



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

**GUIDELINES ON PHOTO SHOOT OF
NATIONAL MUSEUM OF THE PHILIPPINES COLLECTION/HERITAGE SITE**

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, 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. If necessary, the NMP shall have the right to seek additional documents for further assessment of the request.
5. An applicable fee shall be paid to the NMP's Cash Section in cash or online bank transfer according to the following schedule of rates:
 - ₱3,000.00 per item of the National Cultural Treasures (NCT)
 - ₱2,000.00 per item of the 19th Century Masters, Important Cultural Property, National Artists Cultural Property, Natural History Specimens (type specimens only)
 - ₱1,000.00 per item for Non-Cultural Property, Contemporary Art and Museum Objects.
- a. For bank transfer, payment shall be sent to the following details:
 - Account Name: National Museum Income Fund
 - Account Number: 0012-1184-30
 - Servicing Bank: Landbank of the Philippines – Intramuros Branch
- b. Issuance of Official Receipt is two (2) days upon submission of the original Deposit Slip or receipt of Transfer Confirmation Email from bank.
6. Other payment options are Manager's Check, Cashier's Check or Money Order payable to the National Museum Income Fund.
7. Photo shoot must be done within the allowed designated areas only.
8. Maximum number of personnel allowed inside the museum during the shoot is up to two (2) only.
9. Any form of video recording is strictly not allowed.
10. All photos 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.
11. Proper credit should be given to the NMP for each published image.
12. Copy of the final output/material shall be submitted to the NMP for documentation purposes.
13. Cancellation of request must be made three (3) days before the schedule of shoot and rescheduled date must be applied at least three (3) days before the new preferred date, subject for approval of the management.
14. 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 and arrangements.



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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).

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 shield is 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:

(Signature over Printed Name)

Name of Company:

Date:

Contact No.: