title:

Choose a concise and informative title. The author's name should preferably be given in full.

Abstract:

The text should be preceded by an abstract not exceeding 250 words.

Headings:

There will generally be four types of headings (examples):

1. MATERIALS AND METHODS
2. **Description of the study sample** (bold letters)
3. *City description* (in italics)
4. Shoulder heading - This heading is followed by text on the same line.

References:

References should follow the APA's style

Reference list

The APA style guide prescribes that the *References* section, bibliographies and other lists of names should be accumulated by surname first, and mandates inclusion of surname prefixes. For example, "Martin de Rijke" should be sorted as "de Rijke, M." and "Saif Al-Falasi" should be sorted as "Al-Falasi, S." For names in non-English languages, follow the capitalization standards of that language. For each of the source types below a hanging indent should be used where the first line is flush to the left margin and all other lines are indented.

Print sources

Book by one author

- ☐ Sheril, R. D. (1956). *The terrifying future: Contemplating color television*. San Diego, CA: Halstead.

Book by two authors

- ☐ Kurosawa, J., & Armistead, Q. (1972). *Hairball: An intensive peek behind the surface of an enigma*. Hamilton, Ontario, Canada: McMaster University Press.

Chapter in an edited book

- ☐ McDonalds, A. (1993). Practical methods for the apprehension and sustained containment of supernatural entities. In G. L. Yeager (Ed.), *Paranormal and occult studies: Case studies in application* (pp. 42–64). London, England: Other World Books.

Dissertation (PhD or masters)

- ☐ McDonalds, A. (1991). *Practical dissertation title* (Unpublished doctoral dissertation). University of Florida, Gainesville, FL.

Article in a journal with continuous pagination (nearly all journals use continuous pagination)

- ☐ Rottweiler, F. T., & Beauchemin, J. L. (1987). Detroit and Narnia: Two foes on the brink of destruction. *Canadian/American Studies Journal*, 54, 66–146.

- ⑦ Kling, K. C., Hyde, J. S., Showers, C. J., & Buswell, B. N. (1999). Gender differences in self-esteem: A meta-analysis. *Psychological Bulletin*, 125, 470–500.

Article in a journal paginated separately Journal pagination

- ⑦ Crackton, P. (1987). The Loonie: God's long-awaited gift to colourful pocket change? *Canadian Change*, 64(7), 34–37.

Article in a weekly magazine

- ⑦ Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28–31.

Article in a weekly magazine with DOI

- ⑦ Hoff, K. (2010, March 19). Fairness in modern society. *Science*, 327, 1467–1468.
doi:10.1126/science.1188537

Article in a print newspaper

- ⑦ Wrong, M. (2005, August 17). "Never Gonna Give You Up" says Mayor. *Toronto Sol*, p. 4.

Electronic sources

For electronic references, websites, and online articles, APA Style asserts some basic rules, including to

- ⑦ direct readers specifically to the source material using URLs which work
- ⑦ include retrieval date ONLY when content is likely to change (e.g., wikis)
- ⑦ include all other relevant APA Style details for the source

Online article based on a print source, with DOI (e.g., a PDF of a print source from a database)

- ⑦ Krueger, R. F., Markon, K. E., Patrick, C. J., & Iacono, W. G. (2005). Externalizing psychopathology in adulthood: a dimensional-spectrum conceptualization and its implications for DSM-V. *Journal of Abnormal Psychology*, 114, 537–550.
doi:10.1037/0021-843X.114.4.537

Online article based on a print source, without DOI (e.g., a PDF of a print source from a database)

- ⑦ Marlowe, P., Spade, S., & Chan, C. (2001). Detective work and the benefits of colour versus black and white. *Journal of Pointless Research*, 11, 123–127.

Online article from a database, no DOI, available ONLY in that database (proprietary content - not things like Ovid, EBSCO, and PsycINFO)

- ⑦ Liquor advertising on TV. (2002, January 18). Retrieved from
<http://factsonfile.infobasepublishing.com/>

OR

- ⑦ Liquor advertising on TV. (2002, January 18). Retrieved from *Issues and Controversies* database.

Article in an Internet-only journal

- ⑦ McDonald, C., & Chenoweth, L. (2009). Leadership: A crucial ingredient in unstable times. *Social Work & Society*, 7. Retrieved from
<http://www.socwork.net/2009/1/articles/mcdonaldchenoweth>

Article in an Internet-only newsletter (eight or more authors)

- ⑦ Paradise, S., Moriarty, D., Marx, C., Lee, O. B., Hassel, E., . . . Bradford, J. (1957, July). Portrayals of fictional characters in reality-based popular writing: Project update. *Off the*

Beaten Path, 7. Retrieved from
<http://www.newsletter.offthebeatenpath.news/otr/complaints.html>

Article with no author identified

☐ Britain launches new space agency. (2010, March 24). Retrieved from
<http://news.ninemsn.com.au/technology/1031221/britain-launches-new-space-agency>

Article with no author and no date identified (e.g., wiki article)

☐ Harry Potter.(n.d.).In *Wikipedia*. Retrieved March 12, 2010, from
http://en.wikipedia.org/wiki/Harry_Potter

Entry in an online dictionary or reference work, no date and no author identified

☐ Verisimilitude.(n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from
<http://www.merriam-webster.com/dictionary/verisimilitude>

E-mail or other personal communication (cite in text only)

☐ (A. Monterey, personal communication, September 28, 2001)

Book on CD

☐ Nix, G. (2002).*Lirael, Daughter of the Clayr* [CD]. New York, NY: Random House/Listening Library.

Book on tape

☐ Nix, G. (2002).*Lirael, Daughter of the Clayr* [Cassette Recording No. 1999-1999-1999]. New York, NY: Random House/Listening Library.

Movie

☐ Gilby, A. (Producer), & Schlesinger, J. (Director).(1995). *Cold comfort farm* [Motion picture]. Universal City, CA: MCA Universal.

Tables:

Each table should be printed on a separate sheet. They should be numbered with Arabic numerals according to their sequence in the text, and have a short-explanatory title. Use bold letters for notes in tables. The metric system of measurements should be used.

Illustrations:

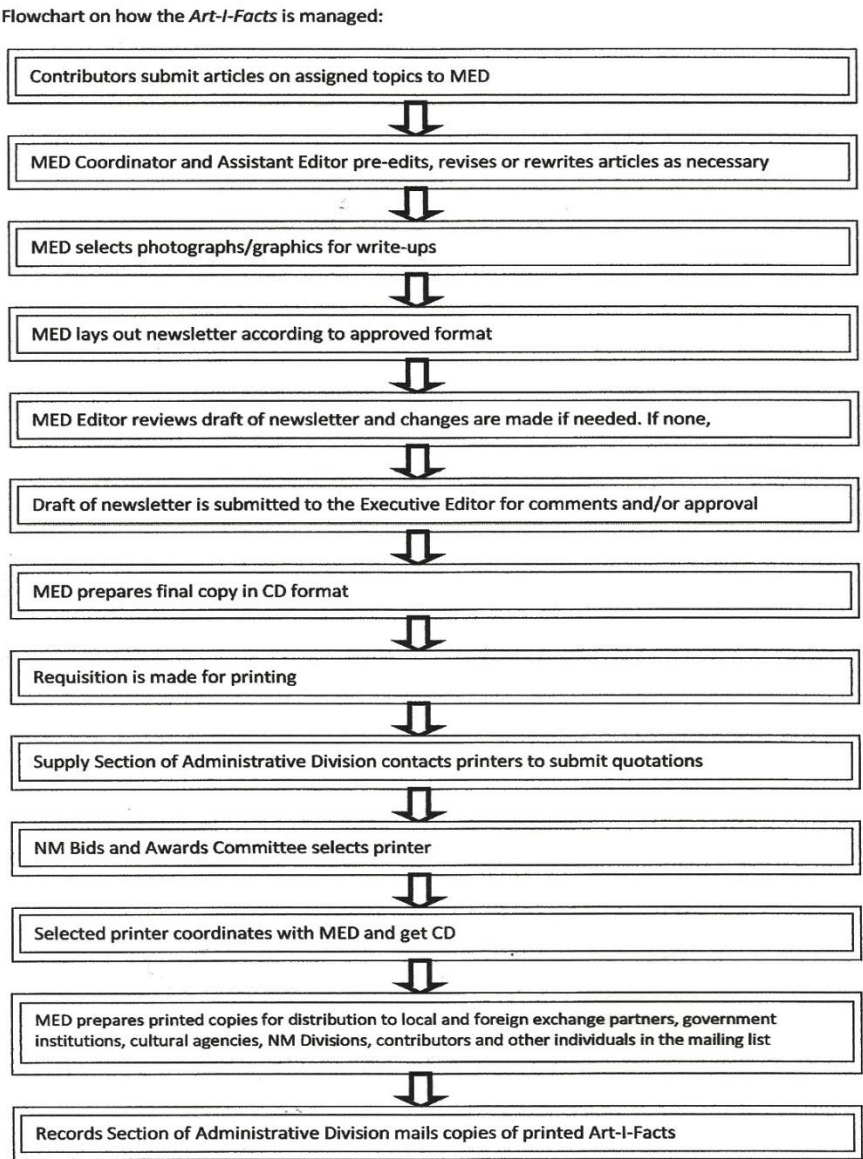
Graphs, drawings and photographs constitute figures (not plates). Illustrations should be planned for printing. They should be reduced 10.5 x 16 cm. or according to the print area (page size). The figures should be numbered consecutively in **Arabic** numerals. Figures composed of several units should be separated by 1 to 2 mm. broad white borders which should be well aligned. The individual parts in a composite figure should be designated A, B, C, etc. in contrasting lettering on circular labels. In stating magnifications, make it clear whether the magnification refers to size before or after reduction. Use a linear bar scale to indicate magnifications when appropriate. Explanation to figures should be written below the figure. Each illustration should be identified by author's name and figure number.

Figures: (drawings and photographs)

These should be scanned and submitted in JPEG format in DPI 300 resolution.

Offprints:

Five offprints of each article per author without separate cover will be supplied free of charge. Additional copies may be ordered with charge. Manuscript and illustrations not conforming to the above guidelines may be refused or returned for technical adjustment



Photography of Museum Specimens

In order to protect museum objects and the illegal use of its images, the Division, with the approval of the top management, implements rules and regulations on photographing and/or videotaping museum specimens since 1998. The request should first be approved by the Director of the Museum, and then the requesting party should sign Form No.: G-0001-A to express conformity to the rules set forth therein before the party is allowed to take photos or videos.

The presence of a conservator (in case of paintings and other fragile items) and/or a staff of the Division that is responsible for the museum object to be photographed is needed to supervise the activity.

Similar regulations are imposed on students and researchers requesting to photograph or videotape museum objects for school purposes like reports and projects. These individuals or groups, however, are not charged of any photography fee but are requested to provide a copy of their paper/ A-V presentation/photos to MED for file.

Location Shooting

MED also handles requests of big production companies and other commercial outfits for

location shooting or taping within the National Museum premises. A set of guidelines has also been prepared by MED and approved by the management.

Requesting parties should sign this form to conform with these National Museum rules and regulations before they are allowed to start the activity. Coordination with concerned museum officials, security personnel and building administrators plus monitoring of activities is taken care of by MED.

Payment, which is in the form of donation to the Museum is accompanied by a Deed of Donation prepared by the Director’s Office. It is then forwarded to the Cash Section of the Administrative Division where an official receipt is afterwards issued to the company/production.

A separate form is also accomplished by those applying for location shooting/taping within the museum’s premises as well as for photography of specimens. This form pertains to the type of equipment to be used by the applicant; specific location where shooting/taping will take place; specific specimens to be photographed; and persons involved in the activity. Written requests should first be approved by the management by the museum director before MED acts on them.

NATIONAL MUSEUM
P. Burgos Avenue, Ermita, Manila

GUIDELINES TO BE OBSERVED DURING LOCATION SHOOTING/TAPING WITHIN THE NATIONAL MUSEUM PREMISES

- All requests should be received by the National Museum at least three (3) working days before the actual photography/shooting.
- Requests shall be used for the stated purpose only. Subsequent use of the same material will need another approval and arrangements.
- The Museum reserves the right to approve the number of personnel to be involved in the activity; names have to be submitted 24 hours prior to the shooting/taping for clearance.
- Location shooting/taping is not allowed within the Exhibit Areas where strong light is damaging to works of arts and museum artifacts.
- Production staff should bring their own generator. Equipment to be brought in will also be listed and the list submitted prior to the shooting.
- Breakage, loss, damage of Museum property during shooting will be costed and replaced, or correspondingly, be costed and charged, to be paid two days after assessment by museum personnel.
- Production staff will maintain order and cleanliness of premises during and after shooting. **SMOKING** is strictly prohibited. Eating inside galleries and certain museum areas is also prohibited.
- A copy of the audio-visual production (e.g. CD-ROM, video tape and/or digital electronic form) shall be provided to the National Museum.
- Credits shall be given to the National Museum
- Shooting/taping should be within office hours (10:00am-5:00pm), on Mondays through Fridays. In special cases where it is inevitable to shoot/tape outside these days and time, overtime fees (to be computed based on the plantilla position) shall be paid right after the shooting to two Museum personnel who will be assigned to supervise the activity.
- Upon application, a fee amounting to Php _____ 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 Cashier.

It is understood that any violation in the above guidelines would mean termination of the shooting and barring from future location shootings in the Museum.

Director IV

CONFORME:

Production Manager
(Signature over Printed Name)

Name of Company
Date :
Tel. No.:

NATIONAL MUSEUM
P. Burgos Avenue, Ermita, Manila

RULES AND REGULATIONS ON VIDEO-PHOTO DOCUMENTATIONS OF MUSEUM SPECIMENS

- All requests should be received by the National Museum at least three (3) working days before the actual photography/shooting.
- The photographs, CD-ROM, video tapes will be used only for the stated purpose; subsequent use of negatives and/or transparencies or tapes will require another request for approval and arrangements.
- The negative and/or transparencies, video tape or CD-ROM will not be used by a third party unless approved by the National Museum.
- A set of the original negatives and/or transparencies with contact prints shall be provided to the National Museum.
- Credits will be given to the National Museum for each of the photographs/video tape or CD-ROM published.
- A video-photography service fee of Php _____ per item of the National Cultural Treasures, 19th Century Masters, Important Cultural Property , National Artists Cultural Property, Natural History specimens (type specimens only) and Php _____ per item for Non-Cultural Property will be charged payable upon application.
- A copy of the audio-visual production (i.e. CD-ROM, video tapes and digital electronic form) will be provided to the National Museum.
- As much as possible, shooting/taping should be within office hours (10:00am-4:30pm), Wednesday through Friday. Outside of these days and time, two National Museum personnel, who will be assigned to supervise the activity, will be duly compensated by the production concerned.
- Upon application, a fee amounting to Php _____ 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 Cashier.

It is understood that any violation in the above guidelines would mean termination of the shooting and barring from future location shootings in the Museum.

Director IV

CONFORME:

Production Manager
(Signature over Printed Name)

Name of Company
Date :
Tel. No.:

**Application for Location Shooting/Taping within National Museum
Premises and Photography of Museum Specimens**

1. Name of Company/Agency: _____
Address : _____
Tel. / Fax No. : _____
2. Purpose : _____
3. Schedule (Date / Time) : _____
4. Equipment to be used :

☐ Camera

☐ Video Camera/Handicam

☐ Generator

☐ Lighting Facilities
(specify: type & volume)

☐ Others (specify) : _____
5. Specific Location within NM Premises : _____
6. Objects/specimens to be photographed : _____
7. Persons involved : _____

Signature over Printed Name
of Applicant

NM Contact Person:

Recommending Approval:

Curator II/Chief
Museum Education Division

Approved by:

Director IV

Technical Assistance Program

The program caters to both internal and external clientele. Since the Division acts as the Museum's information arm, inquiries are referred to MED by other divisions and the public in general. Interviews about the National Museum and its activities, services that the public can avail of, educational programs offered, calendar of events, available publications on how to establish museums, are but some of the usual questions that come from students, researchers and other clients. Interviews are either conducted over the phone, in person or in questionnaire form.

For much detailed discussion, clients especially students working on their thesis consult with MED on the best possible topic about museum that they can present. Input for their research, for example, MED personnel act as advisers for graduating students. No fee is charged by MED.

Also under this program is the assistance rendered to museum researchers and some senior staff in the presentation, and in lay outing posters and publication.

Staff

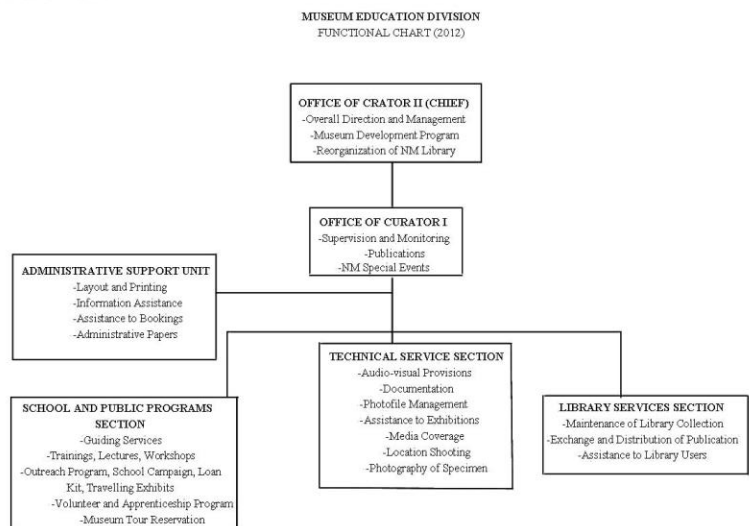
The Museum Education Division is manned by a group of people of dedicated and proactive individuals who have the professional will to improve its services to the public amidst the many challenges that it faces.

Below is the plantilla position in MED with accompanying salary grade and number of staff per position.

POSITION CHART OF MUSEUM EDUCATION DIVISION

1	Museum Curator II	SG24
1	Museum Curator I	SG22
1	Senior Museum Researcher	SG18
1	Information Officer III	SG18
1	Information Officer II	SG15
1	Librarian II	SG14
2	Museum Researcher I	SG10
1	Librarian I	SG10
8	Museum Guide	SG09
1	Electronic and Communication Equipment Technician II	SG08
1	Museum Technician	SG06
1	Proofreader II	SG06
1	Illustrator II	SG05
21		

A. Functional Chart



PLANETARIUM DIVISION

National Museum

OPERATIONS MANUAL



Brief History of the National Museum Planetarium
Organizational Chart

Functions of the Division
Functions of Each Section

OPERATING PROCEDURES

Regular Activities:
Sales and Reservation
Reservation
Admission of Visitors
Sales Report
Monthly Report of Accountability for Accountable Forms
Preparation of Planetarium Program for Planetarium Show
Planetarium Operation
Preparing for the lecture-demonstration
Conducting the lecture-demonstration
Shutdown Procedure
Outreach Activities:
Mobile Planetarium
Policies/Procedures of the Mobile Planetarium
Activities of the Mobile Planetarium
What to do during the Mobile Outreach Activities
Preparing the 8-inch Celestron Telescope

LIST OF FORMS

Pro-1 (Planetarium Guidelines)
Pro-2 (Sitting Arrangement)
Form DS-1 (Daily Sales/Reservation Report)
Form DS-2 (Reservation Form)
General Form No. 16 (Report of Accountability for Accountable Form)
Memorandum of Agreement
Presidential Decree No. 804-A (Establishing the Planetarium and
Defining the Operation Thereof)

BROCHURES

Mobile Planetarium
Planetarium

HISTORY OF THE NATIONAL MUSEUM PLANETARIUM

The idea of putting-up of a modern Planetarium in Manila was conceived in 1970s by former National Museum Director Godofredo Alcasid, Sr. Aware of the plans, Mr. Maximo P. Sacro, Jr., of the Philippine Weather Bureau (now PAGASA) and one of the founders of the Philippine Astronomical Society (PAS), offered his assistance to Director Alcasid in the project.

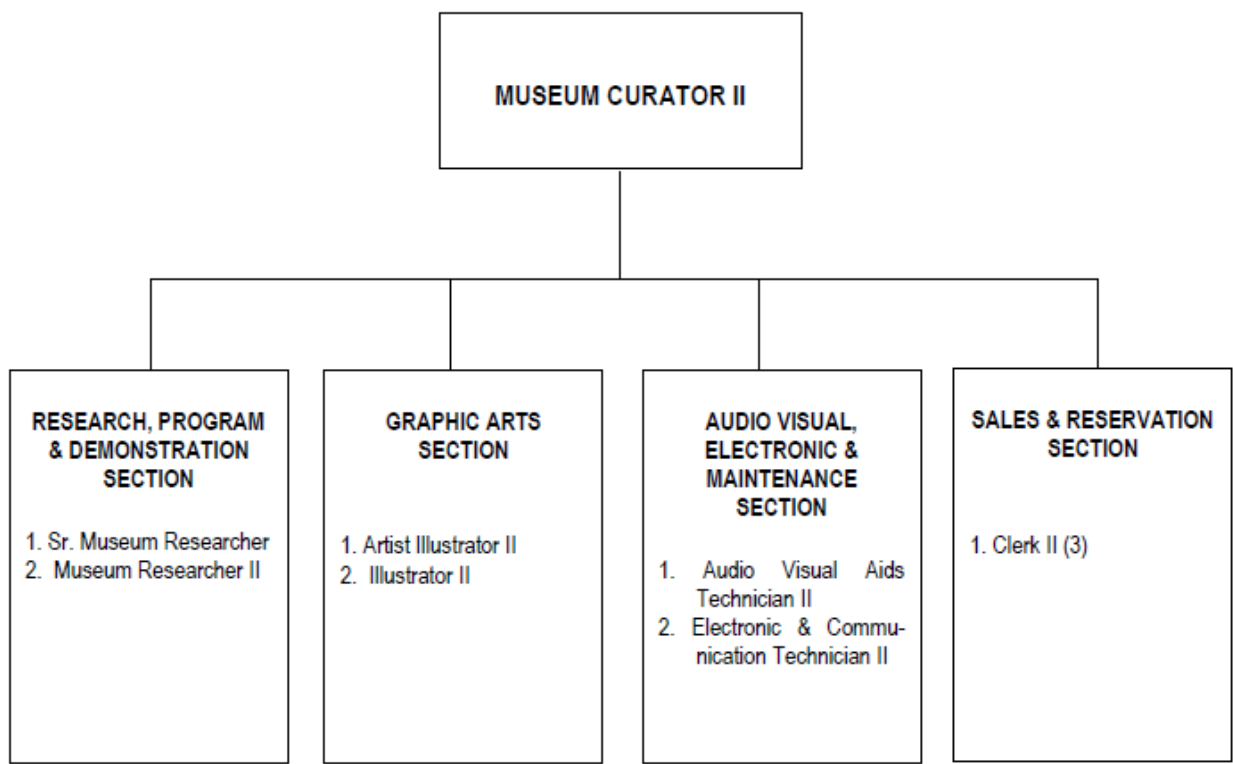
The project proposal was presented to the former First Lady Mrs. Imelda R. Marcos, then the Chairman of the National Parks Development Committee (NPDC) who accepted it as one of her priority projects. Mrs. Marcos requested the Department of Public Works and Highways (DPWH) to prepare the planetarium in a month's time and to allocate funds for the construction of the Planetarium Building to be located between Luneta Park's Reading Center and Chinese Garden.

Construction of the National Museum's Planetarium Building started before the end of 1974. It took about nine months to build the building. Its dome measures 49 feet and it has a seating capacity of about 310 persons. The Planetarium is equipped with a Goto Projector, which is acquired through the Japanese Reparation Program to the Philippines. The projector is capable of projecting stars while the auxiliary projectors reproduced flashes of lightning and eclipses.

The Planetarium Building was formally inaugurated on October 8, 1975 during a simple ceremony headed by Mrs. Imelda R. Marcos.

In June 1991, the inner dome of the building that served as screen collapsed due to old age, the 1990 earthquake and the tremors of the construction of the open-air auditorium at the back of the Planetarium building. It was through the efforts of the former Director Gabriel S. Casal and the former curator of the Planetarium, Mr. Sacro that the building was rehabilitated. Goto Planetarium of Japan, the manufacturer of the projector prepared the plans for the fabrication of durable materials and dome support.

ORGANIZATIONAL CHART



FUNCTIONS OF THE DIVISIONS

1. To plan, organize, direct and supervise scientific research on basic astronomy and planetarium education.
2. To plan, organize, direct and supervise dissemination of scientific and technical knowledge through the Planetarium shows, astronomical exhibits and sky interpretation programs;
3. To initiate linkages, monitor and collaborate with local and international research, cultural and academic institutions;
4. To participate in local and international trainings, seminars, workshops, conferences, meetings, etc., for the development museology and the staff.

FUNCTIONS OF EACH SECTION

I. RESEARCH, PROGRAM AND DEMONSTRATION SECTION

1. Conducts astronomical researches.
2. Prepares brochures and hand-outs.
3. Assists students engaged in research work.
4. Plans and assists in preparing astronomical exhibits.

5. Produces planetarium programs designed for the school children and the general public.
6. Conducts planetarium lecture-demonstration
 - a. Prepares script for the lecture-demonstration
 - b. Records lectures and other programs through audio-visual
 - c. Selects appropriate sounds and visual effects for every program

II. GRAPHIC ARTS SECTION

1. Produces artworks and other visuals
2. Constructs special effects devices
3. Prepares astronomical graphs, charts and posters
4. Assists in the planning and preparation of astronomical exhibits

III. SALES AND RESERVATION SECTION

1. Entertains reservations/bookings of different school groups
2. Handles daily sales of tickets
3. Types manuscripts, reports and official correspondence

IV. AUDIO VISUAL, ELECTRONIC AND MAINTENANCE SECTION

1. Operates and maintains the electrical system
2. Maintains all electronics equipment
3. Operates and maintain air-conditioning system

OPERATING PROCEDURES

I. REGULAR ACTIVITIES:

A. SALES AND RESERVATION:

The Planetarium Division is located at P. Burgos St., Rizal Park, Manila. It is open to the public from Tuesday to Saturday with four (4) scheduled shows a day. It accepts reservations for group/s ages 4 and above, with a minimum of 50 persons and maximum of 300 viewers at a time.

