



**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

**GUIDELINES ON MEDIA COVERAGE AND INTERVIEW**

1. All requests must be in writing and must be submitted three (3) weeks before the scheduled photo shoot. Letter must be addressed to the Head of the Agency Director-General Jeremy R. Barns.
2. The letter shall state the objective/s of the request and shall be accompanied by a project brief/storyline or story concept, which will be subject for review, assessment, and approval of the Director-General.
3. Upon approval, accomplished application and guidelines agreement forms shall be submitted to Museum Services Division (MSD).
4. All media coverage/interviews shall be done from Monday to Friday, 10:00am to 3:00pm.
5. Maximum number of allowed media staff inside the NMP premises is eight (8) including the host/artist.
6. The NMP must be furnished with a copy of the final output (in broadcast ready or in print/digital format) for its records.
7. Food and drinks are strictly prohibited inside the NMP premises.
8. Bringing of heavy equipment are not allowed inside the NMP premises.
9. Bringing of props is not allowed.
10. Use of NMP electricity is not allowed.
11. Proper credits should be given to the National Museum of the Philippines for every coverage/interview broadcasted/published.
12. Aerial/drone photography is strictly not allowed as part of the museum's security protocols.
13. All photos and videos taken during the shoot shall be solely used with the agreed and approved purpose/s. Use for other purposes shall require another request for approval and arrangements.
14. Cancellation of request must be made three (3) days before the schedule of shoot/interview and rescheduled date must be applied at least three (3) days before the new preferred date, subject for approval of the management.
15. For requests coming from the NMP regional, area, and site museums, the Regional Administration and Operations Division (RAOD) shall coordinate with the Museum Services Division for the processing of requests.
16. The NMP reserves the right to refuse any event should it find the same not to be in accordance with or in furtherance of the museum's objectives and mandate or which compromise the NMP's interest.

Please note that currently, the NMP is following the IATF health and safety directives under the government prescribed community quarantine and restrictions (See accompanying additional guidelines).



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**GENERAL REMINDERS AND PROHIBITIONS UNDER THE NEW NORMAL**

1. Wearing of face mask at all times is mandatory. **“NO FACE MASK, NO ENTRY POLICY”** to the museum will be implemented. Wearing of face shields are voluntary.
2. Mandatory temperature check at all entry points will be conducted. The NMP guard on-duty will check body temperature of guests with a thermal scanner before entry. Guests with a temperature of more than 37.5 degrees centigrade as well as guests who have cough, colds, shortness of breath, and other symptoms related to COVID19, shall not be allowed entry in the museum and shall be recommended to proceed to the nearest clinic or hospital.
3. Only those who are fully vaccinated are allowed inside the museum. Proof of full vaccination (card or certificate) must be presented upon entry of the museum premises.
4. Only the names listed on the filled-up form accomplished by the client will be allowed entry to the museum. The NMP reserves the right to refuse entry to any visitor as it deems necessary.
5. Physical distancing must be observed at all times at least 1-meter distance between and among those visitors while inside the museum.

**JEREMY BARNS**  
Director-General

**CONFORME:**

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(Signature over Printed Name)

**Name of Company:**

Date :

Contact No.: