



**PAMBANSANG MUSEO NG PILIPINAS**  

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**NATIONAL MUSEUM OF THE PHILIPPINES**

**NATIONAL MUSEUM OF THE PHILIPPINES**

**CITIZEN'S CHARTER**  
**2020 (2nd 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 imbibed 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](http://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

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



39. Registration of Movable Cultural Properties Requiring Inspection Outside the National Museum of The Philippines. (10-30 Items)
40. Registration of Works of National Artists (30 Items)
41. Request for Conservation Treatment of Artworks
42. Request for Loan of Artifacts for Laboratory Analysis
43. Request for Payment of Infrastructure Project
44. Request for Payment of Outsourced Services
45. Requesting for Technical Assistance for Thesis, Research and Related Requests
46. Research Proposals
47. Research Request
48. Sale of Bidding Documents for The Disposal of Unserviceable Properties Thru Public Bidding Procedure
49. Technical Assistance (Access of The National Ethnographic Collection, Catalog / Database, And Research Reports)
50. Technical Assistance (Access to Photo Files)
51. Technical Assistance and/or Research
52. Technical Assistance: Cast/Reproduction & Loan Artifacts for Exhibition
53. Technical Assistance (Conduct of Lectures/Workshops /Interviews)
54. Technical Assistance (Identification of Ethnographic Materials)
55. Technical Assistance (Herbarium Visit)
56. Technical Assistance: Interviews & As Lecturer, Speaker on Conference, Symposium & Workshops
57. Technical Assistance (Site Inspection/Assessment of Built Heritage)
58. Technical Assistance (Lecture/Seminar Inside NMP)
59. Technical Assistance (Lecture/Seminar Outside NMP)
60. Technical Assistance: Loaning of Traveling Exhibitions; Donation of Specimens; Identification of Specimens (Internal-Division to Division); and Controlled Access to Collections
61. Technical Assistance (NCT/ICT Site Inspection)
62. Technical Assistance: Records Section Collection & Specimen Collection
63. Technical Assistance: Resource Person for Workshops, Seminars, Conferences, etc.
64. Technical Assistance: Resource Person for Management of Declared Underwater Sites
65. Technical Assistance: Resource Person for Research Activities
66. 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. Payroll for 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. Terminal Leave benefit
19. Technical Assistance (RAOD-Central)
20. Visitor Survey Interpretation
21. Visitor Survey Forms and Talled for Collation of Data
22. Issuance of Property Acknowledgement Receipt (PAR) / Inventory Custodian Slip (ICS) for Newly Acquired Supplies, Materials and Equipment
23. Issuance of Property Acknowledgement Receipt (PAR) for Specimens/Collections
24. Procedure for the Request for Transfer of Accountability for Property, Plant and Equipment (PPE) and Specimens/Collections
25. Procedure for the Request for List of Accountabilities for Property, Plant and Equipment and Specimens/Collections
26. Procedure for the Request for Equipment and Furniture and Fixtures (from returned/unserviceable properties)
27. Issuance of Request for Pre-Repair Inspection for Vehicles, Equipment and Furniture and Fixtures
28. Issuance of Acknowledgment Receipt of Returned Equipment (ARRE)
29. Procedure for the Issuance of Gate Pass
30. Requisition and Issuance of Supplies and Materials
31. Procurement of supplies and Materials and Services
32. Procurement of Annual Procurement Plan for Commonly-Use Supplies and Materials
33. Request for Repairs
34. Request for Payments
35. Payment of Postpaid Plan
36. Vehicle Reservation and Dispatching Procedures
37. Procedure for the Request of janitorial Assistance
38. Gate Pass RCCMD



**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





## 1. Access to CPRD Documents and Information Materials

Pursuant to Executive Order No. 2, s. 2016, which operationalize the Freedom of Information Program of the national government and the National Museum of the Philippine's thrust to ensure accountability and transparency, the Cultural Properties Regulation Division aims to make its documents readily available to the general public.

<b>Office or Division</b>	Cultural Properties Regulation Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen, G2B – Government to Business Entity, and G2G - Government to Government			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<p>Formal letter of intent addressed to the Director-General of the National Museum of the Philippines attention to the Division Chief/ Officer in Charge of the Cultural Properties Regulation Division (CPRD);</p> <p>*In case of students, the letter must also be noted by their respective adviser/s or head of institution.</p>	<p>Cultural Properties Regulation Division Office, 4<sup>th</sup> Floor of the National Museum of Fine Arts Building, P. Burgos Ave. Ermita, Manila/ or via email through <a href="mailto:nmculturalproperties@gmail.com">nmculturalproperties@gmail.com</a></p>			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The client brings / sends request to CPRD via: walk-in, fax, mail, or email	1.1.CPRD receives and forwards the request to the Division Chief/ Officer in Charge for approval and instructions.	None	5 minutes	Bernie A. Eroles <i>Information Officer I, CPRD</i>
	1.2.The request is forwarded to the section concerned for their	None	2 days	Raquel DC. Flores <i>Officer-in-Charge, CPRD</i>



	<p>appropriate action.</p> <p>For classified documents such as those with legal issues, the request will be forwarded to the Legal Office and/ or the Office of the Deputy Director-General for Administration for approval.</p>			<p>Atty. Ma. Cecilia U. Tirol <i>Officer-in-Charge, Office of the Deputy Director-General for Administration</i></p> <p>Section Heads:</p> <p>Emmanuel Q. Loyola <i>Admin. Officer V, CPRD</i></p> <p>Giovanni G. Bautista, <i>Admin. Officer V, CPRD</i></p> <p>Carmencita DR. Mariano, <i>Admin. Officer IV, CPRD</i></p> <p>Sergio Serpico L. Nepomuceno, <i>Admin Officer IV, CPRD</i></p> <p>Roderick D. Manaloto <i>Admin. Officer IV, CPRD</i></p>
	<p>1.3. CPRD informs client whether his/her request is approved or disapproved. If approved, the office shall notify the client that the document</p>	<p>None</p>	<p>5 minutes</p>	<p>Bernie A. Eroles <i>Information Officer I, CPRD</i></p>



	is ready for pick-up.			
2. If approved, client goes to CPRD to pick-up the document requested.	2.1. CPRD personnel concerned releases the document	None	20 minutes	Bernie A. Eroles <i>Information Officer I, CPRD</i>  or  Evangeline Estrada, <i>Admin. Assistant II, CPRD</i>
<b>TOTAL</b>	None		2 days, and 30 minutes	

**DISCLAIMER:**

*This template applies in pursuance of RA 4846 issued in 1966 as amended by PD 374 issued in 1973 otherwise known as “Cultural Properties Preservation and Protection Act”, RA 8492, issued in 1998, otherwise known as “National Museum Act of 1998” and further amendments effected by RA 10066, otherwise known as “National Cultural Heritage Act of 2009” which mandates the regulatory functions of the NMP. Starting January 01, 2021, the regulatory functions of the CPRD will be transferred to the National Commission for Culture and the Arts (NCCA) by virtue of Republic Act No. 11333 enacted on July 2019.*

*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

## 2. Application for Vacant Plantilla Positions at the NMP

Description of the Service: This document describes the procedures for applications to vacant plantilla positions at the NMP.

Office or Division	Human Resource Management Division-Human Resource Actions and Processes (HRMD – HRAPS)
Classification	Highly Technical
Type of Transaction	G2G (Government to Government) / G2C (Government to Citizen)
Who may avail	<ul style="list-style-type: none"> <li>All divisions within the National Museum of the Philippines (NMP); and</li> <li>All qualified candidates who meet the minimum qualifications of the position.</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	



<ol style="list-style-type: none"> <li>1. Application letter addressed to the Head of Agency indicating the position applied for, item number, and division/office where the vacancy is</li> <li>2. Properly accomplished Personal Data Sheet with attached Work Experience Sheet and recent passport-sized photo</li> <li>3. Updated CV/Resume</li> <li>4. Authenticated Copy of Certificate of Eligibility (CSC and/or RA 1080)</li> <li>5. Certified True Copies of the Following:             <ul style="list-style-type: none"> <li>• Transcript of records (TOR) and diploma</li> <li>• Certificate of Relevant Seminars/Training Programs attended</li> <li>• Certificate of Employment with duties and responsibilities/</li> <li>• Performance Appraisal for the last rating period for government and private employees (if applicable)</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• From the applicant</li>   <li>• From the Applicant</li>   <li>• From the Applicant</li> <li>• From the CSC or PRC</li>   <li>• From the University/College/School</li>   <li>• From the Applicant</li>   <li>• From the Previous/Present Employer</li>   <li>• From the Previous/Present Employer</li> </ul>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits application with complete documentary requirements on or before the deadline set.	Checks and Receives completeness of application submitted and forwards the same to the Chief Administrative Officer for annotation.	None	5 mins	Patricia Bernardo, Administrative Assistant II
	Encodes in the database applicants information.	None	5 mins	Ronald Pre/ Claire Pantoja
	Sorts applications received based on the position / division being applied for.	None	5 mins	Ronald Pre/ Claire Pantoja
	Initially evaluates/ assess the qualifications vis-à-vis the corresponding QS of the position applied	None	15 mins	Ronald Pre/ Claire Pantoja



	<p>in terms of Education, Work Experience, Trainings Attended and Eligibility.</p> <p>Prepares endorsement letter of applications received address to the Chief / Officer-In-Charge of the concerned division where the vacancy occurs</p>	None	15 mins	Ronald Pre/ Claire Pantoja
	<p>Forwards initial evaluation and endorsement of applicants to the Chief Administrative Officer for final evaluation, approval and signature.</p>	None	5 mins	Ronald Pre/ Claire Pantoja
	<p>Evaluates and approves the assessment and endorsement of applications address to the concerned division where the vacancy occurs.</p>	None	5 mins	Consuelo M. Bernardo/ Officer-in-Charge
	<p>Forwards the signed assessment/ evaluation and endorsement letter to the concerned division where the vacancy occurs for further review.</p>	None	5 mins	Patricia Bernardo, Administrative Assistant II
	<p>Returns to the HRMD the shortlisted applicants after final assessment and evaluation for scheduling of interview.</p>	None	3 days	Division Head / Officer-In-Charge where the vacancy occurs



	Receives the shortlisted applicants and forward the same to the Chief Administrative Officer of HRMD for information and annotation.	None	5 mins	Patricia Bernardo, Administrative Assistant II
	Prepares Comparative Summary of shortlisted applicants.	None	1 day	Ronald Pre/ Claire Pantoja
	Notifies applicants / candidates on the schedule of assessment and interview (panel interview for positions SG-10 and up; while interview with the Division Chief concerned and 1st level representative of the Employees' Association for positions SG 04 – SG 09.)	None	15 mins	Ronald Pre/ Claire Pantoja
	Prepares Office Memorandum on the schedule of HRMPSB interview and forward the same to the Chief Administrative Officer of HRMD / Chairperson, HRMPSB for signature.	None	15 mins	Ronald Pre/ Claire Pantoja
	Checks and Signs the Office Memorandum on the schedule of HRMPSB interview.	None	15 mins	Patricia Bernardo, Administrative Assistant II



	Disseminates signed/approved Office Memorandum to all HRMPSB members	None	30 mins	Patricia Bernardo, Administrative Assistant II
	Facilitate the conduct of interview. (For positions SG 18 and up, administer applicable assessment tool such as Neuro-Psychiatric Examination).	None	15 mins	HRMPSB Members /
	Collates and prepares Summary of Interview Assessment.	None	4-5 days	Ronald Pre/ Claire Pantoja
	Forwards through email the submitted project proposal of applicants from SG 18 and above to the HRMPSB members for rating.	None	5 mins	Ronald Pre/ Claire Pantoja
	Evaluates the project proposal submitted by the applicant and returns to the HRMPSB Secretariat the Project Proposal Rating Sheet with corresponding scores.	None	15 mins	HRMPSB Members
	Collates and prepares the Summary of Project Proposal Ratings / Assessment	None	30 mins	Ronald Pre/ Claire Pantoja
	Prepares Office Memorandum and Summary Evaluation for the conduct of HRMPSB deliberation.	None	30 mins	Ronald Pre/ Claire Pantoja
	Routes Summary Evaluation to all HRMPSB members for signature.	None	1 day	Patricia Bernardo, Administrative Assistant II



	Forwards the signed Summary Evaluation to the Office of the Director-General for selection.	None	10 mins	Patricia Bernardo, Administrative Assistant II
	Receives the signed Summary Evaluation and forward the same to the Office of the Director-General for selection.	None	5 mins	Christielene Magas, AO III
	Selects the most qualified candidate for the vacant position.	None	1 day	Jeremy Barns, Director-General
<b>TOTAL</b>			11 days 4 hrs 55 mins	

**Disclaimer:**

*Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.*

**3. Certificate of Non-Coverage**

(NM Office Order No. 2018-130, May 18, 2018)

Pursuant to the RA No. 4846 as amended by PD 374 or the Cultural Properties Preservation and Protection Act; and the RA No. 10066, otherwise known as “The National Cultural Heritage Act of 2009”, the Cultural Properties Regulation Division issues the Certificate of Non-Coverage for works of art and other objects which are not considered as cultural properties.

<b>Office or Division</b>	Cultural Properties Regulation Division	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2C; G2B; G2C	
<b>Who may avail</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Letter (not email) <ul style="list-style-type: none"> <li>• Must state the purpose of the request</li> <li>• Details of the object (quantity, title, name of artist, medium used, size/dimension, year created)</li> </ul>		





2. (1) Affidavit of Ownership; (1) Certificate of Authenticity; or (1) Sales Invoice/Receipt show original but submit the photocopy with signature of the owner)	Cultural Properties Regulation Division (Permits and Licenses Section)			
3. 3R Photo				
4. For Works, Objects, Items which cannot be brought to the CPRD, a letter request for inspection shall be address to the Director-General for the purpose. The expense for the inspection by the CPRD personnel shall be borne by the requesting party.				
5. Work, Objects, Items needed for expert opinion shall be referred to experts/other divisions for their comments and review as part of the assessment and basis for issuance of the certificate. - Fine Arts/Ethnology/Archaeology and other appropriate Division of the NMP				
6. NM being part of the PCTC, NALECC, NALECC, SCILEC has the authority to refer Works, Objects, Items that may be subject to transnational crimes (illicit traffic) in case of doubt. - INTERPOL				
7. NM shall likewise work with the DENR for Works, Objects, Items that may fall within the clearance required by their mandate. - DENR				
8. Payment - Order of Payment – CPRD Order of Payment printout – Accounting Section FSD Payment and OR – Cash Section, FSD				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Sign in the CPRD Client Logbook	1. Logbook available at the Front Desk	None	3 minutes	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Bernie Eroles <i>Information Officer I</i>
2. Submission of requirements to the Permits and Licenses Section for initial Assessment and verification	2.1. Received the required documents and check for completeness  2.2 If upon inspection, the works, objects/items which cannot be brought to the CPRD, a letter request for inspection shall be address to the Director-General for the purpose. The expense for the inspection by the CPRD personnel shall be borne by the requesting party.  2.3 Work, Objects, Items needed for expert opinion shall be referred to experts/other divisions for their comments and review as part of the assessment and basis for issuance of the certificate.  2.4 NM being part of the PCTC, NALECC, NALECC, SCILEC has the authority to refer Works, Objects, Items that may be subject to transnational crimes	None	5 minutes in case of compliant requirements  3 days in case referred to concerned office/agencies	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Evangeline Estrada, <i>Administrative. Assistant II</i>



	<p>(illicit traffic) in case of doubt.</p> <p>2.5 NM shall likewise work with the DENR for Works, Objects, Items that may fall within the clearance required by their mandate.</p> <p>Note: Unless, there is no need for sub-items 3.1 to 3.4 the CPRD shall start the process.</p>			
3. Pay required fees. Proceed to Accounting Section then to Cash Section, FSD.	3.1 Issue an Order of Payment.	<p>1. Php 250 for inspection of items / objects not covered.</p> <p>2. Processing Fee – Php 50.00</p>	<p>5 Minutes</p> <p>Note: 30 minutes in payment (as client will go the Accounting and Cash Section)</p>	<p>Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i></p> <p>Evangeline Estrada, <i>Administrative. Assistant II</i></p> <p>Payment: Accounting Section Cash Section</p>
4. Return to CPRD, for presentation of the Official Receipt.	4.1 Copy the Official Receipt and it OR number and process (encoding, checking and printing).	None	5 minutes	<p>Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i></p> <p>Evangeline Estrada, <i>Administrative. Assistant II</i></p>
	5. Division Chief Administrative Officer (CAO) or Officer-In-Charge (OIC) signs the document.	None	3 minutes	<p>Raquel DC. Flores, <i>Officer-In-Charge</i></p> <p>Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i></p>
5. Return to the CPRD for release within 7 days.	6. Release of the Certificate.	None	5 minutes	<p>Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i></p> <p>Evangeline Estrada, <i>Administrative. Assistant II</i></p>



<b>TOTAL</b>	<b>Php 300.00</b>	<b>3 days, 51 minutes</b>	
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*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

#### **4. Clearance Prior to the Issuance of Environmental Compliance Certificate and Building Permit for Infrastructure Development in Known Archaeological/Historical and Cultural Sites**

(NM Office Order No. 2017-66, March 20, 2017)

Pursuant to Section 30 (9) (d), a clearance from the National Museum shall be issued based on the archaeological assessment conducted by archaeologist or consultancy firm in known archaeological, historical and or cultural sites. This shall be one of the requirements before the issuance of the Environmental Compliance Certificate by the Department of Environment and Natural Resources. Same clearance is likewise needed prior to the issuance of building permit for any infrastructure development in known archaeological, historical and cultural sites.

The National Museum in coordination with the National Historical Commission of the Philippines shall provide the DENR and LGUs with an inventory of all known archaeological, historical and cultural sites in the country.

<b>Office or Division</b>	Cultural Properties Regulation Division		
<b>Classification</b>	Multi-Stages		
<b>Type of Transaction</b>	G2C; G2B; G2G		
<b>Who may avail</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>		
1. Letter addressed to the Director-General of the NMP	Cultural Properties Regulation Division (Permits and Licenses Section)		
2. Location of the sites with coordinates, photographs and maps;			
3. Proposed operations and development plans;			
4. Results of an archaeological impact assessment by authorized archaeologists and commissioned by the proponent.			



5. Complete and exact address of the addressee				
6. Clearance Fee				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Clients inquiry (phone call, email, walk-in)	1.CPRD provides information about Archaeological Impact Assessment Clearance.	None.	20 minutes (receive and assess)	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Enforcement Section
1.1 If the walk-in clients have already the requirements, they may submit the same to the CPRD (initially a letter of intent)	1.1 CPRD after receipt of the letter shall assessed the same and thereafter shall forward it the Office of the Director-General for notation.  If a Letter was directly submitted to the Office of the Director-General and forwarded to the CPRD, the appropriate action of the Division is to endorse it to the Archaeology Division for their comments and commendation.	None.	20 minutes  1 Day at the Director-General's Office. Including endorsement to Archaeology Division upon receipt of the Letter.	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>
	1.2 Upon endorsement from the Archaeology Division, the CPRD notifies/directs the client to hire an archaeologist of his/her choice.	None.	1 Day	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>



	1.3 CPRD waits for the endorsement of the Archaeology Division	None.	2 Days	
2. Client hires the services of an archaeologist of their choice and proceed with the assessment	2. CPRD waits for the submission of Technical Report.	None.	20 days	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Raquel DC. Flores, <i>Officer-In-Charge</i>
3. Provided that an Archaeological Impact Assessment was already conducted by the archaeologist. A Technical Report shall be submitted to the CPRD relative thereto.  If further assessment is advised, the client should comply and the technical report by the archaeologist may be revised.	3. Upon receipt of the Technical Report, the same shall be submitted to the Archaeology Division for their comments, recommendation and/or endorsement.  Note: That if the Archaeology Division finds that there is a need for further assessment, a joint team by the Archaeology Division and CPRD shall be organized for the purpose. Accordingly, a report by the team shall be submitted as recommendation for approval of clearance.	None.	5 days	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Raquel DC. Flores, <i>Officer-In-Charge</i>  Archaeology Division
	4. Upon endorsement of the Archaeology Division that the Technical Report is satisfactory. The CPRD shall	None.	2 Days	Sergio Serpico Nepomuceno, <i>Administrative Office IV</i>



	prepare the AIA Clearance certificate and forward the same to the Office of the Director-General for signature.			<p>Evangeline Estrada, <i>Administrative Assistant II</i></p> <p>Raquel DC. Flores, <i>Officer-In-Charge</i></p> <p>Atty. Cecilia U. Tirol, <i>OIC, Office of the Deputy Director-General.</i></p> <p>Jeremy Barns, <i>Director-General</i></p>
4. Client comes to the CPRD and proceeds to the payment of the fee. First to the Accounting Section, FSD and to the Cash Section, FSD.	<p>5.CPRD shall notify the client on the payment and release of the AIA Clearance.</p> <p>CPRD prepares Order of Payment for the purpose.</p>	None.	1 Day	<p>Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i></p> <p>Evangeline Estrada, <i>Administrative Assistant II</i></p> <p>Accounting Section, FSD</p> <p>Cash Section FSD</p>
5. After payment, client returns to the CPRD to submit the Official Receipt.	6. CPRD notes the OR number and release the AIA Clearance.	<p>Php 1000.00</p> <p>Application Fee Php 50.00</p>	10 minutes	Evangeline Estrada, <i>Administrative Assistant II</i>
<b>TOTAL</b>		<p>Php 1050.00</p>	30 Days and 50 minutes	

**DISCLAIMER:**

*Processing time applies to single transaction only.*

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*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

## 5. Collection of Fees

Collection of fees is a financial transaction intended for the payment of Financial Obligation to the agency.

<b>Office or Division</b>		FINANCIAL SERVICES DIVISION		
<b>Classification</b>		SIMPLE		
<b>Type of transaction</b>		G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business		
<b>Who may avail</b>		All Visitor, NMP Personnel		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Supporting Documents		1. Office in Charge		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required supporting documents to FSD- Accounting Section for initial assessment and verification	1.1 Receive and logs all required documents and check its completeness	NONE	5 minutes	CHARLY ANDRES- Administrative Assistant II, JULIAN GUEVARRA- Administrative Assistant III
	1.2. Prepare Order of Payment		5 minutes	CHARLY ANDRES- Administrative Assistant II, JULIAN GUEVARRA- Administrative Assistant III
	1.3. Signs and issues OP		1 minute	ALVIN CARL C. FORTES- Accountant IV, MARIBETH BECINA- Accountant II





2. Pay the required fees at the FSD-Cash Section by giving the Order of Payment and other supporting documents	2.1 Accept, check and compute the Payment based on the Order of Payment and to the supporting documents signed 2.2. Issue Official Receipt	Based on the Order of Payment	3 minutes	ABIGAIL MARQUEZ-Administrative Officer I, MARICHU SISON-Administrative Officer I, RONALD
	2.3 Accept payment based on different modes payable to National Museum of the Philippines (Cash, Manager's Check, Cashier's Check, Money Order)			MITCHELL G. NATIVIDAD-Administrative Officer I, JUSTINE RAY SATUITO-Administrative Officer I
1. *Client Registers to the Visitor's Logbook	1.1. Give the logbook to the client 1.2. Check for the number of viewers registered by the client as to demographic profile (student, adult, senior citizen, PWD) 1.3. Issue Payment stub	<b><u>Planetarium Shows:</u></b>  1. Adult - Php 50  2. Student-Php 30	2 minutes	RONNEL SUANSING-Administrative Assistant II (CMVOD), JUDY CARLA CRUZ-Administrative Assistant III (CMVOD)
2. Pay the required fees to the cashier by giving the payment stub issued.	2.1 Accept Payment based on the payment stub received	3. Senior Citizen/ PWD- Php 40	3 minutes	RONALD MITCHELL G. NATIVIDAD-Administrative Officer I, JUSTINE RAY SATUITO-Administrative
	2.2 Issue Official receipt for Group tours, Print Receipt from			



	Cash Register for walk-in.			Officer I, MARICHU SISON- Administrative Officer I, ROWENA D.H REYES- Administrative Officer I
	2.3 Accept Cash			
<b>TOTAL</b>			14 minutes/ 5 minutes	

\* For accepting of admission fees for Planetarium Shows at National Planetarium

**\* DISCLAIMER – THE PROCESSING TIME IS BASED ON SINGLE TRANSACTION ONLY**

## 6. Documentation of Cultural Properties: Movable and Immovable Cultural Properties

Pursuant to Republic Act NO. 10066, otherwise known as the National Cultural Heritage Act, and Republic Act 4846, otherwise known as the Cultural Preservation and Protection Act, the National Museum of the Philippines aims to promote and protect the Filipino cultural heritage through the declaration and documentation of the countries' cultural properties.

<b>Office or Division</b>	Cultural Properties Regulation Division	
<b>Classification</b>	*** Highly Technical	
<b>Type of Transaction</b>	G2C - Government to Citizen, G2G - Government to Government	
<b>Who may avail</b>	Concerned Citizens, Stakeholders, Government Entity, Other Individual, Property Owner, Organizations and Institutions	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>



<ol style="list-style-type: none"> <li>1. Letter of Intent/ Endorsement Letter and/with Written commitment of shared responsibility/ Memorandum of Agreement from any of the following :             <ul style="list-style-type: none"> <li>- Any stakeholder/s</li> <li>- Local Government Unit/s (LGU),</li> <li>- National Government Agency/ies (NGA),</li> <li>- Non-Government Organization/s (NGO)</li> <li>- National Museum of the Philippines volition</li> </ul> </li> <li>2. Transfer of Certificate Title/Original Certificate of Title Land Registration Authority)</li> <li>3. Local Resolutions such as Sanguniang Panglungsod, Bayan or Panlalawigan Resolutions (Local Government Units)</li> <li>4. Related literature to form part of the dossier</li> </ol>	<p>Cultural Properties Regulation Division (CPRD)</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1. Client provides information on CPRD log book	1.1. Present log book to client	None	3 minutes	Mr. Roderick D. Manaloto <i>Administrative Officer IV</i>  or Mr. Bernie A. Eroles <i>Information Officer I</i>
2. Submit the required document	2.1. Receive and review submitted documents, prepare the dossier/ refer and check file to schedule initial and / or ocular assessment and evaluation of cultural property	None	5 minutes	Mr. Roderick D. Manaloto <i>Administrative Officer IV</i>  Mr. Bernie A. Eroles <i>Information Officer I</i>  and concerned divisions: AABHD, FMD



	<p>3. The CPRD personnel and the representative from the concerned division of the NM accomplishes pre-assessment forms for intangible and tangible cultural properties – movable and immovable;</p>	None	30 minutes	<p>Mr. Roderick D. Manaloto <i>Administrative Officer IV</i></p> <p>Mr. Bernie A. Eroles <i>Information Officer I</i></p> <p>and concerned divisions: AABHD, FMD</p>
	<p>4. CPRD conducts documentation and visit of the site</p>	None	3 – 5 days	CPRD
	<p>5. Upon verification of the suitability of the property as a National Cultural Treasure or an Important Cultural Property, the NM shall send notice of hearing to the owner and stakeholders. Stakeholders may be allowed to file their support or opposition to the petition;</p>	None	***Depending on the action of the stakeholder/s	<p>Mr. Roderick D. Manaloto <i>Administrative Officer IV</i></p> <p>Mr. Bernie A. Eroles <i>Information Officer I</i></p>
	<p>6. The owner and/or other stakeholders shall file their position paper within fifteen (15) days from receipt of the notice of hearing, furnishing all the parties, including the National Museum,</p>	None	15 – 30 days	Owners/Stakeholders



	with such position paper. Extensions may be allowed, but in no case shall it exceed more than thirty (30) days;			
	7. The petitioner/ stakeholder shall give their answer within fifteen (15) days upon receipt of any position paper. Thereafter, no further submissions shall be allowed;	None	15 days	Owners/Stakeholders
	8. The NM Director-General, after having a compilation of potential NCTs and ICPs, shall create and convene, as often as the need arises, a panel of experts to evaluate and designate the proper classification of those cultural properties;	None	***Depending on the availability of the Panel of Experts	Office of the Director-General
	9. If the cultural property has also an outstanding historical value, the NM shall coordinate with the National Historical Commission of the Philippines;		*** Depending on the action of the NHCP	CPRD/ODG
	10. Fifteen (15) days prior to the meeting of the panel of experts, an invitation shall be sent to the owner to attend in the deliberation and to be given a chance to be heard; failure on the part of the owner to attend the deliberation shall not	None	15 days	CPRD



	bar the panel from rendering its decision;			
	11. NMP issues veto/ no veto/ acquiescence letter to the stakeholder after the result of the panel deliberation		5 days	CPRD/ODG
	12. The panel shall issue a resolution regarding the deliberation;	None	*** Depending on the action of the Panel of Experts	Panel of Experts/ODG
	13. The Director-General affirms or negates the resolution; this may be done through a referendum;	None	*** Depending on the action of the Office of the Director-General	ODG
	14. The declaration which shall be given by the panel duly affirmed by the Director-General within a week after its deliberation shall become final and binding thirty (30) days from the date of the declaration;	None	7 – 30 days	ODG
	15. Within thirty (30) days from the date of declaration, a written motion for reconsideration may be filed by the owner	None	*** Depending on the appeal	Stakeholders



	thereof and if the same is denied by the panel, it may be further appealed to the Chairman of the NCCA Board of Commissioners. Their decision shall be final and binding;		of the owner	
	16. The time during which motion for reconsideration or appeal has been pending shall stay the period of the finality of the judgment;	None	*** Dependi ng on the appeal	
	17. Procedure for declassification or delisting of NCTs and ICPs shall be made in accordance with the preceding provisions of R.A. 10066	None	*** Dependi ng on the complex ity of the procedu re	
	18. A public declaration shall be conducted prior to the unveiling of the NCT and or ICP marker; during public declaration, the NM shall provide the owner, administrator or the custodian an original copy of the resolution and declaration;	None	1 day	CPRD
	19. Certified true copy of the resolutions and declarations as well as the accomplished NCT and ICP forms	None	3 days	CPRD



		shall be turned-over to the NCCA.		
TOTAL			104 days and 38 minutes	
			Depending on the action/s of the stakeholders and cultural agencies concerned, and the availability of the Panel of	

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*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

## 7. Enforcement of the Philippine Cultural Heritage Laws (External)

Site inspections and verification of activities related to implementation of prevailing Philippine Cultural Heritage Laws, particularly R.A. 4846 as amended by P.D. 374 and R.A.10066 as requested/reported by public or private entities.

<b>Office or Division</b>	Cultural Properties Regulation Division (CPRD)		
<b>Classification</b>	Highly Technical		
<b>Type of Transaction</b>	G2C		
<b>Who may avail</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Formal communication of request or complaint reporting activities related to or in violation of Philippine Cultural Heritage Laws with attached documents containing other pertinent information related to the said request.		1. Requesting Entity	





<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits formal request	<p>1.1 Office of the Director-General forwards the request to CPRD and other concerned NMP Division/s for appropriate action</p> <p>1.2 CPRD receives instruction from the Office of the Director-General and coordinates with other NMP Divisions to provide personnel relevant to the requirements site inspection/ verification</p>	None	1-2 days	<p>Director-General of the National Museum of the Philippines</p> <p>All CPRD Personnel</p> <p>Personnel of other Concerned NMP Divisions</p>
2. Client coordinates with NMP personnel to agree on a scheduled date for the technical assistance	<p>2.1 CPRD coordinates with requesting party to schedule the technical assistance</p> <p>2.2 Assembles NMP team to undertake technical assistance of the site</p>		1-2 days	<p>All CPRD Personnel</p> <p>Personnel of other Concerned NMP Divisions</p>
3. Client accompanies NMP team during the conduct of technical assistance	3. NMP team to undertake technical assistance on site, coordinates with concerned entities and gathers pertinent information related to the activity		1 day or more if needed	<p>All CPRD Personnel</p> <p>Personnel of other Concerned NMP Divisions</p>
4. Client and stakeholders concerned are advised of the recommendation/s of the NMP based on the report submitted and approved by the Director-General	<p>4.1 Submit report with recommendation/s to be approved by the Director-General</p> <p>4.2 NMP undertake appropriate action</p>		5-7 days	<p>All CPRD Personnel</p> <p>Personnel of other Concerned NMP Divisions</p>



	(including legal action if necessary)			
<b>TOTAL</b>			12 Days Maximum	

## 8. Enforcement of the Philippine Cultural Heritage Laws (Internal)

Site inspections and verification of activities related to implementation of prevailing Philippine Cultural Heritage Laws, particularly R.A. 4846 as amended by P.D. 374 and R.A. 10066 monitored through various sources.

<b>Office or Division</b>	Cultural Properties Regulation Division (CPRD)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Communication (i.e Memorandum) of monitored activities by NMP personnel reported and submitted to the Office of the Director-General  2. Directive/Instruction from Director-General to conduct site inspection/verification of activities related to implementation of Philippine Cultural Heritage laws.		1. Any personnel of the National Museum of the Philippines  2. Director-General of the National Museum of the Philippines		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Office of the Director-General forwards the request to CPRD and other concerned NMP Division/s for appropriate action	1. CPRD receives instruction from the Office of the Director-General and coordinates with other NMP Divisions to provide personnel relevant to the requirements site inspection/ verification	None	1 day	Director-General of the National Museum of the Philippines  All CPRD Personnel  Personnel of other Concerned NMP Divisions
2. Coordination and Preparation	2.1 CPRD coordinates with concerned entities to schedule  2.2 Assembles NMP team to undertake		1 day	All CPRD Personnel  Personnel of other Concerned NMP Divisions



	technical assistance of the site			
3. NMP team undertakes site inspection/verification of activity	3. NMP team coordinates with concerned entities and gathers pertinent information related to the activity		1 day or more if needed	All CPRD Personnel  Personnel of other Concerned NMP Divisions
4. Submit report with recommendation/s to be approved by the Director-General	4. Director-General approves or provides further instructions on appropriate action to be taken (including legal action if necessary)		5-7 days	Director-General of the National Museum of the Philippines  All CPRD Personnel  Personnel of other Concerned NMP Divisions
<b>TOTAL</b>			10 days	

## 9. Export of Cultural Properties in the Philippines (NM Office Order No. 100, April 11, 2018)

Pursuant to Section 23 of Article VI of the Republic Act No. 10066, otherwise known as The National Cultural Heritage Act of 2009, the following guidelines are hereby promulgated for the guidance of all concerned:

The Constitution of the Philippines provides that “The State shall promote and popularize the nation’s historical and cultural heritage resources” It is also the policy of the state to preserve and protect Important Cultural Properties and National Cultural Treasure of the nation and to safeguard their intrinsic value.

<b>Office or Division</b>	Cultural Properties Regulation Division
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C; G2B; G2G
<b>Who may avail</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Letter (Application for Issuance of Permit)	
2. Affidavit of Ownership (Notary Public	
3. Photo of each Artifact (Plain Background, 3R)	



4. Copy of Official Receipt of Sales Invoice		Cultural Properties Regulation Division (Permits and Licenses Section)		
5. Complete and exact address of the addressee				
6. Passport (For Foreigner applicant – Issuing State)				
7. Certificate of Registration (Registration Section, CPRD, NMP)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits letter of Intent (with requirements) or for walk-in Letter and with the object applied for export permit because cultural properties intended for export should be brought to the CPRD for inspection.	1. Receive Letter; Evaluate; If object is brought to the CPRD, referred to the Registration Section for initial assessment	None.	15 minutes (receive and assess)	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Registration Section, CPRD
2. In case of sealed items in crates, the client must open and present it for inspection.  Items must be taken to the CPRD, unless a request to inspect it outside the NMP is needed.	2. CPRD shall require the applicant to open the crate.  CPRD Registration and Permit Section shall conduct evaluation and documentation for registration of object.	None.	3 days	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Registration Section
3. Secure CITES Clearance if necessary			5 Days	Concerned agency.
	3. Objects shall be registered by the Registration Section	Php 30.00 per object	5 Days  Period of inspection/registration may require more days depending on the location and number of objects to be registered.	Registration Section
	4. In case expert recommendation is			Any appropriate



	needed, the objects are referred to the concerned Division.	None.	5 Days	NMP Division
	5. All request for export for works of National Artists and GAMABA Awardees shall be forwarded to the National Commission for Culture and Arts for comments, recommendations and endorsement.	None.	5 days	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Raquel DC. Flores, <i>Officer-In-Charge</i>  National Commission for Culture and Arts
	6. Upon completion of all requirements, the Export Permit shall be prepared and forwarded for the signature of the concerned signatories.	None.	3 days	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Inspecting Officer from the concerned Division)  Raquel DC. Flores, <i>Officer-In-Charge</i>  Jeremy Barns, <i>Director-General</i>
	7. Notify clients for payment and issuance of export permit	None.	10 minutes	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>



				Evangeline Estrada, <i>Administrative Assistant II</i>
4. Client prepares and proceeds for payment	8. Issues Order of Payment	10% of the insured/ acquired value manifested in the official receipt or One Thousand Pesos (Php 1000.00) whichever is higher  Php 50.00 for application fee.  In Case of Gratuitous Export Permit. Only the Application Fee shall be paid.	30 minutes	Evangeline Estrada, <i>Administrative Assistant II</i>  Accounting Section, FSD  Cash Section FSD
5. Client presents proof of payment.	9. Review and Release.	None.	10 minutes	Evangeline Estrada, <i>Administrative Assistant II</i>
<b>TOTAL</b>		Php 1050.00 or whichever applies	23 days, 1 hour, 5 minutes	



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*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

## 10. Guidelines on Photo/ Video Shoot

This is available to anyone who wants to conduct a photo/video-shoot activities in the National Museum of the Philippines. Media coverage and interviews conducted in the NM are also covered by this service.

<b>Office or Division</b>	Regional, Area, Site Museums and Satellite Offices			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C, G2B, G2G			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Letter of Request /Intent</li> <li>2. Application form for events</li> <li>3. Filling up/ Submission of forms for the following:               <ol style="list-style-type: none"> <li>a. Guidelines on photo &amp; video shoot</li> <li>b. Guidelines on pre-nuptial and pre-debut photo shoots</li> <li>c. Guidelines on the use of National Museum venues</li> <li>d. Rules for Media Coverage and Interviews</li> </ol> </li> </ol>		Client/ Applicant RASMSO RASMSO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request/ intent	Accept request	See Schedule of Fees	10 minutes	RASMSO OIC
	Forward thru email the letter of intent to the RAOD C.O		5 minutes	RASMSO OIC
	Print the letter and		5 minutes	Keith, AO III



Pay the required amount  Allow client to proceed with the activity	Forward to DOP, CAO			
	Endorse to the office of the OIC-DDG		10 minutes	DOP, CAO
	Review and sign the letter and forward to the Office of the DG		2 days	Atty. Tirol, OIC-DDG
	Approve/disapprove request and forward to RAOD C.O		2 days	JB, DG
	Send / email approved request to RASMSO		5 minutes	Keith, AO III
	Prepare Order of Payment (except for media coverage), to be signed by the client and forward the same to the RAOD C.O		10 minutes	RASMSO personnel
	Print and forward the same to the office of the DG for approval		10 minutes	Keith, AO III
	Approve Order of Payment and forward to RAOD		1 day	JB, DG
	Email to RASMSO		5 minutes	Keith, AO III
	Issue Official Receipt		10 minutes	RASMSO Collecting Officer
			RASMSO personnel	





	Monitor activity of the client during implementation			
<b>TOTAL</b>			5 days 1 hour and 10 minutes	

- Classification is simple but it takes more than 3 days to complete because it has to go through the Central Office for approval

## 11. International Research/Activity Collaborations

Zoology Division is open to international research/activity collaborations with researchers/groups affiliated with legitimate institutions from the academe, international government agencies, private sectors, or non-government organizations, with Memorandum of Agreement/Memorandum of Understanding.

<b>Office or Division</b>	Zoology Division
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government
<b>Who may avail</b>	students, researchers, academe, professionals, government agencies
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Official request letter (1 copy) duly signed by: <ul style="list-style-type: none"> <li>• Teacher/professor for school requests               <ul style="list-style-type: none"> <li>○ Supervisor/Heads for office requests</li> <li>○ Anyone who is in authority to endorse the requester</li> </ul> </li> </ul> 2. Attachments (2 copies each document) <ul style="list-style-type: none"> <li>A. For students – thesis               <ul style="list-style-type: none"> <li>▪ Thesis Proposal</li> <li>▪ Review of Related Literature</li> <li>▪ Guide questions if for interview</li> </ul> </li> <li>B. For student non-thesis/ other requests               <ul style="list-style-type: none"> <li>• Curriculum vitae/profile of collaborator</li> <li>• Letter of intent for application</li> <li>• Project proposal</li> <li>• Two by two picture</li> </ul> </li> </ul>	1. From the requester’s school/ office/ organization/ affiliation 2. A. From the requester’s school/ office/ organization/ affiliation a. From the requester’s school/ office/ organization/ affiliation sent to and approved by CPRD b. From the requester’s school/ office/ organization/ affiliation 3. From the requester’s school/ office/ organization/ affiliation



<ul style="list-style-type: none"> <li>• Accomplished application form</li> <li>• Endorsement from the research division collaborating from</li> <li>• Approved request of collaboration</li> </ul> <p>C. Other documents that can validate legitimacy of the project/request</p> <p>3. Memorandum of Agreement / Understanding (4 copies)</p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Submit Letter Request to the Head of the Agency (Office of the Director-General) through any of the following medium:</p> <p>a. Email b. Courier c. Hand-carried</p>	<p>1.1. Receive Letter Request</p> <p>1.2. Assess the request for approval of the DG</p> <p>1.3. If request is denied, letter of regret will be sent If not, DG will appoint Division to assist or act on the request</p>	None	15 minutes	ODG-CEPA
<p>2. Wait for NMP-Division's response</p>	<p>2.1. Forward to Division concern</p> <p>2.2. Review/ Evaluate the request for appropriate action</p> <p>2.3. Division personnel to contact the client for clarifications/ additional information</p> <p>2.4. Division will release formal/official response to the client through email or letter</p>	None	2 days	Division or personnel concerned
<p>3. Receive NMP Division's response -If request denied, end of transaction</p>	<p>Coordinate with client with instructions on what to do</p>	None	15 minutes	Division or personnel concerned



-If granted, client will coordinate with the Division concerned				
4. Prepare MOA/MOU	Wait for the MOA/MOU	None	3 days	Client and Division or personnel concerned
5. Submit MOA/MOU	5.1. Receive the MOA/MOU	None	1 day	Client and Division or personnel concerned
	5.2. Provide terms & deliverables by the division	None	3-5 business days	Client and Division or personnel concerned
	5.3. Send the revised MOA to the client	None	1 day	Client and Division or personnel concerned
6. Review, revise, and return the updated version of the MOA/MOU to Zoology Division	6.1 Receive the updated version of the MOA/MOU	None	1 day	Client and Division or personnel concerned
	6.2. Endorse the MOA/MOU to Legal Section	None	Within 1 day	Client and Division or personnel concerned
	6.3. Legal Section to provide inputs	None	To be determined by ODG	Atty. Ma. Cecilia Tirol OIC Deputy Director-General for Administration
	6.4. Update MOA/MOU based on Legal Section's input	None	3-5 business days upon receipt	Client and Division or personnel concerned
7. Wait for the update regarding the date of MOA/MOU signing	Coordinate and set amenable date of MOA/MOU signing with client	None	1 day	Client and Division or personnel concerned
8. Attend MOA/MOU signing	8.1. Attend MOA/MOU signing	None	1 day	Jeremy Barns, CESO III Director-General, Ana Maria Theresa P.



				Labrador, Ph.D., Deputy Director-General for Museums, Luisito T. Evangelista, Ph.D. Curator II, and Senior Museum Researchers/ Museum Researchers II
	8.2. MOA/MOU notarization	(cost c/o Legal Section)	2 hours	(Personnel from Legal Section)
9. Return to Zoology Division for the copy of Notarized MOA/MOU	Issue the Notarized MOA/MOU	None	Within 1 day	Client and Division or personnel concerned
10. Execute the activities stated in the Notarized MOA/MOU	Execute the activities stated in the Notarized MOA/MOU	None	To be determined by the duration of collaboration	Client and Division or personnel concerned
<b>TOTAL</b>	(Notarization fee)	About 5 weeks (subject to changes)		

## 12. International Research Collaboration

International Research collaboration refers to working between or among international individual researchers, research institutions, academe, or government agencies with a well-established formal relationship and well-defined deliverables among the parties.

<b>Office or Division</b>	Botany and National Herbarium Division	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government	
<b>Who may avail</b>	students, researchers, academe, professionals, government agencies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>



Letter of intent addressed to Director-General		From the requesting party		
Project proposal		From the requesting party		
Approval or rejection request of collaboration from Director-General		From the requesting party		
Approved and notarized Memorandum of Agreement (MOA)		All institutions involve		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit letter of intent to the Head of the Agency (Office of the Director-General) through any of the following medium:</p> <p style="margin-left: 20px;">a. Email b. Courier c. Hand-carried</p>	<p>1.1. Receive Letter Request 1.2. Assess the request for approval of the DG 1.2.1.If request is denied, letter of regret will be sent 1.2.2. If not, DG will appoint Division to assist or act on the request 1.3. Forward to Division concern 1.4. Review/ Evaluate the request for appropriate action 1.5.. Division personnel to contact the client for clarifications/ additional information 1.6. Division will release formal/official response to the client through email or letter</p>	None	2 days	<p>1.1.- 1.3. Office of the Director-General-Communications External Public Affairs (ODG-CEPA)</p> <p>1.4. Botany and National Herbarium Division (BNHD)</p> <p>1.5. BNHD</p> <p>1.6. BNHD</p>



<p>2. Receive NMP Division's response If request denied, end of transaction If granted, client will coordinate with the Division concerned</p>	<p>2. Coordinate with client with instructions on what to do</p>	<p>None</p>	<p>15 minutes</p>	<p>BNHD</p>
<p>3.1. Prepare inputs for the MOA/MOU and wait for the updated version</p> <p>3.2. Provide terms &amp; deliverables by the client</p>	<p>3.1. Prepare inputs for the MOA/MOU</p> <p>3.2. Provide terms &amp; deliverables by the division</p> <p>3.3. Endorse the MOA/MOU to Legal Section</p> <p>3.4. Legal Section to provide inputs</p> <p>3.5. Update MOA/MOU based on Legal Section's input</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>6 weeks</p>	<p>Client and BNHD</p> <p>4.2. <i>Curator I/ Senior Museum Researchers/ Museum Researchers II</i></p> <p>4.3. <i>Curator I/ Senior Museum Researchers/ Museum Researchers II</i></p> <p>4.4. <i>Legal Counsel/ Attorney</i></p> <p>4.5. <i>Curator I/ Senior Museum Researchers/ Museum Researchers II</i></p>
<p>4. Wait for the update regarding the date of MOA/MOU signing</p>	<p>4. Coordinate and set amenable date of MOA/MOU signing with client</p>	<p>None</p>	<p>2 days</p>	<p><i>Curator I /Senior Museum Researchers/ Museum Researchers II</i></p>



5. Attend MOA/MOU signing	5.1. Attend MOA/MOU signing	None	2 hours	6.1. <i>Director- General, Deputy Director-General for Museums, Curator II, Curator I, and Senior Museum Researchers/ Museum Researchers II</i>
	5.2. MOA/MOU notarization		2 hours	6.2 Museum Technician II
6. Return to BNHD for the copy of Notarized MOA/MOU	6. Issue the Notarized MOA/MOU	None	10 minutes	<i>Admin Officer III</i>
7. Execute the activities stated in the Notarized MOA/MOU	7. Execute the activities stated in the Notarized MOA/MOU	None	will depend on the duration of collaboration	<i>Curator II, Curator I, and Senior Museum Researchers/ Museum Researchers II</i>
<b>TOTAL</b>		None	6 weeks, 4 days, 8 hours, 25 minutes	

### 13. Issuance of Appointment to Plantilla Personnel at the NMP

Description of the Service: This document describes the procedures for the processing of appointments to plantilla personnel at the NMP.

Office or Division	Human Resource Management Division-Human Resource Actions and Processes (HRMD – HRAPS)	
Classification	Highly Technical	
Type of Transaction	G2C (Government to Citizen)	
Who may avail	Proposed appointees at the NMP	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>



<p>1. Properly accomplished Personal Data Sheet with attached Work Experience Sheet and recent passport-sized photo</p> <p>2. Authenticated Copy of Certificate of Eligibility / PRC Board Rating (CSC and/or RA 1080)</p> <p>3. Medical Certificate (CSC Form 211)</p> <p>4. Performance Appraisal for the last rating period for government and private employees (if applicable)</p> <p>5. PSA Birth Certificate</p> <p>6. NBI Clearance</p> <p>7. Any proof of Tax Identification Number, if applicable (e.g. TIN ID, 1902, 1905, 2316)</p> <p>8. Any proof of Pag-Ibig Number (e.g. PagIbig ID, Member's Data Form)</p> <p>9. Any proof of Philhealth Number, if applicable (e.g. PhilHealth ID, MDR, Online Registration Confirmation)</p> <p>10. Any proof of GSIS Number, if applicable</p> <p>11. Marriage Certificate</p> <p>12. Certified True Copies of the Following:</p> <ul style="list-style-type: none"><li>• Transcript of records (TOR) and diploma (Certified by College/University Registrar)</li><li>• Certificate of Relevant Seminars/Training Programs attended</li><li>• Certificate of Employment with duties and responsibilities/</li></ul> <p>Additional requirements to transfer, reappointment and reemployment</p> <p>13. Service Record (Original)</p> <p>14. Authority to Transfer (Original)</p> <p>15. Clearance from Property, Money and Accountabilities (Original)</p>	<ul style="list-style-type: none"><li>• From the applicant</li> <li>• From the CSC or PRC</li> <li>• From any Government Hospital / Institutions</li><li>• From the Former/Present Employer</li> <li>• From PSA</li><li>• From NBI</li><li>• From BIR</li> <li>• From Pag-IBIG</li> <li>• From PhilHealth</li> <li>• From GSIS</li> <li>• From PSA</li> <li>• From the University / College where the appointee graduated</li> <li>• From the institution where the appointee attended the training/seminar</li> <li>• From the Previous/Present Employer</li>  <li>• From the Previous/Present Employer</li><li>• From the Previous/Present Employer</li><li>• From the Previous/Present Employer</li></ul>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Appointee submits the complete pre-employment documentary requirements on or before the deadline set before assumption to office.	Receives and Checks the completeness of documents to be submitted by the appointee and forward the same to the Chief Administrative Officer of the HRMD for annotation.	None	5 mins	Patricia Bernardo, Administrative Assistant II
	Prepares the Appointment Paper of the appointee and forwards the same to the Chief Administrative Officer for signature.	None	30 mins	Ronald Pre/ Claire Pantoja
	Signs the Certification at the back of the Appointment Paper.	None	5 mins	Consuelo M. Bernardo/ OIC/Accountant III
	Forwards the appointment paper to the Office of the Director-General for the signature.	None	5 mins	Patricia Bernardo Administrative Assistant II
	Receives the appointment paper to the Office of the Director-General for the signature.	None	5 mins	Christielene Magas, AO III
	Signs/approves the appointment paper of the appointee.	None	None	1 day Jeremy Barns, Director-General



	<p>Informs applicant on the date of assumption to duty.</p> <p>Issued appointment to the appointee.</p>	<p>None</p> <p>None</p>	<p>5 mins</p> <p>5 mins</p>	<p>Ronald Pre/ Claire Pantoja</p> <p>Ronald Pre/ Claire Pantoja</p>
<b>TOTAL</b>			<b>1 day 1 hr</b>	

**Disclaimer:**

*Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.*

#### **14. Issuance of Treasure-Hunting and Disposition of Recovered Treasure Permit**

(NM Office Order No. 83, S. 2011, January 25, 2011; Office Order No. 2017-9, April 10, 2017)

Pursuant to No. 8, Section 30 of Article VII of the Republic Act No. 10066, otherwise known as The National Cultural Heritage Act of 2009, the following guidelines are hereby promulgated for the guidance of all concerned:

It is the policy of the State that the discovery/recovery of hidden treasures and their disposition shall be under the full control and supervision of the State in order to ensure the interest of the Government which also includes rehabilitation of disturbed areas and the preservation of important cultural properties and national cultural treasures.

<b>Office or Division</b>	Cultural Properties Regulation Division	
<b>Classification</b>	Highly-Technical	
<b>Type of Transaction</b>	G2C; G2B;	
<b>Who may avail</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<p>STAGE 1:</p> <p>1. Letter of Intent</p>	<p>Cultural Properties Regulation Division (Permits and Licenses Section)</p>	
<b>STAGE 2: PRE-APPLICATION REQUIREMENTS</b>		
2. Prescribed Personal and/or Corporate Information for Partnership; Association or Corporation - Securities and Exchange Commission (SEC)		
2.1 Certified True Copy of Certificate of Registration - Securities and Exchange Commission (SEC)		
2.2 Certified True Copy of Incorporation/Partnership/Association and by-laws. - Securities and Exchange Commission (SEC)		
2.3 Organizational and Operational Structure		



3. Consent of Land Owners.	
4. Consent of other concerned government agencies when the site/area is reserved or used for purposes affecting vital national interest, military or naval camps, bases and reservations, shrines, and other hallowed places. – AFP, PNP, NCCA, NHCP)	
4.1 Area clearance from government agency when the activities affects the public. – DENR,	
5. Certified true copy of Joint Venture Agreement(s)	
6. Free and prior informed consent of indigenous cultural community in areas covered by ancestral land domain - National Commission on Indigenous Peoples (NCIP – RA 8371)	
6. Latest Income Tax return if applicable - Bureau of Internal Revenue (BIR)	
7. Certified true copy of latest audited financial statements, if applicable	
8. Bank guarantees/references, credit lines, cash deposits and other proofs or evidence of the sources of funding – Respective Bank or Financial Institution	
STAGE 3: STAGE 3: TECHNICAL REQUIREMENTS AFTER THE PRE-APPLICATION REQUISITES	
9. Technical description of the site expressed in terms of latitude and longitude which shall not be more than one (1) hectare - Land Regulation Authority (LRA), Land Management Bureau (LMB), Cultural Properties Regulation Division	
10. Technical Work Program, including appropriate technology, manpower, equipment and cost estimates	
11. Health and Safety Measures	
12. Environmental Work Program, including the nature and extent of predicted damages to the environment, if any and the proposed restoration/ rehabilitation program and budgetary requirements.	
13. Release of Permit	
NOTE: <b>No permit shall be issued in cave sites, within 500 meters from the mouth of the cave, archaeological, and/or declared historical zones, and anthropological reservations.</b>  <b>No permit shall be issued on any shipwreck activities;</b> <b>No permit shall be issued on all identified or recorded archaeological sites;</b>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign in the CPRD Client Logbook	1. Present log book to client	None.	3 minutes	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Bernie Eroles <i>Information Officer I</i>
2. Inquiry and handing / explanation of checklist.	2. Walk-in clients dialog; Phone Calls	None.	20 minutes	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>
3. Submission of Letter of Intent addressed to the Director-General.	3. Receive and forward to Chief/OIC CPRD for endorsement to the Director-General.	None.	1 day	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>
	4. Prepares endorsement to the Director General	None.	20 Minutes	Raquel DC. Flores, OIC
	5. Director-General then puts a marginal note to proceed with the application.			Jeremy Barns <i>Director-General</i>
	6. CPRD notify client to submit requirements			Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>



4. Client submit requirements	7. CPRD inspects and verifies requirements.	None.	5 days	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>
5. Client waits for notification to proceed.	8. Permits and Licenses Section prepares and endorses the documents to the CAO/OIC.	None.	3 hours	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>
	9. CAO/OIC recommends site inspection to the Office of the Deputy Director-General.	None.	3 hours	Raquel DC Flores, <i>Officer-in-Charge</i>
	10. Office of the Deputy Director-General evaluates and endorses the documents to the Director-General for site inspection.	None.	3 days	Atty. Cecilia U. Tirol, <i>Officer-In-Charge, Deputy Director-General for Administration</i>
	11. Director-General authorizes inspection (marginal notes)	None.	1 Day	Jeremy Barns <i>Director-General</i>
	12. CPRD notifies client for Site Inspection.	None.	5 minutes	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>
	13. CPRD coordinates with the Archaeology Division to assign		1 day	Raquel DC. Flores, <i>Officer-In-Charge</i>



	personnel for the travel/inspection.			
	14. Coordination with the client for travel/inspection schedule.		30 minutes	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  <i>NMP Designated Personnel</i>
6. Client prepares finances for the Inspection expenses (Transportation/Accommodation/Per Diem)	15. CPRD issues Order of Payment for assessment fee		5 minutes	Evangeline Estrada, <i>Administrative Assistant II</i>
7. Clients proceeds to the Accounting Section, FSD and Cash Section, FSD for payment of assessment fee.	16. CPRD photocopy the receipt and records the same.	Per diem – Php 1500  Note: Transportation and Accommodation is shouldered by the applicant.	30 minutes	Evangeline Estrada, <i>Administrative Assistant II</i>
7. Client accompanies NMP personnel to the site.	17. NMP Team assess and examine the site and return to NMP for preparation of report.	None.	**Travel duration dependent on location.	Assigned NMP personnel
	18. NMP Team prepares and submits report to the Chief/OIC of CPRD.	None.	3 days	Assigned NMP personnel
	19. CAO endorses the report to the	None.	1 day	Raquel DC. Flores,



	Office of the Deputy Director-General for administration.			<i>Officer-In-Charge</i>
	20. Recommendation of the Office of the Deputy Director-General for Administration to the Director-General.	None.	3 days	Atty. Cecilia U. Tirol, <i>Officer-In-Charge, Deputy Director-General for Administration</i>
	21. Director-General approves the issuance of the treasure-hunting permit. Forward the same to the CPRD for preparation of the TH Permit.	None.	3 days	Jeremy Barns <i>Director-General</i>
8. Client submits surety bond (for public lands only).	22. CPRD prepares the permit, forwards to the Office of the Director-General for signature.	None.	2 hours	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>  Evangeline Estrada, <i>Administrative Assistant II</i>  Raquel DC. Flores, <i>Officer-In-Charge</i>
	23. Director-General signs the permit.	None.	3 days	Jeremy Barns
	24. Notify client of release and payment of permit.	None.	10 minutes	Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>



				Evangeline Estrada, <i>Administrative Assistant II</i>
	25. CPRD issues Order of Payment.	None.	5 minutes	Evangeline Estrada, <i>Administrative Assistant II</i>
9. Payment of fees.		Small Scale – Php 3,000 Medium scale – Php 5,000 Large Scale – Php 10,000 Application Fee Php 50.00	30 minutes	Financial Services Division
10. Client presents proof of payment to the CPRD.	26. Photocopy Official Receipt for filing for CPRD records purposes.	None.	10 minutes	Evangeline Estrada, <i>Administrative Assistant II</i>
	27. Release of permit.	None.	5 minutes	Evangeline Estrada, <i>Administrative Assistant II</i>
<b>TOTAL</b>			24 Days, 7 hours and 53 minutes with possible additional days/hours with respect to travel time for site inspection	





**DISCLAIMER:**

*Processing time applies to single transaction only.*

*This template applies in pursuance of RA 4846 issued in 1966 as amended by PD 374 issued in 1973 otherwise known as “Cultural Properties Preservation and Protection Act”, RA 8492, issued in 1998, otherwise known as “National Museum Act of 1998” and further amendments effected by RA 10066, otherwise known as “National Cultural Heritage Act of 2009” which mandates the regulatory functions of the NMP. Starting January 01, 2021, the regulatory functions of the CPRD will be transferred to the National Commission for Culture and the Arts (NCCA) by virtue of Republic Act No. 11333 enacted on July 2019.*

*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

**15. Licensing of Dealers**

(NM Office Order No. 2018-102, April 12, 2018)

Pursuant to Section 23 of Article VI of the Republic Act No. 10066, otherwise known as The National Cultural Heritage Act of 2009, the following guidelines are hereby promulgated for the guidance of all concerned:

The Constitution of the Philippines provides that “The State shall promote and popularize the nation’s historical and cultural heritage resources” It is also the policy of the state to preserve and protect Important Cultural Properties and National Cultural Treasure of the nation and to safeguard their intrinsic value.

<b>Office or Division</b>		Cultural Properties Regulation Division		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		G2C; G2B		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent		Cultural Properties Regulation Division (Permits and Licenses Section)		
2. Mayor’s Permit (likewise in renewal) (Respective issuing municipality/city.)				
3. Certification of Registration with the DTI and SEC (Department of Trade and Industry; Securities and Exchange Commission)				
4. List of Present Stock inventory to be duly inspected and registered by the NM personnel (likewise in renewal)				
5. Names of Authorized agents including their respective bio-data. (likewise in renewal)				
6. Payment (Issues Order of Payment)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Client Submits letter of Intent with the following attachment as documentary requirements for application (or renewal):</p> <ul style="list-style-type: none"><li>• Letter of Intent</li><li>• Mayor's Permit (likewise in renewal)</li><li>• Certification of Registration with the DTI and SEC</li><li>• List of Present Stock inventory to be duly inspected and registered by the NM personnel (likewise in renewal)</li><li>• Names of Authorized agents including their respective bio-data. (likewise in renewal)</li></ul>	<p>1. Receives and Acknowledge Letter</p>	<p>None.</p>	<p>3 minutes</p>	<p>Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i></p> <p>Evangeline Estrada, <i>Administrative Assistant I</i></p>
	<p>2. CPRD evaluates for complete and compliant requirements</p>	<p>None.</p>	<p>20 minutes</p>	<p>Evangeline Estrada, <i>Administrative Assistant I</i></p>
	<p>3. Permits and Licenses Section submit requirements to the CAO/OIC CPRD.</p>	<p>None.</p>	<p>20 minutes</p>	<p>Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i></p>
	<p>4. CAO/OIC orders inspection of the gallery/antique</p>	<p>None.</p>	<p>1 Day</p>	<p>Raquel DC. Flores, <i>Officer-In-Charge</i></p>



	shops if necessary. (Assigns personnel)			
	5. CPRD Personnel conducts inspection.	Transportation shall be borne by the applicant. Accommodation if necessary.	3 Days  Depends on the location of the gallery/antique shops	CPRD Assigned Personnel.
	6. CPRD prepares report and recommendation.	None.	1 Day	CPRD Assigned Personnel.
	7. CPRD recommends to the Director-General for approval.	None.		Raquel DC. Flores, <i>Officer-In-Charge</i>
	9. Director-General approves and return application to the CPRD.	None.	1 day	Jeremy Barns, <i>Director-General</i>
	10. CPRD prepares License and forward the same to the Director-General.	None.	1 day	Evangeline Estrada, <i>Administrative Assistant I</i>  Sergio Serpico Nepomuceno, <i>Administrative Officer IV</i>
	11. Director-General sign the License and returns to the CPRD.	None.	1 day	Jeremy Barns, <i>Director-General</i>
	1.6. CPRD notifies the applicant for payment and release; and prepares Order of Payment.	None.	30 minutes	Evangeline Estrada, <i>Administrative Assistant I</i>



2. Applicant pays the fee to Cash Section, FSD.	2.1 CPRD issues the Order of Payment.	License fee for dealers -1,000.00  License fee for agents - 500.00  Surcharges for late renewal of licenses March 5% of Php 1000.00 (Php 50.00)  April 10% of Php 1000.00 (Php 100.00)  May 15% of Php 1000.00 (Php 150.00)  June 20% of Php 1000.00 (Php 200.00)  July 25% of Php 1000.00 (Php 250.00)	30 minutes	Evangeline Estrada, <i>Administrative Assistant I</i>  Cash Section, Financial Services Division
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		<p>August 30% of Php 1000.00 (Php 300.00)</p> <p>September 35% of Php 1000.00 (Php 350.00)</p> <p>October 40% of Php 1000.00 (Php 400.00)</p> <p>November 45% of Php 1000.00 (Php 450.00)</p> <p>December 50% of Php 1000.00 (Php 500.00)</p>		
3. Applicant after payment return to the CPRD to show proof of payment	3.1 CPRD photocopies the Official Receipt for filing then release the permit	None.	10 minutes	Evangeline Estrada, <i>Administrative Assistant I</i>
<b>TOTAL</b>			7 Days, 1 hours and 53 minutes.  Location of the gallery/antique shops may require additional number of days.	



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*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

## 16. Local Research/ Activity Collaboration (Botany and National Herbarium)

Local Research collaboration refers to working between or among local individual researchers, research institutions, academe, or government agencies with a well-established formal relationship and well-defined deliverables among the parties.

Local Research collaboration refers to working between or among local individual researchers, research institutions, academe, or government agencies with a well-established formal relationship and well-defined deliverables among the parties.

<b>Office or Division</b>	Botany and National Herbarium Division	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government	
<b>Who may avail</b>	students, researchers, academe, professionals, government agencies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter of intent addressed to Director-General		From the requesting party
Project proposal		From the requesting party
Approved request of collaboration from Director-General		From the requesting party



For National Museum Research Affiliate/Associate/Fellow:  Valid documents on National Museum Research affiliation status (Affiliate/Associate/Fellow)		Cultural Properties Regulation Division		
Referral letters for their research associates		From the requesting party		
Approved and notarized Memorandum of Agreement (MOA)  <i>* For external collaborators/ partners for approved projects only</i>		All institutions involve		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCES SING TIME</b>	<b>PERSON RESPONSIB LE</b>
1. Submit letter of intent to the Head of the Agency (Office of the Director-General) through any of the following medium:  a. Email b. Courier c. Hand-carried	1.1. Receive Letter Request 1.2. Assess the request for approval of the DG 1.2.1. If request is denied, letter of regret will be sent	None	15 minutes	1.1.- 1.3. Office of the Director-General-Communicati ons External Public Affairs (ODG-CEPA)
	1.2.2. If not, DG will appoint Division to assist or act on the request  1.3. Forward to Division concern 1.4. Review/ Evaluate the request for appropria te action	None	2 days	1.4. Botany and National Herbarium Division (BNHD)  1.5. BNHD



	1.5. Division personnel to contact the client for clarifications/ additional information 1.6. Division will release formal/official response to the client through email or letter			1.6. BNHD
2. Receive NMP Division's response If request denied, end of transaction If granted, client will coordinate with the Division concerned	2. Coordinate with client for further instructions	None	15 minutes	BNHD
3. Set initial meeting	3. Attend initial meeting	None	4 hours	<i>Curator II, Curator I, Senior Museum Researchers/ Museum Researchers II/ Museum</i>





<p>4.1. Prepare inputs for the MOA/MOU and wait for the updated version</p> <p>4.2. Provide terms &amp; deliverables by the client</p>	<p>4.1. Prepare inputs for the MOA/MOU</p> <p>4.2. Provide terms &amp; deliverables by the division</p> <p>4.3. Endorse the MOA/MOU to Legal Section</p> <p>4.4. Legal Section to provide inputs</p> <p>4.5. Update MOA/MOU based on Legal Section's input</p>	<p>None</p>	<p>4 weeks</p>	<p>4.1. Client, BNHD <i>Curator II/ Curator I/ Senior Museum Researchers/ Museum Researchers II</i></p> <p>4.2. <i>Curator I/ Senior Museum Researchers/ Museum Researchers II</i></p> <p>4.3. <i>Curator I/ Senior Museum Researchers/ Museum Researchers II</i></p> <p>4.4. <i>Legal Counsel/ Attorney</i></p> <p>4.5. <i>Senior Museum Researchers/ Museum Researchers II</i></p>
<p>5. Wait for the update regarding the date of MOA/MOU signing</p>	<p>5. Coordinate and set amenable date of MOA/MOU signing with client</p>	<p>None</p>	<p>1 day</p>	<p><i>Senior Museum Researchers/ Museum Researchers II</i></p>



6. Attend MOA/MOU signing	6.1. Attend MOA/MOU signing	None	1 hour	6.1. <i>Director-General, Deputy Director-General for Museums, Curator II, Curator I, and Senior Museum Researchers/ Museum Researchers II</i>
	6.2. MOA/MOU notarization	None	2 hours	6.2. <i>Museum Technician II</i>
7. Return to BNHD for the copy of Notarized MOA/MOU	7. Issue the Notarized MOA/MOU	None	10 minutes	<i>Admin Officer III</i>
8. Execute the activities stated in the Notarized MOA/MOU	8. Execute the activities stated in the Notarized MOA/MOU	None	will depend on the duration of collaboration	<i>Curator II, Curator I, and Senior Museum Researchers/ Museum Researchers II</i>
<b>TOTAL</b>		None	4 weeks, 3 days, 7 hours, 40 minutes	



## 17. Local Research/Activity Collaboration (Zoology)

Zoology Division is open to local research/activity collaborations with researchers/groups affiliated with legitimate institutions from the academe, local government agencies, private sectors, or non-government organizations, with Memorandum of Agreement/Memorandum of Understanding.

<b>Office or Division</b>	Zoology Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government			
<b>Who may avail</b>	students, researchers, groups, academe, professionals, government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>1. Official request letter (1 copy) duly signed by:</p> <ul style="list-style-type: none"> <li>A. Teacher/professor for school requests</li> <li>B. Supervisor/Heads for office requests               <ul style="list-style-type: none"> <li>a. Anyone who is in authority to endorse the requester</li> </ul> </li> </ul> <p>2. Attachments (1 copy each document)</p> <ul style="list-style-type: none"> <li>A. For students – thesis               <ul style="list-style-type: none"> <li>i. Thesis Proposal</li> <li>ii. Review of Related Literature</li> <li>iii. Guide questions if for interview</li> </ul> </li> <li>B. For student non-thesis/ other requests               <ul style="list-style-type: none"> <li>• Project Brief, Proposed Program or Concept Note (with title, objectives, description, timeline, and expected outputs)</li> </ul> </li> <li>C. Other documents that can validate legitimacy of the project/request Memorandum of Agreement / Understanding (4 copies)</li> </ul>		From the requester's school/ office/ organization/ affiliation		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request to the Head of the Agency (Office of the Director-General) through any of the following medium:	1.1. Receive Letter Request 1.2. Assess the request for approval of the DG	None	15 minutes	ODG-CEPA



<p>a. Email b. Courier c. Hand-carried</p>	<p>1.3. If request is denied, letter of regret will be sent If not, DG will appoint Division to assist or act on the request</p>			
<p>2. Wait for NMP-Division's response</p>	<p>2.1. Forward to Division concern 2.2. Review/ Evaluate the request for appropriate action 2.3. Division personnel to contact the client for clarifications/ additional information 2.4. Division will release formal/official response to the client through email or letter</p>	<p>None</p>	<p>2 days</p>	<p>Division or personnel concerned</p>
<p>3. Receive NMP Division's response -If request denied, end of transaction -If granted, client will coordinate with the Division concerned</p>	<p>Coordinate with client with instructions on what to do</p>	<p>None</p>	<p>15 minutes</p>	<p>Division or personnel concerned</p>
<p>4. Prepare MOA/MOU</p>	<p>Wait for the MOA/MOU</p>	<p>None</p>	<p>3 days</p>	<p>Client and Division or personnel concerned</p>
<p>5. Submit MOA/MOU</p>	<p>5.1. Receive the MOA/MOU</p>	<p>None</p>	<p>1 day</p>	<p>Client and Division or personnel concerned</p>
	<p>5.2. Provide terms &amp; deliverables by the division</p>	<p>None</p>	<p>3-5 business days</p>	<p>Client and Division or personnel concerned</p>



	5.3. Send the revised MOA to the client	None	1 day	Client and Division or personnel concerned
6. Review, revise, and return the updated version of the MOA/MOU to Zoology Division	6.1 Receive the updated version of the MOA/MOU	None	1 day	Client and Division or personnel concerned
	6.2. Endorse the MOA/MOU to Legal Section	None	Within 1 day	Client and Division or personnel concerned
	6.3. Legal Section to provide inputs	None	To be determined by ODG	Atty. Ma. Cecilia Tirol OIC Deputy Director-General for Administration
	6.4. Update MOA/MOU based on Legal Section's input	None	3-5 business days upon receipt	Client and Division or personnel concerned
7. Wait for the update regarding the date of MOA/MOU signing	Coordinate and set amenable date of MOA/MOU signing with client	None	1 day	Client and Division or personnel concerned
8. Attend MOA/MOU signing	8.1. Attend MOA/MOU signing	None	1 day	Jeremy Barns, CESO III Director-General, Ana Maria Theresa P. Labrador, Ph.D., Deputy Director-General for Museums, Luisito T. Evangelista, Ph.D. Curator II, and Senior Museum Researchers/ Museum Researchers II



	8.2. MOA/MOU notarization		2 hours	Legal Section
9. Return to Zoology Division for the copy of Notarized MOA/MOU	Issue the Notarized MOA/MOU	None	Within 1 day	Client and Division or personnel concerned
10. Execute the activities stated in the Notarized MOA/MOU	Execute the activities stated in the Notarized MOA/MOU	None	To be determined by the duration of collaboration	Client and Division or personnel concerned
<b>TOTAL</b>			About 5 weeks (subject to changes)	

### 18. NM Research Associate

To monitor the National Museum Research Associate (NMRA) applicants and their researches.

Office or Division	Research, Collections and Conservation Management Division			
Classification	Complex			
Type of Transaction	G2G – Government to Government , G2C – Government to Citizen			
Who may avail	Researchers who are Anthropologists, Botanists, Chemists, Ethnographers, Social Anthropologists, Geologists, Zoologists, Architects, Conservators, Artists, Art Historians, Museologists and Educators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>• Letter of Application address to the Director – General of NMP</li> <li>• Duly Filled – Up Application Form</li> <li>• Two (2) pcs. 2” x 2” recent photo</li> <li>• Updated Curriculum Vitae</li> <li>• Latest Publications</li> <li>• Letter of Recommendation/Endorsement from: Host Institution and/or National Museum of the Philippines Division Concerned</li> <li>• Project Proposal</li> </ul>		RCCMD OFFICE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. The Applicant must submit the said list of requirements to the Office of the Director or via email</p>	<p>1. The Office of the Director shall turn-over the application to the concerned division of the NMP for endorsement.</p> <p>2. The concerned division endorses the application</p> <p>2.1. The said division shall forward the application to the Research, Collections, Conservation Management Division (RCCMD) for appropriate action</p> <p><b>Note: If the concerned division shall not endorse the application or if the RCCMD's evaluation, in case of renewal, does not favor its approval, the RCCMD shall prepare a letter informing the results of the evaluation to be signed by the Director-General</b></p> <p>3. The RCCMD shall inform the applicant on the results of the evaluation and shall be asked to report to the RCCMD to sign the MOA</p> <p>3.1. The RCCMD shall submit the aforementioned documents to the DO for the signature of the</p>	<p>None</p>	<p>1 day</p> <p>3 days</p> <p>3 days</p>	<p>Deputy Director – General for Museums</p> <p>Curator/OIC of the Division concerned</p> <p>Administrative Officer III of RCCMD</p>
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	Director-General;			
	4. After signing, the documents shall be returned to the RCCMD for control numbering and filing purposes;		1 day	Administrative Assistant II of Office of the Director
	5. The RCCMD shall provide the Human Resource Management Division (HRMD) a copy of the Certificate of Appointment and one passport photograph of the NMRA for the issuance of the Identification (ID) Card;		2 days	Administrative Assistant II of RCCMD
	5.1. The RCCMD shall prepare the NMRA ID card, submit it to the DO for the signature of the Director-General;			
	6. After the signing, the DO shall turn-over the signed ID card to the RCCMD		1 day	Administrative Assistant II of Office of the Director
	7. The RCCMD shall forward the said documents and the ID card at the Record Section of the General		1 day	Administrative Assistant II of RCCMD





	<p>Administrative Services Division (GASD);</p> <p>7.1. The NMP Security Committee shall be informed of the designation, upon approval;</p> <p>8. Upon the completion of the project, the NMRAs shall deposit with the NMP a catalogue or an inventory of all materials collected and the terminal report to the concerned division and the RCCMD.</p>		5 days	
<b>TOTAL</b>			<b>17 days</b>	

## 19. 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.

<b>Office or Division</b>	Museum Services Division (MSD) – Programs and Events Services Section		
<b>Classification</b>	Simple		
<b>Type of Transaction</b>	G2C, G2B		
<b>Who may avail</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Script/Storyline/ Story Board</li> <li>3. Application Form</li> <li>4. Guidelines on Media Coverage and Interviews</li> </ol>		MSD – Programs and Events Services Section	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send inquiry/request letter	<p>Forward to Office of the Director-General for review and action</p> <p>If for further details – inform client of the requested documents</p> <p>If approved – provide client with Application Form and Guidelines Agreement Form on Media Coverage and Interviews</p> <p>If disapproved – inform client of the reason/s bases of disapproval and recommend options, if possible</p>	Free	4 hours	MSD – Program and Events Services Section Head
2. Submit filled-out Application Form and signed Guidelines/ Agreement Form on Media Coverage and Interviews	<p>Review submitted documents</p> <p>If deemed lacking – inform client and ask to complete details</p> <p>If complete, will be forwarded to the Office of the Director-General for signing.</p> <p>After signing:</p> <p>1.1 Book schedule to the MSD calendar.</p> <p>1.2 Coordinate with the concerned</p>	Free	10 minutes  4 hours	MSD – Program and Events Services Section Head  to  ODG - Director-General Jeremy Barns



	divisions/ staff for technical assistance  1.3 Coordinate with Admin, facilities management, and security offices for assistance in janitorial, physical/ facilities, and security assistance		*no fixed time, will depend on the type and coverage of the request	MSD – Program and Events Services Section staff in-charge
<b>TOTAL</b>		<b>Free</b>	<b>8 Hours &amp; 10 Minutes</b>	



## 20. National Museum Cultural Deputy (Renewal of Appointment)

(NM Office Order No. 16, Series 2008)

Pursuant to the RA 4846 as amended by PD 374 or the Cultural Properties Preservation and Protection Act; and RA 10066, otherwise known as the “National Cultural Heritage Act of 2009,” the Cultural Properties Regulation Division issues the Certificate for National Museum Cultural Deputy to certain qualified individuals who are willing to assist the National Museum in preserving and protecting significant cultural properties of the country.

<b>Office or Division</b>	Cultural Properties Regulation Division
<b>Classification</b>	Complex
<b>Type of Transaction</b>	G2C, G2G
<b>Who may avail</b>	Filipino citizen with the following qualifications: <ol style="list-style-type: none"> <li>1. Must be of good moral character;</li> <li>2. Must be a respectable citizen in his/her community/locality</li> <li>3. Have demonstrated by word and deed a concern and commitment for tangible and intangible cultural properties of the country.</li> </ol>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Letter of Application addressed to the Director-General (2 copies of the original)</li> <li>2. Letter of Recommendation/Endorsement from:  Local Government Units (for LGU employees, PNP, BFP, Barangay Officials)  Parish Priest (for Parish Pastoral council Officers and members)  Principal or President of universities/colleges (for members of the academe)  Private entities involve in the preservation and protection of cultural heritage of the country</li> <li>3. Updated Curriculum Vitae</li> <li>4. Barangay Clearance</li> <li>5. NBI Clearance</li> <li>6. One (1) page Essay manifesting agreement to deputization and what</li> </ol>	Cultural Properties Regulation Division – Administrative Section (CPRD-Admin. Section)



<p>he/she expect to accomplish as a heritage conservation advocate.</p> <p>7. Submission of Semi-Annual Report of Coordination with various entities regarding the importance of preserving and protecting Philippine Cultural Heritage on his/her area of responsibility</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Client provides information in CPRD Logbook.</p> <p>2. Submit the required documents;</p>	<p><b>1.</b> Receives the submitted documents and checks its completeness;</p>		3 mins.	Bernie A. Eroles Info. Off. I
	<p><b>2.</b> Forwarded the compliant documents to the Chief/OIC of the Division for further review by providing initial;</p>		5-15 mins.	Carmencita Mariano Adm. Off. IV
	<p><b>3.</b> Forwarded documents to the Office of the OIC, Deputy Director-General for Admin for endorsement by providing initial;</p>		1-5 days	Raquel Flores OIC, CPRD
	<p><b>4.</b> Forwarded documents to the Office of the Director-General for his approval.</p>		1-5 days	Evangeline Estrada Adm. Asst. II  Atty. Cecilia Tirol, OIC, DDG for Admin  E. Estrada  Dir-Gen Jeremy Barns



	<p><b>5.</b> CPRD will prepare the following: Certificate of Appointment; ID</p>		1 hr.	C. Mariano
	<p><b>6.</b> Forwarded documents to the Office of the Chief/OIC of CPRD for initial;</p>		1-5 days	R. Flores
	<p><b>7.</b> Forwarded documents to the Office of OIC, Dep. Dir-Gen for Admin for initial;</p>		1-5 days	E. Estrada Atty. C. Tirol
	<p><b>8.</b> Forwarded documents to the Office of the Director-General for signature;</p>		1-5 days	E. Estrada Jeremy Barns Director-General
	<p><b>9.</b> Notification of date of release and signing of applicant's appointment as NMP Cultural Deputy;</p>		15 mins.	C. Mariano
	<p><b>10.</b> CPRD will forward a copy of the NMRA papers to the Records Section.</p>			E. Estrada
	<b>TOTAL</b>		30 days, 1 hr & 33 mins	



**DISCLAIMER: Processing time applies to single transaction only.**

*This template applies in pursuance of RA 4846 issued in 1966 as amended by PD 374 issued in 1973 otherwise known as “Cultural Properties Preservation and Protection Act”, RA 8492, issued in 1998, otherwise known as “National Museum Act of 1998” and further amendments effected by RA 10066, otherwise known as “National Cultural Heritage Act of 2009” which mandates the regulatory functions of the NMP. Starting January 01, 2021, the regulatory functions of the CPRD will be transferred to the National Commission for Culture and the Arts (NCCA) by virtue of Republic Act No. 11333 enacted on July 2019.*

*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

## 21. NMP Freedom of Information (FOI)

The FOI complements continuing proactive information disclosure efforts where NMP are duty-bound to publish information in the spirit of openness and transparency.

<b>Office or Division</b>	Records Management Section			
<b>Classification</b>	Complex / Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen / G2B - Government to Business / G2G - Government to Government			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Written request addressed to Director-General indicating the following: <ul style="list-style-type: none"> <li>a) Full name and signature of the requesting party;</li> <li>b) Contact information (Phone and E-mail address); and</li> <li>c) Description of the information requested;</li> <li>d) Reason for or purpose of the request; and</li> <li>d) Authorization letter (if applicable)</li> </ul> 2) Copy of proof of Identification		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>I. INFORMATION REQUESTED IS IN THE CUSTODY OF NMP</b>				



1. Sign in the Client Log Book in the Office Lobby	1. Give the Log Book to the client	None	3 Minutes	NMP Security
2. Submit written request to RMS for initial assessment and evaluation	2. Receive the request and check for completeness. 2.1. Receive and record request in the system 2.2. Forward request to Office of the Director-General	None	15 Minutes  5 Minutes  10 Minutes	Records Officer I, Records Management Section  FOI Receiving Officer
	3. The Office of the Director-General performs Initial evaluation and approval of request.	None	1 Day	Director-General, National Museum of the Philippines
	4. Request is evaluated and acted upon by Division concerned. 4.1. Contact requesting party for any clarifications or additional information 4.2. Act upon the request 4.3. Submit recommendations to the Office of the Director-General	None	6 Days  1 Day  5 Days  * Extension may be requested depending on the request.	Personnel assigned by the Division concerned
	5. Office of the Director-General evaluates and validates the documents given by the division concerned and determine applicable fees.	Fees varied depending on the number of reproduction and mailing.	5 Days	Director-General, National Museum of the Philippines
	6. Notify the requesting party of the release of documents requested and applicable fees.	None	2 Days	Records Officer I, Records Management Section





	7. Issue order of payment	Fees varied depending on the number of reproduction and mailing.	5 minutes	Administrative Assistant II  Administrative Assistant III  Accounting Section
3. Pay the required fees at the NMP Cashier	8. Accept payment based on the Order of Payment and issue Official Receipt.	Fees varied depending on the number of reproduction and mailing.	5 minutes	Cashier I  Cashier Section
4. Return to RMS office for the release of document.	9. Release documents	None	2 minutes	Records Officer I, Records Management Section
TOTAL		Fees varies depending on the number of reproduction and mailing.	14 Days & 30 Minutes	

**II. INFORMATION REQUESTED IS NOT IN THE CUSTODY OF NMP**

1. Sign in the Client Log Book in the Office Lobby	1. Give the Log Book to the client	None	3 Minutes	NMP Security
2. Submit written request to RMS for initial assessment and evaluation	2. Receive the request and check for completeness. 2.1. Receive and record request in the system 2.2. Forward request to Office of the Director-General	None	15 Minutes  5 Minutes  10 Minutes	Records Officer I, Records Management Section  FOI Receiving Officer
	3. The Office of the Director-General performs Initial evaluation and approval of request.	None	1 Day	Director-General, National Museum of the Philippines
	4. Request is evaluated and acted upon by Division concerned. 4.1. Contact requesting party	None	6 Days	Personnel assigned by the Division concerned



	<p>for any clarifications or additional information</p> <p>4.2. Act upon the request</p> <p>4.3. Submit recommendations to the Office of the Director-General</p>		<p>1 Day</p> <p>5 Days</p> <p>* Extension may be requested depending on the request.</p>	
3. Coordinate with NMP personnel	5. Office of the Director-General shall notify the requesting party through writing where the information is likely contained or endorse the request to another government agency the possesses the requested information.	None	2 Days	Records Officer I, Records Management Section
<b>TOTAL</b>		None	9 Days & 18 Minutes	
<b>III. REQUEST FOR ACCESS TO INFORMATION IS DENIED</b>				
1. Sign in the Client Log Book in the Office Lobby	1. Give the Log Book to the client	None	3 Minutes	NMP Security
2. Submit written request to RMS for initial assessment and evaluation	<p>2. Receive the request and check for completeness.</p> <p>2.1. Receive and record request in the system</p> <p>2.2. Forward request to Office of the Director-General</p>	None	<p>15 Minutes</p> <p>5 Minutes</p> <p>10 Minutes</p>	<p>Records Officer I, Records Management Section</p> <p>FOI Receiving Officer</p>
	3. The Office of the Director-General performs Initial evaluation and approval of request.	None	1 Day	Director-General, National Museum of the Philippines
	<p>4. Request is evaluated and acted upon by Division concerned.</p> <p>4.1. Contact requesting party for any clarifications or</p>	None	<p>6 Days</p> <p>1 Day</p>	Personnel assigned by the Division concerned



	<p>additional information</p> <p>4.2. Act upon the request</p> <p>4.3. Submit recommendations to the Office of the Director-General</p>		<p>5 Days</p> <p>* Extension may be requested depending on the request.</p>	
3. Coordinate with NMP personnel	5. Office of the Director-General shall notify the requesting party through writing indicating clearly the grounds for denial.	None	2 Days	Records Officer I, Records Management Section
	<b>TOTAL</b>	None	9 Days & 18 Minutes	

## 22. 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.

<b>Office or Division</b>	Records Management Section			
<b>Classification</b>	Complex / Highly Technical			
<b>Type of Transaction</b>	G2C - Government to Citizen / G2B - Government to Business / G2G - Government to Government			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>1) Written request addressed to Director-General indicating the following:</p> <p style="padding-left: 40px;">a) Full name and signature of the requesting party;</p> <p style="padding-left: 40px;">b) Contact information (Phone and E-mail address); and</p> <p style="padding-left: 40px;">c) Return address</p>		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby	1. Give the Log Book to the client	None	3 Minutes	NMP Security



2. Submit written request to RMS for initial assessment and evaluation	2. Receive the request and check for completeness.  2.1. Receive and record request in the system 2.2. Forward request to Office of the Director-General	None	15 minutes	Administrative Aide IV & Administrative Assistant I  Records Management Section
	3. Initial Evaluation and Approval of Request.  *Proceed to no. 4 for disapproved request	None	2 Days	Jeremy Barns, CESO III Director-General
	4. Request is evaluated and acted upon by Division concerned.	None	3 Days  * Extension may be requested depending on the request.	Personnel assigned by the Division concerned
3. Coordinate with NMP personnel	5. Notify the requesting party of approval or disapproval of request or any other concerns.	None	1 Day	Personnel assigned by the Division concerned
<b>TOTAL</b>		None	6 Days & 18 Minutes	



### 23. Payment of Claims (LDDAP-ADA)- Creditor Without Landbank Account (External)

Financial Obligation of the agency to pay the creditor the amount corresponding their services rendered.

<b>Office or Division</b>		FINANCIAL SERVICES DIVISION		
<b>Classification</b>		SIMPLE		
<b>Type of transaction</b>		G2B- Government to Business, G2C- Government to Citizen		
<b>Who may avail</b>		External Creditors		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Receipt (Acknowledgement, Official or Collection) 2. Authorization Letter 3. Photocopy of Valid ID of the authorized person		1. Creditor 2. Creditor 3. Creditor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Creditors will issue receipt (Official Receipt, Collection Receipt, Acknowledgement Receipt) and authorization letter to the Cashier	1. Receive authorization letter, document issued by the client and Check the amount against Disbursement Voucher.  2. Client signs the DV and Give its one (1) copy	NONE	5 minutes	Cash Section Personnel on duty
	3. Processing the transaction by Encoding of information (Name of Creditor, Bank Account Number, Name of Bank and Branch, ORS no., gross amount, deductions and Net amount). Then print the documents (LDDAP-ADA, Summary of LDDAP Issued, ACIC, Financial Data Entry System)		1 minute	
			20 minutes	MARICHU SISON- Administrative Officer I , JUSTINE RAY SATUITO- Administrative Officer I



	4. Review/check, control and sign of LDDAP-ADA, Summary of LDDAP Issued, FINDES and ACIC		10 minutes	TERESITA J. VISTA - Administrative Officer V
	5. forward of Evaluated LDDAP-ADA, Summary of LDDAP Issued, FINDES and ACIC to Accounting Section		5 minutes	Administrative Assistant II- Cash
	6. Signing of LDDAP-ADA		1 minute	ALVIN CARL C. FORTES- Accountant IV
	7. Forwarding of Signed LDDAP-ADA including Summary of LDDAP Issued, FINDES and ACIC to Director's Office for Approval		5 minutes	CHARLY ANDRES- Administrative Assistant II
	8. Receipt of Approved LDDAP-ADA, Summary of LDDAP Issued , FINDES and ACIC from Director's Office		5 minutes	GRACE MORALES- Administrative Assistant II
9. Transmitting of Approved LDDAP-ADA, Summary of LDDAP Issued, FINDES and ACIC to Landbank for Processing		30 minutes	RONALD MITCHELL G. NATIVIDAD- Administrative Officer I	
<b>TOTAL</b>			1 hour 22 minutes	

#### 24. Payment of Claims (LDDAP-ADA)- Creditor with Landbank Account (External)

Financial Obligation of the agency to pay the creditor the amount corresponding their services rendered.

<b>Office or Division</b>	FINANCIAL SERVICES DIVISION	
<b>Classification</b>	SIMPLE	
<b>Type of transaction</b>	G2B- Government to Business, G2C- Government to Citizen	
<b>Who may avail</b>	External Creditors	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Receipt (Acknowledgement, Official or Collection)	1. Creditor	
2. Authorization Letter	2. Creditor	



3. Photocopy of Valid ID of the authorized person		3. Creditor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creditors will issue receipt (Official Receipt, Collection Receipt, Acknowledgement Receipt) and authorization letter to the Cashier	1. Receive authorization letter, document issued by the client and Check the amount against Disbursement Voucher.	NONE	5 minutes	Cash Section Personnel on duty
	2. Client signs the DV and Give its one (1) copy		1 minute	
	3. Processing the transaction by preparing LDDAP and ACIC (assign check no., ACIC no. and Notice of Cash Allocation) and look to the eMDS the information of the creditor and print the document		20 minutes	MARICHU SISON- Administrative Officer I
	4. Review/check, control and sign LDDAP-ADA and ACIC		10 minutes	TERESITA J. VISTA- Administrative Officer V
	5. Forwarding of Signed LDDAP-ADA and ACIC to Director's Office for Approval		5 minutes	GRACE MORALES- Administrative Assistant II
	6. Receipt of Approved LDDAP-ADA and ACIC from Director's Office		5 minutes	GRACE MORALES- Administrative Assistant II
	7. Approval of ACIC and LDDAP in eMDS online system (provided by Landbank)			C/O Director's Office
	8. Transmitting of Approved LDDAP-ADA to Landbank for Processing		30 minutes	RONALD MITCHELL G. NATIVIDAD- Administrative Officer I
		<b>TOTAL</b>	1 Hour 16 Minutes	



## 25. Payment of Claims (Check)

Financial Obligation of the agency to pay the creditor the amount corresponding their services rendered.

<b>Office or Division</b>	FINANCIAL SERVICES DIVISION			
<b>Classification</b>	SIMPLE			
<b>Type of transaction</b>	G2B- Government to Business, G2C- Government to Citizen			
<b>Who may avail</b>	External Creditors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Receipt (Acknowledgement, Official or Collection) 2. Authorization Letter 3. Photocopy of Valid ID of the authorized person		1. Creditor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1. Processing the transaction by preparing the check, Encoding Advice of Check Issued and Cancelled thru Landbank eMDS system and encoding the data of check (date, check no. , payee's name, amount and signatories) and print the ACIC  2. Check/Review, control and sign the check and ACIC  3. Forwarding of Signed ACIC, Check to Director's Office for Approval of ACIC and countersigned the check.  4. Receipt of Approved ACIC and Check from Director's Office	NONE	20 minutes   10 minutes  5 minutes  5 minutes	Administrative Officer I   Administrative Officer V  Administrative Assistant II  Administrative Assistant II





<p>1. Creditors will issue receipt (Official Receipt, Collection Receipt, Acknowledgement Receipt) to the Cashier, submit authorization letter from his/her office and photocopy of valid ID of authorized person</p> <p>2. Client Receives check and sign the DV</p>	<p>5. Approval of ACIC on eMDS online system</p> <p>6. Transmitting of Approved ACIC and check duplicate to Landbank for Processing</p> <p>7. Receive and Check the amount issued to the Disbursement voucher as well as the receipt of authorization letter and identification of the authorized person</p> <p>8. Give the client one (1) copy of DV</p> <p>9. Release check to payee</p>		<p>30 minutes</p> <p>10 minutes</p> <p>1 minute</p>	<p>C/O Director's Office</p> <p>Administrative Officer I</p> <p>Cash Section Personnel</p>
<b>TOTAL</b>				

## 26. 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.

<b>Office or Division</b>	Property Management Section, General Administrative Services Division
<b>Classification</b>	Simple



<b>Type of Transaction</b>	G2B – Government to Business (External Service)			
<b>Who may avail</b>	All concerned service providers of the NMP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Billing Statement		Service Providers concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Issues billing statement for payment	Receives the Billing Statement/Statement of Accounts	None	5 minutes	Administrative Aide IV/Administrative Assistant I, Records Management Section
	Reviews and verifies the Billing Statement/Statement of Accounts	None	5 minutes	Administrative Officer III, Records Management Section
	Prepares the Disbursement Voucher (DV)/ Obligation Request and Status (ORS), Summary of Billing Statements/Statement of Accounts and attach other supporting documents for payment	None	5 minutes	Administrative Officer III, Records Management Section
	Signs and approved the Disbursement Voucher, Obligation Request and Status, and Summary of Billing Statements/ Statement of Accounts	None	15 minutes	Chief Administrative Officer, General Administrative Services Division
	Forwards all the documents to the Accounting Section of Financial Services Division for their evaluation, funding and processing of payment	None		Financial Services Division



	Forwards all the documents to the Director-General for the approval of payment			Director-General, National Museum of the Philippines
	Return to FSD and follow External Services Procedure Nos.: 22, 23 and 24			Cash Section, FSD
Receives payment thru LDDAP-ADA/ Check and Issues Official Receipt/ Collection Receipt/ Acknowledgement Receipt.				
<b>TOTAL</b>		None	30 Minutes	

## 27. Payment of GSIS Insurance of NMP Properties

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

<b>Office or Division</b>	Property Management Section, General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B – Government to Business (External Service)			
<b>Who may avail</b>	All concerned service providers of the NMP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Billing Statement		Service Providers concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Issues billing statement for payment	Receives Billing Statement for review and preparation of Disbursement Voucher/Obligation Request and Status	None	5 minutes	Administrative Officer I, Property Management Section
	Reviews and verifies the Billing Statement and other supporting documents	None	15 minutes	Administrative Officer I, Property Management Section



	Prepares the Disbursement Voucher (DV)/Obligation Request and Status (ORS), Summary of Billing Statements and attach the other supporting documents for payment	None	40 minutes	Administrative Officer I, Property Management Section
	Secures initials on the Disbursement Voucher, Obligation Request and Status and Summary of Billing Statements to the Property Management Section Head and the signature of the Division Chief of GASD;	None	15 minutes	Administrative Officer I, Property Management Section  Administrative Officer V, Property Management Section  Chief Administrative Officer, General Administrative Services Division
	Forwards all the documents to the Accounting Section of Financial Services Division for their evaluation, funding and processing of payment	None	10 minutes	Administrative Officer I, Property Management Section
Receives the DV and other supporting documents for processing of payment	Maintains Record	None	5 minutes	Administrative Officer I, Property Management Section
TOTAL		None	1 Hour and 30 Minutes	

## 28. Permit to Photograph or Access High-Resolution Images of The National Fine Arts Collection

This transaction usually involves a client requesting to photograph, video record, or access high-resolution images of select artworks/galleries from the National Fine Arts Collection (NFAC) to be used for, but not limited to, research and publications, supplementary



material or reference for exhibitions, catalogues, documentaries, and educational and informative calendars or post cards, etc.

<b>Office or Division</b>		Fine Arts Division (FAD)		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		G2C, G2B, and G2G		
<b>Who may avail</b>		All (upon approval, recommendation or instruction from the Office of the Director-General)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Letter of Request / Intent</li> <li>2. Conformance on Guidelines on Photo Reproduction of NM Objects/Collections/Specimens</li> </ol>		1. Museum Services Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
The Client sends a Letter of Request/Intent addressed to the Director-General indicating the list of artworks being requested and the purpose of the request, via email or post mail.	<p>The FAD acknowledges receipt of the Letter of Request/Intent and conducts a preliminary assessment of items being requested.</p> <p>If items are not available, Client is immediately notified.</p> <p>If items are available, request is endorsed to the office of the Deputy Director-General for Museums and the Director-General for their review, approval, and further instructions.</p>	N/A	Within two (2) hours upon receipt of Letter of Request/Intent.	Administrative Officer / Museum Researcher II/ Collections Manager
	The Directors review the request and gives the FAD instructions for appropriate action.	N/A	One (1) working day	Director-General's Office
	If request is disapproved for any	N/A	One (1) working day	Administrative Officer



	<p>reason, the FAD drafts a response in the name of the Director-General, thanking the client for his/her interest in the NFAC.</p> <p>If request is approved, the FAD notifies the Client and endorses him/her to the Museum Services Division (MSD) to accomplish the Conformance on Guidelines on Photo Reproduction of NM Objects/Collections/Specimens and for assessment if certain fees are applicable.</p>	N/A	One (1) working day	Administrative Officer / Museum Researcher/ Collections Manager
Client signs the Conformance on Guidelines on Photo Reproduction of NM Objects/Collections/Specimens, sends a copy back to MSD.	Client is provided with guidelines on how to settle applicable fees with authorized NMP personnel		Within thirty (30) minutes.	Museum Services Division
Secure Order of Payment and settle fees.		Php 3,000.00 per item of National Cultural Treasures  Php2,000.00 per item of the 19 <sup>th</sup> Century Masters, Important Cultural		Accounting Section/ Cash Section



		Property, and National Artists  Php1,000.00 per item for Non-Cultural Property, Contemporary Art and Museum Objects  *In some cases, fees may be waived due to ex-deal agreement or sponsorship.		
Client proceeds to take photos/videos of requested artwork on agreed schedule.	In most cases, FAD provides high – resolution image of artworks being requested.  FAD provides complete details of artwork and complete credit line for proper acknowledgement of collection and image source/ photographer.		Two (2) hours	Museum Researcher/ Collections Manager
Client fills out FAD Technical Assistance Evaluation Form	A technical assistance form will be given to the client for evaluation.		Ten (10) minutes	Museum Researcher/ Collections Manager
<b>TOTAL</b>			Two (2) days, four (4) hours,	



		forty (40) minutes	
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## 29. Permit to Photograph or Access High-Resolution Images of The Non-National Fine Arts Collection That Are in The Museum’s Custody

This transaction usually involves a client requesting to photograph, video record, or access high-resolution images of select artworks/galleries that are not part of the National Fine Arts Collection but are displayed at National Museum of Fine Arts or in the custody of the National Museum of the Philippines through artwork loan, to be used for, but not limited to, research and publications, supplementary material or reference for exhibitions, catalogues, documentaries, and educational and informative calendars or post cards, etc.

<b>Office or Division</b>	Fine Arts Division (FAD)
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C, G2B, and G2G
<b>Who may avail</b>	All (upon approval, recommendation or instruction from the Office of the Director-General)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Request / Intent 2. Conformance on Guidelines on Photo Reproduction of NM Objects/Collections/Specimens	Museum Services Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The Client sends a Letter of Request/Intent addressed to the Director-General indicating the list of artworks being requested and the purpose of the request, via email or post mail.	The FAD acknowledges receipt of the Letter of Request/Intent and conducts a preliminary assessment of items being requested.  If items are not available, Client is immediately notified.  If items are available, request is endorsed to the office of the Deputy Director-General for Museums and the	N/A	Within two (2) hours upon receipt of Letter of Request/Intent	Administrative Officer / Museum Researcher II/ Collections Manager





	Director-General for their review, approval, and further instructions.			
	The Directors review the request and gives the FAD instructions for appropriate action.	N/A	Within one (1) working day.	Director-General's Office
	<p>If request is disapproved for any reason, the FAD drafts a response in the name of the Director-General, thanking the client for his/her interest in the artwork/collection.</p> <p>If request is approved, the FAD notifies the Client and proceeds to coordinate with the artwork owner to seek written permission.</p>	<p>N/A</p> <p>N/A</p>	<p>Within one (1) working day.</p> <p>Within one (1) working day.</p>	<p>Administrative Officer</p> <p>Administrative Officer / Museum Research/ Collections Manager</p>
	<p>If request is disapproved by the owner for any reason, the FAD drafts a response thanking the client for his/her interest in the artwork/collection.</p> <p>If request is approved by the owner, the FAD and endorses him/her to the Museum Services Division (MSD) to accomplish the Conforme on Guidelines on</p>	<p>N/A</p> <p>N/A</p>	<p>Within one (1) working day.</p> <p>Within one (1) working day.</p>	<p>Administrative Officer / Museum Researcher/ Collections Manager</p> <p>Administrative Officer / Museum Researcher/ Collections Manager</p>



	Photo Reproduction of NM Objects/Collections/ Specimens and for assessment if certain fees are applicable.			
Client signs the Conforme on Guidelines on Photo Reproduction of NM Objects/Collections/ Specimens, sends a copy back to MSD.	Client is provided with guidelines on how to settle applicable fees with authorized NMP personnel		Thirty (30) minutes	Museum Services Division / Cash Section
Secure Order of Payment and settle fees.		Php 3,000.00 per item of National Cultural Treasures  Php2,000. 00 per item of the 19 <sup>th</sup> Century Masters, Important Cultural Property, and National Artists  Php1,000. 00 per item for Non- Cultural Property, Contempo rary Art and Museum Objects  *In some cases,		Accounting Section/ Cash Section



		fees may be waived due to ex-deal agreement or sponsorship.		
Client proceeds to take photos/videos of requested artwork on agreed schedule.	In most cases, FAD provides high – resolution image of artworks being requested.  FAD provides complete details of artwork and complete credit line for proper acknowledgement of collection and image source/ photographer.		Two (2) hours	MR/ Collections Manager
Client fills out FAD Technical Assistance Evaluation Form	A technical assistance form will be given to the client for evaluation.		Ten (10) minutes	MR/ Collections Manager
TOTAL			Three (3) days, four (4) hours, forty (40) minutes	

### 30. 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.

<b>Office or Division</b>	Regional, Area, Site Museums and Satellite Offices
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C, G2B, G2G
<b>Who may avail</b>	Researchers / Students / Government Units
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



Letter of Intent Application Form		Research / Students RASMSO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter of Intent / Endorsement from Schools	Acceptance of letter, Verification of letter as to the validity of its purpose	NONE	10 minutes	RASMSO OIC
	Forward request to the Central Office thru email		5 minutes	RASMSO OIC
2. photo documentation	Print and forward to the RAOD Chief		5 minutes	Keith AO III
	Sign the request		15 minutes	Dionisio Pangilinan, CAO
	Office of the OIC-DDG and DG for approval		3 days	Atty. Ma. Cecilia Tirol, OIC-DDG and Jeremy Barns, DG
	Forward approved request to RASMSO		10 minutes	Keith AO III
	Inform the client about the approved application			RASMSO OIC
	Assist the client			RASMSO OIC, Museum Guide and Museum Technician
<b>TOTAL</b>			11 minutes	



### 31. Photo Reproduction of NMP Objects / Collections / Specimens

This process can be availed by clients who wants to publish in any print media the high-resolution photos of the collections found inside the museum.

<b>Office or Division</b>	Museum Services Division – Programs and Events Services Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C, G2B			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Manuscript for the Requested image</li> <li>3. Application Form</li> <li>4. Guidelines on Photo Reproduction Request</li> </ol>		MSD – Programs and Events Services Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send inquiry/ request letter	Forward to Office of the Director-General for review and action  If for further details – inform client of the requested documents  If approved – provide client with Application Form and Guidelines Agreement Form on Photo Reproduction of NMP Collection  If disapproved – inform client of the reason/s bases of disapproval and recommend possible options, if possible		4 hours	MSD – Program and Events Services Section Head
2. Submit filled-out Application Form and signed	Review submitted documents		4 hours	MSD – Program and Events Services Section Head



<p>Guidelines/ Agreement Form on Photo Reproductio n of NMP Collection</p>	<p>If deemed lacking – inform client and ask to complete details</p> <p>If complete, will be forwarded to the Office of the Director-General, together with the request for Order of Payment for signing.</p> <p>After signing, provide client with the request for Order of Payment and advise to proceed to the FSD Accounting Office for issuance of Order of Payment</p>			
<p>3. Pay appropriate fees</p> <p>If online payment, send Deposit Slip/ Transaction Confirmation Slip through email</p>	<p>Photo-copy Official Receipt and attach to the signed forms</p> <p>If online payments, MSD – Program and Events Services Section staff in- charge will submit deposit slip/ transaction confirmation slip to secure Order of Payment to the Accounting Office</p> <p>Upon bank confirmation, staff-in-charge will secure Official Receipt to the Cash Section</p>	<p>FEES:</p> <ul style="list-style-type: none"> <li>- ₱3,000.00 per item of the National Cultural Treasures (NCT)</li> <li>- ₱2,000.00 per item of the 19th Century Masters, Important Cultural Property, National Artists Cultural Property, Natural History Specimens (type specimens only)</li> <li>- ₱1,000.00 per item for Non-Cultural Property, Contemporar y Art &amp; Museum Objects</li> </ul>	<p>1 Day for bank confirmation</p>	<p>MSD – Program and Events Services Section Head</p> <p>FSD – Accounting Office – Accountant In- charge</p> <p>Cash Section – Cashier In-charge</p>
	<p>Upon payment, MSD – Program and Events</p>		<p>4 hours</p>	<p>MSD – Program and Events</p>



	Services Section staff in-charge will coordinate with the concerned division/staff to get the copy or the requested images			Services Section Head
4. Acknowledge receipt of photos	Send photos through google drive/email		15 minutes	MSD – Program and Events Services Section Head
<b>TOTAL</b>		<b>P3,000.00 /P2,000.00 /P1,000.00</b>	<b>1 Day, 12 hours and 15 Minutes</b>	

### 32. Prenuptial / Pre-debut Photo Shoots

This process is open to all clients interested to use the museum as venue of their prenuptial or pre-debut photo shoots.

<b>Office or Division</b>	Museum Services Division - Programs and Events Services Section			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Client			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter 2. Application Form 3. Guidelines on Prenuptial / Pre-debut Photo Shoot		Museum Services Division – Programs and Events Services Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send inquiry/request letter	Forward to Office of the Director-General for review and action  If approved and there is no conflict with other schedule, provide client with Application Form and Guidelines/ Agreement Form on Prenuptial and Pre-debut Location Shoot  If there is conflict with the availability of	Free	4 Hours	MSD – Program and Events Services Section Head



	schedule, inform client of other available schedule			
2. Submit filled-out Application Form and signed Guidelines/ Agreement Form on Prenuptial/ Pre-debut Location Shoot	<p>Review submitted documents</p> <p>If deemed lacking – inform client and ask to complete details</p> <p>If complete, will be forwarded to the Office of the Director-General, together with the request for Order of Payment for signing.</p> <p>After signing, provide client with the request for Order of Payment and advise to proceed to the FSD Accounting Office for issuance</p>	Free	4 Hours	<p>MSD – Program and Events Services Section Head</p> <p>to</p> <p>Director-General Jeremy Barns</p>
3. Pay appropriate fees	<p>Photocopy Official Receipt and attach to the signed forms</p> <p>If online payments, MSD – Program and Events Services Section staff in-charge will submit deposit slip/ transaction confirmation slip to secure Order of Payment to the Accounting Office</p> <p>Upon bank confirmation, staff-in-charge will secure Official Receipt to the Cash Section</p>	₱5,000.00	1 Day for Bank Confirmation	<p>MSD – Program and Events Services Section Head</p> <p>FSD – Accounting Office – Accountant In-charge</p> <p>Cash Section – Cashier In-charge</p>
<b>TOTAL</b>		<b>₱5,000.00</b>	<b>1 Day, 8 Hours</b>	

### 33. Procedure on Museum Visit

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 nationwide.





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

<b>Office or Division</b>	CMVOD
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C – Government to Client G2G – Government to Government
<b>Who may avail</b>	All
<b>CHECKLIST OF REQUIREMENTS*</b>	<b>WHERE TO SECURE</b>
booking request	Personal appearances at the CMVOD Information and Reservations Team (IRT) office located at the National Planetarium
	Calls made via IRT hotline numbers
	Txt messages forwarded to the IRT hotlines
	Request letters sent via email
booking confirmation	Confirmation messages made 1. at the IRT office; 2. through calls or txt messages from the IRT hotline numbers; or 3. through email
Coordinators Headcount	CMVOD Visitor Operations Section (VOS) of corresponding museum facility

\* Note: Only for clients with requests for museum walkthroughs or guided tours or clients with 20 or more individuals in a group

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Clients with 20 or more individuals visit or call the IRT with the intention to visit or request for a guided tour 1.2 Groups with 20 individuals are advised to proceed as walk-in visitors and shall proceed to step 6	1.1 IRT asks about and checks availability of preferred date, time, and NM facility or 1.2 offers alternatives if unavailable	None	5 minutes	Miguel Artificio AO V, IRT
<i>Note: Reservations must be made no earlier than 1 month or at least 2 weeks before preferred schedule</i>				
2. Client agrees on date and time of visit / guided tour	2.1 IRT logs client information in the Reservations Logbook; 2.2 confirms booking; and 2.3 informs client on	None	5 minutes	Miguel Artificio AO V, IRT



	admission and tour guidelines			
3. Client arrives at the specified NM facility and will enter upon advice of security personnel	3.1 Security checks if reservations were made 3.2 If yes, refer to VOS	None	1 minutes	Security Personnel
4.1 Client coordinates with VOS for reservations 4.2 For walk-in visitors, proceed to step 6 4.3 For NP show visitors/viewers, proceed to step 14	4.1 VOS receives coordinator and asks about details of the reservation 4.2 If valid, ask client to fill out Coordinators Headcount (for big booked groups with 20 or more individuals) 4.3 VOS orients admission policies	None	5 minutes	Administrative Assistant, VOS
5. Client completes Coordinators Headcount and submit to VOS	5.1 VOS counterchecks Coordinators Headcount 5.2 If Coordinators Headcount is valid, VOS asks client to register	None	5 minutes	Administrative Assistant, VOS
6. Client registers at the front desk	6.1 VOS logs the group in the registration logbook and the weekly reservations sheet 6.2 Walk-in visitors are logged in the	None	2 minutes	Information Officer, VOS



	registration logbook only			
7. Client enters the specified NM facility	7. VOS advises coordinator to have group alight vehicles and proceed to lobby for security inspection	None	5 minutes	Information Officer, VOS
8. Coordinator for booked groups and walk-in visitors undergoes security check at the NM entrance and baggage counter	8.1 Security conducts security check 8.2 Mentions general visitor guidelines	None	5 minutes	Security Personnel
9.1 Coordinator for booked groups and walk-in visitors deposits prohibited items at the baggage counter 9.2 Receives deposit claim tag	9.1 Security collects items to be deposited 9.2 Mentions general visitor guidelines 9.3 Presents deposit claim tag	None	2 minutes	Security Personnel
10.1 Client enters the orientation area for an introduction 10.2 Tour (guided or non-guided) of the museum starts	10.1 Ushers booked groups to orientation area for an introduction 10.2 Starts booked tours or show	None	1 hour	Museum Guide, VOS
11. End tour	11. Ushers to exit	None	5 minutes	Museum Guide, VOS
12. Presents deposit claim tag	12. Collects claim tags for deposited items	None	5 minutes	Security Personnel
<i>(End of transaction for booked and walk-in visitors for all National Museum Complex buildings except for visitors/viewers of NP show)</i>				
13. Clients arrive at NP and will enter upon advice of security personnel	13. For visitors/viewers of NP show, VOS facilitates the group's queue and	None	5 minutes	Administrative Assistant, VOS



	count (together with the group coordinator) the number of male and female as guard on-duty checks visitors in upon security inspection			
14. Group coordinator pays appropriate fees at the cashier	14. Cashier issues Official Receipt	PhP 50 – regular rate  PhP 40 – PWD and Senior Citizen rate  PhP 30 – student rate	5 minutes	Cashier, FSD
15.1 Clients enter the NP theater 15.2 NP show starts	15.1 VOS ushers visitor to seats inside the NP theater 15.2 VOS plays NP show	None	35 minutes	Administrative Assistant, VOS
16. End tour	16. Usher to exit	None	5 minutes	Administrative Assistant, VOS
<i>(End of transaction)</i>				
<b>TOTAL</b>		PhP 50	2 hours, 35 minutes	

### 34. Processing of Contract of Service Application

Describes the procedures for processing of Contract of Service (COS) application.

Office or Division	Human Resource Management Division-Human Resource Actions and Processes (HRMD – HRAPS)
Classification	Highly Technical
Type of Transaction	G2G (Government to Government) / G2C (Government to Citizen)



Who may avail	<ul style="list-style-type: none"> <li>• All divisions within the National Museum of the Philippines (NMP); and</li> <li>• All qualified candidates who meet the minimum qualifications of the position.</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>a) Original copy of approved request for hiring;</p> <p>b) Original copy of approved Terms of Reference;</p> <p>c) Original copy of approved Request for Allotment of Funds / Certification on the Availability of Funds;</p> <p>d) Duly accomplished Personal Data Sheet with attached Work Experience Sheet and passport size picture;</p> <p>e) Curriculum Vitae;</p> <p>f) Photocopy of any one (1) valid government issued ID;</p> <p style="padding-left: 40px;">a) Passport</p> <p style="padding-left: 40px;">b) Driver's License</p> <p style="padding-left: 40px;">c) SSS/ GSIS Unified Multi-Purpose ID (UMID) Card</p> <p style="padding-left: 40px;">d) PhilHealth ID</p> <p style="padding-left: 40px;">e) TIN Card</p> <p style="padding-left: 40px;">f) Postal ID</p> <p style="padding-left: 40px;">g) Voter's ID</p> <p style="padding-left: 40px;">h) PRC ID</p> <p>g) Photocopy of Cedula</p> <p>h) Original copy of NBI Clearance;</p> <p>i) Photocopy of Transcript of Records;</p> <p>j) Photocopy Diploma</p> <p>k) Original Copy of Performance Review, (in case of renewal)</p>		<p>✓ Office of the Director-General</p> <p>✓ Office of the Director-General</p> <p>✓ Budget Section, Financial Services Division</p> <p>✓ Applicant</p> <p>✓ Applicant</p> <p>✓ Department of Foreign Affairs (DFA)</p> <p>✓ Land Transportation Office (LTO)</p> <p>✓ Social Security System / Government Service System</p> <p>✓ Any PhilHealth Local Insurance Office (LHIO)</p> <p>✓ Bureau of Internal Revenue (BIR)</p> <p>✓ Any PhilPost branch</p> <p>✓ Commission on Elections or COMELEC</p> <p>✓ Professional Regulation Commission</p> <p>✓ Barangay or municipal offices where the applicant resides</p> <p>✓ Any National Bureau of Investigation (NBI) branches / outlets</p> <p>✓ School / University where the applicant graduated</p> <p>✓ School / University where the applicant graduated</p> <p>✓ Immediate Supervisor</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submits request for hiring Contract of Service (COS) personnel with attached Terms of Reference to the Office of the Deputy Director-General and Director-General and wait for the request to be approved.	Receives request for hiring COS and forward the same to the Office of the Deputy	None	5 mins.	➤ Marilou Bernate, Administrative Assistant II (for Museums) / Jenny Quero,



<p>Submits request for the Certification on the Allotment of Funds / Availability of Funds to the Budget Section – Financial Services Division and wait for the issuance of Certification on the Allotment of Funds / Availability of Funds.</p> <p>Forwards to the Human Resource Management Division (HRMD) the following documents and wait for the Contract to be released:</p> <ul style="list-style-type: none"> <li>a) Original copy of approved request for hiring;</li> <li>b) Original copy of approved Terms of Reference;</li> <li>c) Original copy of approved Request for Allotment of Funds / Certification on the Availability of Funds;</li> <li>d) Duly accomplished Personal Data Sheet with attached Work Experience Sheet and passport size picture;</li> <li>e) Curriculum Vitae;</li> </ul>	<p>Director-General for recommendation.</p>			<p>Administrative Assistant II (for Administration)</p>
	<p>Recommends the hiring of COS to the Director-General.</p>	None	1 day	<ul style="list-style-type: none"> <li>➤ Dr. Ana Maria Theresa P. Labrador, Deputy Director-General for Museums / Atty. Ma. Cecilia U. Tirol, Officer-In-Charge, Office of the Director-General for Administration</li> </ul>
	<p>Approves the request for hiring.</p>	None	1 day	<ul style="list-style-type: none"> <li>➤ Jeremy Barns, Director-General</li> </ul>
	<p>Issues Certification on the Allotment of Funds / Availability of Funds</p>	None	1 – 2 days	<ul style="list-style-type: none"> <li>➤ Clariza Jucay, Administrative Officer V (Budget Officer III)</li> </ul>
	<p>Receives and Checks the completeness of documents to be submitted and forwards the same to the Chief Administrative Officer for annotation.</p>	None	5 mins.	<ul style="list-style-type: none"> <li>➤ Patricia Bernardo/AD AS II</li> </ul>
	<p>Initially evaluate the documents</p>	None	30 mins.	<ul style="list-style-type: none"> <li>➤ Ronald Pre</li> </ul>



<p>f) Photocopy of any one (1) valid government issued ID;</p> <p style="padding-left: 20px;">i) Passport j) Driver's License k) SSS/ GSIS Unified Multi-Purpose ID (UMID) Card l) PhilHealth ID</p> <p style="padding-left: 20px;">m) TIN Card n) Postal ID o) Voter's ID p) PRC ID</p> <p>g) Photocopy of Cedula</p> <p>h) Original copy of NBI Clearance;</p> <p>i) Photocopy of Transcript of Records;</p> <p>j) Photocopy Diploma</p> <p>k) Original Copy of Performance Review, (in case of renewal)</p> <p>Submit duly signed / notarized contract to the Records Management Section-General Administrative Services Division (RMS-GASD) including all requirements in the checklist.</p>	<p>submitted and prepares Assessment and Certification for Hiring Contract of Service Personnel and forwards the same to the Chief Administrative Officer for signature.</p> <p>Signs Assessment and Certification for Hiring Contract of Service Personnel and forward the same to the Office of the Deputy Director-General for recommendation.</p>	<p style="text-align: center;">None</p>	<p style="text-align: center;">5 mins.</p>	<p>➤ Patricia Bernardo, Administrative Assistant II</p>
<p>Submit duly signed / notarized contract to the Records Management Section-General Administrative Services Division (RMS-GASD) including all requirements in the checklist.</p>	<p>Receives Assessment and Certification for Hiring Contract of Service Personnel and forward the same to the Office of the Deputy Director-General for recommendation.</p>	<p style="text-align: center;">None</p>	<p style="text-align: center;">5 mins</p>	<p>➤ Marilou Bernate, Administrative Assistant II (for Museums) / Jenny Quero, Administrative Assistant II (for Administration)</p>
<p>Submit duly signed / notarized contract to the Records Management Section-General Administrative Services Division (RMS-GASD) including all requirements in the checklist.</p>	<p>Recommends the approval of the Assessment and Certification for</p>	<p style="text-align: center;">None</p>	<p style="text-align: center;">1 day</p>	<p>➤ Dr. Ana Maria Theresa P. Labrador, Deputy Director-General for Museums / Atty. Ma. Cecilia U.Tirol, Officer-In-Charge,</p>



	Hiring Contract of Service Personnel.			Office of the Director-General for Administration
	Approves the Assessment and Certification for Hiring Contract of Service Personnel.	None	1 day	➤ Jeremy Barns, Director-General
	Forwards the approved Assessment and Certification for Hiring Contract of Service Personnel to the HRMD	None	30 mins	➤ Christielene Magas, AO III
	Receives the approved Assessment and Certification for Hiring Contract of Service Personnel and forwards the same to the Chief Administrative Officer for annotation.	None	2 mins	➤ Ronald Pre
	Prepares Office Memorandum address to the Legal Officer for the preparation of Services Contract.	None	5 mins	➤ Ronald Pre





	Signs Office Memorandum address to the Legal Officer for the preparation of Service Contract.	None	2 mins	➤ Consuelo M, Bernardo, OIC
	Prepares Service Contract.	None	1 day	➤ Atty. Ma. Cecilia U. Tirol, Attorney IV
	Routes contract for signature of concerned personnel.	None	1 day	➤ Patricia Bernardo, ADAS II
	Attach barcode / control number on the submitted contract.	None	5 mins	➤ Earnest Garcia, Administrative Officer I
	Provides a copy to the HRMD for 201 filing.	None	5 mins	➤ Earnest Garcia, Administrative Officer I
	Informs the concerned division on the approval and assumption to duty of the COS personnel.	None	5 mins	➤ Ronald Pre
<b>TOTAL</b>			<b>8 days 1 hr 44 mins</b>	

**Disclaimer:**

*Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.*



### 35. 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.

<b>Office or Division</b>	Human Resource Management Division (HRMD)			
<b>Classification</b>	COMPLEX			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	Students must have the following qualifications: Must be of good moral character; Third Year and/or Fourth Year College; and Grade 12 Senior High School (SHS)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>Each student trainee must submit the following documents (should be in a long white expanding folder):</p> <ol style="list-style-type: none"> <li>1. Intent Letter;</li> <li>2. Curriculum Vitae;</li> <li>3. NBI clearance (for students 18 years old and above);</li> <li>4. 1 x1 ID photo;</li> <li>5. Certification of Good Moral Character; and</li> <li>6. Memorandum of Agreement</li> </ol>		<ol style="list-style-type: none"> <li>1. On The-Job-Trainee;</li> <li>2. On The-Job-Trainee</li> <li>3. NBI;</li> <li>4. On The-Job-Trainee;</li> <li>5. Issued by respective school/ college/ university</li> </ol> <p>1. 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)</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCE SSING TIME</b>	<b>PERSON RESPONSIB LE</b>
<ol style="list-style-type: none"> <li>1. Submit Letter of Intent letter addressed to the Director-General with the following details: <ul style="list-style-type: none"> <li>• Name of School/College/University /;</li> <li>• Name of Course/Strand;</li> <li>• Required No. of Hours;</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Receives and checks intent letter and curriculum vitae to be forwarded to Chief AO</li> </ol>	None	2 mins.	Patricia Bernardo, Administrative Assistant II



<ul style="list-style-type: none"> <li>• Target OJT Schedule (<i>start and end</i>);</li> <li>• Name of Trainees;</li> <li>• Contact Number and Email Address,</li> <li>• Together with trainee's curriculum vitae</li> </ul> <p>2. To wait for signed/approved 1<sup>st</sup> endorsement</p>	<p>2. Forward intent letter to Chief AO for approval</p> <p>3. Chief AO to indicate instruction in the intent letter</p> <p>4. AO II prepares draft of 1<sup>st</sup> Endorsement to signed by Chief of HRMD, Division Chiefs/OICs, DDG for Museums and DDG for Administration the Director-General</p> <p>5. Chief AO reviews and/or approves the 1<sup>st</sup> Endorsement</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>2 mins.</p> <p>10 mins.</p> <p>5 mins.</p> <p>15 mins.</p>	<p>Patricia Bernardo, Administrative Assistant II</p> <p>Consuelo M. Bernardo, OIC/ Accountant III</p> <p>Irah Gernale, Administrative Officer II</p> <p>Consuelo M. Bernardo, OIC/ Accountant III</p>
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<p>3. Submit certificate of good moral; NBI clearance (for students 18 and above); 1x1 picture</p> <p>4. Submit duly signed (by school officials) Memorandum of Agreement (MOA) to the Human Resource Management Division six (6) copies</p>	6. ADAS II routes the 1 <sup>st</sup> endorsement for signature of Division Chief/OIC; DDG for Museums; DDG for Administration and DDG	None	1 day	Patricia Bernardo, Administrative Assistant II
	7. To inform concerned school/College/University to submit requirements once the 1 <sup>st</sup> endorsement is approved	None	5 mins.	Irah Gernale, AO II
	8. Check completeness of requirements submitted	None	2 mins.	Patricia Bernardo, Administrative Assistant II
	9. Receive MOA from concerned school for 2 <sup>nd</sup> endorsement to Division Chiefs/OICs, DDG for Museums and DDG for Administration the Director-General	None	2 mins.	Patricia Bernardo, Administrative Assistant II
	10. AO II prepares draft of 2 <sup>nd</sup> Endorsement to be signed by Chief of HRMD,	None	5 mins.	Irah Gernale, AO II



<p>5. Await signed Memorandum of Agreement (MOA) for notarization</p>	<p>Division Chiefs/OICs, DDG for Museums and DDG for Administration the Director-General</p>			
<p>6. Submit duly signed and notarized Memorandum of Agreement (MOA) to the Human Resource Management Division six (6) copies</p>	<p>11. Chief AO reviews and/or approves the 2<sup>nd</sup> Endorsement</p>	<p>None</p>	<p>15 mins.</p>	<p>Consuelo M. Bernardo, OIC/ Accountant III</p>
<p>7. Await for copy of duly signed and coded Memorandum of Agreement (MOA)</p>	<p>12. ADAS II routes the 2<sup>nd</sup> endorsement for signature of Division Chief/OIC; DDG for Museums; DDG for Administration and DDG</p>	<p>None</p>	<p>1 day</p>	<p>Patricia Bernardo, Administrative Assistant II</p>
<p>6. Submit duly signed and notarized Memorandum of Agreement (MOA) to the Human Resource Management Division six (6) copies</p>	<p>13. Inform concerned School/College/ University to pick-up six (6) copies of signed MOA for notary</p>	<p>None</p>	<p>2 mins.</p>	<p>Patricia Bernardo, Administrative Assistant II Irah Gernale, Administrative Officer II</p>
<p>7. Await for copy of duly signed and coded Memorandum of Agreement (MOA)</p>	<p>14. Forward duly signed and notarized Memorandum of Agreement (MOA) to the Records Management Section six (6) copies for</p>	<p>None</p>	<p>5 mins.</p>	<p>Patricia Bernardo, Administrative Assistant II</p>



	coding			
	15. Inform the concerned School/College/University regarding the start of their deployment	None	5 mins.	Patricia Bernardo, Administrative Assistant II /Irah Gernale, Administrative Officer II
Leave TOTAL		None	2 days 1 hour and 15 minutes	
<b>Disclaimer:</b>				
<i>Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.</i>				

### 36. Reference Service

Reference service is provided by the reference librarian to help library users in the retrieval of the information they need. Through a reference interview the librarian will be able to identify the appropriate reference material the user need, provide the direction of a specific material and give the right or multiple sources of information.

<b>Office or Division</b>	MSD – Central Library and Archives Section			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C, G2B, G2G			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			Not Applicable	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in the Library User's logbook in the	1. Assist user in filling out the information.	None	3-15 minutes	Apolla Santiago – Torio Librarian I Museum Services Division



Reference desk.				
2. Ask query to the reference librarian	2. Provide the library resources the client need			
<b>TOTAL</b>			3-15 minutes	

### 37. Registration of Movable Cultural Properties for Private and Institutional Collectors (30 Items or Less)

Individual documentation and registration of movable cultural properties owned by private individuals, organizations, and institutions as required by Presidential Decree No. 374 and Republic Act No. 10066 as well as other relevant laws.

<b>Office or Division</b>	Cultural Properties Regulation Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C, G2G			
<b>Who may avail</b>	Private and Institutional Collectors, Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Formal letter of request addressed to the Director-General 2. Notarized Affidavit of Ownership/Provenance		Cultural Properties Regulation Division (Registration Section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Client provides information on CPRD log book	1.1 Present log book to client	None	3 minutes	Bernie A. Eroles <i>Information Officer I</i>
Present item/s to registering officers	2.1 Initial inspection of item/s	None	5 minutes*	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
Submit required documents to registering officers	3.1 Receive and review documents and check for completeness	None	5 minutes	Emmanuel Q. Loyola <i>Administrative Officer V</i>



	3.2 Inspection, Description, and Documentation (taking of photographs and measurement) of item/s 3.3 Affixing of stamp on each item		15 minutes* (per item)  3 minutes	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
Sign the Application to Register Cultural Properties (NM Form No. 374-3A) in quadruplicate	4.1 Prepare and Issue the Application to Register Form if required documents are complete	None	10 minutes	Emmanuel Q. Loyola <i>Administrative Officer V</i>
	4.2 Prepare and finalize individual certificate/s of registration	None	15 minutes (per certificate)	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
	4.3 CPRD Chief signs and endorses the individual certificates and other supporting documents to the Deputy Director-General for Admin.	None	5 minute (per certificate)	Raquel DC Flores <i>Officer-in-Charge</i>
	4.4 The Deputy Director-General for Admin reviews and endorses the documents to the Director-General.	None	30 minutes	Atty. Ma Cecilia U. Tirol OIC-DDGA
	4.5 The Director-General approves and signs the Certificate of Registration (NM	None	30 minutes	Director-General of the National





	Form No. PD 374-3)			Museum of the Philippines
Sign the Order of Payment	5.1 CPRD Chief approves Order of Payment		5 minute	Raquel DC Flores <i>Officer-in-Charge</i>
	5.2 Issue Order of Payment to applicant after proper assessment	None	5 minutes	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
Pay the required fees at the National Museum of the Philippines Cash Section (FSD) by presenting the Order of Payment	6.1 Collect payment as indicated in the Order of Payment	Application Fee: PHP 50.00 Registration Fee: PHP 20.00 (per item) Certificate Fee: PHP 10.00 (per item)	15 minutes	National Museum of the Philippines Cash Section (FSD)
	6.2 Issue Official Receipt			
Return to CPRD Office for the release of Certificate/s of Registration upon presentation of Official Receipt	7.1 Photocopy client's Official Receipt	None	2 minutes (per item)	Evangeline M. Estrada <i>Administrative Assistant II</i> <i>Releasing Officer</i>
	7.2 Dry sealing of Certificate/s of Registration for release to the applicant	None		
	7.3 Original copy of the Certificate of Registration with Official receipt shall be released to the	None		



	Collector while a second copy shall be filed at CPRD Record Section and the remaining copy shall be forwarded to Records Section (Central File) of NMP.  7.4 A Photo and complete information of the registered item shall be included in the CPRD Databank.	None		
TOTAL		PHP 30.00 (per item) + PHP50.00 Application Fee	2 days 4 hours and 24 minutes	

\* The registering officer shall immediately inform the client if, upon initial inspection or documentation, the item/s for registration shall require some research (comparison with previously registered items, search for proper terms for accurate description, etc).

**DISCLAIMER:**

*Processing time applies to single transaction only.*

*This template applies in pursuance of RA 4846 issued in 1966 as amended by PD 374 issued in 1973 otherwise known as "Cultural Properties Preservation and Protection Act", RA 8492, issued in 1998, otherwise known as "National Museum Act of 1998" and further amendments effected by RA 10066, otherwise known as "National Cultural Heritage Act of 2009" which mandates the regulatory functions of the NMP. Starting January 01, 2021, the regulatory functions of the CPRD will be transferred to the National Commission for Culture and the Arts (NCCA) by virtue of Republic Act No. 11333 enacted on July 2019.*

*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every*



### 38. Registration of Movable Cultural Properties for Dealers (30 Items or Less)

Individual documentation and registration of movable cultural properties owned by private individuals, organizations, and institutions as required by Presidential Decree No. 374 and Republic Act No. 10066 as well as other relevant laws.

<b>Office or Division</b>	Cultural Properties Regulation Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B – Government to Business Entity			
<b>Who may avail</b>	Licensed Dealers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Formal letter of request addressed to the Director General 2. Notarized Affidavit of Ownership/Provenance		Cultural Properties Regulation Division (Registration Section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client provides information on CPRD log book	1.1 Present log book to client	None	3 minutes	Bernie A. Eroles <i>Information Officer I</i>
2. Present item/s to registering officers	2.2 Initial inspection of item/s	None	5 minutes*	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
3. Submit required documents to registering officers	3.1 Receive and review documents and check for completeness	None	5 minutes	Emmanuel Q. Loyola <i>Administrative Officer V</i>
	3.2 Inspection, Description, and Documentation (taking of photographs and measurement) of item/s	None	15 minutes* ( per item)	Alan Rodney L. Arriola <i>Administrative Officer II</i>
	3.3 Affixing of stamp on each item	None	3 minutes	Bryan B. Ferrer <i>Administrative Officer II</i>
	3.4 Prepare and finalize	None	15 minutes (per item)	



	individual certificates of registration			
	3.5 CPRD Chief signs the individual certificates	None	5 minutes (per certificate)	Raquel DC Flores <i>Officer-in-Charge</i>
	3.6 CPRD Chief endorses the signed certificate/s for the approval of the Director-General	None	3 minutes	Director-General of the National Museum of the Philippines
4. Sign the Order of Payment	4.1 CPRD Chief approves Order of Payment	None	5 minutes	Raquel DC Flores <i>Officer-in-Charge</i>
	4.2 Issue Order of Payment after proper assessment	None	5 minutes	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
5 Pay the required fees at the National Museum of the Philippines Cash Section (FSD) by presenting the Order of Payment	5.1 Collect payment as indicated in the Order of Payment 5.2 Issue Official Receipt	Registration Fee: PHP 20.00 (per item) Certificate Fee: PHP 10.00 (per item)	15 minutes	National Museum of the Philippines Cash Section (FSD)
6 Return to CPRD Office for the release of Certificate/s of Registration upon	6.1 Photocopy client's Official Receipt	None	2 minutes (per item)	Evangeline M. Estrada <i>Administrative Aide II</i> <i>Releasing Officer</i>
	6.2 Dry sealing of Certificate/s of Registration for release to the applicant	None		



presentation of Official Receipt	6.3 Original copy of the Certificate of Registration with Official receipt shall be released to the Collector while a second copy shall be filed at CPRD Record Section and the remaining copy shall be forwarded to Records Section (Central File) of NMP.	None		
<b>TOTAL</b>		<b>PHP 30.00</b> (per item)	<b>2 days 4 hours</b>	

\* The registering officer shall immediately inform the client if, upon initial inspection or documentation, the item/s for registration shall require some research (comparison with previously registered items, search for proper terms for accurate description, etc).

**DISCLAIMER:**

*Processing time applies to single transaction only.*

*This template applies in pursuance of RA 4846 issued in 1966 as amended by PD 374 issued in 1973 otherwise known as “Cultural Properties Preservation and Protection Act”, RA 8492, issued in 1998, otherwise known as “National Museum Act of 1998” and further amendments effected by RA 10066, otherwise known as “National Cultural Heritage Act of 2009” which mandates the regulatory functions of the NMP. Starting January 01, 2021, the regulatory functions of the CPRD will be transferred to the National Commission for Culture and the Arts (NCCA) by virtue of Republic Act No. 11333 enacted on July 2019.*

*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

**39. Registration of Movable Cultural Properties Requiring Inspection Outside the National Museum of The Philippines. (10-30 Items)**

Individual documentation and registration of movable cultural properties owned by private individuals, organizations, and institutions as required by Presidential Decree No. 374 and Republic Act No. 10066 as well as other relevant laws.



<b>Office or Division</b>	Cultural Properties Regulation Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B,G2C, G2G			
<b>Who may avail</b>	Licensed Dealers, Private Collectors, Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Formal letter of request addressed to the Director General which will indicate the exact number of items to be registered</li> <li>2. Notarized Affidavit of Ownership/Provenance/Deed of Sale</li> <li>3. Detailed photo of each item</li> <li>4. Proper workplace with enough space, lighting and ventilation.</li> <li>5. The applicant is requested to provide transportation, food, and if necessary accommodation for NMP Personnel</li> <li>6. Handymen should be provided to lift big and/or heavy objects for the NMP Personnel</li> </ol>		Cultural Properties Regulation Division (Registration Section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client provides information on CPRD log book	1.2 Present log book to client	None	3 minutes	Bernie A. Eroles <i>Information Officer I</i>
2. Submit formal letter of request	2.1 Receive and forward letter of request to the Director-General's Office	None	5 minutes	Evangeline M. Estrada <i>Administrative Assistant II</i>
	2.2 Review and approval of the Director-General.	None	5 minutes	Director-General Jeremy Barns
	2.3 Endorsement to the OIC/Division Head.	None	5 minutes	Raquel DC Flores OIC-CPRD



	<p>2.4 Receive and review documents and check for completeness</p> <p>2.5 Coordinate with the applicant for schedule and discuss other pertinent information and requirements:</p>	<p>None</p> <p>None</p>	<p>15 minutes</p>	<p>Emmanuel Q. Loyola <i>Administrative Officer</i></p>
<p>3. Provide transportation for NMP personnel to the location of cultural properties</p>		<p>None</p>	<p>Duration of travel depending on location</p>	<p>Emmanuel Q. Loyola <i>Administrative Officer V</i></p> <p>Alan Rodney L. Arriola <i>Administrative Officer II</i></p> <p>Bryan B. Ferrer <i>Administrative Officer II</i></p>
	<p>3.1 Inspection, Description, and Documentation (taking of photographs and measurement) of item/s</p> <p>3.2 Affixing of stamp on each item</p>	<p>None</p> <p>None</p>	<p>15 minutes* (per item)</p>	<p>Emmanuel Q. Loyola <i>Administrative Officer V</i></p> <p>Alan Rodney L. Arriola <i>Administrative Officer II</i></p> <p>Bryan B. Ferrer <i>Administrative Officer II</i></p>
<p>4. Provide transportation for NMP personnel back to the office</p>		<p>None</p>	<p>Duration of travel depending on location</p>	<p>Emmanuel Q. Loyola <i>Administrative Officer V</i></p> <p>Alan Rodney L. Arriola <i>Administrative Officer II</i></p> <p>Bryan B. Ferrer</p>



				<i>Administrative Officer II</i>
5. Sign the Application to Register Cultural Properties (NM Form No. 374-3A) in quadruplicate (For private collectors only)	5.1 Prepare and Issue the Application to Register Form if required documents are complete (For Private Collectors only)	None	10 minutes	Emmanuel Q. Loyola <i>Administrative Officer V</i>
	5.2 Applicant will be given a release date of the certificate/s of registration	None		Alan Rodney L. Arriola <i>Administrative Officer II</i>
	5.3 Prepare and finalize individual certificates of registration	None	15 minutes (per certificate)	Bryan B. Ferrer <i>Administrative Officer II</i>
	5.4 CPRD Chief signs and endorse the individual certificates and other supporting documents to the Deputy Director-General for Admin. (for Private Collectors only)	None	5 minutes (per certificate)	Raquel DC Flores <i>Officer-in-Charge</i>
	5.5 The Deputy Director-General for Admin reviews and endorses the documents to the Director-General. (for Private Collectors only)	None	30 minutes	Atty. Ma Cecilia U. Tirol OIC-DDGA
	5.6 The Director-General approves and signs the Certificate of Registration (NM Form No. PD 374-3) (for private collectors only)	None	30 minutes	Director-General of the National Museum of the Philippines





6. Sign the Order of Payment	6.1 CPRD Chief approves Order of Payment		5 minutes	Raquel DC Flores <i>Officer-in-Charge</i>
	6.2 Issue Order of Payment after proper assessment	None	5 minutes	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
7. Pay the required fees at the National Museum of the Philippines Cash Section (FSD) by presenting the Order of Payment	7.1 Collect payment as indicated in the Order of Payment  7.2 Issue Official Receipt	Application Fee: PHP 50.00 ( for Private Collectors only) Registration Fee: PHP 20.00 (per item) Certificate Fee: PHP 10.00 (per item)	15 minutes	National Museum of the Philippines Cash Section (FSD)
8. Return to CPRD Office for the release of Certificate/s of Registration upon presentation of Official Receipt	8.1 Photocopy client's Official Receipt	None		
	8.2 Dry sealing of Certificate/s of Registration	None	2 minutes (per item)	Evangeline M. Estrada <i>Administrative Aide II</i> <i>Releasing Officer</i>
	8.3 Release of Certificate/s of Registration to the applicants	None		
	8.4 Original copy of the Certificate of Registration with Official receipt shall be released to the Collector while a second copy shall be filed at CPRD Record Section and the remaining copy shall be forwarded to Records	None		



	Section (Central File) of NMP.			
TOTAL		PHP 30.00 (per item) + PHP 50.00 Application Fee (for Private Collectors Only)	2 days 6 hours + time of travel	

\* The registering officer shall immediately inform the client if, upon initial inspection or documentation, the item/s for registration shall require some research (comparison with previously registered items, search for proper terms for accurate description, etc).

**DISCLAIMER:**

*Processing time applies to single transaction only.*

*This template applies in pursuance of RA 4846 issued in 1966 as amended by PD 374 issued in 1973 otherwise known as “Cultural Properties Preservation and Protection Act”, RA 8492, issued in 1998, otherwise known as “National Museum Act of 1998” and further amendments effected by RA 10066, otherwise known as “National Cultural Heritage Act of 2009” which mandates the regulatory functions of the NMP. Starting January 01, 2021, the regulatory functions of the CPRD will be transferred to the National Commission for Culture and the Arts (NCCA) by virtue of Republic Act No. 11333 enacted on July 2019.*

*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

#### 40. Registration of Works of National Artists (30 Items)

Individual documentation and registration of movable cultural properties owned by private individuals, organizations, and institutions as required by Presidential Decree No. 374 and Republic Act No. 10066 as well as other relevant laws.

<b>Office or Division</b>	Cultural Properties Regulation Division
<b>Classification</b>	Complex



<b>Type of Transaction</b>	G2C, G2B, G2G			
<b>Who may avail</b>	Licensed Dealers, Private Collectors, Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Formal letter of request addressed to the Director General 2. Notarized Affidavit of ownership attesting to its authenticity and manner of acquisition. 3. 3R size photograph and e-form copy.		Cultural Properties Regulation Division (Registration Section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client provides information on CPRD log book	1.1 Present log book to client	None	3 minutes	Bernie A. Eroles <i>Information Officer I</i>
2. Present item/s to registering officers	2.1 Initial inspection of item/s	None	5 minutes*	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
3. Submit required documents to registering officers	3.1 Receive and review documents and check for completeness	None	5 minutes	Emmanuel Q. Loyola <i>Administrative Officer V</i>
	3.2 Inspection, Description, and Documentation (taking of photographs and measurement) of item/s	None	15 minutes* (per item)	Alan Rodney L. Arriola <i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
	3.3 Affixing of stamp on each item			
4. Sign the Application to Register Cultural Properties (NM Form No. 374-3A) in quadruplicate	4.1 Prepare and Issue the Application to Register Form if required documents are complete (for	None	10 minutes	Emmanuel Q. Loyola <i>Administrative Officer V</i>  Alan Rodney L. Arriola



	Private Collector only)  4.2 Prepare and finalize individual certificates of registration	None	15 minutes (per certificate)	<i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
	4.3 CPRD Chief signs and endorse the individual certificates and other supporting documents to the Deputy Director-General for Admin. (for Private Collectors only)	None	5 minutes (per certificate)	Raquel DC Flores <i>Officer-in-Charge</i>
	4.4 The Deputy Director-General for Admin reviews and endorses the documents to the Director-General. (for Private Collectors only)	None	30 minutes	Atty. Ma Cecilia U. Tirol OIC-DDGA
	4.5 The Director-General approves and signs the Certificate of Registration (NM Form No. PD 374-3) (for Private Collectors only)	None	30 minutes	Director-General of the National Museum of the Philippines
5. Sign the Order of Payment	5.1 CPRD Chief approves Order of Payment	None	5 minutes	Raquel DC Flores <i>Officer-in-Charge</i>
	5.2 Issue Order of Payment after	None	5 minutes	Alan Rodney L. Arriola



	proper assessment			<i>Administrative Officer II</i>  Bryan B. Ferrer <i>Administrative Officer II</i>
6. Pay the required fees at the National Museum of the Philippines Cash Section (FSD) by presenting the Order of Payment	6.1 Collect payment as indicated in the Order of Payment  6.2 Issue Official Receipt	Application Fee: PHP 50.00 (For Private Collectors only) Registration Fee: PHP 20.00 (per item) Certificate Fee: PHP 10.00 (per item)	15 minutes	National Museum of the Philippines Cash Section (FSD)
7. Return to CPRD Office for the release of Certificate/s of Registration upon presentation of Official Receipt	7.1 Photocopy client's Official Receipt	None	2 minutes (per item)	Evangeline M. Estrada <i>Administrative Assistant II</i> <i>Releasing Officer</i>
	7.2 Dry sealing of Certificate/s of Registration for release to the applicant	None		
	7.3 A copy of the certificate of registration shall be forwarded to the NCCA	None		Raquel Dc. Flores, <i>Officer-In-Charge</i>
TOTAL		PHP 30.00 (per item) + PHP 50.00 Application Fee (for Private Collectors Only)	2 days and 4 hours	

\* The registering officer shall immediately inform the client if, upon initial inspection or documentation, the item/s for registration shall require some research (comparison with previously registered items, search for proper terms for accurate description, etc).



**DISCLAIMER:**

*Processing time applies to single transaction only.*

*This template applies in pursuance of RA 4846 issued in 1966 as amended by PD 374 issued in 1973 otherwise known as “Cultural Properties Preservation and Protection Act”, RA 8492, issued in 1998, otherwise known as “National Museum Act of 1998” and further amendments effected by RA 10066, otherwise known as “National Cultural Heritage Act of 2009” which mandates the regulatory functions of the NMP. Starting January 01, 2021, the regulatory functions of the CPRD will be transferred to the National Commission for Culture and the Arts (NCCA) by virtue of Republic Act No. 11333 enacted on July 2019.*

*Moreover, due to the skeleton work force being implemented for the duration of the community quarantine, the release of permits, clearances, and documents from CPRD are scheduled every Wednesdays and Fridays.*

#### 41. Request for Conservation Treatment of Artworks

This transaction involves a client requesting conservation treatment, preventive conservation treatment or technical assistance on the conservation of their collection.

<b>Office or Division</b>	Fine Arts Division (FAD)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C, G2B, and G2G			
<b>Who may avail</b>	All (upon approval, recommendation or instruction from the Office of the Director-General)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request / Intent 2. Memorandum of Agreement		FAD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
The Client sends a Letter of Request/Intent addressed to the Director-General	The FAD acknowledges receipt of the Letter of Request/Intent and conducts a preliminary assessment of the request.	N/A	Within two (2) hours upon receipt of Letter of Request/Intent	FAD Administrative Officer / MR/ Conservator
	Request is endorsed to the office of the	N/A	Two (2) hours	FAD Administrative



	Deputy Director-General for Museums and the Director-General for their review, approval, and further instructions.			Officer / MR/ Conservator
	The Directors review the request and gives the FAD instructions for appropriate action.	N/A	One (1) working day	Office of the Director-General
	<p>If request is disapproved for any reason, the FAD drafts a response in the name of the Director-General, thanking the client for his/her interest.</p> <p>If request is approved, the FAD notifies and coordinates with the client to conduct an ocular inspection (condition assessment).</p>	<p>N/A</p> <hr/> <p>(c/o GASD)</p>	<p>One (1) working day.</p> <p>One (1) working day.</p>	<p>FAD Administrative Officer</p> <p>FAD Administrative Officer /MR/ Conservator</p>
	FAD drafts a proposed conservation plan. This is submitted to the Director's Office and the Client for approval.	N/A	Five (5) working days	FAD MR/ Conservator/ Director's Office
Client reviews and approves proposed conservation plan from FAD.	FAD drafts a Memorandum of Agreement (MOA) with the Client, indicating the terms and	N/A	Five (5) working days.	Director's Office, Legal Office, FAD MR/Conservator



	conditions of the technical assistance.			
Client signs the MOA	FAD endorses four (4) original copies of the MOA to the Client, and approved conservation plan (as attachment to the MOA) for signature	<u>                    </u> (c/o GASD)	One (1) working day	FAD MR/ Conservator
Client signs four (4) original copies of the MOA and returns these to FAD	FAD forwards four (4) original copies of the MOA signed by the Client to the Director's Office for signing.	N/A	Thirty (30) minutes	FAD Administrative Officer
	FAD forwards signed MOA to Legal Section for notarization	<u>                    </u> c/o Legal Section	Thirty (30) minutes	FAD Administrative Officer /Legal Section
	FAD coordinates with Client to schedule pick-up of artwork. FAD issues Delivery and Receipt Form upon receipt of artwork.	N/A	Thirty (30) minutes	FAD MR/ Conservator
Client proceeds to NMP to bring the artwork/object for conservation treatment or for consultation/interview	*In some cases, the FAD picks-up artwork from the Client's premises depending on agreement.  FAD provides the technical assistance.	N/A	Twenty (20) working days or more, subject for extension depending on the degree of conservation work to be done.	FAD MR/ Conservator
Client inspects the artwork	FAD endorses the artwork to the client with updated condition report	N/A	Five (5) working days	FAD OIC/ MR/ Conservator





	and conservation report. FAD issues Delivery and Receipt Form upon release of artwork.			
Client fills out FAD Technical Assistance Evaluation Form	A technical assistance form will be given to the client for evaluation.	N/A	Ten (10) minutes	FAD MR/ Conservator
TOTAL			Thirty-eight (38) days, five (5) hours, forty (40) minutes	

## 42. 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.

<b>Office or Division</b>	ARCHAEOLOGY	
<b>Classification</b>	HIGHLY TECHNICAL	
<b>Type of Transaction</b>	G2C, G2G, G2B	
<b>Who may avail</b>	Researchers, National Museum Research Affiliate/Associate/Fellow	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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 / partners for approved projects		Cultural Properties Regulation Division, Legal Section
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, Curators, Researchers, Technicians, Laboratory Aide
	Division head endorses the approved request to the concerned division staff			30 mins	Curators, Researchers, Technicians, Laboratory Aide



	<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>		30 mins	Curators, Researchers, Technicians, Laboratory Aide
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
<b>TOTAL</b>		None	8 days, 2 hours	

### 43. Request for Payment of Infrastructure Project

This aims to outline methods for claiming progress billing/ final billing request of contractors for the work accomplished.

<b>Office or Division</b>	Facilities Management Division
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<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2B		
<b>Who may avail</b>		Contractors		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request of billing 2. Detailed Work Accomplishment Report 3. Contractor's Affidavit 4. Statement of Time Elapse and Work Accomplishment 5. Pictures (Before, During and After) 6. Advance Payment Bond/ Performance bond/ Warranty bond/ Guarantee Bond		Contractor		
7. Summary and Detailed Work Accomplishment Report 8. Disbursement Vouchers, Monthly Certificate of Payment, Certification of Inspection, and other certificates as needed in some cases.		Facilities Management Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submission of Request for Payment	1. Received and Review completeness of documents	None	5 minutes	Administrative Aide IV
	2. Project Site Inspection	None	4 hours	Project – In – Charge with Inspector
	3. Preparation of Summary and Detailed Work Accomplishment Report	None	24 hours	Project – In Charge
	4. Review and Checking of Summary and Detailed Work Accomplishment Report	None	3 hours	Administrative Officer II
	5. Preparation of Disbursement Vouchers, Monthly Certificate of, Payment, Certification of Inspection, and	None	10 minutes	Administrative Officer II/ Engineering Aide (Administrative)



	other certificates as needed in some cases.			
	6. Division Head signing of documents prepared mentioned in No.'s 3 & 5	None	5 minutes	Head of the Division
Conforme the signed and prepared document mentioned in No. 3	7. Recommending Approval	None	5 minutes	OIC – Deputy Director General (Administration)
	8. Approval of documents	None	5 minutes	Director – General (Head of Agency)
	9. Collation of documents with all other certified true copies of attachments	None	30 minutes	Administrative Officer II/ Engineering Aide (Administrative)
	10. Transmittal to accounting for processing of payment	None	5 minutes	Engineering Aide (Administrative)
	TOTAL		32 hours & 5 minutes	



## 44. Request for Payment of Outsourced Services

This aims to outline methods for claiming monthly billing request of suppliers for the rendered services.

<b>Office or Division</b>		Facilities Management Division (FMD)		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2B		
<b>Who may avail</b>		Suppliers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request of billing 2. Sales Invoice 3. Service Report/ Job Order		Supplier		
4. Certification and Assessment Report 5. Disbursement Voucher		Facilities Management Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submission of Requirements	1. Received and Review completeness of documents	None	5 minutes	Administrative Assistant III
	2. Preparation of Certification and Assessment Report	None	30 minutes	Administrative Assistant III
	3. Preparation of Disbursement Voucher	None	10 minutes	Disbursement Voucher
	4. Checking and signing of Certification and Assessment Report with Disbursement Voucher	None	5 minutes	Division Head
	5. Signing of Certification and Assessment Report as recommending approval	None	5 minutes	OIC – Deputy Director General (Administration)
	6. Approval of documents	None	5 minutes	Director – General (Head of Agency)
	7. Collation of documents with all other certified true	None	30 minutes	Administrative Officer II/ Engineering Aide (Administrative)



	copies of attachments			
	8. Transmittal to accounting for processing of payment	None	5 minutes	Engineering Aide (Administrative)
<b>TOTAL</b>			1 hour & 35 minutes	

#### 45. Requesting for Technical Assistance for Thesis, Research and Related Requests

This transaction involves a client requesting for an interview, or supplemental information for the purpose of thesis, proposal or research, publications, supplementary material or reference for exhibitions, catalogues, documentaries, and educational and informative materials. Information given is limited to the artworks that are part of the National Fine Arts Collection of the National Museum of the Philippines either exhibited or located in the National Fine Arts Repository.

<b>Office or Division</b>	Fine Arts Division (FAD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C, G2B, and G2G			
<b>Who may avail</b>	All (upon approval, recommendation or instruction from the Office of the Director-General)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request / Intent 2. Research Proposal/Abstract/Brief		1. Client 2. Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
The Client sends a Letter of Request/Intent addressed to the Director-General indicating the request and the purpose.	The FAD acknowledges receipt of the Letter of Request/Intent and conducts a preliminary assessment of the request  If unavailable, Client is immediately notified.  If available, request is endorsed to the office of the Deputy	N/A	Within two hours upon receipt of Letter of Request/Intent.	Administrative Officer / MR



	Director-General for Museums and the Director-General for their review, approval, and further instructions.			
	The Directors review the request and gives the FAD instructions for appropriate action.	N/A	One (1) working day	Office of the Director-General
	If request is disapproved for any reason, the FAD drafts a response in the name of the Director-General, thanking the client for his/her interest.  If request is approved, the FAD notifies and coordinates with the client for the assistance	N/A  N/A	One (1) working day  One (1) working day.	Administrative Officer  Administrative Officer / MR
If the request is for an interview, the FAD and the client sets a schedule	FAD provides the technical assistance.		One (1) working day	Immediate Supervisor/ MR
	A technical assistance form will be given to the client for evaluation.		Ten (10) minutes	
<b>TOTAL</b>			Three (3) days, two (2) hours, ten (10) minutes	





## 46. Research Proposals

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

<b>Office or Division</b>	Regional, Area, Site Museums and Satellite Offices			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Research Proposals		Researchers		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forward Proposal to RAOD Central Office	Review the proposal	None	3 days	DOP, CAO
	Forward Proposal to the OIC-DDG	None	10 minutes	Jayson, EA
	Endorse the proposal to the office of the DDG for Museums	None	3 days	Office of the OIC-DDG
	Reviews the proposal and forward the same to the office of the DG for approval		5 days	Office of the DDG for Museums
	Approve / disapprove the proposal		2 days	DG
	Forward proposal to RAOD		10 minutes	Office of the DG
	Receive and forward the approved/		10 minutes	Jayson, EA



	disapproved proposal to DOP, CAO  Forward to concerned Researcher thru email		10 minutes	Keith, AO III
<b>TOTAL</b>			13 days and 40 minutes	

#### 47. RESEARCH REQUEST

The National Museum of the Philippines (NMP) as an educational institution extends its technical services to various clients by providing museum information assistance in their respective research activities.

<b>Office or Division</b>	Museum Services Division (MSD) – Education and Training Services Section		
<b>Classification</b>	Highly Technical		
<b>Type of Transaction</b>	G2C – Government to Citizen/ G2B – Government to Business Entity		
<b>Who may avail</b>	All		
<b>Checklist Of Requirements</b>		<b>Where To Secure</b>	
1 Official request letter duly signed by: <ul style="list-style-type: none"> <li>a. Teacher/professor for school requests</li> <li>b. Supervisor/Heads for office requests</li> <li>c. Anyone who is in authority to endorse the requester</li> </ul>		From the requester's school/ office/ organization/ affiliation	



<p>2 Attachments</p> <p>a. For students – thesis</p> <ul style="list-style-type: none"> <li>i. Thesis Proposal</li> <li>ii. Review of Related Literature</li> <li>iii. Guide questions if for interview</li> </ul> <p>b. For student non-thesis/ other requests</p> <ul style="list-style-type: none"> <li>• Project Brief or Concept Note (with title, objectives, description, timeline, and expected outputs)</li> <li>• Other documents that can validate legitimacy of the project/request</li> </ul>		<p>From the requester's school/ office/ organization/ affiliation</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send inquiry	1.1 Acknowledge receipt by replying if thru email	None	5 minutes	Administrative Officer V, ODG-CEAS
	1.2 Acknowledge receipt by stamping date and time received if hand carried	None	5 minutes	Administrative Officer 1, GASD-RMS
	1.3 Forward request to ODG	None	4 hours	Administrative Officer V, ODG-CEAS/ Administrative Officer 1, GASD-RMS
	1.4 Forward request to concerned Divisions	None	*1 day	DG
	1.5 If forwarded to MSD for coordination, OIC/Head will assign task of coordination to the Information Officer	None	4 hours	Chief Administrative Officer, MSD
	1.6 Forward to Information Officer	None	4 hours	Administrative Assistant, MSD
	1.7 Information Officer will reply via email and ask for the submission of requirements	None	1 day	Rizza S. Salterio Information Officer III, MSD-Education and Training Services Section
2. Submit requirements	2.1 Acknowledge receipt of submitted requirements	None	5 minutes	
	2.2 Review submitted documents if	None	30 minutes	



	complete and correct			
	2.3 Summarize content of documents and request	None	30 minutes	
	2.4 Forward to ODDG	None	4 hours	
	2.5 Review request and make actions	None	*1 day	DDG for Museums, ODG
	2.6 Forward to concerned divisions/ personnel	None	4 hours	Administrative Assistant, ODDG for Museums
	2.7 If sent back to MSD, Information Officer will coordinate accordingly:  If regrets or for further instructions or inquiry, it will be communicated by email  If approved, will coordinate with assigned division/ personnel	None	1 day	Rizza S. Salterio Information Officer III, MSD- Education and Training Services Section
	2.8 Upon receipt of feedback/ instructions from the concerned division/ personnel, it will be communicated to the requester	None	*1 day	
	2.9 If agreed, request will be endorsed to the concerned division/ personnel for their action	None	1 day	
	<b>TOTAL</b>	<b>None</b>	<b>6 days, 17 hours, 10 minutes</b>	



### 48. 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.

<b>Office or Division</b>	Property Management Section, General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B – Government to Business (External Service)			
<b>Who may avail</b>	All Prospective Bidders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Prospective bidders to sign in the bidder's logbook located at the Property Management Section, General Administrative Services Division	Provides the bidder's logbook to the client	None	2 minutes	Administrative Officer IV, Property Management Section
Secures request for the issuance of order of payment for the bidding documents	Prepares the letter of request to Accounting Section for the issuance of order of payment	None	10 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section
Presents the letter of request to the Accounting Section	Accounting Section receives the letter of request for verification, processing and issuance	None	5 minutes	Accountant IV, Accounting Section



Accepts the Order of Payment and proceed to the Cashier	Cash Section to process the payment	None	15 minutes	Administrative Officer I, Cash Section
Pays the required amount for the sale of the bidding documents	Cash Section to issue Official Receipt	Php1,000.00	5 minutes	Administrative Officer I, Cash Section
Returns to Property Management Section and present the Official Receipt of payment	Secures a photocopy of the Official Receipt, returns the original receipt to the prospective bidder and release the bidding documents	None	10 minutes	Administrative Officer IV, Property Management Section  Administrative Officer V, Property Management Section
Receives the original Official Receipt and Bidding Documents	Maintains Record	None	5 minutes	Administrative Assistant II, Property Management Section  Administrative Officer IV, Property Management Section
<b>TOTAL</b>		Php1,000.00	52 Minutes	

#### **49. Technical Assistance (Access of the National Ethnographic Collection, Catalog/Database, and Research Reports)**

The Ethnology Division provides number of technical assistance upon request and with the approval from the Office of the Director General. One of the services/technical assistance given/granted is the access of the National Ethnographic Collection, Catalog/Database and research reports related to the NEC gathered by the researchers of the division, such as field reports, related literatures, masterlists, etc.

Access to the NEC and related data of the National Museum of the Philippines (NMP) should be in accordance with the principle of benefit sharing. Efforts must be made in order that both users of the collection/data and the NMP shall be mutually benefited.



Users of the collection, data or information of the NMP should acknowledge the NMP, the Director-General, appropriate Division/s and staff that attended to his/her request, in all scientific and popular publications and all other media, printed or electronic media (through the internet, etc.) as well as oral presentations with bearing on these collections. Such attribution should be observed in any subsequent use of the NMP collection/data.

The Ethnology Division of the NMP has the right to disallow access to specific collection/data on data bases and information on collections on valid grounds especially on new anthropological collections and its data being studied by NMP researchers; unpublished research work; and other confidential data determined by the Director-General of the NMP or the Division Chief.

Access to the data and information of the NMP collections should only be used under the condition and purpose as stated by the applicant and as approved by the NMP. In no circumstances will data be used for other purposes, without the appropriate written authorization and approval of the NMP.

<b>Office or Division</b>	Ethnology Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Citizen (G2C) and Government to Government (G2G)			
<b>Who may avail</b>	Colleagues from NMP Students (Undergraduate and Graduate) Professionals Cultural and Academic Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official request letter duly approved by NMP Directors		Office of the Director General Office of the Deputy Director General for Museums		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/ present/ forward the request letter approved by the NMP Directors	1.1 Receive the letter request	None	2 minutes	Administrative Officer
2. Wait for the division's response	2.1. Review the content of the request 2.2. Forward the initial review on the request letter to the Office of the Deputy Director	None	3 days	Researcher-in-Charge



	General for Museums			
3. Wait for the reply of the Office of the Deputy Director General for Museums	3.1 Follow-up/ inform the requesting party of the received reply from the Office of the Deputy Director General for Museums	None	3 days	Researcher-in-Charge
4. Expect for a response through the email/landline depending on the contact details provided in the letter	4.1. Answer the client through email or landline 4.2. Set specific date for access of the NEC and/or data/ information needed	None	3 days	Researcher-in-Charge
<b>TOTAL</b>		None	9 days & 2 mins	





## 50. Technical Assistance (Access to Photo-Files)

The Ethnology Division provides number of technical assistance upon request and with the approval from the Office of the Director General. One of the services/technical assistance given/granted is the access to photo-files gathered/taken/collected and donated to the Ethnology Division.

Access to the photo-files gathered/taken/collected and donated to the National Museum of the Philippines (NMP) should be in accordance with the principle of benefit sharing. Efforts must be made in order that both users of the photographic collections and the NMP shall be mutually benefited.

Users of the photographic collections of the NMP should acknowledge the NMP, the Director-General, appropriate Division/s and staff that attended to his/her request, in all scientific and popular publications and all other media, printed or electronic media (through the internet, etc.) as well as oral presentations with bearing on these collections. Such attribution should be observed in any subsequent use of the NMP collections/files.

The Ethnology Division of the NMP has the right to disallow access to specific photographic collections/files on valid grounds especially on new anthropological collections; unpublished research work; and other confidential photographs determined by the Director-General of the NMP or the Division Chief.

Access to the photographic collections of the NMP should only be used under the condition and purpose as stated by the applicant and as approved by the NMP. In no circumstances will the photographs be used for other purposes, without the appropriate written authorization and approval of the NMP.

<b>Office or Division</b>	Ethnology Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Citizen (G2C), Government to Government (G2G), Government to Business (G2B)			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter duly approved by NMP Directors		Office of the Director General Office of the Deputy Director General for Museums		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/ present/ forward the request letter approved by the head of the agency	1.1. Receive the letter request	None	2 minutes	Administrative Officer



2. Wait for the division's response	2.1. Review the content of the request	None	3 day	Researcher-in-Charge
3. Expect for a response through the email/landline depending on the contact details provided in the letter	3.1. Answer the client through email or landline 3.2. Set specific date for access to the needed data/ collection	None	3 day	Researcher-in-Charge
4. Approve the conditions set with the Ethnology Division (through writing/email)	4.1. Draft a Memorandum of Agreement depending on the agreed terms 4.2. Send the drafted MOA to Legal Section for review	None	5 days	Researcher-in-Charge
5. Sign MOA	5.1. Have the signed MOA notarized	C/o Legal Section	2 days	Researcher-in-Charge
6. Conduct the selection of photo-files	6.1. Assist the client on the selection of photo-files	None	10 days	Researcher and Technician-in-Charge
7. Return the borrowed photo-files	7.1. Assess and inventory the accessed/borrowed photo-files	None	10 days	Researcher and Technician-in-Charge
<b>TOTAL</b>		None		



## 51. Technical Assistance and/or Research

Zoology Division provides technical assistance to students, researchers, and professionals from Local Government Units, Non-Governmental Organizations, National Government Agencies, academe, and cultural workers, through the following forms:

- Research
- Access to records / photos / collections
- Interviews (student, professional, researcher, or media)
- Taxidermy
- Media Requests (shoot, briefing)
- Loan of Museum Objects (specimens, artworks, artifacts)
- Sharing of information and expertise through lectures, workshops, and trainings.

<b>Office or Division</b>	Zoology			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government			
<b>Who may avail</b>	Students, researchers, professionals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<p>Official request (1 copy) letter duly signed by:</p> <ol style="list-style-type: none"> <li>a. Teacher/professor for school requests</li> <li>b. Supervisor/Heads for office requests</li> <li>c. Anyone who is in authority to endorse the requester</li> </ol> <p>Attachments (1 copy each document)</p> <p>For students – thesis</p> <ol style="list-style-type: none"> <li>i. Thesis Proposal</li> <li>ii. Review of Related Literature</li> <li>iii. Guide questions if for interview</li> </ol> <p>For student non-thesis/ other requests</p> <ul style="list-style-type: none"> <li>• Project Brief, Proposed Program or Concept Note (with title, objectives, description, timeline, and expected outputs)</li> <li>• Other documents that can validate legitimacy of the project/request</li> </ul>		From the requester’s school/ office/ organization/ affiliation		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit Letter Request to the Head of the Agency (Office of the Director-General) through any of the following medium: a. Email b. Courier c. Hand-carried	1.1 Receive Letter Request 1.2 Assess the request for approval of the DG 1.3 If request is denied, letter of regret will be sent If not, DG will appoint Division to assist or act on the request	None	15 minutes	ODG-CEPA
2. Wait for NMP-Division's response	2.1. Forward to Division concern 2.2. Review/ Evaluate the request for appropriate action 2.3. Division personnel to contact the client for clarifications/ additional information 2.4. Division will release formal/official response to the client through email or letter		2 days	Division or personnel concerned
3. Receive NMP Division's response If request denied, end of transaction If granted, client will coordinate with the Division concerned	3.1. Coordinate with client with instructions on what to do		15 minutes	Division or personnel concerned
4. Collaboration with NMP Division	4.1. Collaboration with client		17 days	Division or personnel concerned



<b>TOTAL</b>		19 days & 30 minutes	
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## 52. Technical Assistance: 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.

<b>Office or Division</b>	ARCHAEOLOGY			
<b>Classification</b>	HIGHLY TECHNICAL			
<b>Type of Transaction</b>	G2C, G2G, G2B			
<b>Who may avail</b>	Local museums (Government Agencies), Private museums, Foreign museums, Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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		1 day	Division Head



	<p>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 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>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>DDG for Museums</p> <p>Director-General</p> <p>Division Head, Curators, Researchers, Technicians, Laboratory Aide</p> <p>Curators, Researchers, Technicians, Laboratory Aide</p> <p>Curators, Researchers, Technicians, Laboratory Aide</p>
<p>Client communicates request and terms</p>	<p>Concerned division staff talks to client</p>	<p>None</p>	<p>30 mins</p>	<p>Curators, Researchers, Technicians, Laboratory Aide</p>



Preparation / review of the Memorandum of Agreement (MOA) between NMP and client	Memorandum is reviewed	None	14 days	Requester, CPRD, Legal Section, ARC
	<i>for Cast/Reproduction:</i> Technical division staff buys supplies for cast/ reproduction <i>Artifacts for Exhibition:</i> Once MOA is approved, technical division staff prepares specimens for loan	None	1 day	Technicians, Laboratory Aide  Curators, Researchers, Technicians, Laboratory Aide
	<i>for Cast/Reproduction:</i> Technical division staff makes cast/ reproduction  <i>Artifacts for Exhibition:</i> Division staff prepares the specimens for travel/ installation	None	As per MOA (at least 2 weeks)	Technicians, Laboratory Aide
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
<b>TOTAL</b>		None	Not less than 29 days, 1 hour, 30 mins	



### 53. Technical Assistance (Conduct of Lectures/Workshops/ Interview)

The Ethnology Division offers lectures to both local and international academes. Anthropological lectures especially in the field of ethnography / ethnology, Peoples of the Philippines, and the National Ethnographic Collections are provided to the interested academe and other institutions upon request with the approval of the head of the agency.

<b>Office or Division</b>	Ethnology Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Citizen (G2C), Government to Government (G2G), Government to Business (G2B)			
<b>Who may avail</b>	Colleagues from NMP Students (Undergraduate and Graduate) Professionals Cultural and Academic Institutions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official request letter duly approved by NMP Directors 2. Details of the requested lecture/ workshop (time, place, number and composition of audience, objectives/topics/focus) 3. (Proposed) Letter of Agreement indicating the terms for further discussion		Office of the Director General Office of the Deputy Director General for Museums		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/present/ forward the request letter duly approved by NMP Directors	Receive the letter request	None	2 minutes	Administrative Officer
2. Wait for the division's response	Review the content of the request	None	1-3 days	Researcher-in-Charge
3. Expect for a response through email/landline depending on the contact details provided in the letter	3.1. Answer the client through email or landline 3.2. Set specific date for discussion/ meeting on further details of the request	None	3 days	Researcher-in-Charge
4. Reply/answer/ confirm the set meeting/ conditions of the Ethnology Division	Review and prepare the pertinent documents needed	None	3 days	Researcher-in-Charge





(through writing/email)				
5. Finalize the letter of agreement	Review/ sign the letter of agreement and confirm the conduct of the requested activity	*	5-10 days	Researcher, Technician and/or Laboratory Aide-in-Charge
<b>TOTAL</b>		None		

\*Duties and responsibilities of both parties will be discussed and defined/enumerated in the agreement

### 54. Technical Assistance (Identification of Ethnographic Materials)

If an individual, group or organization wishes to identify ethnographic materials, the NMP's Standard Operating Procedures for identifying material culture will be followed.

<b>Office or Division</b>	Ethnology Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Citizen (G2C), Government to Government (G2G), Government to Business (G2B)			
<b>Who may avail</b>	Colleagues from NMP Students (Undergraduate and Graduate) Professionals Institutions / Academe Business Entity			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter requesting for Authentication 2. Photographs of the Specimen(s) (if any)		Cultural Property Regulations Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forward the request letter for authentication to the CPRD	Receive the letter request	---	---	CPRD Personnel
2. Wait for the CPRD's response	Request assistance from the Ethnology Division for authentication	---	---	CPRD Personnel
3. Show/ present/ provide the specimen(s) or the photographs of the specimen	Review/assess the specimen(s) or the photographs of the specimen(s) provided	None	7 days (1-2 specimen) 10 days (3-4 specimens)	Researcher-in-Charge



			10-15 days (5 and above)	
4. Wait for the assessment result	Draft report of the result of assessment	None	5-7 days	Researcher-in-Charge
5. Wait for the assessment result ( <i>the CPRD will contact the client upon receipt of the assessment</i> )	Endorse/forward to the CPRD the result/ findings of the assessment/ review	None	1 day	Researcher-in-Charge
<b>TOTAL</b>		None		

### 55 Technical Assistance (Herbarium Visit)

Technical Assistance for Herbarium Visit requests that are primarily for thesis and other research studies, grants the requestor/s the access to particular herbarium specimens in the Philippine National Herbarium (PNH). The researcher or technical staff responsible for the request may also share information, expertise, instruction, skills or transmission of knowledge and other consultation services to individuals or groups.

<b>Office or Division</b>	Botany and National Herbarium Division	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government	
<b>Who may avail</b>	students, researchers, professionals	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Request letter addressed to Director- General		From the client
Research proposal		From the client
Approval of rejection letter		From the concerned division
Technical Assistance Form (MSD-F11 Ver00 01Jan19)		NM Security personnel at employee's entrance
Visitor's ID		NM Security personnel at employee's entrance
Terms of Agreement		Researcher in-charge from the PNH
Herbarium photographs, copy of publication arising after the use of PNH		From the client



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit Letter of Request to the Head of the Agency (Office of the Director-General) through any of the following medium: a. Email b. Courier c. Hand-carried	1.4. Receive Letter of Request 1.5. Assess the request for approval of the Director-General (DG)  1.2.1. If request is denied, letter of regret will be sent  1.2.2. If approved, DG appoints Division to assist or act on the request  1.3. Forward to Division concern 1.4. Review/ Evaluate the request and research proposal for appropriate action  1.5. Division personnel to contact the client for clarifications/ additional information	None	2 days	1.1.- 1.3. Office of the Director-General- Communications External Public Affairs (ODG-CEPA)  1.4. Botany and National Herbarium Division (BNHD)  1.5. BNHD  1.6. BNHD



	1.6. Division will release formal/official response to the client through email or letter			
3. Submit the research proposal	2.1 Receive and review the research proposal	None	7 days	<i>Curator II/ Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
3. Receive NMP Division's response If request denied, end of transaction  If granted, client will coordinate with the Division concerned	3. Coordinate with client for further instructions	None	15 minutes	BNHD
4. Proceed to National Museum of Natural History. Show the security personnel the appointment date in the approved request letter. Sign in the Client Log Book in the employee's entrance	4. Give the visitor's log book to the client for signing.	None	5 minutes	National Museum of the Philippines Security personnel-on-duty
5. Sign and submit the	5. Issue the Terms of Agreement document	None	15 minutes	<i>Curator II/ Curator I/ Senior Museum Researchers/</i>



Terms of Agreement				<i>Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II/ Admin Officer III</i>
6. Seek the desired technical assistance from the division's researchers and other technical personnel	6. Provide the desired assistance	None	Within 14 days	<i>Curator II/ Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
7. Sign the client survey form <small>(BNH-F05 Ver00 01Jan19)</small>	7. Issue the Client Survey Form	None	5 minutes	<i>Curator II/ Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
8. Give BNHD an e-copy of all photographs taken and the final manuscript or technical report arising from the herbarium specimens	8. Review and save e-copy of photographs and other documents	None	15 minutes	<i>Museum Technician II</i>
<b>TOTAL</b>			23 days, 1 hour, 5 minutes	

**56. Technical Assistance: Interviews & As Lecturer, Speaker on Conference, Symposium & Workshops**



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.

<b>Office or Division</b>	ARCHAEOLOGY			
<b>Classification</b>	HIGHLY-TECHNICAL			
<b>Type of Transaction</b>	G2C, G2G, G2B			
<b>Who may avail</b>	Students, Researchers, Scholars and Writers, Government Unit Representatives, Media, Academic Institutions, Organizations, Associations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	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,
	Division head endorses the		1 day	Division Head



	<p>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 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>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>DDG for Museums</p> <p>Director-General</p> <p>Division Head, Curators, Researchers, Technicians</p> <p>Curators, Researchers</p> <p>Curators, Researchers</p>
<p>Client goes to the Division and/or communicates request and terms</p>	<p><i>for interviews:</i> Concerned division staff talks to the client</p>	<p>None</p>	<p>3 Hours [<i>for interviews</i>]</p>	<p>Curators, Researchers</p>



	<i>for lecture presentation, the process ends here:</i> Concerned division staff prepares presentation		3 days [for lecture presentation...]	
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
<b>TOTAL</b>		None	9 days, 5 hours, 30 mins	







a. Hand-carried	on the request			
	1.4. Forward to Division concern		15 minutes	Ar. Arnulfo F. Dado Division Chief, AABHD
	1.5. Review/Evaluate the request for appropriate action			
	1.6. Division personnel contacts the client for additional information/ further instruction/ schedule of site visit		2 days	Ar. Kamille Patrizia C. Sepidoza/ Ar. Marie Bernadette B. Balaguer/ Ar. Armando J. Arciaga III Researcher II, AABHD
	1.7. Prepare travel/fieldwork documents			Ar. Kamille Patrizia C. Sepidoza/ Ar. Marie Bernadette B. Balaguer/ Ar. Armando J. Arciaga III Researcher II, AABHD
				Erick E. Estonanto



				Museum Technician II, AABHD
2. Receive the inspection team	2. Courtesy call to Local Government Unit (LGU) concerned	None	4 hours	Ar. Arnulfo F. Dado/ Division Chief  Ar. Kamille Patrizia C. Sepidoza/ Ar. Marie Bernadette B. Balaguer/ Ar. Armando J. Arciaga III Researcher II, AABHD  Erick E. Estonanto Museum Technician II, AABHD
3. Seek the desired service requested from the division's technical team	3. Conduct site inspection	None	3 days	Ar. Arnulfo F. Dado Division Chief, AABHD  Ar. Kamille Patrizia C. Sepidoza/ Ar. Marie Bernadette B. Balaguer/ Ar. Armando J. Arciaga III Researcher II, AABHD



				Erick E. Estonanto Museum Technician II, AABHD
4. Seek for the preliminary findings of the technical team	4. Conduct exit conference and discuss the initial findings of the technical team	None	4 hours	Ar. Arnulfo F. Dado/ Division Chief, AABHD  Ar. Kamille Patrizia C. Sepidoza/ Ar. Marie Bernadette B. Balaguer/ Ar. Armando J. Arciaga III/ Researcher II, AABHD  Erick E. Estonanto Museum Technician II, AABHD
5. Sign the Client Survey Form	5. Issue the Client Survey Form	None	5 minutes	Ar. Kamille Patrizia C. Sepidoza/ Ar. Marie Bernadette B. Balaguer/ Ar. Armando J. Arciaga III Researcher II, AABHD  Erick E. Estonanto



				Museum Technician II, AABHD
<b>TOTAL</b>			7 days, 8 hours	

### 58. Technical Assistance (Lecture/ Seminar inside National Museum of the Philippines)

Technical Assistance for Lecture/ Seminar requests refers to sharing of information, expertise, instruction, skills training, and transmission of knowledge to individuals or groups done inside the premises of National Museum of the Philippines.

<b>Office or Division</b>	Botany and National Herbarium Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government			
<b>Who may avail</b>	students, researchers, professionals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter addressed to Director- General		From the client		
Approval of rejection letter		From the Division concerned		
Technical Assistance Form (MSD-F11 Ver00 01Jan19)		NM Security personnel at employee's entrance		
Visitor's ID		NM Security personnel at employee's entrance		
Client survey form		NM Security personnel at employee's entrance		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to	1. Receive Letter of Request	None	2 days	1.1.- 1.3. Office of the Director-General-





from the Division concerned				
3. Proceed to National Museum of Natural History. Show the security personnel the appointment date in the approved request letter. Sign in the Client Log Book in the employee's entrance	3. Give the visitor's log book to the client for signing	None	3 minutes	National Museum of the Philippines' Security personnel-on-duty
4. Proceed to BNHD with approved letter of request	4. Receive the approved letter of request from the client	None	7 minutes	<i>Admin Officer III</i>
5. Seek the desired lecture/ seminar requested from the division's researchers and other technical personnel	5. Conduct the lecture/ seminar requested	None	4 hours	<i>Curator II/ Curator I /Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
6. Sign the client survey form <small>(BNH-F05 Ver00 01Jan19)</small>	6. Issue the Client Survey Form	None	5 minutes	<i>Curator II/ Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
<b>TOTAL</b>			2 days, 4 hours, 30 minutes	



### 59. Technical Assistance (Lecture/ Seminar outside National Museum of the Philippines)

Technical Assistance for Lecture/ Seminar requests refers to sharing of information, expertise, instruction, skills training, and transmission of knowledge to individuals or groups done outside the premises of National Museum of the Philippines.

<b>Office or Division</b>	Botany and National Herbarium Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government			
<b>Who may avail</b>	students, researchers, professionals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter addressed to Director-General		From the client		
Approval of rejection letter		From the Division concerned		
Technical Assistance Form (MSD-F11 Ver00 01Jan19)		NM Security personnel at employee's entrance		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Request to the Head of the Agency (Office of the Director-General) through any of the following medium: a. Email b. Courier c. Hand-carried	1. Receive Letter of Request 1.2. Assess the request for approval of the DG 1.2.1. If request is denied, letter of regret will be sent 1.2.2. If approved, DG will appoint Division to assist or act on the request 1.3. Forward to Division concern 1.4. Review/ Evaluate the request for	None	2 days	1.1.- 1.3. Office of the Director-General- Communications External Public Affairs (ODG-CEPA)
				1.4. Botany and National Herbarium Division (BNHD)





	<p>appropriate action</p> <p>1.5. Division personnel to contact the client for clarifications/ additional information</p> <p>1.6. Division will release formal/official response to the client through email or letter</p>			<p>1.5. BNHD</p> <p>1.6. BNHD</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>3. Coordinate with client for further instructions</p>	None	15 minutes	BNHD
<p>3. Receive the researchers and other technical personnel</p>	<p>3. Courtesy call to concerned office</p>	None	4 hours	<p><i>Curator II/ Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i></p>
<p>5. Seek the desired lecture/ seminar requested from the division's researchers and other technical personnel</p>	<p>5. Conduct the lecture/ seminar requested</p>	None	4 hours - 4 days (depends on the no. of days of lecture/seminar)	<p><i>Curator II/ Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i></p>
<p>6. Sign the technical assistance form</p>	<p>6. Issue the technical assistance form</p>	None	5 minutes	<p><i>Curator II/ Curator I/ Senior Museum Researchers/</i></p>



(MSD-F11 Ver00 01Jan19)				<i>Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
<b>TOTAL</b>			6 days, 4 hours, 20 minutes	

### 60. Technical Assistance: Loaning of Traveling Exhibitions; Donation of Specimens; Identification of Specimens (Internal-Division to Division); and Controlled Access to Collections

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: Loaning of Traveling Exhibitions; Donation of Specimens; Identification of Specimens (Internal-Division to Division); and Controlled Access to Collections.

<b>Office or Division</b>	Geology and Paleontology Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C-Government to Citizen and G2G-Government to Government; Internal Technical Assistance			
<b>Who may avail</b>	Private and government individuals or sectors/groups			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Initial Requirements:</b>				
Letter of Request to the NMP Management addressed to Director-General (DG) indicating the purpose of the request.		Client		
Valid Identification Card - To control access to the NMP for the security and safety of personnel and properties.		NMP Security		
Supporting documents related to the request - As needed		NMP Management or Concerned Divisions		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The client shall register to the Security logbook at the NMP Entrance, indicating his/her name,	1. NMP Security shall request for the client's valid identification card for verification purpose/s.	N/A	5 minutes	NMP Security on-duty



<p>purpose, destination and time of arrival.</p> <p>2. The client proceeds to the Office of the DG for the submission of her request letter.</p> <p>3. Client waits for feedbacks from NMP.</p> <p>4. The client proceeds to the GPD to discuss her request letter.</p> <p>5. The client follows the following NMP procedures:</p>	<p>2. The Office of the DG Secretaries shall receive the request letter and forward it to the desk of the DG for action.</p> <p>3. DG acts on the request and may endorse the same, with instructions, to Deputy DG for Museums or directly to the Division Head/OIC. Office of the DG Secretaries shall forward the request letter to the person concerned.</p> <ul style="list-style-type: none"> <li>- Deputy DG for Museums shall endorse the request letter, with instructions, to the Head/OIC of the Division.</li> <li>- The Head/OIC of the Division shall act on the matter being requested immediately by contacting the requisitioner through</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Php2,000.00</p>	<p>5 minutes</p> <p>24 hours upon receipt</p> <p>4 hours upon receipt</p> <p>4 hours upon receipt</p> <p>2 hours</p> <p>48 hours</p>	<p>ODG Secretaries</p> <p>DG</p> <p>DDGM</p> <p>GPD Head/OIC; GPD Personnel</p> <p>GPD Head/OIC; GPD Personnel</p> <p>GPD Head/OIC; GPD Personnel</p>
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<ul style="list-style-type: none"> <li>- The client signs the MOA and pays the necessary fees.</li> </ul>	<p style="text-align: center;">phone or e-mail.</p>			
<ul style="list-style-type: none"> <li>- The client signs the DOD and proceeds to the turnover of collections to be donated.</li> </ul>	<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 following client's request.</p>	N/A	120 hours	GPD Head/OIC; GPD Personnel
<ul style="list-style-type: none"> <li>- The Division concerned gives the specimens to be identified to GPD.</li> </ul>	<ul style="list-style-type: none"> <li>- Traveling Exhibition (Preparation and Signing of MOA, Payment of Fees)</li> </ul>	N/A	24 hours	GPD Personnel
<ul style="list-style-type: none"> <li>- The client or NMP personnel from other Division proceeds to the holding area and wait for the collections he/she requested.</li> </ul>	<ul style="list-style-type: none"> <li>- Donation of Specimens (Preparation and Signing of DOD; Turnover of the Collections to be Donated)</li> <li>- Identification of specimens (Megascopic Microscopic/ XRD)</li> <li>- Controlled Access to collections (Retrieval of Objects Requested)</li> </ul>	N/A	20 minutes	GPD Personnel
<b>TOTAL</b>				



<b>Loaning of traveling Exhibition</b>		78 hours & 10 minutes	
<b>Donation of Specimens</b>		150 hours & 10 minutes	
<b>Identification of Specimens</b>		54 hours & 10 minutes	
<b>Controlled Access to Collections</b>		30 hours & 30 minutes	
<b>TOTAL</b>			

### 61. Technical Assistance (NCT/ICT Site Inspection)

Technical Assistance for National Cultural Treasure (NCT) / Important Cultural Treasure (ICT) Site Inspection requests refers to initial botanical survey of a certain NCT/ICT site.

<b>Office or Division</b>	Botany and National Herbarium Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C- Government to Citizen & G2G- Government to Government			
<b>Who may avail</b>	LGUs, churches, other government offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter addressed to Director- General		From the client		
Approval of rejection letter		From the Division concerned		
Technical Assistance Form (MSD-F11 Ver00 01Jan19)		NM Security personnel at employee's entrance		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request to the Head of the Agency (Office of the Director-General) through any of the following medium:  a.	1.1. Receive Letter Request 1.2. Assess the request for approval of the DG 1.2.1. If request is denied, letter	None	2 days	1.1.- 1.3. Office of the Director-General-Communications External Public Affairs



	<p>b. of regret will be sent 1.2.2. If not, DG will appoint Division to assist or act on the request</p> <p>c. 1.3. Forward to Division concern 1.4. Review/ Evaluate the request for appropriate action 1.5. Division personnel to contact the client for clarifications/ additional information 1.6. Division will release formal/official response to the client through email or letter</p>			<p>(ODG-CEPA)</p> <p>1.4. Botany and National Herbarium Division (BNHD)</p> <p>1.5. BNHD</p> <p>1.6. BNHD</p>
<p>5. Receive NMP Division's response If request denied, end of transaction</p> <p>If granted, client will coordinate with the Division concerned</p>	<p>4. Coordinate with client for further instructions</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Client and Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/</i></p>



				<i>Laboratory Aide/ Artist Illustrator II</i>
4. Receive the inspection team	4. Courtesy call to Local Government Unit concerned or other institution	None	4 hours	<i>Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
5. Seek the desired service requested from the division's inspection team	5. Conduct the botanical site inspection	None	1- 4 days (depends on the no. of sites to be inspected)	<i>Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
6. Seek for the preliminary findings of the inspection team	6. Conduct exit conference and discuss the initial findings of the inspection team	None	4 hours	<i>Curator I/ Senior Museum Researchers/ Museum Researchers II/ Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
7. Sign the technical assistance form (MSD-F11 Ver00 01Jan19)	6. Issue the technical assistance form	None	5 minutes	<i>Curator II/ Curator I/ Senior Museum Researchers/ Museum Researchers II/</i>



				<i>Museum Technicians II/ Laboratory Aide/ Artist Illustrator II</i>
<b>TOTAL</b>			6 days, 8 hours, 20 minutes	

## 62. Technical Assistance: 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.

<b>Office or Division</b>	ARCHAEOLOGY			
<b>Classification</b>	HIGHLY-TECHNICAL			
<b>Type of Transaction</b>	G2C, G2G, G2B			
<b>Who may avail</b>	Students, Researchers, Scholars and Writers, Government Unit Representatives, Consultants, Publishing Companies, Media, Research Associates of National Museum Research Affiliate/Associate/Fellow			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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)				
Referral letters for their research associates		From the requester (NMRA Affiliates / Associates / Fellow)		
<i>For external collaborators / partners for approved projects:</i>				
Approved and notarized memorandum of Agreement (MOA)		Cultural Properties Regulation Division, Legal Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





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,	
	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 request	Director-General
	DG endorses the decision to the Division Head				Division Head, Curators, Researchers, Technicians, Laboratory Aide
	<i>If approved,</i> Proceed to the next step:			30 mins	
	Division head endorses the approved request to the ARC Records Section Head, Collections Manager/			30 mins	Curators, Researchers, Technicians
					Curators,



	<p>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>Researchers, Technicians</p>
<p>Client goes to the Division</p> <p>Client signs in logbook (log-in)</p>	<p>Concerned division staff informs client of access guidelines, and gives a blank Permit to Access Form</p> <p>Concerned division staff offers logbook to client</p>	None	30 mins	<p>Curators, Researchers, Technicians, Laboratory Aide</p>
<p>Client is allowed to access the materials for room use, with submission of filled-in Permit to Access Form</p>	<p>Concerned division staff pulls out and prepares requested materials</p>	None	2 days	<p>Curators, Researchers, Technicians, Laboratory Aide</p>
<p>Client returns accessed materials back to the assisting staff</p> <p>Client signs in logbook (log-out)</p>	<p>Concerned division staff collects the accessed materials from client and returns to collections holdings</p>	None	30 mins	<p>Curators, Researchers, Technicians, Laboratory Aide</p>
<b>TOTAL</b>		None	8 days, 2 hours	

**63. Technical Assistance: Resource Person for Workshops, Seminars, Conferences, 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 prehistorical and historical sites. The assistance shall cover provision of resource person for workshops, seminars, conferences, etc.

<b>Office or Division</b>	<b>Maritime and Underwater Cultural Heritage Division (MUCHD)</b>			
<b>Classification</b>	<b>Highly Technical</b>			
<b>Type of Transaction</b>	G2B-Government to Business / Government to Government			
<b>Who may avail</b>	Government Offices, Business Organizations, Educational Institutions, [local or foreign].			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum / Endorsement		Office of the Director-General		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Wait for feedback from concerned NM personnel	1. Upon receipt of memorandum / endorsement from the Office of the Director General (ODDG)/ Museum Services Division (MSD)/ Cultural Properties Regulation Division (CPRD), the request will be recorded and forwarded to the Officer-in-Charge of the Maritime and Underwater Cultural Heritage Division (MUCHD)	No fees required	10 minutes	Receiving unit of the of MUCHD [Paulito Viray, Jr]



	2. The request will be evaluated by the MUCHD OIC and delegated to the concerned MUCHD personnel for appropriate action	No fees required	10 minutes	MUCHD Officer-in-Charge [ <i>Bobby Orillaneda</i> ]
2. Acknowledgement	3. The designated MUCHD personnel will assess the request and contact the client for clarifications/ additional information	No fees required	1 day	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
	4. The designated MUCHD personnel will make the necessary arrangements/ preparations based on the requested assistance	No fees required	10 days	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
	5. The designated MUCHD personnel will conduct/ facilitate the requested technical assistance	No fees required	3 days	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
<b>TOTAL</b>			14 days and 20 minutes	

#### 64. Technical Assistance: Resource Person for Management of Declared Underwater 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 prehistorical and historical sites. The assistance shall cover provision of resource person for the management of declared underwater cultural heritage sites

<b>Office or Division</b>	Maritime and Underwater Cultural Heritage Division (MUCHD)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	All (Individual Researchers, Students, Government Offices, Business Organizations, Educational Institutions, [local or foreign]).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum / Endorsement		Office of the Director-General		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Wait for feedback from concerned NM personnel	1. Upon receipt of memorandum / endorsement from the Office of the Director General (ODDG)/ Museum Services Division (MSD)/ Cultural Properties Regulation Division (CPRD), the request will be recorded and forwarded to the Officer-in-Charge of the Maritime and Underwater Cultural Heritage Division (MUCHD)	No fees required	5 minutes	Receiving unit of the of MUCHD [Paulito Viray, Jr]
	2. The request will be evaluated by the MUCHD OIC and delegated to the concerned MUCHD personnel for appropriate action	No fees required	5 minutes	MUCHD Officer-in-Charge [Bobby Orillaneda]



2. Acknowledgement	3. The designated MUCHD personnel will assess the request and contact the client for clarifications/ additional information	No fees required	1 day	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
	4. The designated MUCHD personnel will make the necessary arrangements/ preparations based on the requested assistance	No fees required	10 days	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
	5. The designated MUCHD personnel will conduct/ facilitate the requested technical assistance	No fees required	29 days	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
<b>TOTAL</b>			40 days and 10 minutes	



## 65. Technical Assistance: Resource Person for Research Activities

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 prehistorical and historical sites. The assistance shall cover provision of resource person for research activities.

<b>Office or Division</b>	Maritime and Underwater Cultural Heritage Division (MUCHD)			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2C-Government to Citizen/ G2B-Government to Business / Government to Government			
<b>Who may avail</b>	All (Individual Researchers, Students, Government Offices, Business Organizations, Educational Institutions, [local or foreign]).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum / Endorsement		Office of the Director-General		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<i>See concerned division process</i>	<b>See Office of the Director General/ Museum Services Division / Cultural Properties Regulation Division</b>	<i>See concerned division process</i>	<i>See concerned division process</i>	<i>See concerned division process</i>
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Wait for feedback from concerned NM personnel	1. Upon receipt of memorandum / endorsement from the Office of the Director General (ODDG)/ Museum Services Division (MSD)/ Cultural Properties Regulation Division (CPRD), the request will be recorded and forwarded to the Officer-in-Charge of the Maritime and Underwater	No fees required	10 minutes	Receiving unit of the of MUCHD [ <i>Paulito Viray, Jr</i> ]



	Cultural Heritage Division (MUCHD)			
	2. The request will be evaluated by the MUCHD OIC and delegated to the concerned MUCHD personnel for appropriate action	No fees required	10 minutes	MUCHD Officer-in-Charge [ <i>Bobby Orillaneda</i> ]
2. Acknowledgement	3. The designated MUCHD personnel will assess the request and contact the client for clarifications/ additional information	No fees required	1 day	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
	4. The designated MUCHD personnel will make the necessary arrangements/ preparations based on the requested assistance	No fees required	10 days	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
	5. The designated MUCHD personnel will conduct/ facilitate the requested technical assistance	No fees required	29 days	Concerned / appropriate MUCHD personnel (Curator, Researcher, Technician, etc.)
<b>TOTAL</b>			40 days and 20 minutes	





## 66. Request Venue Reservation / Rental

This process is offered to NMP Partner Agencies, LGUS without prior MOUs and Private Entities with events connected to NMP's objectives and mandate.

<b>Office or Division</b>	Museum Services Division - Programs and Events Services Section			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2B, G2C, G2G			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Request Letter</li> <li>2. Application Form (ANNEX A)</li> <li>3. Schedule of Fees (ANNEX B)</li> <li>4. Sample Agreement between NMP and proponent's caterer (ANNEX C)</li> <li>5. Guidelines on Preventive Conservation (ANNEX D)</li> <li>6. Memorandum of Agreement (MOA)</li> <li>7. Guidelines on the Use of NM Venues</li> </ol>		Museum Services Division – Programs and Events Services Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send inquiry/request letter	<p>Forward to Office of the Director-General for review and action</p> <p>If for further details – inform client of the requested documents</p> <p>If approved – provide client with Application Form, Guidelines/ Agreement Form on Venue Rental, ANNEX C, ANNEX D, and Memorandum of Agreement</p> <p>If disapproved – inform client of the reason/s bases of disapproval and recommend options, if possible</p>	Free	4 Hours	MSD – Program and Events Services Section Head
2. Submit filled-out Application Form and	Review submitted documents	Free	1 Day	MSD – Program and Events



<p>signed Guidelines/ Agreement Form on Venue Rental</p>	<p>If deemed lacking – inform client and ask to complete details</p> <p>If complete, will be forwarded to the Office of the Director-General for signing.</p> <p>After signing:</p> <p>1.4 Book schedule to the MSD calendar.</p> <p>1.5 Coordinate with the concerned divisions/ staff for technical assistance</p> <p>1.6 Coordinate with Admin, facilities management, and security offices for assistance in janitorial, physical/ facilities, and security assistance</p> <p>1.7 Coordinate with Legal Section for review and notarization of the MOA</p>	<p>*Notarization fee to be handled by client</p>		<p>Services Section Head</p>
<p>3. Pay appropriate fees</p> <p>If online payment, send Deposit Slip/ Transaction Confirmation Slip through email</p>	<p>Photocopy Official Receipt and attach to the signed forms</p> <p>If online payments, MSD – Program and Events Services Section staff in-charge will submit deposit slip/ transaction confirmation slip to secure Order of Payment to the Accounting Office</p> <p>Upon bank confirmation, staff-in-</p>	<p>₱50,000.00 to ₱100,000.00 (Depends on the venue requested and number of days) (Please refer to attached Schedule of Fees)</p>	<p>1 Day for Bank Confirmation</p>	<p>MSD – Program and Events Services Section Head</p> <p>FSD – Accounting Office – Accountant In-charge</p> <p>Cash Section – Cashier In-charge</p>



	charge will secure Official Receipt to the Cash Section			
4. Conduct an ocular visit and final coordination meeting	Booking of Schedule for the ocular visit and coordination meeting with client coordinators, suppliers, and concerned divisions (facilities management – for logistical requirements, security section, Research Collection and Conservation Management Division - for the collection matters, and Central Museums Visitor Operations Division – if there is a guided tour request)	Free	1 Day	MSD – Program and Events Services Section Head
<b>TOTAL</b>		<b>₱50,000.00 to ₱100,000.00</b>	<b>3 Days, 4 Hours</b>	



# **CENTRAL / HEAD OFFICE**

## Internal Services



## 1. Cash Advance for Foreign Travel

Cash Advance granted to NMP Personnel in accordance with NM Office Policy No. 2019-002

<b>Office or Division</b>		FINANCIAL SERVICES DIVISION (FSD)		
<b>Classification</b>		SIMPLE		
<b>Type of transaction</b>		G2G- Government to Government		
<b>Who may avail</b>		All NMP Personnel		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Travel Order 2. Approved Proposed Itinerary of Travel 3. Statement of Account 4. Disbursement Voucher (4 copies) 5. Obligation and Request Status (3 copies) 6. Daily Subsistence Allowance Rates 7. Foreign Exchange Rate 8. Letter of invitation, if any 9. Logistical Information 10. Office Order for Seminars/ Trainings 11. Details of Procured flight must follow RA 9184 or through Procurement Service 12. Other Documents might be required under COA circular No, 2012-001		1. Office of the Director General 2. Office of the Director General 3. Accounting Section 4. Requesting Office 5. Requesting Office 6. UNDP Website 7. BSP website 8. Office of the Director General 9. Office of the Director General 10. Records Management Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required supporting documents	1. Receives all documents with proper documentation	NONE	2 minutes	Administrative Assistant II
	2. Review of DV and supporting documents 2.1 Review completeness and propriety of documents. 2.2 Prepare Statement of Account 2.3 Signing of DV in Box C and prepared Statement of Account		1 Hour	Administrative Assistant II/ Administrative Assistant III  Accountant IV
	2.4 Affixing Initial in Box D			



	3. Forward documents with proper documentation to Director's Office for approval of DV		5 minutes	Administrative Assistant II
<b>TOTAL</b>			1 hour 7 minutes	

\*DISCLAIMER: THE PROCESSING TIME IS BASED ON SINGLE TRANSACTION ONLY.

## 2. Cash Advance for Local Travel

Cash Advance granted to NMP Personnel in accordance with NM Office Policy No. 2019-001

<b>Office or Division</b>	FINANCIAL SERVICES DIVISION			
<b>Classification</b>	SIMPLE			
<b>Type of transaction</b>	G2G- Government to Government			
<b>Who may avail</b>	All NMP Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Travel Order 2. Approved Proposed Itinerary of Travel 3. Statement of Account 4. Disbursement Voucher (4 copies) 5. Obligation and Request Status (3 Copies) 6. Office Order for Seminar/Trainings 7. Other Documents might be required under COA circular No, 2012-001		1. Office of the Director General 2. Office of the Director General 3. Accounting Section 4. Requesting Office 5. Requesting Office 6. Records Management Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required supporting documents	1. Receives all documents with proper documentation 2. Review of DV and supporting documents 2.1 Review completeness & propriety of documents.	NONE	2 minutes          1 Hour	Administrative Assistant II          Administrative Assistant II/



	2.2 Prepare Statement of Account 2.3 Signing of DV in Box C and prepared Statement of Account  2.4 Affixing Initial in Box D  3. Forward documents with proper documentation to Director's Office for approval of DV		Administrative Assistant III  Accountant IV  Chief Administrative Officer  Administrative Assistant II
	<b>TOTAL</b>		5 minutes         1 hour 7 minutes

\*DISCLAIMER: THE PROCESSING TIME IS BASED ON SINGLE TRANSACTION ONLY.

### 3. Cash Advance for Special Disbursing Officer

Cash Advances granted to the SDO for a specific time-bound, period and legal undertaking

<b>Office or Division</b>	<b>FINANCIAL SERVICES DIVISION (FSD)</b>			
<b>Classification</b>	<b>SIMPLE</b>			
<b>Type of transaction</b>	<b>G2G- Government to Government</b>			
<b>Who may avail</b>	<b>All NMP Personnel</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Office Order 2. Breakdown of Estimated Expenses 3. Statement of Account 4. Disbursement Voucher (4 copies) 5. Obligation and Request Status (3 Copies) 6. Valid Fidelity Bond or Confirmation Letter from the Bureau of the Treasury 7. Other Documents might be required under COA circular No, 2012-001		1. Requesting Office 2. Requesting Office 3. Accounting Section 4. Requesting Office 5. Requesting Office 6. Requesting Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required supporting documents	1. Receives all documents with proper documentation  2. Review of DV and supporting documents	NONE	2 minutes   1 Hour	Administrative Assistant II



2.1 Review completeness and propriety of documents. 2.2 Prepare Statement of Account 2.3 Signing of DV in Box C and prepared Statement of Account  2.4 Affixing Initial in Box D  3. Forward documents with proper documentation to Director's Office for approval of DV			Administrative Assistant II/ Administrative Assistant III  Accountant IV  Chief Administrative Officer  Administrative Assistant II
<b>TOTAL</b>		5 minutes	
		1 Hour 7 minutes	

\*DISCLAIMER: THE PROCESSING TIME IS BASED ON SINGLE TRANSACTION ONLY.

#### 4. Circulation Service (Borrowing)

Circulation service assists library users with the location and circulation of library materials. The function of this section includes lending of books, shelving and re-shelving, and maintaining the organization of books in the shelves.

<b>Office or Division</b>	MSD – Central Library and Archives Section			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2C, G2B, G2G			
<b>Who may avail</b>	National Museum of the Philippines employee only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Library borrower's card		Central Library and Archives Section – Circulation desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for an employee borrower's slip to the librarian and fill out the necessary information.	1. Check information details and sign the borrower's slip.	None	5 minutes	Apolla Santiago – Torio Librarian I Museum Services Division





<p>2. Bring the book/s to the circulation desk and give it to the librarian to have it recorded and checked-out.</p>	<p>2. Write the book details on the borrower's slip and mark the item on loan.</p>			
<p>3. Return the book/s on the exact due date written on the borrower's card. Present the slip issued by the librarian. Resources that are checked-out are subject to recall whenever needed.</p>	<p>3. Check book/s for any damage upon return. The librarian may issue a recall slip if the borrower fails to return the book on the due date.</p>			
<p>4. Employees may inform the librarian through phone call to request renewal or extend due date if the material is not requested by other employees.</p>	<p>4. Update the due date indicated in borrower's slip.</p>			
<p><b>TOTAL</b></p>		<p>Free</p>	<p>5 minutes</p>	



## 5. 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.

<b>Office or Division</b>	Museum Services Division (MSD) – Education and Training Services Section			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail</b>	NMP proponent divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Program / Activity Description Form (1 original)		Museum Services Division – Education and Training Services Section (MSD-ETSS)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits accomplished Activity/Event Description Form together with the approved activity proposal to MSD-ETSS	1.1 Receive the form and check for completeness of details and attachment/s	None	10 Minutes	Rizza S. Salterio Information Officer III, MSD-Education and Training Services Section
	1.2 Meet with the proponent staff in-charge of the activity  *schedule will depend on the availability of the proponent division representative	None	1 Hour	
	1.2 Coordinate with concerned divisions during pre – implementation:  <ul style="list-style-type: none"> <li>• venue reservation (MSD – Programs and Events Services Section),</li> <li>• venue set-up (Facilities</li> </ul>	None	3 Days	



	<p>Management Division-FMD),</p> <ul style="list-style-type: none"> <li>• ushering (Central Museum Visitor Operation Division-CMVOD),</li> <li>• safety and security (Director's Office-Security Section),</li> <li>• janitorial assistance (General Administrative Services Division-GASD),</li> <li>• audio-visual services (FMD),</li> <li>• invitation and pre-registration (proponent)</li> </ul>			
2. Implement the activity	<p>2.1 Provides assistance during the activity implementation</p> <ul style="list-style-type: none"> <li>• registration,</li> <li>• photo-documentation,</li> <li>• distribution of certificates,</li> <li>• distribution and retrieval of activity evaluation forms</li> <li>• other matters, as needed</li> </ul>	None	1 Day (depending on the activity schedule)	
	<p>2.2 Submit accomplished Activity Evaluation Forms to the MSD – Visitor and Volunteer Services Section (VVSS)</p>	None	5 Minutes	
	<p>2.3 Prepare Activity Coordination Report for submission to the MSD Chief Administrative Officer</p>	None	4 Days	



3. Activity proponent submits accomplished MSD Coordination Evaluation Form to MSD – ETSS	3. Collate the accomplished form	None	5 Minutes	
<b>TOTAL</b>		None	8 Days, 1 Hour and 20 Minutes	

### 6. First Salary

Initial salary of newly hired employee upon completion of required documents for the services rendered.

<b>Office or Division</b>	Human Resource Management Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G- Government to Government			
<b>Who may avail</b>	Newly Hired Employee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certified thru copy of duly approved appointment 2. Assignment Order, if applicable 3. Certified true copy of Oath of Office 4. Certificate of Assumption 5. Statement of Assets, Liabilities and Net Worth 6. Approved DTR 7. BIR Withholding certificated (Forms 1902 and 2305)  <u>Additional Requirements for Transferees (from one government office to another)</u> <ol style="list-style-type: none"> <li>Clearance from money, property and legal accountabilities from previous office</li> <li>Certified true copy of pre-audited disbursement voucher of last salary from previous agency</li> <li>BIR form 2316</li> <li>Certificate of Available Leave Credits</li> <li>Service Record</li> </ol>		HRMD  Assigned Division/ Head HRMD HRMD HRMD HRMD BIR   Former Agency  Former Agency  Former Agency Former Agency Former Agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit all the required documents	2. Receive and check the completeness of the documents submitted	NONE	30 mins.	Corazon C. Baldrice, Administrative Assistant II
	3. Process and prepare DV/ORS	NONE	30 mins.	Corazon C. Baldrice, Administrative Assistant II
	4. Forward to Chief Administrative Officer for signature of DV/ORS and attached certified documents	NONE	5 mins.	Corazon C. Baldrice, Administrative Assistant II
	5. CAO certifies/signs the DV/ORS	NONE	30 mins.	Consuelo M. Bernardo/ OIC
	6. ADAS II releases DV/ORS to FSD for processing and/or release of first salary	NONE	5 mins.	Patricia Bernardo, ADAS II
	<b>TOTAL</b>	NONE	1 hour 40 minutes	
<b>Disclaimer:</b>  <i>Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.</i>				

## 7. Incoming and Outgoing of Documents

Employee documents and files provide backup, communication, and evidence of various transitions such as: salary changes, job titles, benefits and 201 File. Maintaining this information helps support and justify current pay, position and benefits of the employee. These documents may help guide employment decisions and future actions such as promotion, training, employee



motivation, performance tracking, performance appraisal completion, goal setting and coaching strategies.

<b>Office or Division</b>	HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)			
<b>Classification</b>	SIMPLE			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail</b>	All NMP Employees and COS/Jos			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Documents		1. Person concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Bring document to HRMD office for receiving of ADAS II	A. Receiving of Documents			
	1. ADAS II to receive and check for completeness of documents to be received	None	2 mins.	Maria Thelma T. Diaz, Administrative Assistant II
	2. After checking the document, ADAS II will indicate the date and time received	None	2 mins.	Maria Thelma T. Diaz, Administrative Assistant II
	3. ADAS II to record type of data and purpose in incoming logbook	None	2 mins.	Maria Thelma T. Diaz, Administrative Assistant II
	4. ADAS II to forward received document to Chief AO	None	10 mins.	Dr. Jennypher N. Fenomeno, Chief Administrative Officer
5. Chief AO to indicate note/instruction		None	2 mins.	Maria Thelma T. Diaz, Administrative Assistant II



	<p>in the document</p> <p>B. Releasing of Documents</p> <p>1. ADAS II to record the document with note/instruction from Chief AO in the outgoing logbook</p> <p>ADAS II to disseminate the documents to respective/concerned personnel or division</p>	None	10 mins.	Maria Thelma T. Diaz, Administrative Assistant II
<b>TOTAL</b>		N/A	30 mins.	

### 8. Interpretation of Activity/Program Evaluation Statistical Report

Data and statistics will then be interpreted in a report.

<b>Office or Division</b>	Visitor and Volunteer Services Section – Museum Services Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	Government to Citizen/Government			
<b>Who may avail</b>	Citizen/Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Statistics of activity/program evaluation forms collated		VVSS – MSD (NMA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
N/A	Interpret data from activity/program evaluation forms	N/A	7-10 days	Melchor L. Lagartija – Supervising Administrative Officer
<b>TOTAL</b>			3 – 10 Days	



## 9. Maintenance Response

This aims to outline methods for minor, major and emergency Repairs, Maintenances and installation inside the National Museum of the Philippines

<b>Office or Division</b>		Facilities Management Division		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2G (Internal Service)		
<b>Who may avail</b>		All Divisions		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Project Requisition & Approval Form (PRAF) 2. Maintenance Report Form (MRF) 3. Work Order Form (WOF)			Facilities Management Division	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Prepare Project Requisition & Approval Form (PRAF)	Receive requested PRAF	none	5 minutes	Administrative Assistant III
	Review of PRAF	none	10 minutes	Engineer II
	Recommend Approval of PRAF	none	10 minutes	Engineer III
	Approval of PRAF	none	10 minutes	Division Head
	PREPARE Maintenance Report Form (MRF)	none	5 minutes	Administrative Assistant III
	Assess MRF	none	within 30 minutes	Engineer II
	Preparation of Work Order Form (WOF)	none	5 minutes	Administrative Assistant III
	Issuance of WOF	none	10 minutes	Engineer III
	Initiate Necessary Measures	none	10 minutes	Foreman (Carpenter, Mason, Plumber, Painter, Mechanic, Electrical Inspector & Electrician)
	Perform Assigned	none	time vary depending on	Technician (Carpenter, Mason, Plumber, Painter,





	Scope of Work		the extent of the work to be done	Mechanic, Electrical Inspector & Electrician
Evaluate MRF	Conform Evaluated MRF	none	5 minutes	Technician (Carpenter, Mason, Plumber, Painter, Mechanic, Electrical Inspector & Electrician
	File all forms used	none	1 minute	Administrative Assistant III
TOTAL				

## 10. PAYROLL FOR MONETIZATION

Officials and employees whether permanent, temporary, casual or coterminous, who have rendered 15days vacation leave credits shall be allowed to monetize a minimum of 10 days and maximum of 30 days provided that at least 5 days is retained after monetization

<b>Office or Division</b>	Human Resource Management Division				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G- Government to Government				
<b>Who may avail</b>	All Employee				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Approved leave application (ten days) with Leave credit balance certified by the HRMD</li> <li>2. Request for leave covering more than ten days duly approved by the Head of the Agency</li> <li>3. For monetization of 50 percent or more: <ul style="list-style-type: none"> <li>- Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs</li> <li>- Barangay certification in case of need for financial assistance brought about by calamities, typhoons, fires, etc.</li> </ul> </li> </ol>			HRMD  Provide by the employee  Hospital/Attending physician  Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit leave application and letter if necessary	<ol style="list-style-type: none"> <li>1. Receives leave application and verify earned leave</li> <li>2. Compute earned leave and forward to CAO for signature</li> </ol>		NONE	17 minutes	Angeliza L. Jores, ADAS II
			NONE	30 minutes	Angeliza L. Jores, ADAS II



2. Submit duly signed and approved leave application	3. Forward to D.O. for approval and signature	NONE	5 minutes	Angeliza L. Jores, ADAS II
	1. Checks the completeness of documents and segregate for payroll preparation	NONE	30 minutes	Corazon C. Baldrice, Administrative Assistant II
	2. Prepares payroll, ORS/DV and forward to CAO for signature	NONE	15 minutes	Corazon C. Baldrice, ADAS II
	3. CAO signs the DV/ORS	NONE	15 minutes	Patricia Bernardo, Administrative Assistant II
	ADAS II releases the DV/ORS and forwards to FSD for processing and for release of Monetization	NONE	5 minutes	Patricia Bernardo, ADAS II
<b>TOTAL</b>			1 hr 57 mins	
<b>Disclaimer:</b>  <i>Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.</i>				

## 11. Preparation of Activity/Program Evaluation Statistical Report

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

<b>Office or Division</b>	MSD - Visitor and Volunteer Services Section
<b>Classification</b>	Complex



<b>Type of Transaction</b>		Government to Citizen/Government		
<b>Who may avail</b>		Citizen/Government		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Retrieved activity/program evaluation forms		VVSS – MSD (NMA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
N/A	<ul style="list-style-type: none"> <li>- Collation of retrieved evaluation forms</li> <li>- Preparation of statistical report</li> </ul>	N/A	7-10days	Melchor Lagartija Supervising Administrative Officer, Museum Services Division
<b>TOTAL</b>			7-10days	

## 12. Processing of Budget Utilization Request and Status

Obligation request refers to forms used for certification of the availability of allotment and contains the details of obligation

<b>Office or Division</b>	FINANCIAL SERVICES DIVISION (FSD)		
<b>Classification</b>	SIMPLE		
<b>Type of transaction</b>	G2G- Government to Government		
<b>Who may avail</b>	All NMP Personnel		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1.Disbursement Voucher (4 Copies) 2.Obligation and Request Status (photocopy) <u>For Advance Payment:</u> 1. Letter Request 2. Submission of bidding documents to resident auditor 3. Notice of Award 4. Notice to Proceed 5. Performance Security 6. Surety Bond for Advance Payment 7. BAC Resolution of Award		1. Implementing Office 2. Implementing Office  1. Contractor 2. BAC Secretariat 3. BAC Secretariat 4. BAC Secretariat 5. BAC Secretariat 6. Contractor 7. BAC Secretariat	



<p>8. Annual Procurement Plan</p> <p>9. Bid Evaluation Report</p> <p>10. Abstract of Bids</p> <p>11. Purchase Request</p> <p><u>For Goods:</u></p> <p>1. Approved Purchase Order/ Job Order as received by the Resident Auditor</p> <p>2. Inspection and Acceptance Report (IAR)</p> <p>3. Sales Invoice/ Billing Invoice</p> <p>4. Delivery Receipt, if applicable</p> <p>5. Notice of Award as received by the supplier</p> <p>6. Purchase Request</p> <p>7. Annual Procurement Plan</p> <p>8. Bidding Documents</p> <p>9. Property Acknowledgement Receipt, if any</p> <p>10. Inventory Custodian Slip, if any</p> <p>11. Pre-inspection and post-inspection report, if any</p> <p>Other Documents that might be required under RA 9184 or COA Circular No. 2012-001</p>	<p>8. BAC Secretariat</p> <p>9. BAC Secretariat</p> <p>10. BAC Secretariat</p> <p>11. BAC Secretariat</p> <p>1. Supply Management Section or BAC Secretariat</p> <p>2. Supply Management Section</p> <p>3. Supplier</p> <p>4. Supplier</p> <p>5. Supplier</p> <p>6. Supply Management Section or BAC Secretariat</p> <p>7. BAC Secretariat</p> <p>8. Supply Management Section or BAC Secretariat</p> <p>9. Property Management Section</p> <p>10. Property Management Section</p> <p>11. Property Management Section</p>			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required supporting documents	<p>1. Check all submitted requirements for completion</p> <p style="padding-left: 20px;">1.1 Stamp "received" (with date) on the BURS and record in the logbook/monitoring sheet</p> <p style="padding-left: 20px;">1.2 forward to assigned processor</p> <p>2. Review documents</p> <p style="padding-left: 20px;">2.1 Check if the ORS is duly filled-up and</p>	NONE	5 minutes	Receiving Officer



	<p>claims is covered in the office's APP/PPMP</p> <p>2.2 If in order, process claims, if not return to originating office for compliance</p> <p>3. Process Claims</p> <p>3.1 Assign BURS number</p> <p>3.2 Checks the details of claims (Funding Source, Payee, Requesting Office, Amount, Particulars, PPA and Account Code) in the BURS</p> <p>3.3 Affix Initial and Endorse to the Head of Budget Section for review and approval</p> <p>4. Review of BURS</p> <p>4.1 check/ review the accuracy and propriety of the ORS including supporting documents</p> <p>4.2 if approved, Sign the box B of the BURS certifying on the availability of allotment and obligated for the purpose otherwise, return to processor for adjustment</p> <p>5. Release BURS to accounting Section</p> <p>5.1 Record the BURS no. in the logbook</p> <p>5.2 Retain one (1) copy of BURS for file</p> <p>5.3 Forward the remaining copies of the BURS with supporting documents to Accounting Section</p>			<p>Administrative Officer IV</p> <p>1 day</p> <p>Administrative Officer V</p> <p>Designated releasing Officer</p>
<b>TOTAL</b>			1 Day 5 minutes	



### 13. Processing of Claims (Civil Works)

Claims procured in line with the provisions of RA 9184 for civil works.

<b>Office or Division</b>	<b>FINANCIAL SERVICES DIVISION</b>
<b>Classification</b>	<b>COMPLEX</b>
<b>Type of transaction</b>	<b>G2B- Government to Business</b>
<b>Who may avail</b>	<b>All NMP Personnel</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Disbursement Voucher (4 Copies) 2. Obligation and Request Status (photocopy) <u>For Advance Payment:</u> 1. Letter Request 2. Submission of bidding documents to resident auditor 3. Notice of Award 4. Notice to Proceed 5. Performance Security 6. Surety Bond for Advance Payment 7. BAC Resolution of Award 8. Annual Procurement Plan 9. Bid Evaluation Report 10. Abstract of Bids 11. Purchase Request  <u>For Progress Billing:</u> 1. Letter Request 2. Statement of Work Accomplished 3. Monthly Certificate of Payment 4. Statement of Time Elapsed 5. Contractor's Affidavit on Payment of laborers, materials and equipment 6. Photos of work accomplished 7. Materials test report, if any 8. Valid Performance bond 9. Variation Orders, if any 10. Work Authorization, if any 11. Suspension Orders and lifting thereof, if any 12. Time Extension Orders, if any 13. Certificate of Inspection 14. Photocopy of paid DV 15. Certification that Project is on- schedule, if applicable	1. Implementing Office 2. Implementing Office  1. Contractor 2. BAC Secretariat 3. BAC Secretariat 4. BAC Secretariat 5. BAC Secretariat 6. Contractor 7. BAC Secretariat 8. BAC Secretariat 9. BAC Secretariat 10. BAC Secretariat 11. BAC Secretariat  1. Contractor 2. Project- In- Charge 3. Implementing Office 4. Contractor 5. Contractor 6. Contractor 7. Contractor 8. Contractor 9. Office of the Director-General 10. Office of the Director- General 11. Office of the Director- General 12. Office of the Director- General 13. Project Inspector 14. Implementing Office 15. Implementing Office



<p><u>For Final Billing:</u></p> <ol style="list-style-type: none"> <li>1. Same documents with progress billing</li> <li>2. Submission of Documents (as built) to Resident Auditor and request for technical audit inspection</li> <li>3. Property Acknowledgement Receipt, if any</li> <li>4. Turnover Documents</li> <li>5. Certificate of completion</li> <li>6. Certificate of Conditional Acceptance with surety bond, if applicable</li> <li>7. Certificate of Final Acceptance</li> </ol> <p><u>For Release of Retention:</u></p> <ol style="list-style-type: none"> <li>1. Letter Request</li> <li>2. Retention Security</li> <li>3. Photocopy of Paid DV's</li> <li>4. Certificate of Final Acceptance</li> </ol> <p>Other Documents that might be required under RA 9184 or COA Circular No. 2012-001</p>	<ol style="list-style-type: none"> <li>1. Same as progress billing</li> <li>2. Implementing Office</li> <li>3. Property Management Section</li> <li>4. Implementing Office</li> <li>5. Office of the Director- General</li> <li>6. Office of the Director- General/ Contractor</li> <li>7. Office of the Director- General</li> </ol> <ol style="list-style-type: none"> <li>1. Contractor</li> <li>2. Contractor</li> <li>3. Implementing Office</li> <li>4. Office of the Director- General</li> </ol>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> <li>1. Submit all required supporting documents</li> </ol>	<ol style="list-style-type: none"> <li>1. Receives all documents with proper documentation</li> <li>2. Review of DV and supporting documents               <ol style="list-style-type: none"> <li>2.1 Review completeness and propriety of documents.</li> <li>2.2 Prepare/ update Project Cost Sheet</li> <li>2.3 Encoding of transactions to Books of Accounts</li> <li>2.4 Signing of DV in Box C and prepared Statement of Account</li> </ol> </li> </ol>	NONE	<p align="center">2 minutes</p> <p align="center">7 Working Days</p>	<p align="center">Administrative Assistant II</p> <p align="center">Administrative Assistant II/ Administrative Assistant III</p> <p align="center">Accountant II or Accountant IV</p> <p align="center">Accountant IV</p>



	2.5 Affixing Initial in Box D 3. Forward documents with proper documentation to Director's Office for approval of DV		5 minutes	Chief Administrative Officer  Administrative Assistant II
<b>TOTAL</b>			7 days 7 minutes	

\*DISCLAIMER: THE PROCESSING TIME IS BASED ON SINGLE TRANSACTION ONLY.

### 14. Processing of Claims (Goods)

Claims procured in line with the provisions of RA 9184 for goods.

<b>Office or Division</b>	FINANCIAL SERVICES DIVISION (FSD)			
<b>Classification</b>	SIMPLE			
<b>Type of transaction</b>	G2B- Government to Business			
<b>Who may avail</b>	All NMP Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Disbursement Voucher (4 Copies) 2. Obligation and Request Status (1 Copy) 3. Approved Purchase Order/ Job Order as received by the Resident Auditor 4. Inspection and Acceptance Report (IAR) 5. Sales Invoice/ Billing Invoice 6. Delivery Receipt, if applicable 7. Notice of Award as received by the supplier 8. Purchase Request 9. Annual Procurement Plan 10. Bidding Documents 11. Property Acknowledgement Receipt, if any 12. Inventory Custodian Slip, if any 13. Pre-inspection and post-inspection report, if any 14. Other documents that might be required under RA 9184 and COA Circular No. 2012- 001		1. Implementing Office 2. Supply Management Section or BAC Secretariat 3. Supply Management Section or BAC Secretariat 4. Supply Management Section 5. Supplier 6. Supplier 7. Supplier 8. Supply Management Section or BAC Secretariat 9. BAC Secretariat 10. Supply Management Section or BAC Secretariat 11. Property Management Section 12. Property Management Section 13. Property Management Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required supporting documents	1. Receives all documents with proper documentation	NONE	2 minutes	Administrative Assistant II





	<p>2. Review of DV and supporting documents</p> <p>2.1 Review completeness &amp; propriety of documents.</p> <p>2.2 Encoding of transactions to Books of Accounts</p> <p>2.3 Signing of DV in Box C and prepared Statement of Account</p> <p>2.4 Affixing Initial in Box D</p> <p>3. Forward documents with proper documentation to Director's Office for approval of DV</p>		<p>3 Working Days</p> <p>5 minutes</p>	<p>Accountant II</p> <p>Accountant II or Accountant IV</p> <p>Accountant IV</p> <p>Chief Administrative Officer</p> <p>Administrative Assistant II</p>
<b>TOTAL</b>			3 Days 7 minutes	

\*DISCLAIMER: THE PROCESSING TIME IS BASED ON SINGLE TRANSACTION ONLY.