1. Reservation:

- 1.1 Reservation for planetarium shows can be done through phone or in person.
- 1.2 Ask the requesting group/school of the desired schedule and visit to the Planetarium.
- 1.3 The person in charge of the reservation (Clerk) will verify the Reservation Book the availability of the slot.
- 1.4 After finalizing the schedule, a 50% deposit/down payment will be required to the group/school.
- 1.5 An official Receipt (O.R.) together with Pro-1 (*Planetarium Guidelines*) and Form DS-2 (*Reservation Form*) will be issued to the group/school.
 - 1.5.1. Form DS-2(a) for Planetarium File
 - 1.5.2. Form DS-2(b) for group/school copy
- 1.6 A sitting arrangement in the dome (*Form Pro-2*) will be prepared

2. Admission of Visitors (on-the-day):

- 2.1. Collect Form DS-2(b) (from the reserved group/school) to be given to the assigned teller (Clerk #1) for confirmation of exact total number of viewers.
- 2.2. Collect balance payment and issue receipt from the cash register
- 2.3. Issue receipt from the cash register to the walk-in visitors

- 2.3.1. Student/Children = P 30.00
- 2.3.2. Adult/Teacher = P 50.00
- 2.4. Assigned porter (Clerk #2) will count the actual number of viewers as they enter the main lobby
- 2.5. Assigned guide (Clerk #3) will guide the viewers inside the auditorium for their sitting arrangement

3. Sales Report:

- 3.1. Prepare 3 copies of Daily Sales Report (Form DS-1) every end of the day
- 3.2. Remit Daily Sales Report the following day (Friday and Saturday sales will be submitted Tuesday) to the main office
 - 3.2.1. Original copy to NM Cash Section together with the sales
 - 3.2.2. One copy for the Auditor
 - 3.2.3. One copy for Planetarium file

4. Monthly Report of Accountability for Accountable Forms:

Prepare four (4) copies (GENERAL FORM No. 16) every end of the month:

- 1. One copy for the Auditor (Original)
- 2. One copy for Cash Section
- 3. One copy for Accounting Section
- 4. One copy for Planetarium file

B. PREPARATION OF PLANETARIUM PROGRAM FOR PLANETARIUM SHOW

1. Planetarium researchers will prepare a planetarium script intended for the required audience (for elementary level, high school level or for general public)

2. After completing and finalizing the script, production of the planetarium program will now produced with the help of audio-visual technician and artist illustrators:

- 2.1. Recording of the script (voice over only)
- 2.2. Select appropriate sounds/background music and visual effect for the script
- 2.3. Final recording of the program
- 2.4. Select necessary slides for the program
 - 2.4.1. If slides needed for the program were not available in the files, the planetarium artists' will take photographs from different available sources for slides production.
- 2.5. Synchronized the recorded program with the slide projectors for final release of the program.

3. Assigned lectures (researchers and artist illustrators) will have a dry-run for the window.

4. Prepare artworks/posters for the program and leaflets for distribution to the viewers.

C. PLANETARIUM OPERATION

Below is the procedure to be followed in operating the GM-15 Goto Projector and other audio visual equipment inside the auditorium. It is arranged in three parts: preparing of the demonstration, conducting a demonstration, and shutdown of the instrument power.

1. Preparing for the lecture-demonstration

1.1. Assigned lecturer together with the technician will check the equipment needed for the planetarium show.

1.2. Turn on and check appropriate knobs/levers of lights to illuminate the console and the central panel where the star projector is positioned.

1.3. Check the pointer switch and the pointer image for focus.

1.4. Check/adjust the Sun's position at the western portion of the dome for sunset setting.

1.5. Check for other settings to make certain that it is conveniently adjusted to demonstrate the object to be required for the program.

2. Conducting the lecture-demonstration

2.1. The lecturer will check/control the lights to minimize the annoying condition inside the dome.

2.2. The lecturer will welcome the audience and introduce the planetarium.

2.3. Start-Up Effects:

The diurnal motion is started at a slow speed. The projected sun slowly sets to the western horizon. As the sun sets, the daylight is slowly dimmed, with the red and white light following. The brightness of the twilight is slowly dimmed out as the sun sets below the western horizon. As the light of the dome blue fades out, the moon and fixed stars are slowly brought up to the full brilliance. To enhance the beauty and serenity of the sunset, appropriate music should be played softly throughout the above sequence.

2.4. After the sunset sequence, the proper lecture/program starts.

2.5. As the program is in progress, necessary slides for the slide projectors and zoom projector should be ready for the proper appearance in the show; and at the same time, the position of the sun should also be checked at the control panel for the sunrise sequence.

3. Shutdown Procedure

The following procedures should be followed after each presentation:

3.1. Return the Sun to the original position which is set for about 30 degrees.

3.2. Make sure all dials controls are turned off

3.3. Turn off all the equipment used (e.g zoom slides, slide projectors, mixers and other audio visual equipment)

3.4. Turn off the control switch located below the control panel

3.5. Turn "OFF" the main switch.

II. OUTREACH ACTIVITIES:

A. Mobile Planetarium

Below are the policies/procedures in availing the services of the Mobile Planetarium:

1. Official request to be submitted to the Director of the National Museum (NM) for approval;
2. Deed of Donation shall be prepared and signed by the director of the NM and Sponsor/Donor;
3. The Sponsor/Donor shall donate to the NM the following:

3.1. Donation per day as per Deed of Donation as proposed shall be used for the development of planetarium projects and activities and for emergency expenses such as immediate repair of air-conditioning system in cases of motor malfunction, emergency purchase of spare parts, and other urgent expenses for the operation of equipment.

3.2. Honorarium of personnel per day: (3 lecturers, 1 technical assistant and 1 driver)

4. Personnel and equipment shall be insured by the donor/sponsor, the amount of which shall be determined by the Insurance Company;

5. There shall be a maximum of six hundred students to be served per day, since the inflatable dome can only accommodate 35 students per lecture;

6. A maximum of 8 hours are required for the preparation of equipment, personnel and actual lecture;

7. Stargazing sessions is an optional part of the activity depending on the weather condition

8. All students are required to follow the policies, for safety reasons in entering the inflatable dome, such as:

1. Students are required to remove their shoes;
2. No carrying of sharp/pointed objects;
3. No health problems, such as asthma, epilepsy, and tuberculosis;
4. Teachers and/or school committees are responsible for the above, as well as other disciplinary considerations;

5. Non-compliance will automatically cancel this contract;
6. The NM is not responsible for any injuries obtained in non-compliance of the above.

C. Activities of the Mobile Planetarium

1. Demonstration – How the Mobile Planetarium Works
 - a. Inflating the dome with a fan
 - b. Sitting arrangement of a group of 35 viewers per session
 - c. Showing darkness of night in the dome
 - d. Lecture on constellations
2. Slides Presentation on basic astronomy
3. Film showing/ viewing of science programs related to astronomy
4. Stargazing sessions at night using the 8-inch Celestron Telescope.

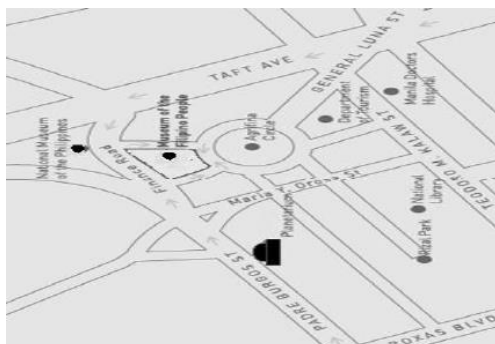
D. What to do During the Mobile Outreach Activities:

1. Upon arrival at the school, coordinate with the school authority regarding the demonstration area.
2. Prepare/assemble the mobile dome and other equipment to be used for the lecture;
3. Coordinate with the assigned teachers regarding the groups of students (3 Groups) for the 3 activities of the Mobile dome simultaneously:
 - 3.1. 35 students for the Mobile Dome for 30 minutes lecture
 - 3.2. 35 students for slides presentation for 30 minutes lecture
 - 3.3. 70 students for the film showing for 1 hour viewing
4. After 30 minutes, students from the dome and students from the slide presentations will interchange for another 30 minutes lecture each;
5. After one hour of film showing, the 70 students will be divided into two groups (35 students for each group)
 - 5.1. First group will be brought to the Mobile Dome.
 - 5.2. Second group will be brought to slides presentation lecture
6. Students from the Mobile Dome and students from the slides presentation will be brought together to the Film Showing.
7. After these groups, another 3 groups of students are prepared until the total 600 students are served within the day;
8. NIGHT ACTIVITIES: Stargazing is optional, depends on the kind of weather that we have during that night.
 - 8.1. If the sky is clear, the 8-inch Celestron Telescope is prepared / assembled for the viewing of celestial object/s.
9. Coordinators/teachers will manage the assembly of students at the school ground of the school for actual stargazing.
 - 9.1. Each student is allowed to view and observe the celestial target at the telescope for a few seconds to give way to another student.
10. Another film showing is set-up at the school ground for viewing as the other students waits for their turn to peep at the telescope;
11. Have your certificate of appearance signed by the school principal immediately after the activities at the school.

PREPARING THE CELESTRON TELESCOPE FOR STAR-GAZING SESSIONS

- I. Setting up the Tripod
 - a. Choose a level and firm ground.
 - b. Stand it on its head, remove the elastic band and let down the legs one by one, making sure the tensioner bars remain under the legs.

- c. Grasp two of the legs near the tripod head and lift upward. This will make the tensioner bars move toward each other and when they meet, the tripod will stand by itself.
 - d. Lock the tripod legs in place by opening the lock plate of the tensioner bars into the slots in the coupler.
 - e. To increase the tension, advance the screws in the cross bars at the top of the tripod legs and re-tighten the lock nuts.
 - f. Be sure to use the supplied rubber feet on the tips of the tripod legs to help damp out unwanted vibrations.
- II. Mounting the Celestron on Tripod
- a. Prepare the 10-24x1" bolt and washer and thread the bolt through the center of the tripod head into the center hole in the base of the Celestron.
- III. Mounting the Celestron on the Wedge
- a. Thread one of the three 3/8-16x1" bolts partially into the base of the telescope.
 - b. Cradling the instrument in one arm, slide its base onto the tilt plate so that the bolt slips into the slot of the plate.
 - c. Lift the base slightly to align the holes.
 - d. Tighten the first bolt and thread the two remaining bolts into the remaining holes in the base of the telescope.
- IV. Adjusting the Wedge
- a. Position the adjusting screw on the latitude adjuster up against the tilt plate to prevent the wedge and telescope from moving.
 - b. Loosen the tilt plate bolts on each side of the wedge by using the adjusting screw to make small changes in elevation.
 - c. Tighten the wedge bolts after the latitude adjustments are completed.
 - d. Make fine adjustments to permit the telescope to tilt the polar axis of the Celestron so that it accurately points to the North Celestial Pole.



III. Reservation Procedures:

- a. Reservation must be made personally or thru phone at least two (2) weeks before the desired date.
- b. Fifty percent (50%) deposit is required at least two (2) weeks in advance for big groups. An Official Receipt (OR) will be issued. Failure to come on the date of payment means cancellation of the reservation.
- c. Change of reservation is allowed provided the arrangement is made at least five (5) days prior to the date of reservation.
- d. Minimum number of viewers is fifty (50) persons and a maximum of three hundred (300) persons for each show.
- e. One faculty free for every group of 30 students provided minimum number of viewers meet.
- f. Children below four (4) years old will not be accepted.
- g. All payments received are non-refundable. In case of typhoon, special announcement, national emergency and the like, rescheduling may be made.

IV. Parking

- a. Buses and vehicles are allowed at the parking area of the premises only for the

NATIONAL MUSEUM PLANETARIUM

Padre Burgos Avenue, Rizal Park, Manila City
 nmplanetarium1975@gmail.com

c. Exhibit/Gallery is from 8:30am up to 4:30pm (no noon break).

FREE

Note:

NATIONAL MUSEUM
PLANETARIUM DIVISION
Rizal Park, Manila
Tel. No. 527-78-89

Date Issued: _____

DATE OF VISIT/SHOW TIME : _____
NAME OF SCHOOL : _____
ADDRESS : _____
NO. OF STUDENTS/ADULTS : _____
TOTAL ATTENDANCE : _____
NAME OF GROUP REPRESENTATIVE(S): _____

O.R. #: _____
Date : _____
Amount Paid: _____

Form DS-2(a)

(Please do not fill this portion)

NATIONAL MUSEUM
PLANETARIUM DIVISION
Rizal Park, Manila
Tel. No. 527-78-89

NAME OF SCHOOL/GROUP : _____
DATE/SHOW TIME : _____
DATE OF PAYMENT : _____
TOTAL NO. OF VIEWERS : _____
DOWN PAYMENT/O.R. # : _____
No. of Students Paid : _____
No. Adults Paid : _____
BALANCE : _____

ISSUED BY:

Teller

Form DS-2(b)

GENERAL FORM No. 16
Revised 2004

REPORT OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS												
NATIONAL MUSEUM PLANETARIUM DIVISION P. Burgos Street, Manila												
Month of: _____												
Name of Form & No	Qty.	Beginning Balance		Qty.	Receipt		Qty.	Issued		Qty.	Ending Balance	
		Inclusive Serial Nos. From To	Inclusive Serial Nos. From To		Inclusive Serial Nos. From To	Inclusive Serial Nos. From To						
CERTIFICATION												
I hereby certify that the foregoing is a true statement of all accountable forms received, issued and transferred by me during the period above-stated and the correctness of the beginning balance.												
_____ Name & Signature of Accountable Officer												

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement entered into this ____ day of September 2015 in the City of Manila, Philippines by and between:

The NATIONAL MUSEUM, a trust of the government of the Philippines, by virtue of R.A. No. 8492, with office address at Padre Burgos Avenue, Manila 1000, represented herein by its Director IV, JEREMY BARNES, CESO III hereinafter referred to as "NM";

-and-

The _____, a domestic corporation, organized and existing under the laws of the Republic of the Philippines, with principal office at _____, represented in this Agreement by its Event Organizer, _____, and hereinafter referred to as _____;

Unless otherwise stated, the NM and _____ shall be herein after collectively referred to as "PARTIES" and individually as a "PARTY".

WITNESSETH:

WHEREAS, the NM is mandated to disseminate astronomical knowledge and information through planetarium shows, lectures and demonstrations, exhibits and actual celestial observations (Sec. 7.19 R.A. No. 8492);

WHEREAS, in pursuit of the said mandate, the "National Museum Mobile Exhibit Project" (hereinafter referred to as the Project) was developed for an out of site mobile exhibition as an alternative to museum visit, as part of the Planetarium programs in order to capture a wider audience that would benefit from its programs;

WHEREAS, the said project aims to bring the services of the NM closer to the people especially to remote areas by providing them the latest and updated scientific discoveries in the field of astronomy through lectures and demonstrations with the use of highly advanced scientific equipment;

WHEREAS, _____ have expressed its willingness to take part in the goal of NM to make its programs accessible to remote areas and educate school children nationwide about astronomy through promotion, organization, and marketing of the said project;

NOW THEREFORE, for and in consideration of the mutual agreements, covenants and stipulations hereinafter set forth, the Parties hereby agreed as follows:

Section 1 Scope

- 1.1 The NM Mobile Exhibit Project is a three (3) days exhibition activities on September 23, 24, & 30, 2015 at Lakandula High School, Manila and Valenzuela National High School, Valenzuela City to be conducted by NM and _____
- 1.2 The above scheduled date may be changed by the PARTIES in case the Project could not be held on the same date due to fortuitous event.

Section 2 Obligations of the NM

- 2.1 NM shall provide exhibition materials such as the mobile planetarium and other equipment necessary to conduct the exhibition activity, to be determined by the Planetarium Division.
- 2.2 NM shall provide the needed lecturers and/ or personnel.

Section 3
Obligations of _____

- 3.1 _____ shall pay NM a service fee for the use of the mobile exhibition materials stated under section 2.1 in the amount of _____ (Php _____)
- 3.2 _____ shall defray other expenses such as transportation of exhibit materials, per diem, and honoraria of NM personnel and lecturers. The per diem and honoraria should not exceed the maximum amount set by pertinent auditing rules and regulations.
- 3.3 _____ shall promote, coordinate, and market the Project.
- 3.4 _____ shall shoulder any incidental expenses that may arise during the implementation of the Project.

Section 4
General Conditions

- 4.1 This Agreement shall not be construed as creating a Joint Venture among the PARTIES herein;
- 4.2 The _____ has not given nor promised to give any monetary or other consideration to any official or employee of the MUSEUM to secure this Agreement;
- 4.3 The PARTIES undertake, that they will at all times during the effectivity and implementation of this Agreement, faithfully observe and _____ perform the terms and conditions set forth in this Agreement;
- 4.4 This Agreement constitutes the entire agreement and understanding between the PARTIES, and shall supersede and replace all prior agreements and understandings, written or oral, relating to the matters set forth herein;
- 4.5 Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing and signed by the PARTIES.

Section 5
Limitations/Liabilities

Subject to the applicable provisions of law and those set forth in this Agreement and as provided by law, NM shall not be liable for whatever obligations and liabilities _____ may incur with third PARTIES in relation to this project and NM shall not be responsible or liable for any untoward incident or accident that may possibly happen while in the course of implementing this project.

Section 6
Effectivity

This Agreement shall take force and effect upon the signing hereof by the PARTIES herein, and shall be effective up to _____ or until such time that the PARTIES have fully complied with their obligations in relation to this Agreement.

Section 7
Termination of the Agreement

Notwithstanding the foregoing, either party to this Agreement, may terminate the same, if there is a violation or breach of any of the provisions of this Agreement by the other party and/or failure or refusal to comply with what is incumbent upon each party under this Agreement by giving at least _____ (____ day(s)) prior written notice to the other party;

Section 8
Dispute Resolution

Any and all disputes arising from the implementation of this Agreement shall be settled amicably by the PARTIES. In the event of failure of an amicable settlement, the dispute shall be brought for resolution before the proper courts of the City of Manila, to the exclusion of other courts/tribunals/bodies.

MALACAÑANG
MANILA

PRESIDENTIAL DECREE NO. 804-A

ESTABLISHING THE PLANETARIUM AND DEFINING
THE OPERATION THEREOF

WHEREAS, the Government recognizes the importance of the planetarium as an education aid in the study of the universe; that schools of all levels include in their curriculum, units in astronomy and related sciences, but that there is no available laboratory close enough where book learning can be strengthened by demonstrations under the guidance of a competent lecturer;

WHEREAS, in view of recent developments in space science a larger knowledge of the heavens would result in better appreciation of the laws of nature and the efforts of man to conquer space;

WHEREAS, with the above benefits in mind, the National Museum with the encouragement of the First Lady, proposed and secured approval for the acquisition of a planetarium set through Reparations in the 18th year schedule as a self – liquidating project. The dome is finished and now operational.

WHEREAS, there is a need to define the guidelines for the operation of the planetarium to meet the operating expenses and amortization of Reparations;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution do hereby order and decree as part of the law of the land of the following:

SECTION 1. The National Planetarium located at Rizal Park, Manila is hereby established to be maintained and operated by the National Museum.

SECTION 2. The National Museum shall recruit and hire the necessary technical staff to make the Planetarium operational, temporarily utilizing the unfilled positions, its plantilla, until items can be incorporated in the regular budget and to do such other things necessary to keep the Planetarium in good working condition and the premises in presentable form.

SECTION 3. The National Planetarium is hereby authorized to charge nominal entrance fees, the amount to be determined by the Director of the National Museum which shall be constituted as a special planetarium fund, subject to the usual audit.

SECTION 4. All income that shall accrue from the operation of the Planetarium shall be considered as automatic appropriations for the operation and maintenance of the Planetarium,

for the purchase of equipment, supplies, and materials and for the amortization of the acquisition cost of set to the Reparations Commission, all subject to the preparation of special budgets.

SECTION 5. The National Museum is also authorized to enter into an agreement with the National Parks Development Authority for the security, landscaping, maintenance and janitorial services to be paid out of the income of the Planetarium.

SECTION 6. Provisions for the staffing of the Planetarium shall be carried in the regular appropriation acts through succeeding years until the Reparations Commission has been fully paid after which operational cost shall be incorporated in the regular budget and the income will revert to the general fund.

SECTION 7. This decree shall take effect immediately.

Done in the City of Manila the 30th day of September in the year of Our Lord, nineteen hundred and seventy five.

By the President:

ROBERTO V. REYES
Deputy Executive Secretary

RESTORATION AND ENGINEERING DIVISION

National Museum

OPERATIONS MANUAL

I FUNCTIONS OF THE RESTORATION AND ENGINEERING DIVISION

- 1.1 To plan, organize, direct and supervise architectural, engineering and technical services in the preparation of exhibit design for museum galleries that support research and development in the physical and natural sciences as well as anthropological studies.
- 1.2 To plan, organize, direct and supervise construction repairs and maintenance of museum buildings, field stations and other museum projects in support of research and development.
- 1.3 To conduct scientific and technical survey and documentation of immovable cultural landmarks and prepared plans and write ups ;
- 1.4 Prepares guidelines in the implementation of the PD 260, 756 and 1492, PP 996 and 1863 which direct general supervision over restoration, preservation, reconstruction, demolitions, alterations of immovable cultural landmarks ;
- 1.5 To plan, organized, direct and supervise architectural, engineering and technical services in the actual restoration and preservation of immovable cultural landmarks as mandated by the nation's Cultural Heritage Laws in support of research and development ;
- 1.6 To perform, such other functions ay may be provided by RA 8492

II COMPONENTS OF THE RESTORATION AND ENGINEERING DIVISION

- 2.1 Architectural Conservation Research Section
 - 2.1.1 The Architectural Conservation Research Section undertakes scientific research, survey, documentation, monitoring of our immovable cultural landmarks, immovable national cultural Treasures and museum building facilities. It prepares suitable guidelines in the implementation of all applicable laws on the preservation and restoration of immovable cultural properties. It is tasked with the efficient management of the RED database on immovable cultural landmarks and museum building facilities.
- 2.2 Specialty Architectural Services Section
 - 2.2.1 The Specialty Architectural Services Section specifically undertakes the planning, design, implementation and supervision of the preservation, conservation, restoration, development, repair and maintenance of the country's immovable cultural landmarks, museum buildings and other museum related infrastructures. It provides architectural and technical services with regards to effective design of exhibitions for museum galleries or on-site presentation of immovable objects.

III. PRESERVATION, RESTORATION AND DEVELOPMENT OF IMMOVABLE CULTURAL LANDMARKS AND MUSEUM BUILDINGS/INFRASTRUCTURES

Monitoring the state of conservation of immovable cultural properties and National Cultural Treasures.

The monitoring of immovable cultural landmarks shall be based on the recommended operational guidelines set by UNESCO, and shall be undertaken by the RED through a team of researchers, architects and other specialist. The survey process facilitates the verification and monitoring of immovable cultural landmarks and museum infrastructures.

- RED performs the preliminary survey which includes among others the documentation and initial state of conservation assessment of the property.
- The RED survey team may involve other disciplines from the NM's concerned division
- RED accomplishes the NM Survey Form for Immovable Cultural Landmarks and prepares the analytical report for submission to the NM Director
- The RED prepares architectural assessment and condition assessment reports
- The RED encodes and manages the data gathered pertaining to Immovable Cultural Landmarks and/or Cultural Treasures in the Philippines for Conservation, Planning and various related purposes

Restoration of immovable Cultural Properties and National Cultural Treasures

Restoration shall be undertaken by the RED through a team of researchers, architects engineers and maintenance personnel. The following procedure shall be undertaken for the restoration of immovable cultural properties.

- The RED team conducts on-site conservation assessment of the property to include ocular survey, photo documentation and accomplishment of the State of Conservation Assessment Sheet
- The RED performs architectural and engineering studies.
- The RED prepares the necessary detailed engineering study (DES). The DES will include the preparation of the conservation work program, PERT/CPM of the project and the architectural plans duly signed and sealed by the RED architect-on-record. The NM may avail the consultancy services of other professionals in the preparation of necessary architectural and engineering plans.
- The RED writes to the NMBAC for the procurement of goods and services needed.
- The NMBAC prepares Award of Contract. The winning bidder and NM draft and sign the Contract of Services
- The RED prepares the Notice to Proceed (NTP) for signature of the NM Director, and sends to the winning bidder/contractor.
- The NM through RED secures the permits and clearances. The contractor for the restoration and/or development works shall secure as stipulated in the Contract of Services, the building permit and other necessary permits. For works by NM administration, the NM shall secure the necessary permit/s. Proponents of restoration, improvements and/or development plans or programs for immovable cultural properties shall secure the necessary clearances/permits from the concerned government agencies, e.g NHI, DENR and the Office of the Building Official, and local clearance groups prior to implementation.
- The RED holds a pre-construction conference prior to the works implementation among contractor/s, architectural/engineering consultants and owner/custodian of the concerned property.
- The RED through its Project-in-charge of supervision, supervises and monitors the implementation of the project ;

- The RED prepares the periodic reports upon completion of the conservation work, the contractor secures the owner/end user's certificate of acceptance of the works and submit the same to the NM as partial requirement for final billing.
- The RED prepares a terminal or final report about the project for possible publication.

Monitoring the State of Conservation and Maintenance of museum buildings and related infrastructures

Procedures for the maintenance of museums building, facilities and infrastructures shall be as follows objects;

- The RED performs periodic on-site conservation assessment of the physical environment of museum buildings, facilities and infrastructures.
- The RED prepares architectural assessment and condition assessments reports
- The Red conducts consultation workshop or forum with museum building custodian and stakeholders.
- The Red formulates mitigating measures and maintenance plan.
- The Red supervises and monitors the implementation of mitigating measures and maintenance routine (i.e. daily, weekly, monthly, quarterly, semi-annually and annually)

Construction and Corrective Maintenance of Museum Buildings, Facilities and Related Infrastructures

- The RED Team conducts on-site conservation assessment of the property to include ocular survey, photo documentation and accomplishment of the State of Conservation Assessment Sheet.
- The RED prepares measured drawings and feasibility study
- The RED performs architectural and engineering studies.
- The RED prepares the necessary detailed engineering study (DES). The DES will include the preparation of the conservation work program, PERT/CPM of the project and the architectural plans duly signed and sealed by the RED architect-on-record. The NM may avail the consultancy services of other professionals in the preparation of necessary architectural and engineering plans.
- The RED informs in writing the NMBAC for the conduct of public bidding in accordance with R.A. 9184.
- The NMBAC prepares Award of Contract. The winning bidder and NM draft and sign the Contract of Services
- The RED prepares the Notice to Proceed (NTP) for signature by the NM Director, and sends it to the winning bidder/contractor.
- The NM through RED secures the permits and clearances. The contractor for the restoration and/or development works shall secure as stipulated in the Contract of Services the building permit and other necessary permits. For works by NM administration, the Nm shall secure the necessary permit/s. Proponents of restoration,

improvement and/or development plans or programs for immovable cultural properties shall secure the necessary clearance/permits from the concerned government agencies, e.g. NHI, DENR, and the Office of the Building Official and local clearance groups prior to implementation

- The RED holds a pre-construction conference prior to the works implementation among contractor/s architectural/engineering consultants and owner/custodian of the concerned property.
- The RED through its architect-in-charge of supervision supervises and monitors the implementation of the project.
- The RED prepares the period reports upon completion of the conservation work, the contractor secures the owner/end user's certificate of acceptance of the works and submit the same to the NK as partial requirement for final billing
- The RED prepares a terminal or final report about the project for possible publication.

