



PAMBANSANG MUSEO NG PILIPINAS

NATIONAL MUSEUM OF THE PHILIPPINES

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CITIZEN'S CHARTER
2021 (1st Edition)



I. MANDATE

The National Museum of the Philippines shall:

1. Function as an educational, cultural and scientific institution that, through its operations, projects and programs, documents, acquires, 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 artistic and cultural heritage of the Filipino people and the natural history of the Philippines, as well as their significance to the nation.
2. Establish, manage and develop the National Museum Complex at Rizal Park, Manila, as well as central museums, regional museums, and other facilities, and promote the principles of universal access.
3. Manage and develop the national collections of the Republic of the Philippines in the areas of arts, cultural heritage, and natural history.
4. Carry out permanent research programs, combining integrated laboratory and fieldwork in biodiversity, geological history, human origins, pre-historical and historical archaeology, maritime and underwater cultural heritage, ethnology, art history, immovable, movable and intangible cultural properties, and similar or associated fields.
5. Disseminate technical and museological skills and support museum development in the country.
6. Extend technical assistance in the preservation and restoration of cultural properties of national significance.
7. Carry out any and all functions characteristic of public collecting and research museum institutions of similar mandate and national scope, in line with prevailing international principles and best practices.

II. VISION

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

III. MISSION

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



IV. PERFORMANCE PLEDGE

We commit to:

- **Meet patrons' requirements and exceed clients' expectations** through the services of the different divisions;
- **Understand and manage interrelated procedures** that function as a coherent system through exhibits, researches and publications in both cultural and natural history and visual arts and other Filipino material culture embodying the patrimony and heritage of the Filipino people as appreciated at the National Museum of Fine Arts, the National Museum of Anthropology, the National Museum of Natural History, the National Planetarium and those in the NM Regional Museums;
- **Streamline processes and focus on the improvement of our facilities and obligations to our patrons and stakeholders** as they enter the premises of our good office;
- **Establish unity of purpose and direction** by giving special attention to concerns through our service counters and take immediate corrective measures if needed;
- **Update information on policies, programs, activities and services** through the NM website (www.nationalmuseum.gov.ph) in accordance with the aim to enhance the organizational capability to create and deliver value by engaging competent and empowered people at all levels;
- **Manage relationships with relevant interested parties**, such as providers, for sustained success geared at ensuring that patrons and stakeholders' benefit and are given utmost services with gracious courtesy.



V. LIST OF SERVICES

Central/Head Office External Services

1. Application for Vacant Plantilla Positions at the National Museum of The Philippines
2. Certificate of Non-Coverage
3. Clearance Prior to the Issuance of Environmental Compliance Certificate and Building Permit for Infrastructure Development in Known Archaeological/Historical and Cultural Sites
4. Collection of Fees
5. Documentation of Cultural Properties: Movable and Immovable Cultural Properties
6. Enforcement of the Philippine Cultural Heritage Laws (External)
7. Enforcement of the Philippine Cultural Heritage Laws (Internal)
8. Export of Cultural Properties in the Philippines
9. Guidelines on Photo/Video Shoot
10. International Research / Activity Collaborations
11. International Research Collaboration
12. Issuance of Appointment to Plantilla Personnel at the NMP
13. Issuance of Treasure-Hunting and Disposition of Recovered Treasure Permit
14. Licensing of Dealers
15. Local Research / Activity Collaboration (Botany)
16. Local Research / Activity Collaboration (Zoology)
17. Media Coverage and Interview
18. National Museum Cultural Deputy (Renewal of Appointment)
19. NMP Freedom of Information (FOI)
20. NMP Requests
21. Payment of Claims (LDDAP-ADA) - Creditor Without Landbank Account (External)
22. Payment of Claims (LDDAP-ADA)- Creditor with Landbank Account (External)
23. Payment of Claims (Check)
24. Payment of Electricity, Water, Telephone, Internet, Insurance and Janitorial Services
25. Permit to Photograph or Access High Resolution Images of The National Fine Arts Collection
26. . Permit to Photograph or Access High Resolution Images of The Non -National Fine Arts Collection That Are in The Museum's Custody
27. Photo Documentation / Reproduction Request
28. Photo Reproduction of NMP Objects / Collections / Specimens
29. Prenuptial / Pre-debut Photo Shoots
30. Procedure on Museum Visit
31. Processing of Contract of Service Application
32. Processing of On-The-Job-Training Application
33. Reference Service
34. Registration of Movable Cultural Properties for Private and Institutional Collectors (30 Items or Less)
35. Registration of Movable Cultural Properties for Dealers (30 Items or less)
36. Registration of Movable Cultural Properties Requiring Inspection Outside the National Museum of The Philippines. (10-30 Items)
37. Registration of Works of National Artists (30 Items)



38. Request for Conservation Treatment of Artworks
39. Request for Loan of Artifacts for Laboratory Analysis
40. Request for Payment of Infrastructure Project
41. Request for Payment of Outsourced Services
42. Requesting for Technical Assistance for Thesis, Research and Related Requests
43. Research Proposals
44. Sale of Bidding Documents for The Disposal of Unserviceable Properties Thru Public Bidding Procedure
45. Technical Assistance (Access of The National Ethnographic Collection, Catalog / Database, And Research Reports)
46. Technical Assistance (Access to Photo Files)
47. Technical Assistance and/or Research
48. Technical Assistance: Cast/Reproduction & Loan Artifacts for Exhibition
49. Technical Assistance (Conduct of Lectures/Workshops /Interviews
50. Technical Assistance (Identification of Ethnographic Materials)
51. Technical Assistance (Herbarium Visit)
52. Technical Assistance: Interviews & As Lecturer, Speaker on Conference, Symposium & Workshops
53. Technical Assistance (Site Inspection/Assessment of Built Heritage)
54. Technical Assistance (Lecture/Seminar Inside NMP)
55. Technical Assistance (Lecture/Seminar Outside NMP)
56. Technical Assistance: Loaning of Traveling Exhibitions; Donation of Specimens; Identification of Specimens (Internal-Division to Division); and Controlled Access to Collections
57. Technical Assistance (NCT/ICT Site Inspection)
58. Technical Assistance: Records Section Collection & Specimen Collection
59. Technical Assistance: Resource Person for Workshops, Seminars, Conferences, etc.
60. Technical Assistance: Resource Person for Management of Declared Underwater Sites
61. Technical Assistance: Resource Person for Research Activities
62. Venue Reservation / Rental



**Central/Head Office
Internal Services**

1. Cash Advance for Foreign Travel
2. Cash Advance for Local Travel
3. Cash Advance for Special Disbursing Officer
4. Circulation Service (Borrowing)
5. Educational Activity Coordination
6. First Salary
7. Incoming and Outgoing of Documents
8. Interpretation of Activity/Program Evaluation Statistical Report
9. Maintenance Response
10. Monetization
11. Preparation of Activity/Program Evaluation Statistical Report
12. Processing of Budget Utilization Request and Status
13. Processing of Claims (Civil Works)
14. Processing of Claims (Goods)
15. Processing of Leave Application
16. Processing of Obligation Request and Status
17. Processing Request of Documents
18. Retirement
19. Technical Assistance (RAOD-Central)
20. Visitor Survey Forms Are Talled for Collation of Data
21. Visitor Survey Interpretation

**Regional, Area, Site Museums and Satellite Offices
External Services**

1. Bookings of Museum Tours
2. Photo Documentation / Reproduction Request
3. Photo/ Video Shoot
4. Technical Assistance
5. Walk-in Guided Tour
6. Work Immersion
7. Work Immersion (with existing MOA)



CENTRAL / HEAD OFFICE
External Services



TECHNICAL ASSISTANCE

1. REQUEST FOR ACCESS TO THE FOLLOWING:

- Records Section Collection
- Specimen Collection

Technical assistance provided to internal and external clients needing access to the collections of the Records Section, and specimen collections of the division housed within the National Archaeological Repositories, for research purposes.

Office or Division	ARCHAEOLOGY
Classification	HIGHLY-TECHNICAL
Type of Transaction	G2C, G2G, G2B
Who may avail	Students Researchers, Scholars and Writers, Government Unit Representatives, Consultants, Publishing Companies, Media, Research Associates of National Museum Research Affiliate/Associate/Fellow

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter with attached research proposal, and endorsement from supervisor / affiliation	Director-General's Office (NMP)
Duly approved request	
<i>For National Museum Research Affiliate/Associate/Fellow:</i>	Cultural Properties Regulation Division
Valid documents on National Museum Research affiliation status (Affiliate/Associate/Fellow)	From the requester (NMRA Affiliates / Associates / Fellow)
Referral letters for their research associates	
<i>For external collaborators / partners for approved projects:</i> Approved and notarized memorandum of Agreement (MOA)	Cultural Properties Regulation Division, Legal Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client sends letter-request (with attached research proposal) to the Director-General (DG)	Director-General's Office to endorse to the Archaeology Division for appropriate action	None	1 day / wait for the approval from the DG	Director-General's Office
	Division Head assess the request and/ or		2 days	Division Head, Curators,



	<p>endorse to Division Staff for further verification</p> <p>Division head endorses the request to Deputy Director-General (DDG) for Museums for recommending approval</p> <p>DDG for Museums approves or disapproves the request, and transmit to the DG for confirmation</p> <p>DG endorses the decision to the Division Head</p> <p><i>If approved,</i> Proceed to the next step:</p> <p>Division head endorses the approved request to the ARC Records Section Head, Collections Manager/ Appropriate National Archaeological Repository Head/ Appropriate Researcher</p> <p>Division Staff to contact and inform the client</p> <p><i>If disapproved:</i></p> <p>Inform the client of the specific reason for the disapproval. The process ends here.</p>		<p>1 day</p> <p>1 day / wait for the approval / disapproval from the DDG for Museums</p> <p>1 day / wait for the approval from the DG</p> <p>upon receipt of request</p> <p>30 mins</p> <p>30 mins</p>	<p>Researchers, Technicians, Division Head</p> <p>DDG for Museums</p> <p>Director-General</p> <p>Division Head, Curators, Researchers, Technicians, Laboratory Aide</p> <p>Curators, Researchers, Technicians</p> <p>Curators, Researchers, Technicians</p>
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Client goes to the Division	Concerned division staff informs client of access guidelines, and gives a blank Permit to Access Form	None	30 mins	Curators, Researchers, Technicians, Laboratory Aide
Client signs in logbook (log-in)	Concerned division staff offers logbook to client			
Client is allowed to access the materials for room use, with submission of filled-in Permit to Access Form	Concerned division staff pulls out and prepares requested materials	None	2 days	Curators, Researchers, Technicians, Laboratory Aide
Client returns accessed materials back to the assisting staff	Concerned division staff collects the accessed materials from client and returns to collections holdings	None	30 mins	Curators, Researchers, Technicians, Laboratory Aide
Client signs in logbook (log-out)				
TOTAL		None	8 days, 2 hours	

2. REQUEST FOR THE FOLLOWING:

- Interviews
- To Present in a Lecture / Conference / Symposium / Workshop

Technical assistance provided to external clients requesting for interviews from personnel of the division, whether for research, documentary and other program/show formats, and for the division's personnel to speak or present their research through a lecture, conference, symposium, or workshop.

Office or Division	ARCHAEOLOGY
Classification	HIGHLY-TECHNICAL
Type of Transaction	G2C, G2G, G2B
Who may avail	Students Researchers, Scholars and Writers, Government Unit Representatives, Media, Academic Institutions, Organizations, Associations
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



Request Letter with attached research proposal, and endorsement from supervisor / affiliation Duly approved request <i>For National Museum Research Affiliate/Associate/Fellow:</i> Valid documents on National Museum Research affiliation status (Affiliate/Associate/Fellow) Referral letters for their research associates <i>For external collaborators / partners for approved projects:</i> Approved and notarized memorandum of Agreement (MOA)		Director-General's Office (NMP) Cultural Properties Regulation Division From the requester (NMRA Affiliates / Associates / Fellow) Cultural Properties Regulation Division, Legal Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client sends letter-request (with proposal and/or list of questions) to the Director-General (DG)	Director-General's Office to endorse to the Archaeology Division for appropriate action Division Head assess the request and/ or endorse to Division Staff for further verification Division head endorses the request to Deputy Director-General (DDG) for Museums for recommending approval DDG for Museums approves or disapproves the request, and transmit to the DG for confirmation DG endorses the decision to the Division Head	None	1 day / wait for the approval from the DG 2 days 1 day 1 day / wait for the approval / disapproval from the DDG for Museums 1 day / wait for the approval from the DG upon receipt of	Director-General's Office Division Head, Curators, Researchers, Division Head DDG for Museums Director-General



	<p><i>If approved,</i> Proceed to the next step:</p> <p>Division head endorses the approved request to the concerned division staff</p> <p>Division Staff to contact and inform the client</p> <p><i>If disapproved:</i></p> <p>Inform the client of the specific reason for the disapproval. The process ends here.</p>		<p>request</p> <p>30 mins</p> <p>30 mins</p>	<p>Division Head, Curators, Researchers, Technicians</p> <p>Curators, Researchers</p> <p>Curators, Researchers</p>
Client goes to the Division and/or communicates request and terms	<p><i>for interviews:</i> Concerned division staff talks to the client</p> <p><i>for lecture presentation, the process ends here:</i> Concerned division staff prepares presentation</p>	None	<p>3 Hours [<i>for interviews</i>]</p> <p>3 days [<i>for lecture presentation...</i>]</p>	Curators, Researchers
Client processes/ edits work and produced work for research, documentary and other program/show formats endorsed to the division	Concerned division staff requests for revisions/ approves work for airing/publication	None	1 day	Curators, Researchers
Client submits to the concerned division staff a copy of output produced	Concerned division staff receives copy of the output for internal filing	None	30 mins	Curators, Researchers
TOTAL		None	9 days, 5 hours, 30 mins	

3. REQUEST FOR THE FOLLOWING:

- Cast / Reproduction
- Loan of Artifacts for Exhibition

Technical assistance provided to external clients requesting for cast reproductions or replicas of specimens from the division's collection and for loan of specimens from the division's collections, for purposes of exhibition.



Office or Division	ARCHAEOLOGY				
Classification	HIGHLY TECHNICAL				
Type of Transaction	G2C, G2G, G2B				
Who may avail	Local museums (Government Agencies), Private museums, Foreign museums, Researchers				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Request Letter with attached research proposal, and endorsement from supervisor / affiliation		Director-General's Office (NMP)			
Duly approved request					
<i>For external collaborators / partners for approved projects:</i> Approved and notarized memorandum of Agreement (MOA)		Cultural Properties Regulation Division, Legal Section			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Client sends letter-request (with attached research proposal) to the Director-General (DG)	Director-General's Office to endorse to the Archaeology Division for appropriate action	None	1 day / wait for the approval from the DG	Director-General's Office	
	Division Head assess the request and/ or endorse to Division Staff for further verification		2 days	Division Head, Curators, Researchers, Technicians, Laboratory Aide	
	Division head endorses the request to Deputy Director-General (DDG) for Museums for recommending approval		1 day	1 day / wait for the approval / disapproval from the DDG for Museums	Division Head DDG for Museums
	DDG for Museums approves or disapproves the request, and transmit to the DG for confirmation		1 day / wait for the approval from the DG	upon receipt of	Director-General



	<p>DG endorses the decision to the Division Head</p> <p><i>If approved,</i> Proceed to the next step:</p> <p>Division head endorses the approved request to the concerned division staff</p> <p>Division Staff to contact and inform the client</p> <p><i>If disapproved:</i></p> <p>Inform the client of the specific reason for the disapproval. The process ends here.</p>		<p>request</p> <p>30 mins</p> <p>30 mins</p>	<p>Division Head, Curators, Researchers, Technicians, Laboratory Aide</p> <p>Curators, Researchers, Technicians, Laboratory Aide</p> <p>Curators, Researchers, Technicians, Laboratory Aide</p>
Client communicates request and terms	Concerned division staff talks to client	None	30 mins	Curators, Researchers, Technicians, Laboratory Aide
Preparation / review of the Memorandum of Agreement (MOA) between NMP and client	Memorandum is reviewed	None	14 days	Requester, CPRD, Legal Section, ARC
	<p><i>for Cast/Reproduction:</i> Technical division staff buys supplies for cast/ reproduction</p> <p><i>Artifacts for Exhibition:</i> Once MOA is approved, technical division staff prepares specimens for loan</p>	None	1 day	<p>Technicians, Laboratory Aide</p> <p>Curators, Researchers, Technicians, Laboratory Aide</p>
	<p><i>for Cast/Reproduction:</i> Technical division staff makes cast/ reproduction</p>	None	As per MOA (at least 2 weeks)	Technicians, Laboratory Aide



	<i>Artifacts for Exhibition:</i> Division staff prepares the specimens for travel/ installation			
Client collects cast/ reproduction / loaned materials	Technical division staff releases cast/ reproduction / loaned materials to client	None	As per MOA	Curators, Researchers, Technicians, Laboratory Aide
	<i>Artifacts for Exhibition only:</i> Loaned materials are exhibited		As per MOA	Client, Curators, Researchers, Technicians, Laboratory Aide
Client sends acknowledgement receipt / returns loaned materials	Concerned division staff collects the acknowledgement receipt for filing or loaned materials from the client after the exhibit	None	Upon receipt	Curators, Researchers, Technicians, Laboratory Aide
TOTAL		None	Not less than 29 days, 1 hour, 30 mins	

4. REQUEST FOR LOAN OF ARTIFACTS FOR LABORATORY ANALYSIS

Service provided to external clients requesting for loan of specimens from the division's collections, for purposes of specimen analysis in a laboratory.

Office or Division	ARCHAEOLOGY
Classification	HIGHLY TECHNICAL
Type of Transaction	G2C, G2G, G2B
Who may avail	Researchers, National Museum Research Affiliate/Associate/Fellow
CHECKLIST OF REQUIREMENTS	
Request Letter with attached object list of materials to be exported, and endorsement from supervisor / affiliation	Director-General's Office (NMP)
Duly approved request	
<i>For National Museum Research Affiliate/Associate/Fellow:</i>	
Valid documents on National Museum Research affiliation status (Affiliate/Associate/Fellow)	Cultural Properties Regulation Division
<i>For non-NMP-affiliated researchers:</i>	
Approved and notarized memorandum of Agreement (MOA) with external collaborators	Cultural Properties Regulation Division, Legal Section



/ partners for approved projects Export Permit		Cultural Properties Regulation Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client sends letter-request (with attached proposal) to the Director-General (DG)	Director-General's Office to endorse to the Archaeology Division for appropriate action	None	1 day / wait for the approval from the DG	Director-General's Office
	Division Head assess the request and/ or endorse to Division Staff for further verification		2 days	Division Head, Curators, Researchers, Technicians, Laboratory Aide
	Division head endorses the request to Deputy Director-General (DDG) for Museums for recommending approval		1 day	Division Head
	DDG for Museums approves or disapproves the request, and transmit to the DG for confirmation		1 day / wait for the approval / disapproval from the DDG for Museums	DDG for Museums
	DG endorses the decision to the Division Head		1 day / wait for the approval from the DG	Director-General
	<i>If approved,</i> Proceed to the next step:		upon receipt of request	
Division head endorses the approved request to the concerned		30 mins	Division Head, Curators, Researchers, Technicians, Laboratory Aide	
			30 mins	Curators, Researchers, Technicians,



	<p>division staff</p> <p>Division Staff to contact and inform the client</p> <p><i>If disapproved:</i></p> <p>Inform the client of the specific reason for the disapproval. The process ends here.</p>			<p>Laboratory Aide</p> <p>Curators, Researchers, Technicians, Laboratory Aide</p>
Client communicates request and terms	Concerned division staff talks to client	None	30 mins	Curators, Researchers, Technicians, Laboratory Aide
Client prepares the requirements for export permit	Concerned division staff prepares specimens for loan	None	7 days	CPRD, Curators, Researchers, Technicians
Client fills in a Specimen Access and Loan Form from the Archaeology Division	<p>Specimen is prepared for endorsement to client/ later transport to the laboratory</p> <p>Concerned division staff releases loaned specimen to client</p>	None	<p>30 mins</p> <p>As per Specimen Access and Loan Form</p>	Curators, Researchers, Technicians
Client sends updates and reports on laboratory results and/or publications		None		Client
Client returns loaned materials		None	As per MOA	Curators, Researchers, Technicians, Laboratory Aide
	TOTAL	None	8 days, 2 hours	



Technical Assistance (with site inspection/architectural conservation assessment of built heritage or other architectural structure/site)

The Architectural Arts and Built Heritage Division (AABHD) provides technical assistance to Academe, Local Government Units, Other Government Agencies, Non-Governmental Organizations, other Stakeholders to help them in their initiatives to conserve built heritage and other architectural structure/site and to retain its character and history.

Office or Division	Architectural Arts and Built Heritage Division (AABHD)
Classification	Complex
Type of Transaction	G2C-Government to Citizen, G2G-Government to Government
Who may avail	Academe, Local Government Units, Other Government Agencies, Non-Governmental Organizations, other Stakeholders

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request (specific type of assistance is stipulated in order for the division to provide the necessary materials/equipment , and send appropriate technical staff)		Client provides letter of request		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Letter of Request to the Head of Agency (Office of the Director-General through any of the following medium: a. email/courier b. hand-carried	Upon receipt, the Office of the Director-General sends the letter to AABHD	None	1 day	Administrative Staff from the Office of the Director-General
	AABHD receives letter of request and records it in the logbook	None	5 minutes	Administrative Officer III or Laboratory Aide II
	Evaluates letter of request	None	5 minutes	Division Chief
	Discusses letter of request to technical staff and delegates task	None	10 minutes	Division Chief
	Prepares travel documents which includes the approval of necessary documents	None	1-3 days	Division Chief/ Museum Researchers II



	Informs client re: visit date, technical team either through e-mail or phone call	None	5-10 minutes	Museum Researcher II
Receives AABHD Technical Team	Discusses the concern/technical assistance needed in details	None	1-2 hour	Client
	Conducts architectural conservation assessment	None	1-2 days (depending on the location and the number of sites/structures to be assessed)	Division Chief/ Museum Researcher II
	Discusses the preliminary result of assessment/conservation done with the client, on-site prior to the preparation of the final technical or state of conservation report.	None	1-2 hrs	Division Chief/ Museum Researcher II
Fills out client satisfaction form		None	5 minutes	Client
TOTAL			6days, 6 hours, 35 minutes	



Central Museum Visitor Operations Division

Procedure on Museum Visit on Alert Level 3 (2021)

The National Museum’s Central Museum Visitor Operations Division (CMVOD) was created in recognition of the need to professionalize visitor reception and tours to the renovated facilities and growing exhibition galleries of the National Museum of the Philippines (NMP) nationwide.

This Reservation Procedure is made by the CMVOD as the principal contact of all frontline operations and ensures professional handling of reservations requests.

In compliance to Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) guidelines during Alert Level 3 of the pandemic, only 30% to 50% capacity shall be allowed within indoor establishment like the museum, thus, CMVOD resorted to online reservation as a measure to control the number of museum visitors and ensure that basic safety protocols will be implemented.

Office or Division	CMVOD
Classification	Simple
Types of Transaction	G2C – Government to Client G2G – Government to Government
Who may avail	All
CHECKLIST OF REQUIREMENTS*	WHERE TO SECURE
Online booking reservation	NMP website (book a tour) Request letters sent via email
Booking confirmation	Confirmation messages made 1. through email

Physical Tour

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1: Online Booking 1. Visits the NMP website to make an online reservation (at least a day prior to visit)	1. An automated response will be sent to the client’s registered email address with the following details: <ul style="list-style-type: none"> • Booking Number • Guidelines (PDF Format) a. Walk-in visitors will not be accommodated	None	1 day	1. ODG-ICT Section



	b. Approved group reservations are limited to five (5) persons only			
Note: Reservations must be made a day before the visit.				
TOTAL		None	1 day	
Step 2: Actual day of Visit				
2. Checks the email confirmation				
2.1. If none, Receives call from CMVOD booking number at (632) 8298110 loc. 3000	2.1. Gets client details to verify records and provides booking number and confirmation	None	3 minutes	2.1 CMVOD-IRT Administrative Assistant III
3. Presents confirmation receipt upon arrival at the specified NM facility to visit	3.1 Checks name in the Confirmed booking list	None	1 minute	3.1 Security Agency Security Guard on Duty (NMFA, NMA, NMNH)
	3.2 Requires client to scan StaySafe app or fill-up a form for health declaration Checks the vaccination ID. Full vaccination is required.	None	2 minutes	3.2 HRMD Nurses / Health Staff (NMFA, NMA, NMNH)
	3.3 Checks body temperature of the client	None	1 minute	3.3 Security Agency Security Guard on Duty- (NMFA, NMA, NMNH)
	3.4 Conducts standard security check and orients admission policies	None	1 minute	3.4 Security Agency Security Guard on Duty (NMFA, NMA, NMNH)
4. Coordinates with VOS for the confirmed booking and presents valid ID as proof of identity	4. VOS checks the complete information of visitor for profiling	None	1 minute	4. CMVOD - Museum Guides / Administrative Assistant (NMFA, NMA, NMNH)



5.1 Deposits prohibited items at the baggage counter	5.1. Collects items to be deposited; (if any)	None	15 seconds	5.1. Security Agency Security Guard on Duty (NMFA, NMA, NMNH)
5.2 Receives deposit/claim tag	5.2. Issues deposit/claim tag	None	15 seconds	5.2. Security Agency Security Guard on Duty (NMFA, NMA, NMNH)
6.1. Enters the galleries	5. Checks if visitors followed the prescribed safety protocol and provides information assistance to queries (Guided tour not allowed)	None	3 minutes	6. CMVOD - VOS VOS staff per building (Administrative Officer V, Information Officer, Museum Guides and Administrative Assistant) (NMFA, NMA, NMNH)
6.2. Tour of the museum		None	viewing hours (9am to 12nn) (1pm to 4pm)	
7. End tour	7. Ushers to exit	None	30 seconds	7. CMVOD – VOS Museum Guide, VOS Staff (NMFA, NMA, NMNH)
8. Presents deposit/claim tag	8. Collects claim tags for deposited items	None	20 seconds	8. Security Agency Security Guard on Duty (NMFA, NMA, NMNH)
(End of transaction for booked visitors for all National Museum Complex buildings)				
TOTAL		None	14 minutes and 20 seconds	

Coordination for Virtual Guided Tour

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires about the virtual tour via phone	1.1 Advices to send request letter addressed to Director General Jeremy R. Barns, CESO III Director-General	None	3 minutes	1.1 CMVOD-IRT Administrative Assistant III
	email to: inquiry@nationalmuseum.gov.ph	None	1 day	1.2. Office of the



	1.2 For review/comments and recommendations of DDGM for the approval of DG			Director-General (ODG) Deputy Director General for Museums and Director General
2. Follows-up status of request letter the following day	2.1 Coordinates for the confirmation of tour request If the request is approved and the date is available. a. Details of the virtual tour request such as date, time, number of participants, level, age and selected NMP facility	None	15 minutes	2.1 CMVOD-IRT Administrative Officer V
3. Receives confirmation email	3. Coordinates through email or via phone regarding agreed details of virtual tour	None	2 minutes	2.2 CMVOD-IRT Administrative Officer V
3. Receives details for the virtual guided tour activity	4. Provides Zoom link, program and other details to the requesting party	None	3 minutes	2.3 CMVOD-IRT Administrative Officer V
(End of transaction)				
TOTAL			1 day 23 minutes	

Implementation of the Virtual Guided Tour

1. Enters the NM virtual guided tour	1.1 Accepts the client at zoom meeting app	None	15 minutes	1.1. CMVOD VOS VOS staff (Administrative Officer V, Information Officer, Museum Guides and Administrative Assistant) (NMFA, NMA, NMNH)
		None	1 hour	
	1.2 Plays the pre-recorded video presentations	None	30 minutes	1.2. CMVOD VOS VOS staff (Administrative Officer V, Information Officer, Museum Guides and



	1.3 Entertains Question and Answer portion			Administrative Assistant) (NMFA, NMA, NMNH) 1.3. CMVOD VOS VOS staff (Administrative Officer V, Information Officer, Museum Guides and Administrative Assistant) (NMFA, NMA, NMNH)
2. Fills out Visitor Survey Form	2. Sends link to the participants	None	10 minutes	2. CMVOD VOS VOS staff (Administrative Officer V, Information Officer, Museum Guides and Administrative Assistant) (NMFA, NMA, NMNH)
3. Leaves the zoom app	3. VOS staff ends the zoom meeting	None	5 minutes	3. CMVOD VOS VOS staff (Administrative Officer V, Information Officer, Museum Guides and Administrative Assistant) (NMFA, NMA, NMNH)
(End of transaction)				
TOTAL			2 hours	

Acronym:

- CMVOD** – Central Museum Visitor Operations Division
- ICT** – Information, Communications and Technology
- IRT** – Information and Reservation Team
- NMA** – National Museum of Anthropology
- NMFA** – National Museum of Fine Arts
- NMNH** – National Museum of Natural History
- NMP** – National Museum of the Philippines
- ODG** – Office of the Director-General
- VOS** – Visitor Operation Section



TECHNICAL ASSISTANCE

1. Request for Lecture for Conference/Symposium/Seminar/Workshop

Technical Assistance on the lecture intended for Conference/Symposium/Seminar/Workshop is provided to the internal and external clients requesting expertise from the concerned division on the desired topic.

Office or Division :	Exhibition, Editorial, and Media Production Services Division (EEMPSD)			
Classification :	Complex Transaction			
Type of Transaction :	G2C – Government to Citizen G2G – Government to Government			
Who may avail :	Students, Teachers, Government Unit, Academic Institutions, Organizations, NMP Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Letter addressed to the Office of Director-General			Client (Internal/External)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the request letter to the Office of the Director-General via e-mail or in the office	1.1 Receives the request letter from the office of the Director-General.	None	3 minutes	1.1 EEMPSD 1.2 Officer-In-Charge/ Division Head
	1.2 Writes a confirmation letter to the client through e-mail.	None	5 minutes	1.2 EEMPSD Supervising Administrative Officer/ Administrative Officer V/ Media Production Specialist II
	1.3 Prepares lecture presentation and forwards it to the Communication and External Affairs Section (CEAS) office.	None	5 days	1.3 EEMPSD Supervising Administrative Officer/ Administrative Officer V/ Media Production Specialist II
	1.4 Reviews the lecture presentation.	None	1 day	1.4 ODG-CEAS
		None	1 hour	1.5 EEMPSD Supervising Administrative Officer/ Administrative Officer V/ Media Production Specialist II



2. Submits the evaluation form.	1.5 Presents the lecture. 2. Requests feedback from the clients	None	5 minutes	2. EEMPSD Supervising Administrative Officer/ Administrative Officer V/ Media Production Specialist II
TOTAL :		None	6 days, 1 hour, and 13 minutes	

2. Review of Terms of Reference for Exhibition Project

Technical Assistance is extended to internal clients who are requesting to review their Terms of Reference which involves technical works in Exhibition projects.

Office or Division :	Exhibition, Editorial, and Media Production Services Division (EEMPSD)			
Classification :	Complex Transaction			
Type of Transaction :	G2G – Government to Government			
Who may avail :	NMP Employee/Division			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Terms of Reference 2. Technical Assistance Form of EEMPSD		NMP Employee (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the request technical assistance form to the office of EEMPSD	1.1 Receives the Technical Assistance form and records it in the incoming logbook.	None	5 minutes	1.1 EEMPSD Administrative Assistant II



2. Receives the Terms of Reference	1.2 Assesses the technical assistance request form and assigns personnel for immediate action.	None	5 minutes	1.2 EEMPSD Officer-In-Charge/ Division Head
	1.3 Reviews Terms of Reference	None	3 days	1.3 EEMPSD Media Production Specialist III
	1.4 Signs Terms of Reference.	None	10 minutes	1.4 EEMPSD OIC/Division Head
	2. Records the signed Terms of Reference in the outgoing logbook and transmit it to the client.	None	20 minutes	2. EEMPSD Administrative Assistant II
TOTAL :		None	3 days and 40 minutes	

3. Request for Exhibition Design/Layout

Technical Assistance is extended to the internal clients who are requesting Exhibition Design/Layout intended for their Exhibition Projects within the National Museum of the Philippines Central Office and Regional Offices.

Office or Division :	Exhibition, Editorial, and Media Production Services Division (EEMPSD)			
Classification :	Highly Technical Transaction			
Type of Transaction :	G2G – Government to Government			
Who may avail :	NMP Employee/Division			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Project Proposal 2. Storyline with complete object 3. Photograph list 4. Technical Assistance Form of EEMPSD			NMP Employee EEMPSD	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submits the request technical assistance form to the office of EEMPSD	1.1 Receives the Technical Assistance form and records it in the incoming logbook.	None	5 minutes	1.1 EEMPSD All Personnel
		None	5 minutes	
	1.2 Assesses the technical assistance request form and assigns personnel for immediate action	None	1 day	1.2 EEMPSD Officer-In-Charge/ Division Head
	1.3 Reviews the proposal	None	6 days	1.3 EEMPSD Media Production Specialist III
2. Receives proposed exhibition layout for review and approval of division head or OIC	1.4 Prepares the exhibition design/layout	None	20 minutes	1.4 EEMPSD Media Production Specialist III
	2. Records the exhibition layout in the outgoing logbook and submits it to the concerned division for review and approval.	None	5 minutes	2. EEMPSD Administrative Assistant II
3. Sends signed confirmation of Exhibit layout		None		3. EEMPSD OIC/Division Head
4. Receives a copy of the exhibition layout	3. Receives and signs acceptance on confirmation of exhibition layout	None	20 minutes	
	4. Records the signed exhibition layout in the outgoing logbook and forwards it to the concerned division.			4. EEMPSD Administrative Assistant II



TOTAL :	None	7 days and 55 minutes	
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4. Material Take-off and Cost

Technical Assistance for Material Take-off and Cost is extended to the internal clients which intend to provide a detailed cost estimate and comprehensive list of materials required to complete a construction project.

Office or Division	Exhibition, Editorial, and Media Production Services Division (EEMPSD)			
Classification	Highly Technical Transaction			
Type of Transaction	G2G – Government to Government			
Who may avail	NMP Employee/Division			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Project Proposal 2. Technical Assistance Form of EEMPSD			NMP Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the request technical assistance form to the office of EEMPSD	1.1 Receives the Technical Assistance form and records it in the incoming logbook.	None	5 minutes	1.1 EEMPSD Administrative Assistant II
	1.2 Assesses the technical assistance request form and assigns personnel for immediate action.	None	5 minutes	1.2 EEMPSD Officer-In-Charge/ Division Head
		None	1 day	1.3 EEMPSD Media Production Specialist III
	None	6 days	1.4 EEMPSD Media Production Specialist III	
2. Receives the material take-off and forwards to their division heads or OICs for review and approval.	1.4 Prepares the material take-off and cost	None	20 minutes	2. EEMPSD Administrative Assistant II
3. Sends the acceptance or confirmation on the	2. Records the material take-off and cost in the outgoing	None	5 minutes	



material take-off	logbook and forwards it to the concerned division.			3. EEMPSD OIC/Division Head
4. Receives the signed material take-off and cost	3. Receives acceptance or confirmation of the material take-off and cost from the client and signs.	None	20 minutes	4. EEMPSD Administrative Assistant II
	4. Records the signed material take-off and cost in the outgoing logbook and forwards it to the concerned division.			
TOTAL :		None	7 days and 55 minutes	

4. Technical Assistance for Media Production Services

Technical Assistance extended to the internal clients who need experts in Media Production Services (pre and post-production of videos/photos, graphics design/layout, consultation of projects).

Office or Division :	Exhibition, Editorial, and Media Production Services Division (EEMPSD)			
Classification :	Simple Transaction - Photo documentation and Photo editing Complex Transaction – Video documentation Highly Technical Transaction – Video editing, Poster layout, Publication layout, and Exhibition Collateral			
Type of Transaction :	G2G – Government to Government			
Who may avail :	NMP Employee/Division			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Technical Assistance Form of EEMPSD			NMP Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE



		PAID		
1. Submits the request technical assistance form to the office of EEMPSD	1.1 Receives the Technical Assistance form and records it in the incoming logbook.	None	5 minutes	1.1 EEMPSD Administrative Assistant II 1.2 EEMPSD Officer-In-Charge/Division Head 1.3 EEMPSD Administrative Officer V/ Administrative Officer IV / Media Production Specialist II / Media Production Specialist I 1.4 EEMPSD OIC/Division Head
	1.2 Assesses the technical assistance request form assigns personnel for immediate action.	None	5 minutes	
	1.3 Prepares the following:	None	5 hours	
	a. Photo Documentation	None	3 days	
	b. Video Documentation	None	4 hours	
	c. Editing of photo	None	15 days	
	d. Editing of Video	None	19 days	
	e. Publication layout	None	7 days	
	f. Poster layout	None	19 days	
	g. Exhibition Collateral layout	None	30 minutes	
2. Receives the materials	1.4 Conducts a final review of the output.	None	10 minutes	2. EEMPSD Administrative Assistant II / Media Production Assistant
	2. Forwards the			



	materials to the concerned division			
	TOTAL :	None	<i>Photo Documentation – 5 hours and 50 minutes</i> <i>Video Documentation – 3 days and 50 minutes</i> <i>Editing of photo – 4 hours and 50 minutes</i> <i>Editing of Video 15 days and 50 minutes</i> <i>Publication layout 19 days and 50 minutes</i> <i>Poster layout 7 days and 50 minutes</i> <i>Exhibition Collateral layout 19 days and 50 minutes</i>	



1. REQUEST FOR PAYMENT OF OUTSOURCED SERVICES

Office or Division		Facilities Management Division		
Classification		Simple		
Type of Transaction		G2B		
Who may avail		Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Letter request of billing 2. Original Sales Invoice 3. Service Report/ Job Order		Supplier		
4. Three (3) Original Certification and Assessment Report 5. Four (4) Original Disbursement Voucher		Facilities Management Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits billing requirements to the Facilities Management Division (FMD) after each month or of service rendered	1. Receives submitted documents	None	5 minutes	1.1 Facilities Management Division - Administrative Assistant III
	1.2 Reviews the completeness and accuracy of submitted documents (If completed, proceed to the next "Agency step". If not, proceed to the next "Client step")	None	10 minutes	1.2 Facilities Management Division - Administrative Officer II
2. Submits of lacking documents and compliance with the notes of FMD	2.1 Prepares Certification and Assessment Report for signing of the Division Head	None	30 minutes	2.1 Facilities Management Division - Administrative Assistant III
	2.2 Checks and	None	5 minutes	2.2 Facilities



	signs of Certification and Assessment Report			Management Division – Division Head
	2.3 Signs Certification and Assessment Report for recommendation for-approval	None	5 minutes	2.3 Office of the Director-General (ODG) - Deputy Director General for Administration
	2.4 Approves Certification and Assessment Report for processing of claims	None	5 minutes	2.4 ODG – Director – General (Head of Agency)
	2.5 Prepares Disbursement Voucher for signature of the Division Head	None	10 minutes	2.5 Facilities Management Division - Administrative Officer II
	2.6 Signs and prepares Disbursement Voucher	None	5 minutes	2.6 Facilities Management Division – Division Head
	2.7 Collates- approved/signed documents with all other certified true copies of pertinent documents as attachment	None	30 minutes	2.7 Facilities Management Division - Engineering Aide (Administrative)
	2.8 Transmits documents to accounting for processing of claims	None	5 minutes	2.8 Facilities Management Division - Engineering Aide (Administrative)
	TOTAL		1 hour & 50 minutes	



Issuance of Property Acknowledgement Receipt (PAR) / Inventory Custodian Slip (ICS) for Newly Acquired Supplies, Materials and Equipment

This aims to guide the responsible persons on the procedures of issuance of Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for newly acquired supplies, materials and equipment.

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government (Internal Service)			
Who may avail	All NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Disbursement Voucher 2. Inspection and Acceptance Report 3. Approved Purchase/Job Order 4. Delivery Receipt 5. Sales Invoice 6. Requisition and Issue Slip/Purchase Request (RIS/PR) 7. List of Custodians/Distribution List Form 		<ol style="list-style-type: none"> 1. Office concerned: <ol style="list-style-type: none"> a. Supply Management Section, GASD b. Accounting Section, FSD c. Regional Administration and Operations Division d. Facilities Management Division e. Others 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares and submits the Disbursement Voucher and other supporting documents (see below) for preparation of PAR/ICS.	1.1 Receives the Disbursement Voucher with attachments and other supporting documents for preparation of Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) as attachment for payment	None	5 minutes	1.1 GASD Property Management Section Administrative Aide IV / Administrative Assistant II
Supporting documents for preparation of PAR/ICS: <ul style="list-style-type: none"> • Disbursement Voucher; • Inspection and Acceptance Report; 	1.2 Reviews the Disbursement Voucher as to the completeness of the documents.	None	15 minutes	1.2 GASD Property Management Section Administrative Officers I, III, IV



<ul style="list-style-type: none"> • Approved Purchase/Job Order; • Delivery Receipt; • Sales Invoice; • Requisition and Issue Slip/Purchase Request (RIS/PR); • List of Custodians/Distribution List Form 	1.3 Return the whole DV to end-user if attachments are incomplete	None		1.3 GASD Property Management Section Administrative Assistant II, Administrative Aide IV
2. Receives the returned DV and attach the documents needed and forward again to the Property Management Section for appropriate action	2.1 Receives the DV with complete attachments	None	5 minutes	2.1 GASD Property Management Section Administrative Aide IV
	2.2 Encodes supplies, materials and equipment in the database	None	Within 1 day upon receipt of its lists for encoding	2.2 GASD Property Management Section Administrative Officers I, III, IV
	2.3 Assigns property number and barcode number	None	2 minutes	2.3 GASD Property Management Section Administrative Officers I, III, IV
	2.4 Attaches barcode sticker to the equipment/ furniture and fixtures	None	1 hour	2.4 GASD Property Management Section Administrative Assistant II / Administrative Officers I, III, IV
	2.5 Forwards the ICS/PAR form for signature of the accountable person either through email or hard copy files, whichever is applicable.	None	1 day	2.5 GASD Property Management Section Administrative Assistant II / Administrative Officers I, III, IV / Administrative Officer V
3.1 Receives and Signs the ICS/PAR	3.1 Receives the signed ICS/PAR	None	5 minutes	3.1 GASD Property



				Management Section Administrative Aide IV
3.2 Submit the form to GASD Property Management Section	3.2 Signs the ICS/PAR	None	1 minute	3.2 GASD Property Management Section Administrative Officer V (PMS Head)
	3.3 Forwards the DV / documents of the signed ICS/PAR to End-User / Supply Management Section, GASD or Accounting Section, FSD for processing of payment	None	15 minutes	3.3 GASD Property Management Section Administrative Assistant II
4. Receives the copy of the ICS/PAR	4.1 Forwards a copy of the PAR end-user	None	30 minutes	4.1 GASD Property Management Section Administrative Assistant II
	4.2 Maintains Record	None	30 minutes	4.2 GASD Property Management Section Administrative Aide IV / Administrative Officers I, III, IV
TOTAL		None	2 Days, 2 hours, 48 minutes	

Issuance of Property Acknowledgement Receipt (PAR) for Specimens/Collections

This aims to guide the responsible persons on the procedures of issuance of Property Acknowledgement Receipt (PAR) for specimens/collections.

Office or Division	Property Management Section, General Administrative Services Division
Classification	Simple
Type of Transaction	G2G – Government to Government (Internal Service)



Who may avail		NMP Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>If purchased:</p> <ul style="list-style-type: none"> • Disbursement Voucher • Inspection and Acceptance Report • Approved Purchase/Job Order • Delivery Receipt • Sales Invoice • Requisition and Issue Slip/Purchase Request (RIS/PR) • List of Custodians/Distribution List Form <p>If Donated:</p> <ol style="list-style-type: none"> 1. Deed of Donation <p>If Loaned to Other Agency:</p> <ol style="list-style-type: none"> 1. Memorandum of Agreement; or 2. Memorandum of Understanding 		<ol style="list-style-type: none"> 1. NMP Employee (Client): <ol style="list-style-type: none"> a. Central Office Museum cluster divisions b. Regional Museums and Satellite Offices 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Submits documents stated below: <ul style="list-style-type: none"> • Disbursement Voucher; • Inspection and Acceptance Report; • Approved Purchase/Job Order; • Delivery Receipt; • Sales Invoice; • Requisition and Issue Slip/Purchase Request (RIS/PR); 	<ol style="list-style-type: none"> 1.1 Receives the following documents for preparation of PAR for Specimens / Collections: <ul style="list-style-type: none"> • Disbursement Voucher; • Inspection and Acceptance Report; • Approved Purchase/Job Order; • Delivery Receipt; • Sales Invoice; • Requisition and Issue Slip/Purchase Request (RIS/PR); • List of Custodians/ Distribution List 	None	5 minutes	1.1 GASD Property Management Section Administrative Aide IV / Administrative Assistant II



<ul style="list-style-type: none">• List of Custodians/Distribution List Form; or• Deed of Donation or• Memorandum of Agreement; or• Memorandum of Understanding.	<p>Form; or</p> <ul style="list-style-type: none">• Deed of Donation.			
	<p>1.2 Reviews the following documents for preparation of PAR for Specimens / Collections:</p> <ul style="list-style-type: none">• Disbursement Voucher;• Inspection and Acceptance Report;• Approved Purchase/Job Order;• Delivery Receipt;• Sales Invoice;• Requisition and Issue Slip/Purchase Request (RIS/PR);• List of Custodians/Distribution List Form; or• Deed of Donation; or• Memorandum of Agreement; or• Memorandum of Understanding. <p>❖ Returns to end-user if supporting documents are</p>	None	15 minutes	1.2 GASD Property Management Section Administrative Officers I, III, IV / Administrative Officer V-



	incomplete; with instructions/ note to end- user;			
2. Receives the returned DV/ documents for compliance of incomplete attachments	2.1 Receives the DV/documents with completed attachments	None	5 minutes	2.1 GASD Property Management Section Administrative Aide IV / Administrative Assistant II
	2.2 Encodes specimens/collections in the database	None	7 hours upon receipt of its lists for encoding	2.2 GASD Property Management Section Administrative Officers I, III, IV / Administrative Officer V
	2.3 Assigns property number for specimens/collections	None	3 minutes	2.3 GASD Property Management Section Administrative Officers I, III, IV / Administrative Officer V
3.1 Signs issued ICS/PAR for specimens / collections	3.1 Secures the signature of the custodian/client through email or hard copy files, whichever is applicable.	None	1 day	3.1 GASD Property Management Section Administrative Officers I, III, IV
3.2 Submits the ICS/PAR	3.2 Receives the signed ICS/PAR	None	5 minutes	3.2 GASD Property Management Section Administrative Officers I, III, IV / Administrative Officer V
	3.3 Signs the ICS/PAR	None	2 minutes	3.3 GASD Property Management Section Administrative Officer V (Section Head)
	3.4. If purchased,	None	5 minutes	3.4 GASD



Prepared by:

	<p>forwards the Disbursement Voucher with the signed PAR for payment and booking to Accounting Section.</p> <p>3.4-a. If Donated, forwards the Office Memorandum for the Request for Booking with the signed PAR to Accounting Section.</p> <p>❖ To skip process no.3.4-a, if the specimens / collections issued PAR through Donation has no cost or monetary value, may proceed to step no. 4.1.</p>			Property Management Section Administrative Officers I, III, IV
4.1 Receives the copy of the ICS/PAR	4.1 Forwards a copy of the ICS/PAR to the custodian/client	None	5 minutes	4.1 GASD Property Management Section Administrative Aide IV / Administrative Officers I, III, IV
	4.2 Maintains Record	None	2 minutes	4.2 GASD Property Management Section Administrative Aide IV / Administrative Officers I, III, IV
TOTAL		None	1 Day, 7 Hours and 47 Minutes	



Procedure for the Request for Transfer of Accountability for Property, Plant and Equipment (PPE) and Specimens/Collections

This aims to guide the responsible persons on the procedures of transfer of accountability for property, plant and equipment and specimens/collections.

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government (Internal Service)			
Who may avail	NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out and signed Request for Transfer of Equipment/Collections		1. NMP Employee - Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the Request for Transfer of Accountability Form	1. Provides the Transfer of Accountability Form	None	1 minute	1. GASD Property Management Section Administrative Aide IV
2. Fills out and signs the Request for Transfer of Accountability Form 2.1 Forwards the Request for Transfer of Accountability Form to GASD-PMS	2. Receives the completely filled-out Request for Transfer of Accountability Form	None	2 minutes	2. GASD Property Management Section Administrative Aide IV / Administrative Assistant II
	3. Signs the Transfer of Accountability Form	None	5 minutes	3. GASD Property Management Section Administrative Officer V (Section Head)
	3.1 Reviews the request and prepares the transfer of accountability by issuing PAR/ICS to	None	10 minutes	3.1 GASD Property Management Section Administrative Officers I, III, IV /



	the new custodian/receiver			Administrative Officer V,
	3.2 Secures the signature of the previous custodian and the new custodian for the transfer of accountability through email or hard copy files, whichever is applicable.	None	1 day	3.2 GASD Property Management Section Administrative Assistant II / Administrative Officers I, III, IV
4. Primary/previous client/custodian receives and signs the PAR/ICS transfer and forwards the signed PAR/ICS to the new custodian/client/receiver •New custodian (receiver) signs the PAR/ICS and forwards to the Property Management Section	4.1 Receives the signed Property Acknowledgement Receipt (PAR) / Inventory Custodian Slip (ICS)	None	5 minutes	4.1 GASD Property Management Section Administrative Aide IV
	4.2 Signs the PAR/ICS	None	2 minutes	4.1 GASD Property Management Section Administrative Officer V
5. Receives the copy of the PAR/ICS	5.1 Forwards a copy of the PAR/ICS to the previous and new custodians	None	30 minutes	5.1 GASD Property Management Section Administrative Assistant II-
	5.2 Maintains Record	None	5 minutes	5.2 GASD Property Management Section Administrative Aide IV Administrative Officers I, III, IV
TOTAL		None	1 Day & 1 Hour	



Procedure for the Request for List of Accountabilities for Property, Plant and Equipment and Specimens/Collections

This aims to guide the responsible persons on the procedures of request for list of accountabilities for property, plant and equipment and specimens/collections.

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government (Internal Service)			
Who may avail	NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out and signed Request for List of Accountabilities Form		1. NMP Employee (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the Request for List of Accountabilities Form	1. Provides the Request for List of Accountabilities Form	None	1 minute	1. GASD Property Management Section Administrative Aide IV
2. Fills out the Request for List of Accountabilities Form and submits to GASD Property Management Section	2.1 Receives the Request for List of Accountabilities Form	None	5 minutes	2.1 GASD Property Management Section Administrative Aide IV / Administrative Assistant II
	2.2 Signs the Request for List of Accountabilities Form	None	5 minutes	3.1 GASD Property Management Section Administrative Officer V (Section Head)



	2.3 Filters database and prints the list of accountabilities of the client	None	10 minutes	2.3 GASD Property Management Section Administrative Officer I, III, IV
3. Receives the printed list of accountabilities	3.1 Provides the printed list of accountabilities	None	5 minutes	3.1 GASD Property Management Section Administrative Assistant II
	3.2 Maintains Record	None	2 minutes	3.2 GASD Property Management Section Administrative Aide IV
TOTAL		None	28 Minutes	

Procedure for the Request for Equipment and Furniture and Fixtures (from returned/unserviceable properties)

This aims to guide the responsible persons on the procedures of request for equipment and furniture and fixtures from returned/unserviceable properties.

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government (Internal Service)			
Who may avail	All NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out and signed Request for Equipment and Furniture and Fixtures Form		1. NMP Employee (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the Request for Equipment and Furniture and Fixtures Form	1. Provides the Request for Equipment and Furniture and Fixtures Form	None	1 minute	1. GASD Property Management Section Administrative Aide IV



2. Fills out the Request for Equipment and Furniture and Fixtures Form and submits it to GASD-PMS	2.1 Receives the Request for Equipment and Furniture and Fixtures Form	None	5 minutes	2.1 GASD Property Management Section Administrative Aide IV / Administrative Assistant II
	<p>2.2 Checks the availability of equipment / furniture and fixtures being requested.</p> <p>a. If available, please proceed to next step below;</p> <p style="padding-left: 40px;">a.1. Pick-up/claim requested item</p> <p>b. If there is no available furniture/fixtures, the request will not be approved and will be returned to the end-user with note stating of non-availability of items.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>30 minutes</p> <p>2 minutes</p> <p>5 minutes</p>	<p>2.2a GASD Property Management Section Administrative Aide IV / Administrative Officer IV, Property Management Section</p> <p>2.2b GASD Property Management Section Administrative Assistant II</p>
<p>2.1 Receives the item requested</p> <p>2.1a Receives notification of non-availability of items/s requested</p>	2.3 Approves the Request for Equipment and Furniture and Fixtures Form once validated	None	10 minutes	2.3 GASD Property Management Section Administrative Officer V
	2.4 Prepares the issuance of PAR/ICS for the requested item	None	10 minutes	2.4 GASD Property Management Section Administrative Officer IV



	2.5 Provides the equipment/furniture and fixtures with the PAR/ICS and secures the signature of the new custodian (requisitioner)	None	30 minutes	2.5 GASD Property Management Section Administrative Assistant II
3 Receives the item and signs the issued PAR/ICS. Once signed, forward the PAR/ICS to the GASD-PMS	3 Receives the signed PAR/ICS from the new custodian	None	2 minutes	2.6 GASD Property Management Section Administrative Aide IV
	4. Forwards a copy of the PAR/ICS to the new custodian	None	5 minutes	2.7 GASD Property Management Section Administrative Assistant II
	5 Maintains Record	None	2 minutes	2.8 GASD Property Management Section Administrative Aide IV / Administrative Officer IV
TOTAL		None	1 Hour and 42 Minutes	

Issuance of Request for Pre-Repair Inspection for Vehicles, Equipment and Furniture and Fixtures

This aims to guide the responsible persons on the procedures of request for pre-repair inspection for vehicles, equipment, and furniture and fixtures.

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government (Internal Service)			
Who may avail	NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Request for Repair Form		2. NMP Employee (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Prepares the Request for Repair Form and submits it to respective DDG cluster for approval.	1.1 Receives the approved Request for Repair Form from respective DDG cluster	None	5 minutes	1.1 GASD Property Management Section Administrative Aide IV / Administrative Assistant II
	1.2 Reviews the item for repair in the database and prepares the Pre-Repair Inspection Report	None	30 minutes	1.2 GASD Property Management Section Administrative Officers I, III, IV
	1.3 Approves the Request for Pre-Repair Inspection	None	5 minutes	1.3 GASD Property Management Section Administrative Officer V
2. Receives the Request for Pre-Repair Inspection for inspection of assigned inspector <i>Note:</i> <i>The End-User must monitor the pre-repair inspection report to the Designated Inspector and the End-User shall be the one who will forward the inspected pre-repair inspection to the SMS for appropriate action.</i>	2.1 Forwards the Request for Pre-Repair Inspection to end-user to be endorsed to designated inspector for inspection of the vehicle, equipment, furniture and fixtures, etc. 2.1 Forwards Pre-Repair Inspection to COA for filing/ reference	None	5 minutes	2.1 GASD Property Management Section Administrative Assistant II
	2.2 Maintains Record	None	5 minutes	2.1 GASD Property Management Section Administrative Officers I, III, IV / Administrative Assistant II
TOTAL		None	50 Minutes	



Issuance of Acknowledgement Receipt of Returned Equipment (ARRE)

This aims to guide the responsible persons on the procedures of issuance of Acknowledgement Receipt of Returned Equipment (ARRE).

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government (Internal Service)			
Who may avail	All NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out and signed Request for Return of Equipment Form		1. NMP Employee (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the Request for Return of Equipment Form	1. Provides the Request for Return of Equipment Form	None	1 minute	1. GASD Property Management Section Administrative Aide IV
2. Fills out the Request for Return of Equipment Form and endorses it to Property Management Section	2.1 Receives the accomplished Request for Return of Equipment Form	None	5 minutes	2.1 GASD Property Management Section Administrative Aide IV/ Administrative Assistant II
	2.2 Signs the Request for Return of Equipment Form	None	5 minutes	2.2 GASD Property Management Section Administrative Officer V
	2.3 Verifies inventory, proper labelling, and photographs of items for proper documentation of returned equipment.	None	30 minutes	2.3 GASD Property Management Section Administrative Assistant II



	2.4 Prepares the Acknowledgement Receipt of Returned Equipment (ARRE) for issuance	None	10 minutes	2.4 GASD Property Management Section Administrative Officer IV
3. Receives the Acknowledgement Receipt of Returned Equipment for file and reference	3.1 Forwards the Acknowledgement Receipt of Returned Equipment (ARRE) to end-user	None	30 minutes	3.1 GASD Property Management Section Administrative Assistant II, Administrative Officer IV
	3.2 Maintains Record	None	5 minutes	3.2 GASD Property Management Section Administrative Officer IV
TOTAL		None	1 Hour and 26 Minutes	

Procedure for the Issuance of Gate Pass

This aims to guide the responsible persons on the procedures for the issuance of gate pass.

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government (Internal Service)			
Who may avail	All NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out and signed Gate Pass Form with pictures		1. NMP Employee (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the Gate Pass Form	1. Provides the Gate Pass Form	None	1 minute	1. GASD Property Management Section Administrative Aide IV



2. Fills out, signs and submits the Gate Pass Form	2. Reviews the Gate Pass Form as to details, signatures and pictures attached.	None	5 minutes	2. GASD Property Management Section Administrative Aide IV/ Administrative Assistant II
	2.a Returns the Gate Pass Form for any missing information and attachments (photos/deed of donation/ memorandum of agreement/detailed list/other related documents) with attached work instruction or note to end-user.	None	5 minutes	2.a GASD Property Management Section Administrative Aide IV/ Administrative Assistant II
3. Provides the needed information and attachments (photos/deed of donation/ memorandum of agreement/detailed list/other related documents) and resubmits	3.1 Receives the Gate Pass Form with supporting documents	None	2 minutes	3.1 GASD Property Management Section Administrative Aide IV
	3.2 Forwards the Gate Pass Form to the PMS Section Head for signature	None	2 minutes	3.2 GASD Property Management Section Administrative Aide IV
	3.3 Signs and approves the Gate Pass Form, once validated	None	2 minutes	3.3 GASD Property Management Section Administrative Officer V
4. Receives the Gate Pass Form (to be forwarded to the Security Officer and Guard on Duty for signature)	4.1 Forwards the signed Gate Pass Form to end-user	None	5 minutes	4.1 GASD Property Management Section Administrative Assistant II-



	4.2 Maintains Record	None	2 minutes	4.2 GASD Property Management Section Administrative Aide IV
TOTAL		None	24 Minutes	

Payment of GSIS Insurance of NMP Properties

This aims to guide the responsible persons on the procedures of payment of insurance of NMP Properties.

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2B – Government to Business (External Service)			
Who may avail	All concerned service providers of the NMP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing Statement/Quotation		1. Service Provider		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.a. Issues billing statement for payment of NMP PPE, buildings, specimens/collections	1.1 Receives Billing Statement for review and preparation of Disbursement Voucher/Obligation Request and Status	None	5 minutes	1.1 GASD Property Management Section Administrative Officer I
1.b. Issues billing statement for payment of NMP motor vehicles as per request at the service provider's office	1.2 Receives Billing Statement for review and preparation of Disbursement Voucher/Obligation Request and Status		2 hours	1.2 GASD Property Management Section AOI
	1.2 Reviews and verifies the Billing Statement and other supporting documents	None	15 minutes	1.2 GASD Property Management Section Administrative Officer I
	1.3 Prepares the Disbursement Voucher (DV)/Obligation	None	40 minutes	1.3 GASD Property Management Section



	Request and Status (ORS), attach billing summary and other related documents for payment			Administrative Officer I
	1.4 Secures initials on the Disbursement Voucher, Obligation Request and Status and Summary of Billing Statements	None	15 minutes	1.4 GASD Property Management Section Administrative Officer I/ Administrative Officer V
	1.5 Signs the DV, ORS and Summary of Billing Statements	None	5 minutes	1.5 GASD Chief Administrative Officer
	2.1 Forwards all the documents to the Accounting Section of Financial Services Division for their evaluation, funding and processing of payment	None	10 minutes	2.1 GASD Property Management Section Administrative Officer I
	3. Receives check for payment of insurance to service provider	None	10 minutes	3 GASD Property Management Section Administrative Officer I
	3.1 Process payments of NMP PPE, buildings, specimen/collections insurance at the service provider	None	1 hour	3.1 GASD Property Management Section Administrative Officer I
	3.2 Process payments of NMP motor vehicle insurance at the service provider and receives new insurance policy	None	3 hours	3.2 GASD Property Management Section Administrative Officer I
	2.2 Maintains Record	None	5 minutes	2.2 GASD Property Management Section Administrative



				Officer I
	TOTAL	None	7 hours, 45 minutes	

REQUISITION AND ISSUANCE OF SUPPLIES AND MATERIALS

This aims to guide the responsible persons in the requisition and issuance of supplies and materials

Office or Division	Supply Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G (Internal Service)			
Who may avail	NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Requisition Issue Slip (RIS) by the Division Chief or authorized official		1. NMP Employee (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorses the signed Requisition Issue Slip (RIS) by the Division Chief or authorized official	1.1 Receives the RIS and checks the availability of stocks. Indicate "/" if items available/on stock or "X" if not	none	15 minutes	1.1 GASD, Supply Management Section, Administrative Assistant I
	1.2 If items are available, indicate the quantity of the items issued in the "Issued Quantity" column and signs the "Issued by" portion	none	30 minutes	1.2 GASD, Supply Management Section, Administrative Assistant I



2. Receives supplies and materials and signs "Received by" portion of the RIS	2.1 Files the RIS in numerical order for reference in preparation of RSMI	none	10 minutes	2.1 GASD, Supply Management Section, Administrative Assistant I
	2.2 If items are not available, return to requesting personnel	none	5 minutes	2.2 GASD, Supply Management Section, Administrative Assistant I
TOTAL			1 hour	

PROCUREMENT OF ANNUAL PROCUREMENT PLAN FOR COMMONLY-USE SUPPLIES AND MATERIALS

This aims to guide the responsible persons in the requisition of supplies and materials at the Procurement Service

Office or Division	Supply Management Division, General Administrative Services Division			
Classification	Complex			
Type of Transaction	G2G (Internal Service)			
Who may avail	All NMP Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Annual Procurement Plan for Commonly-Use Supplies and Materials (APP-CSE) of the current year and Agency Procurement Request (APR)		1. NMP Division Staff (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submits APP-CSE	1.1 Uploads the consolidated APP-CSE of the whole agency	none	1 working day	1.1 GASD, Supply Management Section, Administrative Officer III
	1.2 Checks the availability of the items in the Procurement Service (PS) catalogue and Virtual Store and prepares PR for quarterly request based on the approved APP-CSE	none	1 working day	1.2 GASD, Supply Management Section, Administrative Officer III
	1.3 Prepares Distribution Matrix of items requested for each division	none	1 working day	1.3 GASD, Supply Management Section, Administrative Officer III
	1.4 Evaluates the allocation of funds and prepares summary	none	1 hour	1.4 GASD, Supply Management Section, Administrative Officer III
	1.5 Prepares the Obligation Request and Status (ORS) and Disbursement Voucher (DV) and attached the approved APP-CSE, Distribution List and PR	none	4 hours	1.5 GASD, Supply Management Section, Administrative Officer III
	1.6 Reviews and signs the PR and Distribution Matrix. Affix initial in the ORS and DV	none	1 hour	1.6 GASD, Supply Management Section, Administrative Officer V
	1.7 Signs the PR, ORS and DV	none	1 hour	1.7 GASD, Chief Administrative Officer



	1.8 Forwards all the documents to the proper signatories	none	1 hour	1.8 GASD, Supply Management Section, Administrative Aide IV
	1.9 Routes for the approval of all documents and release of check for payment from Financial and Services Division	none	5 working days	1.9 GASD, Supply Management Section, Administrative Officer III
	1.10 Brings the payment to Procurement Service along with necessary documents needed for purchase upon release of check payment		3 hours	1.10 GASD, Supply Management Section, Administrative Officer III
	1.11 Receives the items, arrange in the storage and schedule for inspection before issuance		4 hours	1.11 GASD, Supply Management Section, Administrative Officer III
2. Prepares the RIS based on Distribution List	2. Informs the requisition office for schedule of pick-up and prepares an approved RIS based on the Distribution List		1 hour	2. GASD, Supply Management Section, Administrative Assistant I
3. Receives the items	3. Issues the items to Requesting Personnel and update Bin card and Stock Card	none	2 hours	3. GASD, Supply Management Section, Administrative Assistant I
TOTAL			11 days and 2 hours	

Prepared by:



REQUEST FOR PAYMENT FOR EXTERNAL CLIENTS

This aims to guide the responsible persons in requesting for payments for the items delivered and rendered services

Office or Division	Supply Management Division, General Administrative Services Division			
Classification	Complex			
Type of Transaction	G2G, G2B (External Service)			
Who may avail	External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Delivery Receipt, Sales/Service Invoice 2. Inspection and Acceptance Report, Request for Inspection (IIAR) and Disbursement Voucher (DV) 3. ICS/PAR (if needed) 		<ol style="list-style-type: none"> 1. Supplier/Service provider (External Clients) 2. NMP Division Staff / Supply Management Section and NMP Designated Inspectors 3. Property Management Section 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issues Sales/Service Invoice upon completion and acceptance of deliveries	1.1 Receives the Sales/Service Invoice and ensures the complete delivery	none	4 hours	1.1 GASD, Supply Management Section, Administrative Assistant I



	1.2. Ensures the completeness of deliveries in accordance with the quantity and specifications as inspected by the NMP Designated Inspectors and accepted by the requisitioning office	none	2 hours	1.2 GASD, Supply Management Section, Administrative Officer V and NMP Designated Inspectors
	1.3 Prepares DV, checks delivery due date, apply liquidated damages, if applicable	1/10 of 1% for every day of delay on the undelivered items	1 hour	1.3 GASD, Supply Management Section, Administrative Officer I
	1.4 Reviews all the documents and affixes initial on the DV, if applicable	none	30 minutes	1.4 GASD, Supply Management Section, Administrative Officer V
	1.5 Forwards all the documents to Property Management Section if ICS and PAR is needed, the endorses to proper signatories	none	30 minutes	1.5 GASD, Supply Management Section, Administrative Aide IV
TOTAL			8 hours	



Payment of Postpaid Mobile Plan of NMP Employees

This aims to guide the responsible persons on the procedures of payment of postpaid plan.

Office or Division	Supply Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2B – Government to Business (External Service)			
Who may avail	All concerned service providers of the NMP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing Statements/Statement of Accounts and Disbursement Voucher		1. Service Provider and office concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issues billing statement/ statement of accounts for payment	1.1 Receives and prints the Billing Statement/ Statement of Accounts	none	2 hours	1.1 GASD, Supply Management Section, Administrative Aide IV
	1.2 Reviews the Billing Statement/ Statement of Accounts, checks the postpaid amount allocation and excess charges, if applicable	none	2 hours	1.2 GASD, Supply Management Section, Administrative Officer I
	1.3 Prepares the Distribution List and Breakdown of Payment for the billing period concerned	none	2 hours	1.3 GASD, Supply Management Section, Administrative Officer I
	1.4 Prepares the DV and attached the procurement documents	none	30 minutes	1.4 GASD, Supply Management Section, Administrative Officer



	1.5 Prepares the Office Memorandum for those employees who have excess charges beyond their allocation and inform them to settle the amount to Financial Service Division	none	2 hours	1.5 GASD, Supply Management Section, Administrative Officer I
	1.6 Reviews all the documents and affix initial on the DV and signs on the Office Memorandum for the employees who have excess charges	none	30 minutes	1.6 GASD, Supply Management Section, Administrative Officer V
	1.7 Signs the DV and the Office Memorandum	none	30 minutes	1.7 GASD, Chief Administrative Officer
	1.8 Forwards all the Office Memorandum to the concerned employees	none	60 minutes	1.8 GASD, Supply Management Section, Administrative Aide IV
	1.9 Forwards the DV and all the necessary documents to Financial Services Division	none	30 minutes	1.9 GASD, Supply Management Section, Administrative Aide IV
TOTAL			1 day and 3 hours	

NMP Requests

The National Museum of the Philippines offers different services (researches, tours, specimen identification, venue rentals, etc.) in which requests are made by different clients from students, government agencies, and private business entities.

Office or Division	Records Management Section
Classification	Complex
Type of Transaction	G2C - Government to Citizen / G2B - Government to Business / G2G - Government to Government
Who may avail	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



1) Written request addressed to Director-General indicating the following: a) Full name and signature of the requesting party; b) Contact information (Phone and E-mail address); and c) Return address		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signs in the Client Log Book in the Office Lobby	1. Gives the Log Book to the client	None	3 Minutes	1. Security Agency NMP Security
2. Submits written request to RMS for initial assessment and evaluation	2.1 Receives the request and checks for completeness. a. Receives and records request in the system b. Forwards request to Office of the Director-General	None	15 Minutes	2.1 GASD Records Management Section Administrative Aide IV & Administrative Assistant I
	2.2 Conducts initial Evaluation and Approval of Request. *Proceed to no. 3 for disapproved request	None	2 Days	2.2 Office of the Director-General Director-General
	2.3. Request is evaluated and acted upon by Division concerned.	None	3 Days * Extension may be requested depending on the request.	2.3 NMP Division a. Archaeology b. Architectural Arts & Build Heritage c. Botany and National Herbarium



				<ul style="list-style-type: none">d. Central Museum Visitor Operatione. Ethnologyf. Exhibition, Editorial & Media Production Servicesg. Financial Servicesh. Facilities Managementi. Fine Artsj. Geology and Paleontologyk. General Administrative Servicesl. Human Resource Managementm. Maritime & Underwater Cultural Heritagen. Museum Serviceso. Research, Collection & Conservation Managementp. Regional Administration & Operationq. Zoology
3. Coordinates with NMP	3. Notifies the requesting party	None	1 Day	3. NMP Division a. Archaeology



personnel	of approval or disapproval of request or any other concerns.			<ul style="list-style-type: none">b. Architectural Arts & Build Heritagec. Botany and National Herbariumd. Central Museum Visitor Operatione. Ethnologyf. Exhibition, Editorial & Media Production Servicesg. Financial Servicesh. Facilities Managementi. Fine Artsj. Geology and Paleontologyk. General Administrative Servicesl. Human Resource Managementm. Maritime & Underwater Cultural Heritagen. Museum Serviceso. Research, Collection & Conservation Managementp. Regional
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				Administrati on & Operation Zoology
TOTAL		None	6 Days & 18 Minutes	

Processing of Payment of Utilities (Electricity, Water, Telephone, Internet and Janitorial Services)

This aims to guide the responsible persons on the procedures of payment of electricity, water, telephone, internet and janitorial services in processing of documents for payment.

Office or Division	Records Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2B – Government to Business (External Service)			
Who may avail	All service providers of the NMP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Electricity, Water, Telephone, Internet <ul style="list-style-type: none"> • Billing Statement / Statement of Account 2. Janitorial Services <ul style="list-style-type: none"> • Billing Statement • Daily Time Record • Government Contribution Collection/Payment List 		1. Service Provider		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issues billing statement for payment	1.1 Receives the Billing Statement/ Statement of Accounts	None	5 minutes	1.1 GASD Administrative Aide IV/Administrative Assistant I
	1.2 Reviews and verifies the Billing Statement/Statement of Accounts	None	5 minutes	1.2 GASD Administrative Aide IV / Administrative Officer I/III/IV
	1.3 Prepares the Disbursement Voucher (DV)/ Obligation Request and Status	None	30 minutes	1.3 GASD Administrative Aide IV / Administrative Officer I/III/IV



	(ORS), Summary of Billing Statements/Statement of Accounts, and BIR 2307			
	1.4 Signs and approves the Disbursement Voucher, Obligation Request and Status, and Summary of Billing Statements/ Statement of Accounts	None	1 hour	1.4 GASD Chief Administrative Officer
	1.5 Forwards all the documents to the Financial Services Division for evaluation, funding and processing of payment	None	15 minutes	1.5 GASD Administrative Aide IV/Administrative Assistant I
TOTAL		None	1 hour and 45 Minutes	

VEHICLE RESERVATION AND DISPATCHING PROCEDURES

This aims to guide the responsible persons on the procedures of vehicle reservation and dispatching procedures.

Office or Division	Transport Services Section – General Administrative Services Division			
Classification	Simple			
Type of Transaction	(G2G) Internal Service			
Who may avail	All NMP Employees			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Driver's Trip Ticket Form for vehicle reservation		1. NMP Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares three (3) copies of Driver's Trip Ticket Form	1.1 Receives Driver's Trip Ticket Form	none	1 minute	1.1 GASD Transport Services Section Dispatcher/ Section Chief
	1.2 Checks availability of Driver and motor vehicle	none	5 minutes	1.2 GASD Transport Services Section Dispatcher/ Section Chief



	1.3 Assigns driver and motor vehicle for the trip reservation	none	3 minutes	1.3 GASD Transport Services Section Dispatcher/ Section Chief
	1.4 Signs Driver's Trip Ticket	none	3 minutes	1.4 GASD Transport Services Section Chief and Division Head
	1.5 Forwards signed trip ticket to the Office of the Director-in-Charge	none	5 minutes	1.5 GASD Transport Services Section Dispatcher
	1.6 Approves Driver's Trip Ticket	none	5 minutes	1.6 Office of the Director-General-in-Charge
2. Gets the signed/approved trip tickets from the Office of the Director-In-Charge and forwards the signed/approved trip tickets to the assigned driver	2.1 Receives the signed/approved trip tickets	none	1 minute	2.1 GASD Transport Services Section Driver
	2.2 Validates details of the trip: a. Date and time b. Itinerary c. Vehicle assignment	none	3 minutes	2.2 GASD Transport Services Section Driver
	d. Transports passengers or items			
	2.3 Checks the condition of the vehicle guided by BLOWBAGETS prior to departure	none	15 minutes	2.3 GASD Transport Services Section Driver, Mechanic, and Chief Mechanic
	2.4 Reports to the Section Chief of Transport Management Section and to the Division Chief of General Administrative Services Division any damage, concerns on vehicles and any	none	1 minute	2.4 GASD Transport Services Section Driver



	discrepancies on listed passenger or property to be transported on the Driver's Trip Ticket Form vs actual passenger or property to be transported			
	2.5 Forwards Driver's Trip Ticket Form to the Guard-On-Duty	none	1 minute	2.5 GASD Transport Services Section Driver
	2.6 Checks and Records details on the Driver's Trip Ticket Form (e.g. odometer, property transported or passenger names)	None	1.5 minutes	2.6 Security Agency Guard on duty
	2.7 Inspects NMP motor vehicle visually and reports any damages to the Section Chief of Transport Management Section	None	1.5 minutes	2.7 Security Agency Guard on duty
	2.8 Returns the recorded Driver's Trip Ticket Form to the assigned driver	none	1 minute	2.8 Security Agency Guard on duty
3. Receives and rates the Driver's Performance using the survey form	3. Greets and provides passengers with Driver's Performance Survey Form	none	1 minute	3. GASD Transport Services Section Driver
4. Returns the filled-up Driver's Performance Survey Form to the assigned driver	4.1 Records the odometer of motor vehicle to the Driver's Trip Ticket Form upon arrival to NMP Central Office	none	1 minute	4.1 GASD Transport Services Section Driver
	4.2 Attaches the Driver's Performance Survey Form to the trip ticket and forwards it to the dispatcher	none	1 minute	4.2 GASD Transport Services Section Driver



	4.3 Inspects NMP motor vehicle visually and record the odometer.	None	1 minute	4.3 Security Agency Guard on duty
	4.4 Reports any damages to the Section Chief of Transport Management Section	None	2 minutes	4.3 Security Agency Guard on duty
	4.5 Submits the Trip ticket and Driver's Performance Survey Form to the Section Chief after the trip	none	1 minute	4.2 GASD Transport Services Section Dispatcher/Section Chief
TOTAL		None	54 Minutes	

PROCEDURE FOR THE REQUEST FOR JANITORIAL ASSISTANCE

This aims to guide the responsible persons on the procedures of request for janitorial assistance.

Office or Division	General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government (Internal Service)			
Who may avail	All NMP Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out and signed Request for Janitorial Assistance Form		1. NMP Employee (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the Request for Janitorial Assistance Form	1. Provides the Request for Janitorial Assistance Form	None	1 minute	1. GASD Division Chief
2. Fills out the Request for Janitorial Assistance Form and endorses the request to Property Management Section	2.1 Receives and initializes the Request for Janitorial Assistance Form for verification then forwards it to GASD Division Chief for approval	None	5 minutes	2.1 GASD Division Chief



	2.2 Approves and signs the request for janitorial assistance	None	2 minutes	2.2 GASD Division Chief
3.Receives the approved request form to be forwarded to the supervisor of janitorial services for appropriate action	3.1 Provides the request for janitorial assistance form	None	2 minutes	3.1 GASD Division Chief
	3.2 Maintains Record	None	2 minutes	3.2 GASD Division Chief
TOTAL		None	12 Minutes	

PROCUREMENT OF SUPPLIES AND MATERIALS AND SERVICES

This aims to guide the responsible persons in the requisition of supplies and materials and services

Office or Division	Supply Management Division, General Administrative Services Division			
Classification	Complex			
Type of Transaction	G2G (Internal Service)			
Who may avail	All NMP Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Requisition Issue Slip (RIS); 2. Approved Purchased Request (PR) by the Division Chief or authorized official; 3. Distribution List; 4. Approved PPMP; 5. Request for Quotation (RFQ) and; 6. Notice of Award		1. NMP Division Staff (Client) 2. NMP Division Staff (Client) 3. NMP Division Staff (Client) 4. NMP Division Staff (Client) 5. NMP GASD, Supply Management Section 6. NMP GASD, Supply Management Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorses the signed Requisition Issue Slip (RIS), approved Purchase Request (PR) by the Division Chief or authorized	1. Receives the PPMP, RIS, DL and PR and assigns control number	none	5 minutes	1.1 GASD, Supply Management Section, Administrative Assistant I



official, Distribution List (DL) and approved PPMP				
2. Coordinates with Property Management Section	2.1 For repair, Receives the PPMP, Pre-repair Inspection Report, PR and assigns control number	none	5 minutes	2.1 GASD, Supply Management Section, Administrative Aide IV
	2.2 Evaluates the completeness of the documents, checks the specifications of items/services requested, consolidates same items/services in nature	none	1 hour	2.2 GASD, Supply Management Section, Canvasser
	2.3 Endorses to BAC if the items/services' ABC is above Php 200,000.00.	none	1 hour	2.3 GASD, Supply Management Section, Administrative Officer V
	2.4 Prepares Request for Quotation (RFQ) and determines mode of procurement.	none	1 hour	2.4 C GASD, Supply Management Section, Canvasser
	2.5 Reviews and signs the RFQ	none	30 minutes	2.5 GASD, Supply Management Section, Administrative Officer V



	2.6 For items and services with ABC of Php 50,001.00 to Php 200,000.00, posts to Philgeps together with supporting documents.	none	1 hour	2.6 GASD, Supply Management Section, Canvasser
-	2.7 Prepares a Trip Ticket and Official Business Slip needed before going out to canvass	none	30 minutes	2.7 GASD, Supply Management Section, Canvasser
	2.8 Canvasses the items/services requested to at least 3 suppliers through email and by going out to supplier once Trip Ticket and OB Slip is approved	none	8 working days	2.8 GASD, Supply Management Section, Canvasser
	2.9 Obtain price quotations from the prospective suppliers (For procurement requests with ABC of P50,000.00 and below)	none	2 working days	2.9 GASD, Supply Management Section, Canvasser
	2.10 For procurement requests with ABC of P50,001.00 to Php 200,000.00, obtain envelop with price quotations from the prospective suppliers, evaluate and determine the winning supplier	none	3 working days	2.10 GASD, Supply Management Section, Canvasser



	2.11 Prepares Notice of Award (NOA) and Abstract of Quotation and informs the winning bidder for conforme	none	1 working day	2.11 GASD, Supply Management Section, Canvasser
	2.12 Posts to Philgeps the signed NOA and Abstract of Canvass and provide COA copies of set of bidding documents	none	4 hours	2.12 GASD, Supply Management Section, Canvasser
	2.13 Prepares the Abstract of Canvass, Obligation Request and Status (ORS), Job Order (JO)/Purchase Order (PO)	none	4 hours	2.13 GASD, Supply Management Section, Canvasser
	2.14 Reviews all the documents and affix initial on the PO/JO	none	1 hour	2.14 GASD, Supply Management Section, Administrative Officer V
	2.15 Affixes initial on the PO/JO and signs the ORS	none	1 hour	2.15 GASD, Chief Administrative Officer
	2.16 Forwards all the documents to the proper signatories	none	1 hour	2.16 GASD, Supply Management Section, Administrative Aide IV
	TOTAL		16 days and 10 minutes	



Sale of Bidding Documents for the Disposal of Unserviceable Properties through Public Bidding Procedure

This aims to guide the responsible persons on the procedures for the sale of bidding documents for the Disposal of Unserviceable Properties through Public Bidding Procedure.

Office or Division	Property Management Section, General Administrative Services Division			
Classification	Simple			
Type of Transaction	G2B – Government to Business (External Service)			
Who may avail	All Prospective Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Prospective Bidders who meet the minimum qualification requirements as specified in the Terms and Conditions and Guidelines for Disposal of the Unserviceable Properties of the NMP: a. Mayor’s Permit or Business Permit b. Department of Trade and Industry (DTI) Registration Certificate for Sole Proprietorship c. Securities and Exchange Commission Registration Certificate for Partnership and Corporation if SEC registered. d. Tax Clearance issued by BIR e. Company Profile for Partnership and Corporation f. Two (2) Valid IDs		1. Prospective Bidders (Client)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signs in the bidder’s logbook located at the Property Management Section, General Administrative Services Division	1. Provides the bidder’s logbook to the client	None	2 minutes	1. GASD Property Management Section Administrative Officer IV
2. Secures request for the issuance of order of payment for the bidding	2. Prepares the letter of request to Accounting Section for the	None	10 minutes	2. GASD Property Management Section



documents	issuance of order of payment			Administrative Aide IV/ Administrative Assistant II
Presents the letter of request	3. Receives the letter of request for verification, processing and issuance	None	5 minutes	3. FSD Accounting Section Accountant IV
4. Accepts the Order of Payment and proceeds to the Cashier	4. Processes the payment	None	15 minutes	4. FSD Cash Section Administrative Officer I
Pays the required amount for the sale of the bidding documents	5. Issues Official Receipt	Php1,000.00	5 minutes	5. FSD Cash Section Administrative Officer I
Presents the Official Receipt of payment at GASD PMS	6. Secures a photocopy of the Official Receipt	None	3 minutes	6. GASD Property Management Section Administrative Officer IV/ Administrative Officer V
7. Receives the original Official Receipt and Bidding Documents	7.1 Returns the original receipt and releases the bidding documents	None	7 minutes	6. GASD Property Management Section Administrative Officer IV / Administrative Officer V
	7.2 Maintains Record	None	5 minutes	7.2 GASD Property Management Section Administrative Officer IV/ Administrative Officer V
TOTAL		Php1,000.00	52 Minutes	



GPD Technical Assistance

Technical Assistance refers to the Geology and Paleontology Division's tendering of support by providing technical information and expertise to private and government individuals or sectors/groups, may it be local or foreign. Technical assistance pertains to: Donation of Specimens; Identification of Specimens (Internal-Division to Division); and Controlled Access to Collections.

Office or Division	Geology and Paleontology Division			
Classification	Complex			
Type of Transaction	G2C-Government to Citizen and G2G-Government to Government; Internal Technical Assistance			
Who may avail	Private and government individuals or sectors/groups			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request to the NMP Management addressed to the Director-General (DG) indicating the purpose of the request.		Client		
Valid Identification and supporting documents related to the request		Client		
Memorandum of Agreement Deed of Donation		Office of the DG Office of the DG		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client registers to the Security logbook at the NMP Entrance, indicating his/her name, purpose, destination and time of arrival. 2. The client proceeds to the Office of the DG for the submission of his/her request letter. 3. The Client waits for feedbacks from NMP.	1. NMP Security shall request for the client's valid identification card for verification purpose/s.	N/A	5 minutes	NMP Security on-duty
	2. The Office of the DG Secretaries shall receive the request letter and forward it to the desk of the DG for action.	N/A	5 minutes	ODG Secretaries
	3. The DG acts on the request and may endorse with instructions, to Deputy DG for Museums or directly to the Division Head/OIC.	N/A	within 1 day upon receipt	DG
	Office of the DG Secretaries shall forward the request letter to the person concerned.	N/A	within 4 hours	DG Secretaries
		N/A	within 4 hours upon receipt	DDGM



	<p>Option 1</p> <ul style="list-style-type: none"> - Deputy DG for Museums shall endorse the request letter, with instructions, to the Head/OIC of the Division. <p>Option 2</p> <ul style="list-style-type: none"> - The Head/OIC of the Division shall act on the matter by immediately contacting the requisitioner through phone or e-mail. 	<p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p>	<p style="text-align: center;">Within 4 hours upon receipt</p> <p style="text-align: center;">2 hours</p>	<p style="text-align: center;">GPD Head/OIC; GPD Personnel</p> <p style="text-align: center;">GPD Head/OIC; GPD Personnel</p>
<p>4. The client proceeds to the GPD to discuss the details in her request letter.</p> <p>5. The client follows the following NMP procedures:</p>	<p>4. GPD may ask the client to submit additional documents, depending on his/her request.</p> <p>5. GPD proceeds to the processing of the client's request.</p>	<p style="text-align: center;">N/A</p>	<p style="text-align: center;">within 5 days</p>	<p style="text-align: center;">GPD Head/OIC; GPD Personnel</p>
<p>Option 1</p> <ul style="list-style-type: none"> - The client signs the DOD and proceeds to the turnover of collections to be donated. 	<p>Option 1</p> <ul style="list-style-type: none"> - Donation of Specimens (Preparation and Signing of DOD; Turnover of the Collections to be Donated) 	<p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p>	<p style="text-align: center;">within 3 days</p> <p style="text-align: center;">20 minutes</p>	<p style="text-align: center;">GPD Personnel</p>
<p>Option 2</p> <ul style="list-style-type: none"> - The NMP Division concerned gives the specimens to be identified to 	<p>Option 2</p> <ul style="list-style-type: none"> - Identification of specimens (Megascopic Microscopic/ XRD) 			<p style="text-align: center;">GPD Personnel</p>



<p>tion 3</p> <p>GPD.</p> <ul style="list-style-type: none"> - The client/ NMP personnel from other Division proceeds to the holding area and wait for the collections he/she requested. 	<p>tion</p> <ul style="list-style-type: none"> - Controlled Access to collections (Retrieval of Objects Requested) 			
<p>TOTAL</p> <p>Donation of Specimens (external)</p> <p>Identification of Specimens (internal)</p> <p>Controlled Access to Collections (internal/external)</p>			<p>7 days, 2 hours & 10 minutes</p> <p>5 days, 2 hours & 10 minutes</p> <p>2 days, 2 hours & 30 minutes</p>	



PROCESSING OF ON-THE-JOB-TRAINING APPLICATION

On-the-job training, also known as OJT, is a hands-on method of teaching the skills, knowledge, and competencies needed for trainees to perform a specific job within the workplace in the future. It may help students become more familiar with the realities of working, develop and refine their professional self through a placement with an organization.

Office or Division	HUMAN RESOURCE MANAGEMENT DIVISION			
Classification	COMPLEX			
Type of Transaction	G2C – Government to Citizen			
Who may avail	Third Year and/or Fourth Year College; and Grade 12 Senior High School Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Each student trainee must submit the following documents (should be in a long expanding folder):</p> <ol style="list-style-type: none"> 1. Curriculum Vitae; 2. 1 x1 ID photo; 3. Certification of Good Moral Character; 4. Memorandum of Agreement 		<ol style="list-style-type: none"> 1. Student; 2. Student; 3. Student's school/ college/ university 4. Issued by Human Resource Management Division once the requirements are met (The Human Resource Management Division shall fill out the standard Memorandum of Agreement (MOA) stating all provisions to ensure that the program shall be engaged in accordance with the NMP existing rules and regulations) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits Letter of Intent letter addressed to the Director-General with the following details:</p> <ul style="list-style-type: none"> • Name of School/College/University; • Name of Course/Strand; • Required No. of Hours; • Target OJT Schedule (<i>start and end</i>); • Name of Trainees; • Contact Number and 	<p>1.1 Receives letter of intent and curriculum vitae for preparation of 1st Endorsement to the Director-General</p>	None	2 days	1.1 HRMD ADAS II/ AO II
	<p>1.2 Informs concerned School/College/University once the endorseme</p>	None	1 hour	1.2 HRMD AO II



<p>Email Address,</p> <ul style="list-style-type: none"> Together with trainee's curriculum vitae <p>Submits certificate of good moral; 1x1 picture</p>	<p>nt is approved</p>	<p>None</p>	<p>1 hour</p>	<p>2. HRMD AO II</p>
<p>Submits duly signed (by school officials) Memorandum of Agreement (MOA) to the Human Resource Management Division six (6) copies</p>	<p>2. Checks completeness of requirements submitted</p>	<p>None</p>	<p>2 days</p>	<p>3.1 HRMD AO II</p>
<p>Submits duly signed (by school officials) Memorandum of Agreement (MOA) to the Human Resource Management Division six (6) copies</p>	<p>3.1 Receives MOA from concerned school for preparation of 2nd endorsement to Director-General for signature</p>	<p>None</p>	<p>1 hour</p>	<p>3.2 HRMD AO II</p>
<p>4. Submits duly signed and notarized Memorandum of Agreement (MOA) to the Human Resource Management Division six (6) copies</p>	<p>3.2 Informs concerned School/Coll ege/ University to pick-up six (6) copies of signed MOA for notarization</p>	<p>None</p>	<p>1 day</p>	<p>4.1 HRMD AO II</p>
<p>4. Submits duly signed and notarized Memorandum of Agreement (MOA) to the Human Resource Management Division six (6) copies</p>	<p>4.1 Forwards duly signed and notarized Memorandum of Agreement (MOA) to the Records Manageme</p>	<p>None</p>	<p>1 hour</p>	<p>.2 HRMD AO II</p>



	<p>nt Section six (6) copies for barcoding</p> <p>4.2 Informs the concerned School/Coll ege/Univers ity regarding the start of their deployment</p>			
TOTAL		None	5 days and 4 hours	

RESPONSE TO APPLICATIONS FOR VACANT PLANTILLA POSITIONS AT THE NMP

This describes the procedures adapted by the HRMD in handling job applications submitted by individuals who are interested to join NMP.

Office or Division	NMP - Human Resource Management Division-Human Resource Actions and Processes (HRMD – HRAPS)
Classification	Simple
Type of Transaction	G2G (Government to Government) / G2C (Government to Citizen)
Who may avail	<ul style="list-style-type: none"> All divisions within the National Museum of the Philippines (NMP); and General Public candidates who meet the minimum qualifications of the position.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Application letter addressed to the Head of Agency indicating the position applied for, office assignment, item number with complete documentary requirements, as follows:</p> <p>a. Properly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with attached Work Experience Sheet and recent passport-sized photo.</p> <p>The PDS should be subscribed and sworn to before the highest ranking</p>	<ul style="list-style-type: none"> From the applicant From the Applicant <p>PDS Form can be downloaded at http://csc.gov.ph</p>



<p>HRMD in the agency, any officer authorized to administer oath, or a notary public.</p> <p>b. Updated CV/Resume</p> <p>c. Scanned copy of Certificate of Eligibility/ Board rating/ Valid license</p> <p>d. Scanned copies of the Following:</p> <ul style="list-style-type: none"> • Transcript of records (TOR) and Diploma • Certificates of Relevant Seminars/Training Programs attended • Certificate of Employment with duties and responsibilities • Performance Appraisal Ratings at least VS from previous and current employers for the last rating period (if applicable) 	<ul style="list-style-type: none"> • From the Applicant • From the Applicant • From the Applicant • From the Applicant • From the Previous/Present Employer • From the Previous/Present Employer
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Applicant submits the application with complete documentary requirements on or before the deadline set.</p> <p>Hand in or send through email the application letter addressed to ATTY. MA. ROSENNE M. FLORES-AVILA, Deputy Director-General for Administration</p> <p>recruitment@nationalmuseum.gov.ph</p>	<p>1. Upon receipt of the complete documentary requirements, record and assign a unique ID number to the applicant and forwards the application to the Action</p>	<p>None</p>	<p>3 days</p>	<p>Supervising Administrative Officer</p> <p>Alternate: Administrative Officer IV</p>



	<p>Officer In-charge of the vacancy</p> <ol style="list-style-type: none">2. Evaluates the qualifications vis-à-vis the corresponding QS of the position applied in terms of Education, Work Experience, Trainings Attended and Eligibility.3. Draft a reply letter informing the applicant of the status of his/her application if:<ul style="list-style-type: none">- Meets the QS- Did not meet the QS4. Review draft letter reply5. Approve letter reply6. Send letter reply to applicant through email indicating the following:<ul style="list-style-type: none">- If meet			
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	<p>the QS</p> <ul style="list-style-type: none">- Unique Item Number- Name and Description of responsible office/ employee- Date and time of receipt of application			
TOTAL			3 working days upon receipt of complete documents	



1. Technical Assistance for School/Thesis And Other Information Services Request

The National Museum of the Philippines (NMP) as an educational institution extends its technical services by providing museum information to various clients working on studies, researches, and other educational programs and activities.

Office or Division	Museum Services Division – Education and Training Services Section	
Classification	Complex	
Type of Transaction	G2C – Government to Citizen G2B – Government to Business Entity G2G—Government to Government	
Who may avail	All	
Checklist of Requirements	Where To Secure	
1. Official request letter duly signed/endorsed by: 1.1. Teacher/professor for school requests 1.2. Supervisor/Head for agency requests	1. From the requester’s school/office/organization/affiliation	
2. Attachments 2.1. For research project/thesis related requests: 2.1.1. Copy of thesis proposal (Generally, Chapters 1-3), if for thesis requests 2.1.2. Concept Note (with title, objectives, description, timeline, and expected outputs), if for non-thesis 2.1.3. Guide questions if there will be an interview 2.1.4. Company Profile, if non-student 2.1.5. Filled out Project Brief Form 2.1.6. Signed School, Thesis, and other Information Services Guidelines Agreement Form 2.1.7. Other documents that may support the request	Attachments 2.1.1 to 2.1.4, 2.1.7: From the requester’s school/office/organization Attachment 2.1.5 and 2.1.6: From the National Museum Website: www.nationalmuseum.gov.ph/services	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends official request and documentary requirements	1.1 Acknowledges receipt: If by email – replies through email If hand-carried/hard copy – receives by date and time stamping And forwards request to Office of Director General	None	5 minutes	1.1 For email: Office of the Director-General (ODG) - Communications and External Affairs Section (CEAS) - Administrative Officer V (AOV) 1.1 For hand-carried: General Administrative Services Division - Records Management Section (GASD-RMS) Administrative Officer 1 (AOI)
	1.2 Reviews requests, provides instructions and actions and forwards to Museum Services Division (MSD) for assessment and information of processes, requirements, and guidelines, and coordinates with other	None	1 day	2 MSD, Chief Administrative Officer (CAO)



	concerned unit as deemed appropriate			
2. Submits additional documentary requirements and applicable forms	2.1. Reviews/assesses feasibility of request based on submitted requirements then recommends to ODG proposed actions on request	None	1 day	2.1 MSD, Chief Administrative Officer (CAO)
	2.2. Determines final actions on request then endorses to ODG for final approval.	None	4 hours	2.2 Office of the Director-General (ODG), Director-General (DG)
	2.3. Coordinates/endorses approved request to concerned units	None	1 day	2.3 MSD, ETSS, Administrative Officer V (AOV)
	2.4 Informs client of the status of request: If approved - schedule will be defined, If disapproved - refers the client to other agency for	None	30 minutes	2.4 MSD, ETSS, Administrative Officer V (AOV)



	potential assistance and will be asked to evaluate the service extended by NMP.			
	2.5 Provides requested information, then asks client to evaluate the service extended by NMP (For approved requests)	None	1 day	2.5 MSD, ETSS, Administrative Officer V (AOV)
TOTAL TIME:			4 Days, 4 Hours, 35 Minutes	

2. Educational Activity Coordination

This service covers the coordination process in all National Museum of the Philippines (NMP) educational activities implemented covering all disciplines within the mandates of the institution. Areas of coordination may include invitation to participants, management of pre-registration/ registration, preparation of promotional materials (poster, etc.), physical arrangement, AV services, venue reservation, emceeing (if needed), frontline services (ushering), photo-documentation, preparation and distribution of certificates and activity evaluation forms.

Office or Division	Museum Services Division (MSD) – Education and Training Services Section			
Classification	High Technical			
Type of Transaction	G2G – Government to Government			
Who may avail	NMP proponent divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Program/Activity Description Form (1 original)		1. Museum Services Division – Education and Training Services Section (MSD-ETSS)		
CLIENT	AGENCY ACTION	FEES TO	PROCESSING	PERSON



STEPS		BE PAID	TIME	RESPONSIBLE
1. Submits accomplished Activity/Event Description Form together with the approved activity proposal to MSD-ETSS	1.1 Receives the form and checks for completeness of details and attachment/s	None	10 Minutes	1. MSD-Education and Training Services Section (MSD-ETSS) Administrative Officer V (AOV) / Administrative Officer III / Electronics and Communication Equipment Technician II
	1.2 Meets with the proponent staff in-charge of the activity *schedule will depend on the availability of the proponent division's representative	None	1 Hour	
	1.2 Coordinates with proponent divisions during pre – implementation: <ul style="list-style-type: none"> • venue reservation (MSD – Programs and Events Services Section), • venue set-up (Facilities Management Division-FMD), • ushering (Central Museum Visitor Operation Division-CMVOD), • safety and security (Director's Office-Security Section), • janitorial assistance (General Administrative Services Division-GASD), • Audio-visual services / online platform hosting (MSD- Programs 	None	3 Days	



	<p>and Events Services Section),</p> <ul style="list-style-type: none"> • Dry-run of the activity (MSD-Education and Training Services Section) • invitation and pre-registration (proponent) 			
2. Implements the activity	<p>2.1 Provides assistance during the activity implementation</p> <ul style="list-style-type: none"> • registration, • photo-documentation, • distribution of certificates, • distribution and retrieval of activity evaluation forms • other matters, as needed 	None	1 Day (depending on the activity schedule)	
	<p>2.2 Submits accomplished Activity Evaluation Forms to the MSD – Visitor and Volunteer Services Section (VVSS)</p>	None	5 Minutes	
	<p>2.3 Prepares Activity Coordination Report for submission to the MSD Chief Administrative Officer</p>	None	4 Days	
3. Submits accomplished MSD Coordination Evaluation Form to MSD – ETSS	3. Collates the accomplished form	None	5 Minutes	
TOTAL		None	8 Days, 1 Hour and 20 Minutes	



3. Media Coverage And Interview

This service is offered to all media entities who wish to do interviews, video shoots and coverages of the National Museum of the Philippines.

Office or Division	Museum Services Division - Programs and Events Services Section
Classification	Complex
Type of Transaction	G2B – Government to Business Entity G2G—Government to Government
Who may avail	Private and Public Media Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official request letter duly signed/endorsed by Supervisor/Head/Officer of the Company	1. Requester's or Client's office/organization
2. Attachments 2.1. Project Proposal or Concept Note (with title, objectives, description, timeline, and expected outputs) 2.2. Company Profile 2.3. Script and/or Storyboard 2.4. Guide Questions for Interview 2.5. Endorsement Letter, if in partnership or in collaboration with various offices/agencies 2.6. Filled out Application Form 2.7. Signed Media Coverage and Interview Guidelines Agreement Form 2.8. Other documents that may support the request	Attachments 2.1 to 2.5, 2.8: Requester's or Client's office/organization Attachment 2.6 and 2.7: National Museum Website: www.nationalmuseum.gov.ph/services

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends official request and documentary requirements	1.1 Acknowledges receipt: a..if by email – reply through	None	5 minutes	1.1.a For email: Office of the Director-General (ODG) - Communications and External Affairs Section (CEAS) Administrative Officer V (AOV)



	<p>h email</p> <p>b. If hand-carried/ hard copy – receives by date and time stamping</p> <p>1.2 And forwards request to Office of Director General</p>			<p>1.1.b For hand-carried: General Administrative Services Division - Records Management Section (GASD-RMS) Administrative Officer 1 (AOI)</p>
	<p>1.3 Reviews request, provides instructions and actions and forwards to Museum Services Division (MSD) for assessment and information of processes, requirements, and guidelines, and coordinates with other concerned unit as</p>	<p>None</p>	<p>1 day</p>	<p>1.3 Office of the Director-General (ODG), Director-General (DG)</p>



	deemed appropriate			
2. Submits additional documentary requirements and applicable forms	2.1 Reviews/assesses feasibility of request based on submitted requirements then recommends to ODG proposed actions on request	None	1 day	2.1 MSD, Chief Administrative Officer (CAO)
	2.2 Determines final actions on request then endorse to ODG for final approval.	None	4 hours	2.2 MSD, Chief Administrative Officer (CAO)
	2.3 Coordinates/ endorses approved request to concerned units	None	1 day	2.3 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III
3. Conducts coverage and interview as scheduled	2.4 Informs client of the status of request:			
	<p>If approved, schedule will be defined,</p> <p>If disapproved, refers the client</p>	None	30 minutes	2.4 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III



	to other agency for potential assistance and will be asked to evaluate the service extended by NMP.			
	2.5 Asks client to evaluate the service extended by NMP (For approved requests)	None	1 Day	2.5 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III
TOTAL TIME:			4 Days, 4 Hours, 35 Minutes	

4. PHOTO REPRODUCTION OF NMP COLLECTIONS

This service is intended for publication projects in various media that include features on museum collections, which may be for academic and cultural purposes.

Office or Division	Museum Services Division - Programs and Events Services Section	
Classification	Complex	
Type of Transaction	G2B – Government to Business Entity G2G—Government to Government	
Who may avail	Private and Public Media Entities, Researchers, Academic Institutions, Publishing House, Production Company	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Official request letter duly signed/endorsed by Supervisor/Heads/Officer of the Company		1. Requester's/Client's office/organization
2. Attachments 2.1. Project Proposal or Concept Note (with title, objectives, description, timeline, and expected outputs) 2.2. Company Profile		Attachments 2.1 to 2.5, 2.7: Requester's/Client's office/organization Attachment 2.5 and 2.6: National Museum Website: www.nationalmuseum.gov.ph/services



2.3. Manuscript, Script, Storyboard 2.4. Endorsement Letter, if in partnership or in collaboration with various offices/ agencies 2.5. Filled out Application Form 2.6. Signed Photo Reproduction of NMP Collections Guidelines Agreement Form 2.7. Other documents that may support the request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends official request and documentary requirements	1.1 Acknowledges receipt: a. if by email – reply through email b. If hand-carried/hard copy – receives by date and time stamping And 1.2 Forwards request to Office of Director General	None	5 minutes	1.1.a For email: Office of the Director-General (ODG) - Communication and External Affairs Section (CEAS) Administrative Officer V (AOV)
	1.3 Reviews request, provide instructions and actions and forwards to Museum Services Division (MSD) for assessment and informati			1.1.b For hand-carried: GASD -Record Management Section (RMS) Administrative Officer 1 (AOI)
		None	1 day	1.2 Office of the Director-General (ODG), Director-General (DG)



	on of processes, requirements, and guidelines, and coordinates with other concerned unit as deemed appropriate			
2. Submits additional documentary requirements and applicable forms	2.1 Reviews/assesses feasibility of request based on submitted requirements then recommends to ODG proposed actions on request	None	1 day	2.1 MSD, Chief Administrative Officer (CAO)
	2.2 Determines final actions on request then endorses to ODG for final approval. If approved, prepares a Request for Order of Payment form, for signature of DG	None	4 hours	2.2 MSD, Chief Administrative Officer (CAO)
	2.3 Coordinates /	None	1 day	2.3 MSD – Programs and



	<p>endorses approved request to concerned units</p>			<p>Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III</p>
	<p>2.4 Informs client of the status of request:</p> <p>If approved, informs client of the amount to be paid</p> <p>If disapproved, refers the client to other agencies for potential assistance and will be asked to evaluate the service extended by NMP.</p>	None	30 minutes	<p>2.4 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III</p>
3.1 Requests for an Order of Payment	3.1 Prepares Request for Order of Payment Form from the Accounting Section		10 minutes	3.1 Financial Services Division (FSD) - Accounting Section, Head
3.2 Pay Photo Reproduction Fee	3.2 a Issues an Official Receipt upon cash payment	*Refer to schedule of fees	5 minutes	3.2 FSD - Cash Section, Administrative Officer V (AOV)
	If online payment/bank transfer, verifies with the servicing		1 Day	



	bank			
	3.3 Provides client with digital copies of the requested photographs, then asks client to evaluate the service extended by NMP.	None	15 minutes	3.3 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III
TOTAL TIME:			3 Days, 5 Hours, 30 Minutes	

5. Pre-Nuptial, Pre-Debut, And Other Location Shoots

This service pertains to the use of the National Museum physical facilities for location shoots such as pre-nuptial, pre-debut, and other shooting activities.

Office or Division	Museum Services Division - Programs and Events Services Section		
Classification	Complex		
Type of Transaction	G2C – Government to Citizen G2B – Government to Business Entity G2G—Government to Government		
Who may avail	Private individuals, Private and Public Companies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Official request letter duly signed/endorsed by Supervisor/Heads/Officer of the Company		1. Requester's/Client's office/organization	
2. Attachments, if for a company project: 2.1. Project Proposal or Concept Note (with title, objectives, description, timeline, and expected outputs) if for a project 2.2. Company Profile 2.3. Manuscript, Script, Storyboard 2.4. Endorsement Letter, if in partnership or in collaboration with various offices/ agencies 2.5. Filled out Application Form 2.6. Signed Pre-nuptial, Pre-debut, and		Attachments 2.1 to 2.4, 2.7: Requester's/Client's office/organization Attachment 2.5 and 2.6: National Museum Website: www.nationalmuseum.gov.ph/services	



other Location Shoot Guidelines Agreement Form				
2.7. Other documents that may support the request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends official request and documentary requirements	1.1. Acknowledges receipt: a. if by email – reply through email b. If hand-carried/hard copy – receives by date and time stamping And forwards request to Office of Director General	None	5 minutes	1.1.a For email: Office of the Director-General (ODG) Communications and External Affairs Section (CEAS), Administrative Officer V (AOV)
	1.1.b For hand-carried: GASD – Records Management Section (RMS) Administrative Officer 1 (AOI)			
	1.2. Reviews request, provide instructions and actions and forwards to Museum Services Division (MSD) for assessment and information of processes, requirements, and guidelines, and coordinates with other concerned unit as deemed appropriate	None	1 day	1.2 Office of the Director-General (ODG), Director-General (DG)
2. Submits additional documentary requirements and applicable forms	2.1 Reviews/assesses feasibility of request based on submitted requirements then recommends to ODG proposed actions on request	None	1day	2.1 MSD, Chief Administrative Officer (CAO)
	2.2 Determines final actions on request then endorse to ODG for final approval. If approved, prepares a Request for Order of Payment form, for			2.2 MSD, Chief Administrative Officer (CAO)



	signature of DG			
	2.3 Coordinates/ endorses approved request to concerned units	None	1 day	2.3 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III
	2.4 Informs client of the status of request: If approved - informs client of the amount to be paid If disapproved - refers the to other agency for potential assistance and will be asked to evaluate the service extended by NMP	None	30 minutes	2.4 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III
3.1 Requests for an Order of Payment	3.1 Prepares Request for Order of Payment Form from the Accounting Section	*Refer to schedule of fees	10 minutes	3.1 Financial Services Division (FSD) - Accounting Section, Head
3.2 Pay location shoot fee	3.2 Issues an Official Receipt upon cash payment		5 minutes	3.2 FSD - Cash Section, Administrative Officer V (AOV)
	Verifies with the servicing bank, if regarding the online payment/transfer		1 Day	
	3.4. Conducts of shoot, then asks client to evaluate the service extended by NMP	None	1 Day	3.4 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III
TOTAL TIME:			5 Days, 4 Hours, 55 Minutes	



6. Venue Rental


This service caters to NMP agency partners and stakeholders who wishes to conduct their company activities and events at the National Museum venues. It is ideally intended for activities and events that are cultural oriented and museum related.

Office or Division	Museum Services Division - Programs and Events Services Section			
Classification	Complex			
Type of Transaction	G2B – Government to Business Entity G2G—Government to Government			
Who may avail	Private individuals, Private and Public Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official request letter duly signed/endorsed by Supervisor/Heads/Officer of the Company		1. Requester's / Client's office/organization		
2. Attachments: 2.1. Event or Program Proposal (with title, objectives, description, timeline, and expected outputs) 2.2. Company Profile 2.3. Program of Activities 2.4. Events Floor Plan Layout 2.5. Endorsement Letter, if in partnership or in collaboration with various offices/ agencies 2.6. Filled out Application Form 2.7. Signed Venue Rental Guidelines Agreement Form 2.8. Signed Catering Agreement Form 2.9. Other documents that may support the request		Attachments 2.1 to 2.5, 2.9: Requester's / Client's office/organization Attachments 2.6 and 2.7: National Museum Website: www.nationalmuseum.gov.ph/services Attachment 2.8: Museum Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends official request and documentary requirements	1.1. Acknowledges receipt: a. if by email – reply through email	None	5 minutes	1.1.a For email: Office of the Director-General (ODG) Communications and External Affairs Section (CEAS)



	<p>b. If hand-carried/hard copy – receives by date and time stamping</p> <p>And forwards request to Office of Director General</p>			<p>Administrative Officer V (AOV)</p> <p>1.1.b For hand-carried: General Services Division (GASD) – Records Management Section (RMS) Administrative Officer 1 (AOI)</p>
	<p>1.2. Reviews request, provides instructions and actions and forwards to Museum Services Division (MSD) for assessment and information of processes, requirements, and guidelines, and coordinates with other concerned unit as deemed appropriate</p>	None	1 day	<p>1.2 Office of the Director-General (ODG), Director-General (DG)</p>
<p>2. Conducts of ocular inspection and client meeting</p>	<p>2.1. Assists client and discusses policies, guidelines, and processes and make initial assessment of request</p>	None	4 hours	<p>2.1 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III</p>
<p>3. Submits additional documentary requirements and</p>	<p>3.1. Reviews/assesses feasibility of request</p>	None	1day	<p>3.1 MSD, Chief Administrative Officer (CAO)</p>



applicable forms 	based on client meeting and submitted requirements then recommends to ODG proposed actions on request			
	3.2. Determines final actions on request then endorse to ODG for final approval. If approved, prepares a Request for Order of Payment form, for signature of DG	None	4 hours	3.2 MSD, Chief Administrative Officer (CAO)
	3.3. Coordinates/ endorses approved request to concerned units	None	1 day	3.3 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III
	3.4. Informs client of the status of request: If approved, informs client of the amount to be paid and asks to prepare a Memorandum of Agreement (MOA)	None	30 minutes	3.4 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III



	If disapproved, refers the client to other agency for potential assistance and will be asked to evaluate the service extended by NMP			
4. Prepares and submits draft of MOA	4.1.Reviews of draft MOA	None	---	4.1 ODG – Legal Section
5.1 Requests for an Order of Payment 5.2 Pays rental fee	5.1. Prepares Request for Order of Payment Form from the Accounting Section	*Refer to schedule of fees None	10 minutes	5.1 Financial Services Division (FSD) - Accounting Section, Head
	5.2. Issues an Official Receipt upon cash payment		5 minutes	5.2 & 5.3 FSD - Cash Section, Administrative Officer V (AOV)
	5.3. Issues an Official Receipt upon verification of payment through online or bank transfer		5 minutes	
	5.4. Conducts of shoot, then asks client to evaluate the service extended by NMP	None	1 Day	5.4 MSD – Programs and Events Services Section (PESS), Information Officer III / Administrative Officer I / Administrative Assistant III
TOTAL TIME:			5 Days, 55 Minutes	



7. Reference Service

Reference service is provided by the librarians to help library users in their search and retrieval of the information they need. Through a reference interview, the librarians will be able to identify the appropriate data or information that a user needs, provide the direction or location of the relevant, if not the right, reference materials or sources of information.

Office or Division	Museum Services Division – Central Library and Archives Section			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government			
Who may avail	All			
Checklist Of Requirements		Where To Secure		
None		NA		
Client Steps	Agency Action	Fees To Be Paid	Processing Time	Person Responsible
1. Registers in the Library User's logbook at the Reference Desk	1.1. Assists user in filling out the information	None	1 minute	1.1 MSD - Librarian at Reference Desk
2. Asks query to the librarian on duty or through on-line	2.1. Assesses the reference question 2.2 Conducts reference interview for clarification, if needed 2.3 Replies via online, if reference question came through online channel	None	4 minutes	2. MSD - Librarian at Reference Desk
3. Receives answer to query	3.. Provides the Actual reference material and/or assistance	None	10 minutes	3. MSD - Librarian at Reference Desk



	(e.g. how to navigate the library and browse its resources, how to use the library catalog, etc.) that the user needs			
4. Receives further reference assistance, if applicable	4. Provides guidance on how to access related information from the internet or external resources from other libraries or resources centers.	None	15 minutes	4. Librarian at Reference Desk
TOTAL			30 minutes	

8. Circulation Service

Circulation service provides lending of library materials to library users. This service aims to provide efficient ways of borrowing and returning of books and other library materials that is convenient to the library users. This service also observes the proper organization (i.e. shelving and re-shelving) and maintenance of books and other library materials in the shelves.

Office or Division	Museum Services Division – Central Library and Archives Section			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government			
Who May Avail	National Museum of the Philippines Employees			
Checklist Of Requirements		Where To Secure		
1. Library borrower's slip		1. Central Library and Archives Section – Circulation Desk		
Client Steps	Agency Action	Fees To Be Paid	Processing Time	Person Responsible
1. Brings the book/s for borrowing to the circulation desk and hand it to the librarian on duty.	1. Receives book/s and hand over a library borrower's slip	None	1 minute	1. MSD - Librarian at Circulation Desk



2. Receives the library borrower's slip from the librarian and fill out the needed information	2.1 Checks for the completeness and accuracy of the details provided by the borrower	None	2 minutes	2. MSD - Librarian at Circulation Desk
	2.2 Provides the due date, affix signature, and detaches the borrower's copy of the library borrower's slip to be given to the borrower		3 minutes	
3. Receives the borrower's copy of the filled-out library borrower's slip together with the book/s for borrowing	3. Files the library's copy of the library borrower's slip	None	2 minutes	3. MSD - Librarian at Circulation Desk
4. Returns the book/s on or before the due date together with the borrowing slip issued by the librarian. NOTE : Loaned library resources are subject to recall whenever needed.	4.1 Checks the book/s for any damage upon return.	None	2 minutes	4. MSD - Librarian at Circulation Desk
	4.2 Look for the library's copy of the library borrower's slip retrieved from the file.		2 minutes	
	4.2 Attaches the borrower's copy to library's copy of the library borrower's slip retrieved from the file. May issue a recall slip if the borrower failed to return the book on the due date.		1 minute	
5. Requests for renewal or extension of due date by presenting the slip issued by the librarian.	5. Updates the due date indicated in the library borrower's slip, both in the library's copy and	None	2 minutes	5. MSD - Librarian at Circulation Desk



The said renewal or extension will be granted only if there is no pending request for the same book/s from other employees.	borrower's copy.			
TOTAL			15 minutes	

9. Preparation Of Activity/Program Evaluation Statistical Report

Upon receiving retrieved activity/program evaluation forms, collated data will be included in a statistical report.

Office or Division	Museum Services Division - Visitor and Volunteer Services Section (VVSS)			
Classification	Highly Technical			
Type of Transaction	G2C – Government to Citizen G2G—Government to Government			
Who may avail	External and Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Retrieved activity/program evaluation forms		1. MSD – Volunteer and Visitor Services Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Answers activity evaluation form	1. Collates retrieved evaluation forms	None	3 Days	MSD - VVSS, Administrative Officer I (AOI)
2. Submits activity evaluation form	2. Prepares statistical report	None	5 Days	
TOTAL			8 days	

10. VISITOR SURVEY DISTRIBUTION AND RETRIEVAL

Visitor survey forms are randomly distributed to NMP visitors to evaluate their visit to the museum. Consequently, staff will retrieve the forms for collation.

Office or Division	Museum Services Division - Visitor and Volunteer Services Section
Classification	Simple
Type of Transaction	G2C – Government to Citizen
Who may avail	Museum Visitors



Checklist Of Requirements		Where To Secure		
1. NM Visitor Survey Form		1. Museum Services Division - Visitor and Volunteer Services Section (VVSS)		
Client Steps	Agency Action	Fees To Be Paid	Processing Time	Person Responsible
1. Receives survey form	1. Distributes survey form to visitor	None	5 minutes	MSD - VVSS, Administrative Officer I (AOI)
2. Answers survey form	None	None	5 minutes	
3. Returns survey form	3. Retrieves survey form from visitor	None	5 minutes	
TOTAL			15 Minutes	

12. Visitor Survey Tallying And Collation

Visitor survey forms are tallied for collation of data.

Office or Division	Museum Services Division - Visitor and Volunteer Services Section			
Classification	Highly Technical			
Type of Transaction	G2C – Government to Citizen G2G—Government to Government			
Who may avail	Internal Clients Other government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Retrieved NM Visitor survey forms		1. Museum Services Division - Visitor and Volunteer Services Section (VVSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits answered/completed survey form	1.1 Tallies retrieved survey forms	None	5 Days	1. MSD – VVSS, Administrative Officer I (AOI)
	1.2. Collates tallied survey forms		5 Days	
TOTAL			10 Days	

13. Interpretation Of Activity/Program Evaluation Statistical Report



Data and statistics will then be interpreted in a report.

Office or Division	Museum Services Division - Visitor and Volunteer Services Section			
Classification	Highly Technical			
Type of Transaction	G2C – Government to Citizen G2G—Government to Government			
Who may avail	Internal Clients Other Government Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Statistics of activity/program evaluation forms collated		1. Museum Services Division - Visitor and Volunteer Services Section (VVSS)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits answered/completed activity evaluation form	1. Interprets data from activity/program evaluation forms	None	10 days	1. MSD - VVSS, Administrative Officer IV
TOTAL			10 Days	



1. Technical Assistance: Resource Person for Workshops, Seminars, Conferences Interviews, Thesis Advising, etc.

In support of the mandate and functions of the National Museum of the Philippines, the Maritime and Underwater Cultural Heritage Division (MUCHD) provides assistance to relevant stakeholders (individual researchers, government agencies, educational institutions, private organizations, etc.) requesting expertise in the field of Philippine maritime and underwater archaeology, covering pre-historical and historical sites. The assistance shall cover provision of resource person for sharing of information, expertise, instruction, skills training, and transmission of knowledge to individuals or groups done inside and outside the premises of National Museum of the Philippines.

Office or Division	Maritime and Underwater Cultural Heritage Division			
Classification	Highly Technical			
Type of Transaction	G2C, G2G, G2B			
Who may avail	All (Government Offices, Private Organizations, Research Institutions, Educational Institutions, Students, Researchers, Professionals)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter approved by Director-General (1 original copy)		1. Office of the Director-General (ODG)		
2. Evaluation Form (1 original copy)		2. MUCHD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter of Request addressed to Head of the Agency (ODG) through any of the following medium: a. Email b. Courier c. Hand-carried	1. Receives letter of request thru email, courier, or hand-carry then forward to ODG.	None	15 minutes	1.1 For Email: ODG Communication s and External Affairs Section (CEAS) Administrative Officer V
		None	1 day	For Courier and Hand-carried letters: General Administrative Services Division Records Section (GASD)Administrative Officer I 1.2 ODG-CEAS



	<p>2. Assesses the request letter for approval of the Director-General</p> <p>1.2.1. If request is denied, sends letter of regret to the client. The process ends here.</p> <p>1.2.2. If approved, appoints responsible Division to assist or act on the request.</p> <p>1.3. Reviews/ evaluates the request then delegate to the concerned MUCHD personnel for appropriate action.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>15 minutes</p> <p>15 minutes</p> <p>2 days</p>	<p>Administrative Officer V</p> <p>1.3 MUCHD Officer-in-Charge</p>
2. Acknowledges and communicates request through email or letter.	<p>2.1. Assesses the request and contacts the client for clarifications/ additional information.</p> <p>2.2. Makes the necessary arrangements/ preparations based on the requested technical assistance.</p>	<p>None</p> <p>None</p>	<p>1 day</p> <p>10 days</p>	<p>2.1 MUCHD Senior Museum Researcher/ Museum Researcher II/ Museum Technician II/ Administrative Officer III</p> <p>2.2 MUCHD Senior Museum Researcher/ Museum Researcher II/ Museum Technician II/ Administrative Officer III</p>
3. Seeks the desired assistance requested from the MUCHD personnel.	3. Conducts/ facilitates the requested technical assistance.	None	5 days	3. MUCHD Senior Museum Researcher/ Museum Researcher II/



2.

				Museum Technician II/ Administrative Officer III
4. Signs the Evaluation Form issued by MUCHD personnel.	4. Issues Evaluation Form	None	3 minutes	4. MUCHD Senior Museum Researcher/ Museum Researcher II/ Museum Technician II/ Administrative Officer III
TOTAL		None	19 days and 48 minutes	

Technical Assistance: Resource Person for the Survey, Excavation, and Management of Underwater Archaeological Sites

In support of the mandate and functions of the National Museum of the Philippines, the Maritime and Underwater Cultural Heritage Division (MUCHD) provides assistance to relevant stakeholders (individual researchers, government agencies, educational institutions, private organizations, etc.) requesting expertise in the field of Philippine maritime and underwater archaeology, covering pre-historical and historical sites. The assistance shall cover provision of resource person for the management of declared underwater cultural heritage sites including archaeological surveys, investigations, monitoring, and maintenance.

****Subject to change based on discussions and agreement between NCCA and NMP***

Office or Division	Maritime and Underwater Cultural Heritage Division			
Classification	Highly Technical			
Type of Transaction	G2C, G2G, G2B			
Who may avail	All (Government Offices, Private Organizations, Research Institutions, Educational Institutions, Students, Researchers, Professionals, [local or foreign])			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Letter attached with project proposal addressed to Director-General (1 original copy)		1. Office of the Director-General (ODG)		
2. Permit (1 original copy and 1 photocopy)		2. National Commission for Culture and the Arts (NCCA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter Request attached with project proposal to the Head of the Agency (ODG) through any of the	1. Receives letter of request thru email, courier, or hand-carry then forward to ODG.	None	15 minutes	1.1 For Email: ODG Communication s and External Affairs Section (CEAS) Administrative



following medium: a. Email b. Courier c. Hand-carried				Officer V
				For Courier and Hand-carried letters: General Administrative Services Division Records Management Section (GASD-RMS) Administrative Officer I
		None	3 hours	1.2 ODG-CEAS Administrative Officer V
	2. Assesses the request letter then forwards the documents to concerned division.	None	1 day	1.3 MUCHD Officer-in-Charge
	3. Reviews/ evaluates the request then delegate to the concerned MUCHD personnel for appropriate action.	None	2 days	1.4 MUCHD Senior Museum Researcher/Museum Researcher II
	4. Assesses the request, prepares recommendation, and submits to the ODG for appropriate action.	None	2 hours	1.5 ODG Director-General
	None	15 minutes	1.5.1 ODG-CEAS Administrative Officer V	
5. Reviews recommendation.	None	2 hours	1.5.2 ODG-CEAS Administrative Officer V	
1.5.1. If denied, sends letter of regret to the client. The				



	process ends here. 1.5.2. If approved, prepares and sends endorsement to NCCA, cc MUCHD			
2. Secures permit from NCCA	1. Processes/ Issues permit for request	*Note that there is still no official guidelines to date from NCCA for processing of permits of underwater research activities		2. NCCA
3. Communicates and provides issued permit.	3.1. Makes the necessary arrangements/preparations based on the requested technical assistance	None	3 days	3. MUCHD Senior Museum Researcher/ Museum Researcher II/ Museum Technician II/ Administrative Officer III
	3.2. Prepares and reviews the MOA	None	2 days	3.2 ODG-Legal Section Attorney II/Legal Assistant III
4. Seeks the desired assistance requested.	4.1. Conducts/ Facilitates the requested technical assistance.	Hazard pay: Php700/day per person Daily Travel Expenses (DTE) per destination/ Per diem: Regions I, II, III, V, VIII, IX, XII, XIII, ARMM- Php1,500.00 Cordillera Administrative Region, Regions VI, VII, X, XI- Php1,800.00	10 days	4. MUCHD Senior Museum Researcher/ Museum Researcher II/ Museum Technician II/ Administrative Officer III



		NCR, Regions IV-A, IV-B-Php 2,200.00		
	TOTAL	Hazard pay: Php700/day /person Daily Travel Expenses (DTE) per destination/ Per diem: Regions I, II, III, V, VIII, IX, XII, XIII, ARMM- Php1,500.0 0 Cordillera Administrati ve Region, Regions VI, VII, X, XI- Php1,800.0 0 NCR, Regions IV- A, IV-B-Php 2,200.00	NMP: 18 days 7 hours 15 minutes NCCA: Permit processing	

3. Technical Assistance: Access to Collections

In support of the mandate and functions of the National Museum of the Philippines, the Maritime and Underwater Cultural Heritage Division (MUCHD) provides assistance to relevant stakeholders (individual researchers, government agencies, educational institutions, private organizations, etc.) requesting expertise in the field of Philippine maritime and underwater archaeology, covering pre-historical and historical sites. The assistance shall cover provision of collection access including loan, export, and analysis of maritime and underwater cultural heritage collections.

****Subject to change based on discussions and agreement between NCCA and NMP***

Office or Division	Maritime and Underwater Cultural Heritage Division
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Classification	Highly Technical			
Type of Transaction	G2C, G2G, G2B			
Who may avail	All (Government Offices, Private Organizations, Research Institutions, Educational Institutions, Students, Researchers, Professionals)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Request Letter addressed to Director- General attached with research proposal, object list of materials to be analyzed/loaned/exported (1 original copy)		1. Office of the Director-General (ODG) Communications and External Affairs Section (CEAS)		
2.1. For National Museum Research Affiliate/Associate/Fellow: -Valid documents on National Museum Research affiliation status (Affiliate/Associate/Fellow) (1 photocopy)		2.1. Research, Conservation, and Collection Management Division (RCCMD)		
2.2. For non-NMP-affiliated researchers: -Approved and notarized memorandum of Agreement (MOA) with external collaborators / partners for approved projects (1 original copy)		2.2. ODG Legal Unit		
For Export of Collections				
3. Export Permit (For export of collections) (one (1) original copy and one (1) photocopy)		3. RCCMD, National Commission for Culture and the Arts (NCCA)		
4. Loan Agreement (For Loan of Collections) (one (1) original copy and one (1) photocopy)		4. RCCMD		
For Loan of Collections				
5. Loan Agreement (For Loan of Collections) (one (1) original copy and one (1) photocopy)		5. RCCMD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter Request attached with research proposal, object list of materials to be analyzed/loaned/exported to the Head of the Agency (ODG) through any of the following medium:	1. Receives letter of request thru email, courier, or hand-carry then forward to ODG.	None	15 minutes	1.1 For Email: ODG Communications and External Affairs Section (CEAS) Administrative Officer V For Courier and Hand-carried



<p>a. Email b. Courier c. Hand-carried</p>	<p>2. Assesses the request letter then forwards the documents to concerned division.</p> <p>3. Reviews/ evaluates the request then delegate to the concerned MUCHD personnel for appropriate action.</p> <p>4. Assesses the request, prepares recommendation, and submit to the ODG for appropriate action.</p> <p>5. Reviews recommendation.</p> <p style="padding-left: 40px;">1.5.1. If denied, sends letter of regret to the client. The process ends here.</p> <p style="padding-left: 40px;">1.5.2. If approved, forwards to MUCHD for the processing of request.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>3 hours</p> <p>1 day</p> <p>2 days</p> <p>1 day</p> <p>15 minutes</p> <p>15 minutes</p>	<p>letters: General Administrative Services Division Records Section (GASD)Administrative Officer I</p> <p>1.2 MUCHD Officer-in-Charge</p> <p>1.3 MUCHD Senior Museum Researcher/Museum Researcher II</p> <p>1.4 ODG-CEAS Administrative Officer V</p> <p>1.5 ODG Director-General</p> <p>1.5.1 ODG-CEAS Administrative Officer V</p> <p>1.5.2 ODG-CEAS Administrative Officer V</p>
<p>2. Coordinates with MUCHD personnel for the</p>	<p>2.1. Assesses and processes the request which</p>	<p>None</p>	<p>10 days</p>	<p>2.1 Senior Museum Researcher/Museum Researcher II</p>



accomplishment/issuance of relevant documents.	includes coordination with concerned division for processing of relevant documents (i.e. MOA, gate pass, etc.):			um Researcher II, MUCHD
	2.1.1. For Loan of Collections, processes the loan agreement	None	5 days	2.1.1 RCCMD Administrative Officer V
	2.1.2. For Export of Collections, processes the following: a. Loan Agreement	None	5 days	2.1.2.a RCCMD Administrative Officer V
	b. Export Permit	From NCCA guidelines: Application fee for Certificate of Non-Coverage: Php 50.00 Certificate Fee: Php250.00 Permanent Export Permit Fee: Php50.00 and 10% of the insured or acquired value or Php 1,000.00 whichever	From NCCA guidelines: 60 days	2.1.2.b NCCA



		is higher in value		
		Temporary Export Permit Fee: Php50.00		
	TOTAL	NMP: none NCCA: Temporary Export Permit: Php 350.00 Permanent Export Permit: Php 350.00 and 10% of the insured or acquired value or Php 1,000.00 whichever is higher in value	NMP: 19 days 3 hours 30 minutes NCCA: 60 days	



LEGAL UNIT – Citizen’s Charter

1. REQUEST FOR PREPARATION OF CONTRACT OF SERVICE

To ensure continuous and efficient delivery of government services, particularly those projects and programs which require personnel with specific skills and expertise, the Legal Unit prepares and drafts Contract of Service (COS) for any prospected COS Personnel hired by the National Museum.

Office or Division	Legal Unit
Classification	Complex
Type of Transaction	G2C – Government to Citizen
Who may avail	COS employees only
CHECKLISTS OF REQUIREMENTS	
WHERE TO SECURE	
1. Request for Contract Preparation; Request for Hiring; Certification; Terms of Reference, Assessment Form	1. Human Resource Division
2. Certificate of Availability of Funds	2. Budget Division
3. PDS Form, Resume, NBI Clearance, Gov’t IDs	3. Client

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1.Submits the required documents	1.1 Receives and inspects the documents for completeness;	None	5 minutes	1.1.1. Office of the Director-General – Legal Section - Administrative Assistant III or Legal Assistant III
	1.1.1 If incomplete, the same shall be returned to the client;			
	1.1.2. If the requirements are complete - endorses the documents to the Head Legal/OIC	None	5 Minutes	1.1.2. Office of the Director-General – Legal Section - Administrative Assistant III or Legal Assistant III
	1.2. Assigns the submitted documents to the respective Legal Assistant for Contract Preparation	None	5 Minutes	1.2. Office of the Director-General – Legal Section - Head Legal/OIC
	1.3. Contract	None	2 days	1.3. Office of



	Preparation			the Director-General – Legal Section - Legal Assistant III
	1.4. Reviews and Approves the Draft Contract	None	1 day	1.4. Office of the Director-General – Legal Section - Head Legal/OIC
	1.5. Informs the client to get and sign the contract	None	5 Minutes	1.5 Office of the Director-General – Legal Section - Administrative Assistant III
2. Receives the contract personally or thru his/her authorized representative	2.Transmits the contract	None	5 minutes	2. Office of the Director-General – Legal Section Administrative Assistant III
TOTAL			3 days 25 mins	

2.

REQUEST FOR CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

The Certificate of No Pending Administrative Case is being issued to an employee of the Museum to certify that the subject employee has no pending administrative case. This certificate is necessary before the approval/grant of applicable leave benefits, retirement, resignation and other official purposes. Considering that part of the functions of the Legal Unit is to monitor the administrative cases filed against the Museum’s employees, it necessarily has the capacity to determine whether or not a Certificate of No Pending Case may be issued to the requesting employee.

Office or Division	Legal Unit
Classification	Simple
Type of Transaction	G2C
Who may avail	NMP employees only
CHECKLISTS OF REQUIREMENTS	
WHERE TO SECURE	
1. Request for Certificate of No Pending Case (Form No. LU-01)	1. Legal Unit
2. Request Letter	2. Client
2. Authorization letter for the representative	3. Client
3. Photocopy of the representative’s ID	4. Client

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1.Submits the required	1. Receives and inspects	None	5 minutes	1.1. Office of the Director-



3.

documents	the documents for completeness;			General – Legal Section Administrative Assistant III or Legal Assistant III
	1.1 If incomplete, it shall be returned to the client;			
	1.2. If complete, the request will be endorsed to the Head Legal/OIC	None	5 minutes	1.2. Office of the Director-General – Legal Section Administrative Assistant III or Legal Assistant III
	2. Determines whether or not a Certificate of No Pending Case shall be issued to the client	None	1 hour	Office of the Director-General – Legal Section Head Legal/OIC
2. Receives his/her Certificate of No Pending Case	2. Gives the certificate	None	5 minutes	2. Office of the Director-General – Legal Section Administrative Assistant III
TOTAL			1 hour & 15 mins	

REQUEST FOR MOA/MOU/Contract Review

As the legal arm of the National Museum, the Legal Unit conducts review of proposed Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and Contracts. Through such process, the Legal Unit analyzes and reviews the provisions of any proposed MOA, MOU, or Contract in order to determine their legality and feasibility.

Office or Division	Legal Unit
Classification	Complex
Type of Transaction	G2C or G2G
Who may avail	Clients or Concerned NMP Divisions
CHECKLISTS OF REQUIREMENTS	
1. MOA/Contract subject of the review	1. Client or subject Division
2. Request Letter, if any	2. Client or subject Division
2. Attachments, if any	3. Client or subject Division

Client Steps	Agency Actions	Fees to	Processing	Person
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		be paid	Time	Responsible
1. Submits the required documents	1. Receives and inspects the documents for completeness;	None	5 minutes	1.1. Office of the Director-General – Legal Section Administrative Assistant III or Legal Assistant III
	1.1 If incomplete, it shall be returned to the client or Division concerned;			
	1.2. If complete, the request will be endorsed to the Head of Legal/OIC	None	5 minutes	1.2. Office of the Director-General – Legal Section Administrative Assistant III or Legal Assistant III
	2. Assigns the subject MOU/MOA/Contract to the respective Legal Assistant	None	5 Minutes	2. Office of the Director-General – Legal Section Head of Legal/OIC
	3. Reviews the subject MOA/Contract	None	2 days	3. Office of the Director-General – Legal Section Legal Assistant III
	4. Revise, reverse, confirms or modify the findings and recommendations of the Legal Assistant relative to the initial review	None	1 day	4. Office of the Director-General – Legal Section Head Legal/OIC
2. Receives the MOA/Contract with comments and recommendations	2. Have the reviewed MOA/Contract received by the client or Division concerned	None	5 minutes	2. Office of the Director-General – Legal Section Administrative Assistant III
TOTAL			3 days & 20 mins	



Request for Agency Performance Reports

This service details the procedure on how NMP Offices & Employees and other government agencies may request Agency Performance Reports from the Planning, Management and Information System Section.

Office or Division:	Planning, Management and Information System Section					
Classification:	Complex					
Type of Transaction:	G2G – Government to Government					
Who may avail:	NMP Offices and Employees Other Government Agencies					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
Email request detailing the following information:				Requesting party (Client)		
1. Purpose of the request						
2. Subject and period of agency performance data						
3. Date needed by						
No.	CLIENT STEPS	No.	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Emails request to PMISS		Acknowledges receipt of request and reviews the nature of request	None	5 minutes	1.1 Office of the Director-General (ODGA) PMISS Planning Officer II
		1.2	Verifies availability of data request in the PMISS database	None	10 minutes	1.2.a ODG – PMISS Planning Officer



			<p>If the report/data:</p> <p>a. is readily available within the PMISS, then the Planning Officer shall gather the data for consolidation</p> <p>b. is not available within PMISS database, data will be gathered from the different Divisions. PMISS will prepare data request signed by the DDGA/DG for NMP Offices with appropriate deadline; and disseminate to relevant divisions</p>	None	<p>1-3 hours</p> <p>1-3 hours</p>	<p>1.2.b ODG – PMISS Planning Officer</p>
		1.3	Prepares report/data sought by the requesting party and forwards to the PMISS	None	1-5 day/s	NMP Divisions/Sections relevant to the data request
		1.4	Prepares consolidated report based on the gathered data and forwards to the PMISS Section Head for approval	None	1-3 hours	4 ODG-PMISS Planning Officer
	receives authenticated copy and acknowledges receipt of the report	2.	Forwards the report to client upon its approval	None	10 minutes	<p>2. ODG-PMISS Planning Officer II</p> <p>IP Divisions/Sections relevant to the data request</p>
TOTAL FEES TO BE PAID:		None				
TOTAL PROCESSING TIME:		hour 25 minutes – 5 days (depends if data will be gathered from divisions)				
<p>Note: Preparation of consolidated report timeframe (1.5) shall begin upon receipt of data from the responsible divisions/sections</p>						



1. Media Coverage and Interview

This service is offered to all media entities who wish to do interviews, video shoots and coverages with the National Museum of the Philippines - Regional, Area, and Site Museums and Satellite Offices (RASMSOs).

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)			
Classification	Complex			
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter of Intent 2. Script / Storyline / Story Board / Interview Guide Question 3. Application Form 4. Guidelines on Media Coverage and Interviews 		RAOD - RASMSOs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Acknowledges receipt of notice and fills-out given forms	1.1. If approved, receives instructions from the Office of the Director-General to provide clients with the following documents: Application Form and signed Guidelines on Media Coverage and Interviews	None	1 Day	1.1 RAOD-Administrative Officer III and RASMSO -OIC
	1.2. If disapproved, informs client of the specific reason and the process ends here.	None	10 minutes	1.2 RAOD CO Admin. Officer III and RASMSO OIC
2. Submits filled-out Application Form and signs	2.1 Receives the documents, checks its	None	1 day	2.1 RASMSO-SAO/AO/OIC



Guidelines on Media Coverage and Interviews for assessment and verification	completeness and submits to the Office of the Director-General for signature			
	2.3 Books the schedule in the calendar and reserves the area	None	5 minutes	
	2.4 Coordinates with the concerned divisions for technical assistance and key person/s to be interviewed	None	1 day	
3. Conducts actual coverage / interview on the scheduled date	3.1 Oversees the entire shoot	None	6 Hours (10:00 am – 4:00 pm)	3.1 RAOD - RASMSOs SAO/AO/OIC
4. Fills-out the MSD Coordination Evaluation Form and return to the overseeing staff	4.1 Issues the MSD Coordination Evaluation Form	None	5 minutes	4.1 RAOD - RASMSOs SAO/AO/OIC
TOTAL			3 Days, 6 hours & 20 Minutes	



2. Prenuptial / Predebut Photo Shoots

This process is open to all clients interested to use the museum as venue of their prenuptial or predebut

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent 2. Application Form 3. Guidelines on Prenuptial / Predebut Photo Shoot		RAOD – RASMSOs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Acknowledges receipt of notice and fills-out given forms	1.1 If approved, receives instruction from the Director-General's Office to provide clients with the following documents: Application Form and signed Guidelines on Photo Reproduction Request 1.2 If disapproved, informs client of the specific reason and the process ends here.	NONE	1 Day	1.1 RAOD -CAO, AO and RASMSO-SAO/AO/OIC
2. Submits filled-out application form and signs Guidelines on Prenuptial / Predebut Photo Shoots for assessment and verification	2. Receives the required documents and checks completeness. Prepares Request for Order of Payment and submits to the Office of the Directors General for signature	NONE	1 Day	2. RASMSO-SAO/AO/OIC



3. Secures Order of Payment	3.1 Checks the document for completeness. 3.2 Issues Order of Payment	None	10 minutes	3. RASMSO-SAO/AO/OIC
4. Pays required fees and secures Official Receipt upon payment	4. Accepts payment based on the Order of Payment and issues Official Receipt	₱5,000.00	10 minutes	4. RAOD – RASMSO-Collecting Officer
5. Conducts shoot on the reserved date	5. Oversees the entire shoot	NONE	7 Hours (9:00 am – 4:00 pm)	5. RASMSO-SAO/AO/OIC
6. Fills-out the MSD Coordination Evaluation Form and returns to the overseeing staff	6. Issues MSD Coordination Evaluation Form	NONE	5 minutes	6. RASMSO-SAO/AO/OIC
TOTAL		P5,000.00	2 Days, 7 Hours & 25 Minutes	

3. TECHNICAL ASSISTANCE (RAOD-CENTRAL OFFICE)

Conduct of exhibition, training, seminar, workshop, lecture, including building/ facilities, collection maintenance in a collaborative effort with other divisions concerned.

Office or Division	RAOD – CENTRAL OFFICE			
Classification	Highly Technical			
Type of Transaction	G2G – Government to Government			
Who may avail	NM Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Proposal or Reports		Division concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Advances notice from divisions concerned along with the submission of Project Proposal to be reviewed and approved by	1. Receives notice and designates/ assigns RAOD personnel who will be in charge on the coordination and travel to Regional Museum	None	30 minutes	1. RAOD-CAO



<p>the DDG for Museums and the DG</p> <p>2. Calls for a meeting for tasking</p> <p>3. Finalizes the Project Proposal for approval</p> <p>4. Arranges meeting per result of the finalized and approved proposal</p>	<p>2. Coordinates with the Regional Museums for planning of different activities assigned</p> <p>3. Prepares and processes official documents for travel</p> <p>4.1 Coordinates with the Regional Museums for implementation of the project</p> <p>4.2 Follows up to the Regional Museum for the initial preparations for the project</p> <p>4.3 Continuous coordination up to implementation</p>	<p>30 minutes</p> <p>30 minutes (RAOD only)</p> <p>30 minutes</p> <p>30 minutes</p> <p>20 minutes per call, for 5 days</p>	<p>2. RAOD -CAO, Administrative Officers</p> <p>3. RAOD Administrative Officers</p> <p>4.1 RAOD-CAO, Administrative Officers</p> <p>4.2 RAOD -CAO, Administrative Officers</p> <p>4.3 RAOD-CAO, Administrative Officers</p>
TOTAL			5 days, 3hrs and 30 minutes



**REGIONAL, AREA, SITE MUSEUMS
AND SATELLITE OFFICES**
External Services



1. Bookings of Museum Tours

Booking of a group of 20 or more viewers are required to book their visits either thru phone calls or by means of visiting the RASMSOs.

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)			
Classification	Simple			
Type of Transaction	G2C, G2B, G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Calls the IRT (Information Reservations Team)	1. Receives calls from client	None	3 minutes	1. RASMSO Museum Guide
2. Provides details (name of school or group, date and time of visit and no. of visitors)	2. Logs client information in the Reservation Logbook	None	15 minutes	2. RASMSO Museum Guide
TOTAL			18 minutes	

2. Photo Documentation / Reproduction Request

The NMP 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 our unique to the cultural heritage of the Filipino people and the natural history of the Philippines. These services prescribed the procedures to follow when conducting photo documentation or request for reproduction of museum collections on display or of the museum building and site.

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)
Classification	Simple
Type of Transaction	G2C, G2B, G2G
Who may avail	Researchers / Students / Government Units



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		Research / Students		
Application Form		RASMSOs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter of Intent Endorsed by Schools	1.1 Accepts letter of intent, and verifies its validity of its purpose	NONE	10 minutes	1.1 RASMSO Head/OIC
	1.2 Forwards request to the Central Office through MSD at inquiry@nationalmuseum.gov.ph		5 minutes	1.2 RASMSO Head/OIC
	1.3 Receives email, print and forward printed copy to the Director's Office for review and approval		5 minutes	1.3 ODG-CEAS Admin Officer V / MSD Admin. Officer I
	1.4 Reviews and approves/disapproves request		15 minutes	1.4 ODG Director-General
	1.5 Notifies the RAOD CO Chief by providing a copy with approval/disapproval		15 minutes	1.5 ODG Secretary
	1.6 Forwards scanned copy of approved/disapproved request to RASMSO concerned		10 minutes	1.6 RAOD CO, Administrative Officer III
2. Conducts Photo documentation	2.1 Informs the client about the approved/disapproved application	10 minutes		2.1 RASMSO Head/OIC
	2.2 Assists the client	1 hour		2.2 RASMSO Head/OIC, Information Officer, Museum Guide and Museum Technician
TOTAL			2hrs and 10 minutes	

3.

This is available to anyone who wants to conduct a photo/video shoot activities in the Regional, Area, and Site Museums and Satellite Offices. Media coverage and interviews conducted in the NM are also covered by this service.



Office or Division		Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)		
Classification		Simple		
Type of Transaction		G2C, G2B, G2G		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter of Request /Intent 2. Application form for events 3. Filling up/ Submission of forms for the following: <ol style="list-style-type: none"> a. Guidelines on photo & video shoot b. Guidelines on pre-nuptial and pre-debut photo shoots c. Guidelines on the use of National Museum venues d. Rules for Media Coverage and Interviews 		Client/ Applicant RASMSO RASMSO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits letter of request/ intent	1.1 Accepts request check the availability of date	Ranging from 5,000 to 30,000 depending on the location	10 minutes	1.1 RASMSO Head/OIC
1.2 Forwards through email the letter of intent to the MSD at inquiry@nationalmuseum.gov.ph	1.2 Prints the letter and Forward to the Office of the DG		5 minutes	1.2 ODG-CEAS Admin. Officer V or MSD Admin. Officer I
	1.3 Reviews and approves/d isapproves the request		10 minutes	1.3 Office of the Director-General (ODG) Director-General (DG)
			10 minutes	1.4 ODG Secretary
			10 minutes	1.5 RAOD AO



2. Pays the required amount	1.4 Provides RAOD a printed copy of approved/disapproved request	5 minutes	III 1.6 RASMSO Supervising Admin. Officer/OIC, AO	
	1.5 Sends / emails approved request to RASMSO	10 minutes	1.7 RAOD AO III	
	1.6 Prepares Order of Payment (except for media coverage), to be signed by the client and forward the same to the RAOD Central Office	10 minutes	1.8 Office of the Director-General Director-General	
	3. Allow client to proceed with the activity	1.7 Prints and forwards the same to the Office of the Director-General for signature/approval	5 minutes	1.9 RAOD AO III
			10 minutes	2. RASMSO Collecting Officer
		1.8 Approves/	1 day	3. RASMSO Administrative Officer, Museum Guide, Museum Tech. or Engineering Aide



	Signs the Order of Payment and forward to RAOD 1.9 Email to RASMSO the approved Order of Payment 2. Issues Official Receipt 3. Monitor activity of the client during implementation			
TOTAL		Ranging from 5,000 to 30,000 depending on the location	1 day 1 hour and 25 minutes	

4. TECHNICAL ASSISTANCE

Service given to Local Government Units, Non-Governmental Organizations, National Government Agencies, academe, cultural workers, researchers and other Stakeholders who seek technical assistance in relation to National Museum expertise through:

- Research Requests
- Access of Records/Photos /Collections
- Interview (students, media, cultural workers)
- Reproduction of Artifacts
- Taxidermy
- Media Requests (shoot, briefing)
- Loan of Museum Objects (specimens, artworks, artifacts)
- Architectural/Engineering Conservation Assessment of Declared Built Heritage Properties
- Technical Information and Site Verification and Inspection
- Lecture/Talk



- Museological Assistance

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)			
Classification	Highly Technical			
Type of Transaction	G2C - Government to Client G2B - Government to Business G2G - Government to Government			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official request letter duly signed by: <ul style="list-style-type: none"> B. Teacher/professor of the client's school C. Supervisor/Heads of the client's office D. Anyone who is in authority to endorse the client 2. Attachments <ul style="list-style-type: none"> E. For students – thesis <ul style="list-style-type: none"> • Thesis Proposal • Review of Related Literature • Guide questions if for interview F. For student non-thesis/ other requests <ul style="list-style-type: none"> • Project Brief or Concept Note (with title, objectives, description, timeline, and expected outputs) • Other documents that can validate legitimacy of the project/request 		1. Client 2. From the requester's (Client) school/ office/ organization/ affiliation		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter Request to the Head of the Agency (Office of the Director-General) through any of the following medium: <ul style="list-style-type: none"> a. Email b. Courier c. Hand-carried 	1.1 Receives Letter Request and forwards scanned copy to the RAOD	NONE	15 minutes	1.1 RASMSO, Supervising Administrative Officer or OIC
	1.2 Accepts, duly noted and forward to the Office of the Deputy Director General for Administration	NONE	25 minutes	1.2 RAOD Chief Administrative Officer
	1.3 Reviews and recommend approval	NONE	30 minutes	1.3 Office of the Deputy-General for Administration Deputy Director-General for Administration



	<p>1.4 Approves/denies letter request and endorses to RAOD</p> <p>1.5 Communicates with the client for clarifications/ additional information and endorses to concerned RASMSO</p>	<p>NONE</p> <p>NONE</p>	<p>30 minutes</p> <p>30 minutes</p>	<p>1.4 Office of the Director-General, Director General</p> <p>1.5 RAOD Chief Administrative Officer</p>
<p>2. Receive NMP Division's response</p> <p>If request denied, end of transaction</p> <p>If granted, client will coordinate with the Division concerned</p>	<p>2.1. Releases formal/official response to the client through email, phone call or letter</p>	<p>NONE</p>	<p>1 day</p>	<p>2.1 RASMSO OIC</p>
<p>3. Collaboration with NMP</p>	<p>3.1. Collaboration with</p>	<p>NONE</p>	<p>12 days</p>	<p>3.1 Concerned</p>



Division/Office	client			Division, Chief Administrative Officer or OIC
TOTAL			13 days & 2 hours, 10 minutes	

5. Walk-in Guided Tours

Guided tours are extended not only to booked clients but also to walk-in clients who are in a group of five (5) or more subject to availability of museum guides. This service is to provide to Museum clients with an in-depth information about the galleries on display.

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)			
Classification	Simple			
Type of Transaction	G2C, G2B, G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out visitor's registration sheet	1. Receives client	None	5 minutes	1. RASMSO Administrative Officer or Museum Guide
2. Requests guided tour	2. Provides guiding services	None	10 minutes	2. RASMSO Museum Guide
3. Fills-out visitor survey form	3. Collects forms	None	5 minutes	3. RASMSO Museum Guide
TOTAL			20 minutes	

6.a. Work Immersion

This caters to students who are required to undergo an On-the-Job-Training.

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSO)
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Classification	Complex			
Type of Transaction	G2C			
Who may avail	Schools / Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent from Schools/Universities/Colleges (1 copy) 2. Memorandum of Agreement (NMP Proforma) (6 copies) 3. CV, NBI and 1x1 ID pic of students (1 each)		1. Client's Schools/Universities/Colleges 2. RASMSO 3. Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents	1.1 Receives the required documents	None	5 minutes	1.1 RASMSO Supervising Administrative Officer/OIC
	1.2 Forwards to the Central Office through mail/courier	None	3 days	1.2 RASMSO Administrative Officers
	1.3 Picks up mail from the Records Section, GASD	None	10 minutes	1.3 RAOD Engineering Aide
	1.4 Reviews/signs/initials and forwards to the HRMD	None	1 hour	1.4 RAOD Chief Administrative Officer
	1.5 Processes the document	None	4 days	1.5 HRMD Administrative Officers
	1.6 Receives the signed MOA from HRMD	None	5 minutes	1.6 RAOD Engineering Aide
	1.7 Mails signed MOA to RASMSO	None	3 days	1.7 RAOD Engineering Aide 1.8 RASMSO Administrative Officers
	1.8 Receives mailed MOA and forwards to concerned Schools for notarization;	None	1 day	



	Mails notarized MOA to be transmitted to RAOD			1.9 RASMSO Administrative Officers
	1.9 Forwards copies to the HRMD for endorsement upon receipt of notarized MOA	None	2 days	1.10 RAOD Chief Administrative Officer
	1.10 Endorses the same to the DDGA and DG together with the list of students	None	30 minutes	1.11 HRMD Administrative Officers
	1.11 Provides RAOD a copy of MOA with list of students to undergo OJT/ internship	None	3 days	1.12 RAOD Engineering Aide
	1.12 Mails copy of MOA to RASMSO	None	3 days	1.13 RASMSO Administrative Officers
	1.13 Forwards the received MOA to client's school	None	30 minutes	
TOTAL			19 days, 2 hours and 20 minutes	

6.b. Work Immersion (with existing MOA)

This caters to students who are required to undergo an On-the-Job-Training.

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)
Classification	Complex
Type of Transaction	G2C
Who may avail	Schools / Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



1. Letter of Intent from Schools/Universities/Colleges (1 copy) 2. CV, NBI and 1x1 ID pic of students (1 each)		1. Client's Schools/Universities/Colleges RASMSO 2. Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents	1.1 Receives the required documents	None	5 minutes	1.1 RASMSO Supervising Administrative Officer/OIC
	1.2 Forwards to the Central Office through mail/courier	None	3 days	1.2 RASMSO Administrative Officers
	1.3 Picks up mail from the Records Section, GASD,	None	10 minutes	1.3 RAOD Engineering Aide
	1.4 Reviews/ signs/initials the documents	None	10 minutes	1.4 RAOD Chief Administrative Officer
	1.5 Forwards to the HRMD	None	10 minutes	1.5 RAOD Engineering Aide
	1.6 Processes for endorsement and forwards to RAOD	None	1 day	1.6 HRMD Administrative Officers
	1.7 Sends endorsement to RASMSO through email	None	5 minutes	1.7 RAOD Administrative Officer III
TOTAL			4 days and 40 minutes	



7. Research/Activity Proposals

This is the procedure to follow when an employee of the NM RAOD/RASMSO plans to conduct a research activity

Office or Division	Regional Administration and Operations Division (RAOD), Regional, Area, and Site Museums and Satellite Offices (RASMSOs)			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may avail	RASMSO Researchers / Administrative Officers/OICs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Research/Activity Proposals		1. Researchers / Administrative Officers/ RASMSO OICs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards Proposal to concerned/ Curatorial Division via email	1.1 Reviews the proposal and coordinates corrections and inputs to the RASMSO Researchers, Administrative Officers	None	3 days	1.1 Curatorial Division (Ethnology, Botany, Zoology, Geology) Curator II, OIC
	1.2 Forwards the reviewed proposal to RAOD CO for printing, and for review of the RAOD Chief Administrative Officer	None	10 minutes	1.2 RASMSO Supervising Administrative officer, Researcher, OIC
	1.3 Reviews and endorses the proposal to the Office of the DDGM and DDGA	None	30 minutes	1.3 RAOD Chief Administrative Officer
	1.4 Reviews the proposal and forwards the same to the Office of the Director- General for approval	None	2 days	1.4 Office of the Deputy Director- General for Museums, DDGM and Office of the Deputy Director-



				General for Administration, DDGA
	1.5 Approves / disapproves the proposal	None	10 minutes	1.5 Office of the Director-General, DG
	1.6 Forwards approved/disapproved proposal to RAOD	None	10 minutes	1.6 Office of the Director-General, Secretary
	1.7 Receive and forward the approved/ disapproved proposal to the RASMSO personnel concerned via email	None	15 minutes	1.7 RAOD Administrative Officer III
TOTAL			5 days and 1 hour and 15 minutes	

LEGENDS:

- AO- Administrative Officer
- CAO- Chief Administrative Officer
- DG- Director General
- DDGA-Deputy Director-General for Administration
- DDGM- Deputy Director-General for Museums
- GASD-General Administrative Services Division
- HRMD-Human Resource Management Division
- OIC-Officer-in-Charge
- RAOD-Regional Administration and Operations Division
- RASMSO-Regional, Area, Site Museums and Satellite Offices
- SAO- Supervising Administrative Officer



SUBJECT FOR MANAGEMENT'S APPROVAL

Procedure on Registration of Government Owned Cultural Properties

Section 24 of RA 11333. Movable Cultural Properties and Collections of the National Government. -All movable cultural properties, including natural history specimens, owned by the National Government that fall within the coverage of the National Museum as provided for in Republic Act No. 10066, otherwise known as the "National Cultural Heritage Act of 2009", and this Act, particularly works of fine and applied art, archaeological and historical artifacts, relics of built heritage, and ethnographic materials of national significance, shall be registered with the National Museum and form part of a general inventory and catalogue of National Government collections in these areas that will be produced and published by it within three (3) years after the effectivity of this Act, and updated annually thereafter to incorporate any changes as reported by the agencies concerned to the National Museum. Such National Government collections shall be considered as being held in trust for the Filipino people and shall not be alienated or otherwise disposed of without the approval of the National Museum, in accordance with its policies on de-accessioning as provided for in this Act.

Office or Division	
Classification	Technical
Types of Transaction	G2G – Government to Government
Who may avail	Government agencies, government owned and/or controlled corporations

LIST OF STEPS AND PROCEDURES

LIST OF REQUIREMENTS	CLIENT STEPS	TOTAL PROCESSING TIME	FEE TO BE PAID
Division staff will conduct information campaign (re: RA 11333)	Meeting with Government agencies and/or government owned or controlled corporations	3 days	None
Letter of Application address to the Director-General with the following attachments: 1. Formal Letter of Request addressed to the Office of the Director-General indicating the following: 1.1 Cultural properties to be registered 1.2 Mode of	Submit the required document to the Office of the Director-General through the Division for checking and verification.	5 – 10 mins.	None



1.3	Procurement Inventory CP's	of			
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