



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

**GUIDELINES ON REQUEST FOR TECHNICAL ASSISTANCE FOR SCHOOL/THESIS
AND OTHER INFORMATION SERVICES**

1. All requests must be in writing, duly signed/endorsed by a school/company/representative/supervisor, and must be addressed to the Director-General of the NMP Jeremy R. Barns, CESO III.
2. The letter shall state the intent of the request and must be accompanied by documents subject for review, assessment, and approval of the Director-General. Document requirements are as follows:
 - a. Thesis - Thesis Proposal with Review of Related Literature
 - b. School Project - Concept Note or Project Brief
 - c. Research Project (non-student) - Project Proposal and Company Profile
 - d. Interview - Guide questions
 - e. Other pertinent documents deemed necessary
3. For approved requests, Project Briefer and Guidelines Agreement forms shall be issued by the Museum Services Division (MSD) to the requesting party. Fully accomplished forms shall be returned to MSD for further processing. Furthermore, all approved requests shall observe the following:
 - a. All research activities shall be done during office hours, Monday to Friday, 9:00am to 4:00pm;
 - b. The NMP must be furnished with a copy of the final output, for its records;
 - c. Proper credits and acknowledgement should be given to the National Museum of the Philippines;
 - d. All information (documents, materials, photos and videos) gathered during the research activities shall be solely used as stated in the agreed and approved purpose/s. Use for other purposes shall require another request for approval and/or arrangements;
4. For disapproved requests, the MSD shall inform the requesting party and recommend alternative actions, if any.
5. The NMP reserves the right to refuse any request should it find the same not to be in accordance with or in furtherance of the museum's objectives and mandate or which will 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).



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

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 BARNES
Director-General

CONFORME:

(Signature over Printed Name)

Name of Company:

Date :

Contact No.:



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

PROJECT BRIEFER

NAME		
SCHOOL/COMPANY		
CONTACT NUMBER		EMAIL
TYPE OF REQUEST		
SCHOOL PROJECT	THESIS	RESEACH (NON-ACADEMIC)
TOPIC/FIELD OF KNOWLEDGE		
PROJECT SUMMARY		
RESEARCH PARTICULARS (Intended research activities)		
ENDORSED BY: (SCHOOL/COMPANY REPRESENTATIVE)	RECEIVED BY: (NMP STAFF)	
(SIGNATURE OVER PRINTED NAME)		
DESIGNATION:	DESIGNATION:	
CONTACT INFO:	DATE RECEIVED:	
NMP ACTION AND NOTATION		
APPROVAL <input type="checkbox"/>	DISAPPROVAL <input type="checkbox"/>	
COMMENTS AND RECOMMENDATIONS		
SIGNATURE OF APPROVING OFFICER		