Exhibition Design for Museum Galleries

In coordination with the exhibit curator;

- the RED undertakes space planning, and prepares the architectural details and design required in the curatorial plan. In coordination with the exhibit curator, the RED through its team of architects and technical personnel implements the exhibit design and upon completion the RED prepares a documentation and terminal report about the exhibition design.

Public Assistance Outreach and Collaborative Undertakings

Technical Assistance for Immoveable Cultural Landmarks and Museum Buildings

- Proponent writes to the NM Director stating the request and the purpose for such technical assistance.
- Pertinent documents and information materials should accompany the requests for appropriate background information.
- RED drafts a corresponding written response to serve as prompt acknowledgement to the requests.
- A designated RED team shall conduct an on-site assessment or other technical services as deemed necessary by the RED.
- RED prepares and submits the conservation assessment report with the corresponding recommendation to the NM Director and the proponent.
- RED and the proponent draft a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU), if a more comprehensive service provision should be deemed appropriate or required. As such, the proponent should fund the expenses of these intervening undertakings, which will be considered as a special project.

Architectural Conservations Apprenticeship Program

The Apprenticeship Program caters to architecture students and those enrolled in other related courses who would like to learn hands-on in the field of architectural conservation, design and maintenance museum facilities and exhibition design of museum galleries.

- Letter request sent to RED by the school citing the training module, number of apprentice-students and number of required hours for the training.
- Apprentice-students and NM sign MOA concerning the Program.
- The RED coordinates schedules with school and apprentice-students.
- The National Museum (NM) conducts orientation about the mission, vision of NM and the Apprenticeship Program.
- Upon advisory apprentice-students commence on-the-job training and reports to concerned RED section or units for the duration of the program.
- The RED Chief monitors performance of apprentice-students
- After completing the module, the RED supervising staff and the apprentice students accomplish the corresponding program assessment forms for submission to NM Program coordinator.
- NM Awards Certificates of completion to successful apprentice-students.

Researchers, e.g. students, academicians, heritage conservation practitioners, or those seeking assistance from the Nm and would be requiring the copying or reproduction of information shall abide by the following;

- Researchers shall request in writing to the NM Director stating the request and the purpose for such assistance.
- Walk-in researchers shall be required to accomplish and sign prepared forms before they can reproduce any plan, photograph or written/encoded information may not be reproduced without prior written permission of the RED Chief or his duly designated representative
- Researchers availing of information from the NM, through architectural plans, photographs or any form of information, shall acknowledge the NM in their works.

ZOOLOGY DIVISION

National Museum

OPERATIONS MANUAL

I. Research/Fieldwork (Inventory/Collection of Zoological Specimens)

A. Departure for fieldwork

1. Logistical preparation for fieldwork and biodiversity inventory, assessment and survey will commence upon obtaining the approved Travel Order from the Director’s Office (DO) and Authority to Collect from the Cultural Properties Division (CPD). For expeditions in collaboration with foreign institutions, a Gratuitous Permit (GP) from the concerned permitting agencies (PAWB or DA-BFAR) and local government unit of the research area should be secured (See II of this document).

1.1 It is understood that the GP shall specify the name of the National Museum and not the name of the researcher who applied for the permit. Collaborating institutions be it local or foreign, shall also be specified and not their researchers. Project Researchers are specified as

representatives of the said institution/s and who will be responsible for the said research undertaking.

2. A Research Team/ Expedition Team will be assembled by the concerned Project Researcher (PR) who will select his assistants from the ranks of zoology technicians and aides. The PR prepares the list of equipment, supplies and materials that will be needed for their fieldwork. The assistant/s shall prepare the said items and prepare the necessary travel documents which consist of the following: Travel Orders, Itinerary of Travels, Disbursement Vouchers, Obligation Slips, Request for Cash Advance, Requisition Issue Slips, and Introductory Letter to the Provincial Head or Official of the research area signed by the Director of the National Museum.
3. The Research Team/Expedition Team shall report to the Curator prior to departure. Official mobile phone numbers and other contact numbers/address of the research area should be made known to the curator/head of division/officer-in-charge for any official functions or emergencies. Personal mobile phone numbers may be given or shall be given at the discretion of the researcher concerned.
4. The NM promotes conservation of biodiversity. Collection of specimens for inventory and research purposes shall be based on quality and not on quantity.
5. The Researcher should follow the protocols in collecting specimens during fieldwork. The specimens should be fixed, labelled, catalogued, and all data and habitat pertaining to the specimens collected should be indicated in labels and on field catalogue book.

B. Return from Fieldwork

1. The Project Researcher or Research Team shall report to the curator upon arrival from fieldwork.
2. Collected specimens resulting from fieldwork should be immediately cleaned, re-labelled, preserved, accessioned and catalogued. Specimens belonging to other phyla or are not in his/her scope of research should be distributed to the proper phylum section concerned, properly preserved and with complete data.
3. Prepare and submit immediately the necessary documents for completed fieldwork by presenting evidences of travel which consist of the following: Field Report, duly signed Certificate of Appearance, Official Receipts, properly numbered Reimbursement Expense Receipts, Transportation Receipts, Official Receipts of Purchase, Certificate of Travel Completed, Requisition Issue Slip or Voucher, Certified List of Purchase or Acceptance, Report Liquidation Voucher, Form 48 for Labor, Labor Conforme, Labor Payroll, Conforme for Rental or Hiring of Transportation used in the conduct of fieldwork, Certificate of Canvass, Job Order, and original/approved Itinerary of Travel and Travel Order.

4. Liquidate Cash Advance immediately after fieldwork and always balance the COA Pocket Cash Book to avoid embarrassment during a spot audit.

II. Collaborative Studies/Researches

- A. Local or foreign institution should send a letter of request to the Director of NMP with the corresponding project proposal.
- B. The letter of collaboration will be endorsed by the NM Director to the Head/OIC of Division for comments and suggestions. The Head of Division shall endorse the letter back to the Director.
- C. A Memorandum of Agreement (MOA) shall be forged between the two institutions upon the NMP Director's approval. The MOA should be reviewed by the NM's legal counsel, the Cultural Properties Division, and the concerned Division Head and Project Leader before the Director's final signature.
- D. Gratuitous Permits for the said collaborative project shall specify that the permit is named after the institutions involved and not on the Project Researcher's name. Project Researchers are specified as representative/s of the said institution/s and who will be responsible for the said research undertaking.

III. Technical Assistance and other Museological Services

- A. Specimen Identification / Verification
 1. The client shall secure a form from the Collections Manager and return it with the signature of the adviser. The client should have a preliminary identification of the specimens before handing down to the Collections Manager. Verification for specimens shall be accepted from Monday to Wednesday. The release of the result of the verified specimens should be every Friday only. Specimens handed on a Wednesday will get the result on a Friday the following week, or as the case maybe.
 2. The Researcher shall determine the time needed to identify / verify the specimens and advise the client on the agreed date of return to get the result.
 3. The client shall pay the identification fee at the Cashier's Office based on the request for payment as assessed by the Researcher.
 4. The Collections Manager and/or Researcher will issue a Certification for the identified specimens upon presenting the client's receipt.
- B. Taxidermy
 1. The client shall make a letter of request to the Director of NM for a taxidermy service/s. It should be stated that a fee will be paid for this service/s depending on the nature of the work to be done.
 2. The Researcher / Taxidermist concerned shall schedule the taxidermy session upon approval of the Director of the client's request.

3. The client shall pay the fee at the Cashier's Office according to the Researcher's / Taxidermist's assessment.

C. Technical Assistance as Requested by Other Institution / Offices

1. A letter of request from the office/institution/school concerned shall be sent to the Curator/OIC of Zoology Division. This letter shall be endorsed by the Curator / OIC to the Director of NM for approval.
2. A schedule of the travel shall be made upon approval of the director with the Curator's or OIC's agreement with the concerned researcher.

IV. **Zoological Reference Collections Management**

- A. Zoological collections are animal specimens acquired from fieldwork, donation, purchase, loan and specimen exchange from other scientific institution/s that are intended for research, study and exhibits, education and information dissemination.
- B. Each zoological specimen or lot (in case of many individuals of the same species and same locality like some crabs or shells) are tagged with a zoological reference collection number. The Zoology Division has 11 Phyla Sections with different international acronym of the museum, followed by a number. The following are the zoological reference collection acronyms being used:
 - B.1 Mammals – PNM
 - B.2 Birds – PNM
 - B.3 Reptiles and amphibians – NMPH
 - B.4 Fish - NMI
 - B.5 Crustaceans – NMCR
 - B.6 Insects and allies - NME
 - B.7 Echinoderms - NMEC
 - B.8 Shells - NMCO
 - B.9 Polychaetes - NMA
 - B.10 Cnidarians - NMCOR
 - B.11 Sponges – NMS

These zoological reference collection numbers are being used in local and international publications which specifically pertain to the species being discussed or published in scientific journals which the scientists or researchers can cross-examine if the species being named or published is in question.

- A. Collection of zoological specimens is guided by a collection management protocol which covers the following guidelines:
 1. The purpose of the museum and its collection
 2. The purpose of the museum and its collection
 3. Goals
 4. The method of acquisition – (see section 1 B.2, regarding the number of specimens to be collected [to promote wildlife conservation]) , donation, deposit
 5. The method of disposal – destroyed specimens that are catalogued must be recorded prior to proper disposal for cross reference.
 6. Loans and Exchange policies – see section 1 D

7. Specimen handling – zoological specimens must be handled with utmost care
8. Storage of specimens – zoological specimens must be systematically arranged and stored with appropriate labels or tags
9. Specimen care and maintenance – preservation, labelling, cleaning and chemical treatment
10. Type specimens – all holotype specimens must be the property of the National Museum Zoological Reference Collections
11. Access to specimens – see Section V
12. Insurance, and
13. Record keeping – accessioning, cataloguing and data-basing

B. Specimen Loans and Exchange for Scientific Research and Study

1. Loaning of specimens should be handled by the Section Head/Researcher concerned following the procedures of the Zoology Division and the Cultural Properties Division which are:
 - i. Letter to the Head of Agency/Director stating the intent of the client to loan or borrow the species needed.
 - ii. The Section Head/Researcher concerned should prepare the Zoology Loan Form once the request is approved by the Director. The Zoology Loan Form is an agreement between the institutions on the care and maintenance of the specimens being loaned or borrowed, the length of time needed for study, the species being borrowed with corresponding zoological reference catalogue number and the number of specimens per species, the name of the person and institution responsible, and acknowledgement in publications.
 - iii. Upon the NM Director's approval, the client should accomplish the Specimen Loan Form to be signed by the Section Head, Division Chief, and by the NM Director.
 - iv. If the request is not granted by the NM Director, the requesting party will be advised accordingly.
 - v. Obtain the Export Permit Form from the Cultural Properties Division of the National Museum and from the Department of Environment and Natural Resources (DENR) and / or the Bureau of fisheries and Aquatic Resources (BFAR) in case of CITES listed species.
 - vi. Donation and Exchange of specimens should be accompanied with a letter to the NM Director for record purposes. The Head of Division/OIC will draft an acknowledgement letter to be signed by the Director of NM.

2. Specimen Loans for Exhibit

1. A letter of request addressed to the Director of NM stating the purpose of the exhibit, the place of exhibit, the security of the

materials, and the corresponding insurance for the materials to be borrowed or loaned.

2. Upon approval of the request by the Director, the Zoology Division Chief / OIC should endorse the matter to the concerned staff for appropriate action.
3. A Memorandum of Agreement should be forged by the borrower and the NM stating the purpose of the loan, the place where the materials will be exhibited, the responsible person for the materials, proof of safety and security of the exhibit area, the duration of the exhibition, the specific date of return of materials, Insurance Certificate of the materials from the time the materials are taken out from the museum to the day the specimens are returned.
4. Proper listings or inventory list of the materials with their description and catalogue numbers must be recorded by the zoology staff handling the materials to be loaned.

3. Catastrophe

1. Secure the Accession and Catalogue Books or database under your care in case of fire or earthquake.

V. Procedure on the Access to the Systematic Collection Data of the Zoology Division

- A. A letter from the head of the institution where the inquiring person is attached stating clearly the purpose of the research and the benefits that the NMP can get out of their research/project should be sent to the Director of NM.
- B. An official written reply will be sent by the Director of NM to the applicant after consulting with the concerned technical staff of the NM and the Zoology Division. Attachments such as Application Form, Guidelines, Agreement, and Code of Conduct must be sent together with the official reply of the Director of NM.
- C. If the applicant is amenable to the conditions stated in the reply letter, the attached forms should be filled up and submitted to NM.

VI. Exhibition

- A. The ideal exhibit must be relevant, easily understood, illustrative, with noble message, unique and original. Devices used for exhibit should be user-friendly and should answer all the five senses if possible.
- B. Setting up of exhibits for educational and information dissemination purposes is one of the functions of the Zoology Division.
- C. The over-all design of an exhibit must always be in consonance with the Director's plan. Proper coordination with the Director's Office, exhibit committee, and the Restoration Division must always be kept in mind.

- D. The exhibition themes and designs are the responsibility of the curator with professional advises from his artists and knowledgeable staff.
- E. Staff of the division may be asked to help in the construction and setting up of exhibit, particularly those whose specialization is necessary for the theme.
- F. Specimens from the reference collections are not for exhibit. These are for research and study only. A budget must be appropriated for specific faunal material to be used for exhibits.
- G. Designs that need new technology may be sub-contracted to specialized private sector.
- H. Sought specialized chemical treatment plants (eg. tannery) or manufacturer for zoological materials that need special treatments.

VII. Media Coverage

- A. A letter of request should be sent to the Director of NM stating the purpose of the interview and the time frame needed. The time of the interview must be agreeable to the Researcher who will be interviewed.

VIII. PROPER OFFICE DECORUM OF ZOOLOGY DIVISION STAFF

The protocol for the smooth operation of bureaucracy is based from long series of circulars, memoranda, and office orders which becomes customary and considered as Standard Operating Procedure (SOP).

- A. Wearing of Uniform
 - 1. Office uniform should be worn with the corresponding NM ID on Mondays thru Thursdays. Fridays are considered “wash days”. On these days, employees are allowed to wear their choices of clothing or dress with corresponding NM ID, however, employees should wear decent attires to show respect to themselves, to the office and to the other employees as well.
- B. New Staff
 - 1. A division’s meeting should be scheduled by the Head/OIC to introduce the new staff to the rest of the Zoology personnel to make him comfortable and welcome. The Chief/OIC may delegate one of the staff of the division to orient the new-comer on his/her rights, responsibilities, and duties. He/she should be oriented to other standard office procedures. He/she should be given a copy of the Civil Service Omnibus Code for him/her to read and understand.
- C. Reports and Performance Targets
 - 1. Individual Monthly Reports must be submitted every 1st week of the month.

2. Performance Targets must be submitted before the 30th of January and July of every year.
3. Actual Performance must be submitted before the 15th of July and January of every year.

D. Quandary

1. Encountered problems or difficulties must be consulted first to the immediate supervisor never directly to the director. The perceived problems may be solved with a dialogue within the division.
2. If the problem is not resolved by a dialogue, a memorandum can be issued and should be directed first to the Head/OIC. Endorsement of the matter to the Director should be the decision of the Head/OIC.
3. Most of the problems of the office are basically rooted from personality conflicts. Maintain proper office decorum with emphasis on decency, respect and honor to make your work bearable and fulfilling.

E. Etiquettes and Ethics

1. Maintain an honorable disposition in the office by avoiding rumours, false accusations, manufactured lies, and/or bad hearsays against a co-employee. The immediate supervisor has the option to use his discretionary power for disciplinary purposes.
2. "Degrading jokes and green jokes" thrown by superiors or supervisors to subordinates and vice versa must be avoided to maintain good relationships, camaraderie and respect for each other.
3. Consumption of alcoholic drinks inside the office is not allowed. On special occasions, secure the permission of the Director if alcoholic drinks for social functions are requested.
4. Telephone extension lines are used to facilitate answering of phone calls. Eavesdropping using these extension lines must be avoided. Immediately call the personnel being requested on the other line or get the message properly if the concerned personnel is out of his/her office.
5. Maintain the official outlook of your office.
6. Strengthen ones specialization on the discipline he/she have been practicing by means of attending seminars, workshops, conferences, trainings, meetings, and graduate studies.
7. Maintain professionalism by doing one's specialized discipline. Inform and get the approval of the other specialist if a project or your work will link with his/her specialized discipline.

8. Organize and systematize your files to keep records straight and updated particularly the Memorandum Receipts which are one of the basis for a good retirement scheme.
9. The NM is a government agency that maintains good relations to the public. A public client should be regarded with patience and politeness.
10. All references officially acquired during the employee's tenure must be turned over to the Head/OIC of the division upon his retirement/resignation together with the corresponding Memorandum Receipts.
11. Zoology staff must not leave earlier than their time out to avoid loitering in the lobby or near the bundy clock.
12. Electrical systems and other devices must be switched off or unplugged before leaving the office.
13. Specimen storage area must be protected from heating devices because most of the specimens are stored in alcohol. Smoking, cooking and use of heating devices may put the laboratory and storage area in peril.
14. Fire extinguisher must be placed near the Researcher's working area.
15. Zoology staff who does not follow and obey these house rules has the profile of the person who are also the Division's liability, is none productive, creates problems, and has undesirable attitude. The society abhors behaviors that are outside of the norms. The usual outcome in this case is dropping the recidivist from the ranks.



“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...”

Republic Act No. 8492 - The National Museum Act of 1998

Compiled and prepared by:

ERWIN D. SEBASTIAN
Planning Officer III

Approved by:

JEREMY BARNS
Director IV