## 15. Processing of Leave Application

All leave must be documented by using the prescribed Leave Request form. The Chief AO verifies whether the employee has the leave balance available before approving a request for paid leave. Once confirmed, the HRMD returns a copy of the approved Leave Request form to the employee and keeps three (3) copies for records purposes. If the leave is not approved, the reason the leave was not approved will be stated.

<b>Office or Division</b>	HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)	
<b>Classification</b>	SIMPLE	
<b>Type of Transaction</b>	G2G – Government to Government	
<b>Who may avail</b>	All NMP Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p>1. Duly accomplished CSC Form 6</p> <p>2. Enough/sufficient leave credits</p>		Human Resource Management Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
<p><b>1.</b> Properly accomplish CSC Form 6 (Leave Application Form)</p> <p><b>2.</b> Submit duly accomplished CSC Form 6 to Human Resource Management Division</p> <p><b>3.</b> Await for copy of duly signed and approved CSC Form 6 to Human Resource Management Division</p>	1. Receive and check submitted CSC Form 6	None	2 mins.	Patria Bernardo Administrative Assistant II
	2. Forward CSC Form 6 to ADAS II for checking of leave credits	None	15 mins.	Angeliza L. Jores, Administrative Assistant II
	3. ADAS II forwards CSC Form 6 with updated leave credits to Chief AO	None	15 mins.	Angeliza L. Jores, Administrative Assistant II
	4. Chief AO of HRMD certifies/signs CSC Form 6	None	30 mins.	Consuelo M. Bernardo, OIC
	5. ADAS II returns the signed CSC Form 6 to concerned employee for signature of respective Chief/OIC; DDG for Museum	None	30 mins.	Angeliza L. Jores, Administrative Assistant II
	6. Concerned personnel forwards signed CSC form 6 (by Chief/OIC) to office of the Deputy Director-General for Museums/ Administration	None	1day	NMP employee  Angeliza L. Jores, Administrative Assistant II



	for Approval/ Disapproval			
	7.ADAS II returns one (1) copy of signed approved/disapproved CSC Form to concerned individuals	None	30 mins.	
<b>TOTAL</b>		None	1 day, 2 hours and 2 minutes	

**Disclaimer:**

*Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.*

## 16. Processing of Obligation Request and Status

Obligation request refers to forms used for certification of the availability of allotment and contains the details of obligation

<b>Office or Division</b>	FINANCIAL SERVICES DIVISION	
<b>Classification</b>	SIMPLE	
<b>Type of transaction</b>	G2G- Government to Government	
<b>Who may avail</b>	All NMP Personnel	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1.Disbursement Voucher (4 Copies) 2.Obligation and Request Status (photocopy)  <u>For Advance Payment:</u> 1. Letter Request 2. Submission of bidding documents to resident auditor 3. Notice of Award 4. Notice to Proceed 5. Performance Security 6. Surety Bond for Advance Payment 7. BAC Resolution of Award		1. Implementing Office 2. Implementing Office  1. Contractor 2. BAC Secretariat 3. BAC Secretariat 4. BAC Secretariat 5. BAC Secretariat 6. Contractor 7. BAC Secretariat



<p>8. Annual Procurement Plan</p> <p>9. Bid Evaluation Report</p> <p>10. Abstract of Bids</p> <p>11. Purchase Request</p> <p><u>For Goods:</u></p> <p>1. Approved Purchase Order/ Job Order as received by the Resident Auditor</p> <p>2. Inspection and Acceptance Report (IAR)</p> <p>3. Sales Invoice/ Billing Invoice</p> <p>4. Delivery Receipt, if applicable</p> <p>5. Notice of Award as received by the supplier</p> <p>6. Purchase Request</p> <p>7. Annual Procurement Plan</p> <p>8. Bidding Documents</p> <p>9. Property Acknowledgement Receipt, if any</p> <p>10. Inventory Custodian Slip, if any</p> <p>11. Pre-inspection and post-inspection report, if any</p> <p>12. Other Documents that might be required under RA 9184 or COA Circular No. 2012-001</p>	<p>8. BAC Secretariat</p> <p>9. BAC Secretariat</p> <p>10. BAC Secretariat</p> <p>11. BAC Secretariat</p> <p>1. Supply Management Section or BAC Secretariat</p> <p>2. Supply Management Section</p> <p>3. Supplier</p> <p>4. Supplier</p> <p>5. Supplier</p> <p>6. Supply Management Section or BAC Secretariat</p> <p>7. BAC Secretariat</p> <p>8. Supply Management Section or BAC Secretariat</p> <p>9. Property Management Section</p> <p>10. Property Management Section</p> <p>11. Property Management Section</p>
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all required supporting documents	1. Check all submitted requirements for completion <ul style="list-style-type: none"> <li>1.1 Stamp "received" ( with date) on the ORS and record in the logbook/monitoring sheet</li> <li>1.2 forward to assigned processor</li> </ul> 2. Review documents	NONE	5 minutes	Receiving Officer



	<p>2.1 Check if the ORS is duly filled-up and claims is covered in the office's APP/PPMP</p> <p>2.2 If in order, process claims, if not return to originating office for compliance</p> <p>3. Process Claims</p> <p>3.1 Assign ORS number</p> <p>3.2 Checks the details of claims (Funding Source, Payee, Requesting Office, Amount, Particulars, PPA and Account Code) in the ORS</p> <p>3.3 Affix Initial and Endorse to the Head of Budget Section for review and approval</p> <p>4. Review of ORS</p> <p>4.1 check/ review the accuracy and propriety of the ORS including supporting documents</p> <p>4.2 if approved, Sign the box B of the ORS certifying on the availability of allotment and obligated for the purpose otherwise, return to processor for adjustment</p> <p>5. Release ORS to accounting Section</p> <p>5.1 Record the ORS no. in the logbook</p>		<p>Administrative Officer IV</p> <p>1 day</p> <p>Administrative Officer V</p> <p>Designated releasing Officer</p>
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	5.2 Retain one (1) copy of ORS for file 5.3 Forward the remaining copies of the ORS with supporting documents to Accounting Section		
<b>TOTAL</b>			1 day 5 minutes

\* DISCLAIMER: THE PROCESSING TIME IS BASED ON SINGLE TRANSACTION ONLY.

## 17. Processing Request of Documents

Employee documents and files provide backup, communication, and evidence of various transitions such as: salary changes, job titles, benefits and 201 File. Maintaining this information helps support and justify current pay, position and benefits of the employee. These documents may help guide employment decisions and future actions such as promotion, training, employee motivation, performance tracking, performance appraisal completion, goal setting and coaching strategies.

<b>Office or Division</b>	HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)			
<b>Classification</b>	SIMPLE			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may avail</b>	All NMP Employees and COS/JOs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly signed and approved Request Form		1. Human Resource Management Division (HRMD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure and accomplish request form	1. Receives the duly accomplished request form and indicates control number	None	3 mins.	Maria Thelma T. Diaz, Administrative Assistant II
	2. Forward request to Chief AO for approval	None	2 mins.	Maria Thelma T. Diaz, Administrative Assistant II
	3. Chief AO approves request and	None	10 mins.	Dr. Jennypher N. Fenomeno,



	forward to ADAS II/ AO II for processing			Chief Administrative Officer
	4. AO II updates record and prepares draft of request to be forwarded to Chief AO	None	20 mins.	Irah Gernale, Administrative Officer II
	5. Chief AO reviews/ checks and/or approves the requested HRMD document	None	15 mins.	Dr. Jennypher N. Fenomeno, Chief Administrative Officer
	6. Release duly checked and signed document	None	10 mins.	Maria Thelma T. Diaz, Administrative Assistant II
<b>TOTAL</b>		N/A	59 mins.	

**Disclaimer:**

*Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.*

## 18. Retirement (Terminal Leave Benefit)

Terminal leave is applied for by an official or an employee who intends to sever his connection with his employer. The filing of application for terminal leave requires as a condition precedent, the employee's resignation, retirement or separation from the service. It must be shown first that public employment ceased by any of the said modes of severances.

<b>Office or Division</b>	Human Resource Management Division (HRMD)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G- Government to Government
<b>Who may avail</b>	Retired/Separated Employee
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	



<ol style="list-style-type: none"> <li>1. Clearance from money, property and legal accountability</li> <li>2. Certified photocopy of employees leave card as at last date of service duly audited by the HRMD and COA/Certificate of leave credits issued by the HRMD</li> <li>3. Approved leave application</li> <li>4. Complete Service Record</li> <li>5. Statement of Assets, Liabilities and Net Worth</li> <li>6. Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest</li> <li>7. Computation of terminal leave benefits duly signed</li> <li>8. Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer</li> <li>9. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA no. 3019)</li> <li>10. In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency</li> </ol> <p><u>Additional Requirements in case of death of claimant</u></p> <ol style="list-style-type: none"> <li>1. Death certificate authenticated by PSA</li> <li>2. Marriage certificate authenticated by PSA</li> <li>3. Birth certificate authenticated by PSA</li> <li>4. Designation of next-of-kin</li> <li>5. Waiver of rights of children 18 years below and above</li> </ol>	<p>HRMD</p> <p>HRMD HRMD</p> <p>HRMD HRMD HRMD HRMD</p> <p>HRMD</p> <p>Law Office/Retired employee</p> <p>Law Office/Retired employee</p> <p>Provide by the Retired employee</p> <p>PSA PSA PSA</p> <p>Law Office/Survivor/beneficiary Law Office/Survivor/beneficiary</p>			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure all the required documents to HRMD	2. Receive/verify the completeness of submitted documents	NONE  NONE	30 minutes  30 minutes	Corazon C. Baldrice, Administrative Assistant II





	and segregate.			Corazon C. Baldric, Administrative Assistant II
	3. Compute the amount due and prepare DV/ORS.	NONE	5 minutes	Corazon C. Baldric, Administrative Assistant II
	4. Forward to CAO for signature of DV/ORS and attached certified documents	NONE	15 minutes	Dr. Jennypher N. Fenomeno, Chief Administrative Officer
	5. CAO signs the DV/ORS	NONE	5 minutes	Maria Thelma T. Diaz, Administrative Assistant II
	6. ADAS II releases the DV/ORS to the FSD for processing and release of Terminal Leave Benefit			
<b>TOTAL</b>			1 Hour 25 minutes	

**Disclaimer:**

*Processing time is based on single transaction only. Documents handled in bulk may vary in processing time.*



## 19. 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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Project Proposal or Reports		Division concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Advance notice from divisions concerned along with the submission of Project Proposal to be reviewed and approved by the DDG for Museums and the DG	Acceptance of the received notice and designate/ assign RAOD personnel who will be in charge on the coordination and travel to Regional Museum	None	To be determined by the concerned division	CAO, RAOD
2. Call for a meeting for tasking	Coordination with the Regional Museums for planning of different activities assigned		30 minutes	RAOD CO personnel assigned
3. Finalization of the Project Proposal for approval			30 minutes (RAOD only)	RAOD CO personnel assigned
4. Meeting per result of the finalized and approved proposal	Preparation and processing of official documents for travel		30 minutes	RAOD CO personnel assigned



	Coordination with the Regional Museums for implementation of the project		30 minutes	RAOD CO personnel Assigned
	Follow up to the Regional Museum for the initial preparations for the project		20 minutes per call, 3x a week	RAOD CO personnel assigned
	Continuous coordination up to implementation			
<b>TOTAL</b>				

## 20. Visitor Survey Interpretation

Collated data from survey forms are interpreted and will be included in the Semestral/Annual Report.

<b>Office or Division</b>	MSD - Visitor and Volunteer Services Section			
<b>Classification</b>	Technical			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	Other Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Collated data of survey forms		VVSS – MSD (NMA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



N/A	Interpret data from collated survey forms	N/A	10-20days	Melchor Lagartija Supervising Administrative Officer, Museum Services Division
TOTAL			10-20days	

## 21. Visitor survey forms are tallied for collation of data

<b>Office or Division</b>	MSD - Visitor and Volunteer Services Section			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	Other Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Retrieved NM Visitor survey forms		VVSS – MSD (NMA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
N/A	<ul style="list-style-type: none"> <li>- Tally retrieved survey forms</li> <li>- Collate tallied survey forms</li> </ul>	N/A	20days	Melchor Lagartija Supervising Administrative Officer, Museum Services Division
TOTAL			20 days	

## 22. 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.

<b>Office or Division</b>	Property Management Section, General Administrative Services Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G – Government to Government (Internal Service)
<b>Who may avail</b>	All Divisions



<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Disbursement Voucher with complete supporting documents		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Prepares the Disbursement Voucher and other supporting documents and submits to the Property Management Section for appropriate action	Receives the Disbursement Voucher and other supporting documents for preparation of Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) as attachment for payment	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section
	Reviews the Disbursement Voucher as to the completeness of the documents attached:  1. Returns to end-user if additional supporting documents are required with attached work instruction or note to end-user;	None  None	15 minutes	Administrative Officers I, III, IV Property Management Section  Administrative Assistant II, Property Management Section
Receives the returned DV and attach the documents needed and forward again to the Property Management Section for appropriate action	Receives the completed required documents	None	5 minutes	Administrative Aide IV, Property Management Section



	Encodes supplies, materials and equipment in the database	None	1 to 7 hours upon receipt of its lists for encoding	Administrative Officers I, III, IV Property Management Section
	Assigns property number and barcode number	None	2 minutes	Administrative Officers I, III, IV Property Management Section
	Attach barcode sticker to the equipment/furniture and fixtures	None	5 minutes to 1 hour	Administrative Assistant II, Property Management Section  Administrative Officers I, III, IV Property Management Section
	Secures the signature of the accountable person either through email or hard copy files, whichever is applicable.	None	1 day	Administrative Assistant II, Property Management Section  Administrative Officers I, III, IV Property Management Section  Administrative Officer V, Property Management Section
Accountable person to sign the issued ICS/PAR and forwards to the Property Management Section	Receives the duly signed ICS/PAR	None	5 minutes	Administrative Aide IV, Property Management Section



	Secure the signature of the Property Management Section Head	None	1 minute	Administrative Officer V, Property Management Section
	Forwards the documents of the signed PAR to Supply Management Section and/or Accounting Section for processing of payment	None	15 minutes	Administrative Assistant II, Property Management Section
	Forwards a copy of the PAR to the accountable person for his/her file and reference	None	30 minutes	Administrative Assistant II, Property Management Section
Receives the copy of the PAR for the accountable person's file and reference	Maintains Record	None	30 minutes	Administrative Aide IV, Property Management Section  Administrative Officers I, III, IV Property Management Section
<b>TOTAL</b>		None	1 Day, 1 Hour and 7 Minutes	

### **23. 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.

<b>Office or Division</b>	Property Management Section, General Administrative Services Division
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G – Government to Government (Internal Service)
<b>Who may avail</b>	All Divisions
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



<p>a. Disbursement Voucher with complete supporting documents b. Deed of Donation with complete supporting documents</p>		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Endorses the Disbursement Voucher and other supporting documents and/or Deed of Donation to the Property Management Section for preparation of PAR for Specimens / Collections	Receives the Disbursement Voucher and/or Deed of Donation and other supporting documents for preparation of Property Acknowledgement Receipt	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section
	Reviews the Disbursement Voucher and/or Deed of Donation as to the completeness of the documents attached; a. Returns to end-user if additional supporting documents are required with attached work instruction or note to end-user;	None  None  None	15 minutes	Administrative Officers I, III, IV Property Management Section  Administrative Officer V, Property Management Section
Receives the returned DV and attach the documents needed	Receives the completed required documents	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section





	Encodes specimens/collections in the database	None	1 to 7 hours upon receipt of its lists for encoding	Administrative Officers I, III, IV Property Management Section  Administrative Officer V, Property Management Section
	Assigns property number for specimens / collections	None	3 minutes	Administrative Officers I, III, IV Property Management Section  Administrative Officer V, Property Management Section
	Secures the signature of the accountable person through email or hard copy files, whichever is applicable.	None	1 Day	Administrative Officers I, III, IV Property Management Section
Accountable person to sign the issued ICS/PAR for specimens / collections	Receives the duly signed ICS/PAR	None	5 minutes	Administrative Officers I, III, IV Property Management Section  Administrative Officer V, Property Management Section
	Secure the signature of the Property Management Section Head	None	2 minutes	Administrative Officer V, Property Management Section
	Forwards all the supporting documents of the signed PAR for specimens / collections that has monetary value or	None	5 minutes	Administrative Officers I, III, IV Property Management Section



	acquisition cost to Accounting Section for booking in the books of accounts a. To skip process no.7 if the specimens / collections issued PAR has no cost or monetary value and may proceed to step no.8			
	Forwards a copy of the PAR to the accountable person for his/her file and reference	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Officers I, III, IV Property Management Section
Receives the copy of the PAR for the accountable person's file and reference	Maintains Record	None	2 minutes	Administrative Aide IV, Property Management Section  Administrative Officers I, III, IV Property Management Section
<b>TOTAL</b>		None	1 Day, 7 Hours and 47 Minutes	

## 24. 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.

<b>Office or Division</b>	Property Management Section, General Administrative Services Division
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<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government (Internal Service)			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly filled out and signed Request for Transfer of Equipment/Collections		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secures the Request for Transfer of Accountability Form	Provides the Request for Return of Equipment Form	None	1 minute	Administrative Aide IV, Property Management Section
Completely filled out the Request for Transfer of Accountability Form and endorse the signed request to Property Management Section	Receives the completely filled-out Request for Transfer of Accountability Form	None	2 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section
	Forwards the Request for Transfer of Accountability Form to the PMS Section Head for signature	None	5 minutes	Administrative Officers I, III, IV Property Management Section  Administrative Officer V, Property Management Section
	Reviews the request and prepare the transfer of accountability by issuing Property Acknowledgement Receipt (PAR) to the new accountable person	None	10 minutes	Administrative Officers I, III, IV Property Management Section  Administrative Officer V, Property Management Section



	Secures the signature of the previous and the new accountable person for the transfer of accountability through email or hard copy files, whichever is applicable.	None	1 day	Administrative Assistant II, Property Management Section  Administrative Officers I, III, IV Property Management Section
Receives and signs the Property Acknowledgement Receipt (previous and new accountable person) and forwards the duly signed PAR to the Property Management Section	Receives the duly signed Property Acknowledgement Receipt	None	5 minutes	Administrative Aide IV, Property Management Section
	Secure the signature of the Property Management Section Head	None	2 minutes	Administrative Officer V, Property Management Section
	Forwards a copy of the signed PAR to the previous and new accountable person for his/her file and reference	None	30 minutes	Administrative Assistant II, Property Management Section
Receives the copy of the PAR for the previous and new accountable person's file and reference	Maintains Record	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Officers I, III, IV Property Management Section
<b>TOTAL</b>		None	1 Day and 1 Hour	

**25. 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.

<b>Office or Division</b>	Property Management Section, General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government (Internal Service)			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly filled out and signed Request for List of Accountabilities Form		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secures the Request for List of Accountabilities Form	Provides the Request for List of Accountabilities Form	None	5 minutes	Administrative Aide IV, Property Management Section
Completely filled out the Request for List of Accountabilities Form and endorse the signed request to Property Management Section	Receives the completely filled-out Request for List of Accountabilities Form	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section
	Forwards the Request for List of Accountabilities Form to the PMS Section Head for signature	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Officer V, Property Management Section



	Once signed, the form will be forwarded to the Property Officer-In-Charge for printing of the list of accountabilities of the requesting employee	None	10 minutes	Administrative Officer I, III, IV Property Management Section
	Provides the printed list of accountabilities to the requesting employee	None	5 minutes	Administrative Assistant II, Property Management Section
Receives the printed list of accountabilities	Maintains Record	None	2 minutes	Administrative Aide IV, Property Management Section
<b>TOTAL</b>		None	32 Minutes	

## 26. 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.

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



<p>Completely filled out the Request for Equipment and Furniture and Fixtures Form and endorse the signed request to Property Management Section</p>	<p>Receives the completely filled-out Request for Equipment and Furniture and Fixtures Form</p>	<p>None</p>	<p>5 minutes</p>	<p>Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section</p>
<p>Receives the returned request form due to non-availability of items requested</p>	<p>Forwards the Request for Equipment and Furniture and Fixtures Form to the Property Officer-In-Charge to check the availability of equipment / furniture and fixtures being requested.</p>	<p>None</p>	<p>5 minutes</p>	<p>Administrative Aide IV, Property Management Section  Administrative Officer IV, Property Management Section</p>
	<p>a) If available, please proceed to next step below;</p>	<p>None</p>	<p>1 minute</p>	<p>Administrative Assistant II, Property Management Section</p>
	<p>b) If there is no available furniture and 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>5 minutes</p>	



	Approves the Request for Equipment and Furniture and Fixtures Form by the PMS Section Head, once validated	None	5 minutes	Administrative Officer V, Property Management Section
	Prepares the issuance of Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) for the requested item	None	10 minutes	Administrative Officer IV, Property Management Section
	Provides the equipment/furniture and fixtures to the requesting division together with the PAR or ICS and secures the signature of the new accountable person	None	5 minutes	Administrative Assistant II, Property Management Section
Receives the item and signs the issued PAR or ICS. Once signed, forward the PAR/ICS to the Property Management Section	Receives the signed PAR/ICS from the new accountable person	None	2 minutes	Administrative Aide IV, Property Management Section
	Forwards a copy of the PAR/ICS to the accountable person for his/her file and reference	None	5 minutes	Administrative Assistant II, Property Management Section
Receives the copy of the PAR/ICS for the accountable person's file and reference	Maintains Record	None	2 minutes	Administrative Aide IV, Property Management Section Administrative Officer IV,





				Property Management Section
<b>TOTAL</b>		None	46 Minutes	

## 27. 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.

<b>Office or Division</b>	Property Management Section, General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government (Internal Service)			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly signed Request for Repair Form		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Prepares the Request for Repair Form and submits signed request to Property Management Section	Receives the approved Request for Repair Form	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section
	Prepares the Pre-Repair Inspection Report	None	30 minutes	Administrative Officers I, III, IV Property Management Section
	Secures the approval of the Head of the Property Management Section on the Request for Pre-Repair Inspection	None	5 minutes	Administrative Officers I, III, IV Property Management Section  Administrative Officer V, Property Management Section



	Forwards the Request for Pre-Repair Inspection to designated inspector and Commission on Audit's representative for inspection of the vehicle, equipment, furniture and fixtures, etc.	None	5 minutes	Administrative Assistant II, Property Management Section
NM Inspectors and COA representative receives the Request for Pre-Repair Inspection for their appropriate action.	Maintains Record	None	5 minutes	Administrative Officers I, III, IV Property Management Section  Administrative Assistant II, Property Management Section
<b>TOTAL</b>		None	50 Minutes	

## 28. 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).

<b>Office or Division</b>	Property Management Section, General Administrative Services Division		
<b>Classification</b>	Simple		
<b>Type of Transaction</b>	G2G – Government to Government (Internal Service)		
<b>Who may avail</b>	All Divisions		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Duly filled out and signed Request for Return of Equipment Form		Office concerned	



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secures the Request for Return of Equipment Form	Provides the Request for Return of Equipment Form	None	1 minute	Administrative Aide IV, Property Management Section
Completely filled out the Request for Return of Equipment Form and endorse the signed request to Property Management Section	Receives the completely filled-out Request for Return of Equipment Form	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section
	Forwards the Request for Return of Equipment Form to the PMS Section Head for signature	None	5 minutes	Administrative Aide IV, Property Management Section  Administrative Assistant II, Property Management Section  Administrative Officer V, Property Management Section
	Once signed, the form will be forwarded to the Administrative Assistant II for verification, inventory, proper labelling, and photographs of items for proper documentation of returned equipment.	None	30 minutes	Administrative Assistant II, Property Management Section



	Prepares the Acknowledgement Receipt of Returned Equipment (ARRE) for issuance	None	10 minutes	Administrative Officer IV, Property Management Section
	Forwards the Acknowledgement Receipt of Returned Equipment to the concerned employee for his/her file copy	None	30 minutes	Administrative Assistant II, Property Management Section  Administrative Officer IV, Property Management Section
Receives the Acknowledgement Receipt of Returned Equipment for file and reference	Maintains Record	None	5 minutes	Administrative Officer IV, Property Management Section
<b>TOTAL</b>		None	1 Hour and 26 Minutes	

## 29. Procedure for the Issuance of Gate Pass

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

<b>Office or Division</b>	Property Management Section, General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government (Internal Service)			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly filled out and signed Gate Pass Form with pictures		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



Secures the Gate Pass Form at the Property Management Section	Provides the Gate Pass Form	None	1 minute	Administrative Aide IV, Property Management Section
Completely filled out and signed the Gate Pass Form and endorse to Property Management Section	Reviews the Gate Pass Form as to details, signatures and pictures attached. a) Return the Gate Pass Form for any missing information and attachments with attached work instruction or note to end-user.	None	5 minutes	Administrative Aide IV, Property Management Section
		None	5 minutes	Administrative Assistant II, Property Management Section
Provide the needed information and attachments and returns the Gate Pass Form to the Property Management Section	Receives the revised Gate Pass Form and other supporting documents	None	2 minutes	Administrative Aide IV, Property Management Section
	Forwards the Gate Pass Form to the PMS Section Head for signature	None	2 minutes	Administrative Aide IV, Property Management Section
	Approves the Gate Pass Form, once validated	None	2 minutes	Administrative Officer V, Property Management Section
	Forwards the signed Gate Pass Form to the concerned employee	None	5 minutes	Administrative Assistant II, Property Management Section



Receives the Gate Pass Form to be forwarded to the Security Officer and Guard on Duty for signature	Maintains Record	None	2 minutes	Administrative Aide IV, Property Management Section
<b>TOTAL</b>		None	24 Minutes	

### 30. REQUISITION AND ISSUANCE OF SUPPLIES AND MATERIALS

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

<b>Office or Division</b>	Supply Management Division, General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G (Internal Service)			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly signed Requisition Issue Slip (RIS) by the Division Chief or authorized official		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Endorse the signed Requisition Issue Slip (RIS) by the Division Chief or authorized official	Received the RIS from requesting personnel and check the availability of stocks. Indicate "/" if items available/on stock or "X" if not	none	15 minutes	Administrative Officer I and Administrative Assistant I, Supply Management Section
	If items are available, indicate the quantity of the items issued in the "Issued Quantity" column and signs the "Issued by" portion	none	within 30 minutes	Administrative Officer I and Administrative Assistant I, Supply Management Section



Receives supplies and materials and signs "Received by" portion of the RIS	Files the RIS in numerical order for reference in preparation of RSMI	none	10 minutes	Administrative Officer I and Administrative Assistant I, Supply Management Section
	If items are not available, return to requesting personnel	none	5 minutes	Administrative Officer I and Administrative Assistant I, Supply Management Section
<b>TOTAL</b>		None	60 Minutes	

### 31. PROCUREMENT OF SUPPLIES AND MATERIALS AND SERVICES

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

<b>Office or Division</b>	Supply Management Division, General Administrative Services Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G (Internal Service)			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly signed Requisition Issue Slip (RIS), approved Purchased Request (PR) by the Division Chief or authorized official and approved PPMP		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEE S TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Endorse the signed Requisition Issue Slip (RIS), approved Purchase Request (PR) by the Division Chief or authorized official and approved PPMP	Received the PPMP, RIS and PR from requesting personnel and assign control number	none	5 minutes	Administrative Officer I and Administrative Assistant I, Supply Management Section



	Evaluate the completeness of the documents, check the specifications of items/services requested, consolidate same items/services in nature	none	1 hour	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Endorsed to Bids and Awards Committee if the items/services total is above Php 50,000.	none	within 1 hour	Administrative Officer V, Supply Management Section
	Prepares Request for Quotation (RFQ) for items/services for canvass. Determine mode of procurement	none	1 hour	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Review and signs the RFQ	none	within 30 minutes	Administrative Officer V, Supply Management Section
	Canvass the items/services requested to at least 3 suppliers	none	within 6 working days	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Obtain price quotations from the prospective suppliers and evaluate	none	within 6 working days	Administrative Officer I and Administrative Aide IV, Supply Management Section





	Prepare Abstract of Quotations and award to the winning bidder	none	within 8 hours	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Preparation of the Obligation Request and Status (ORS), Job Order (JO)/Purchase Order (PO)	none	within 16 hours	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Review all the documents and affix initial on the PO/JO	none	within 1 hour	Administrative Officer V, Supply Management Section
	Affix initial on the PO/JO and signs the ORS, if you're the requesting office	none	within 1 hour	Chief Administrative Officer, General Administrative Services Division
	Forwards all the documents to the proper signatories	none	within 1 hour	Contract of Service/Administrative Aide IV, Supply Management Section
	<b>TOTAL</b>		15 Days, 6 Hours and 35 minutes	

### **32. 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

<b>Office or Division</b>	Supply Management Division, General Administrative Services Division	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2G (Internal Service)	
<b>Who may avail</b>	All Divisions	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	



Indicative Annual Procurement Plan for Commonly-Use Supplies and Materials (APP-CSE) of the current year and Agency Procurement Request (APR)		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Endorse the approved APP-CSE	Received the approved APP-CSE	none	Deadline set by NM based on PS advise	Administrative Officer III, Supply Management Section
	Finalize the consolidation of all the Division's APP-CSE	none	1 day before deadline (PS-DBM)	Administrative Officer III, Supply Management Section
	Checks the availability of the items in the Procurement Service (PS) catalogue	none	within 8 hours	Administrative Officer III, Supply Management Section
	Prepares Distribution list of items requested for each division	none	within 8 hours	Administrative Officer III, Supply Management Section
	Evaluate the allocation of funds and prepares summary	none	within 1 hour	Administrative Officer III, Supply Management Section
	Prepares the APR with the available items, Obligation Request and Status (ORS) and Disbursement Voucher (DV)	none	within 8 hours	Administrative Officer III, Supply Management Section



	Review and signs the APR, affix initial in the ORS and DV	none	within 1 hour	Administrative Officer V, Supply Management Section
	Signs the ORS and DV	none	within 1 hour	Chief Administrative Officer, General Administrative Services Division
	Forwards all the documents to the proper signatories	none	within 1 hour	Contract of Service/Administrative Aide IV, Supply Management Section
TOTAL		None	Processing time will vary based on PS advice	

### 33. REQUEST FOR REPAIRS

This aims to guide the responsible persons in requesting repairs for the defective items

<b>Office or Division</b>	Supply Management Division, General Administrative Services Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G (Internal Service)			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Purchased Request (PR) by the Division Chief or authorized official, approved PPMP, Request for Repair, Request for Pre-repair Inspection, Repair History (if applicable)		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



Approved Purchase Request (PR) by the Division Chief or authorized official, approved PPMP and Pre-Repair Inspection Report	Received the PPMP, Pre-repair Inspection Report, PR from requesting personnel and assign control number	none	5 minutes	Administrative Officer I and Administrative Assistant I, Supply Management Section
	Evaluate the completeness of the documents	none	1 hour	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Endorsed to Bids and Awards Committee if the total repair is above Php 50,000.	none	within 1 hour	Administrative Officer V, Supply Management Section
	Prepares Request for Quotation (RFQ) for items/services for canvass. Determine mode of procurement	none	1 hour	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Review and signs the RFQ	none	within 30 minutes	Administrative Officer V, Supply Management Section
	Canvass the items/services requested to at least 3 suppliers	none	within 6 working days	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Obtain price quotations from the prospective suppliers and evaluate	none	within 6 working days	Administrative Officer I and Administrative Aide IV, Supply Management Section



	Prepare Abstract of Quotations and award to the winning bidder	none	within 8 hours	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Preparation of the Obligation Request and Status (ORS), Job Order (JO)	none	within 16 hours	Administrative Officer I and Administrative Aide IV, Supply Management Section
	Review all the documents and affix initial on the JO	none	within 1 hour	Administrative Officer V, Supply Management Section
	Affix initial on the JO and signs the ORS, if you're the requesting office	none	within 1 hour	Chief Administrative Officer, General Administrative Services Division
	Forwards all the documents to the proper signatories	none	within 1 hour	Contract of Service/Administrative Aide IV, Supply Management Section
	<b>TOTAL</b>	None	15 Days, 6 Hours and 35 minutes	

### 34. REQUEST FOR PAYMENT

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

<b>Office or Division</b>	Supply Management Division, General Administrative Services Division		
<b>Classification</b>	Complex		
<b>Type of Transaction</b>	G2G, G2B (Internal Service)		
<b>Who may avail</b>	All Divisions		
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
	Delivery Receipt, Sales/Service Invoice, Inspection and	Office concerned	



Acceptance Report, Request for Inspection and Disbursement Voucher				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Issues Sales/Service Invoice	Receive the Sales/Service Invoice and ensures the complete delivery	none	6-8 hours	Administrative Officer I and Administrative Assistant I, Supply Management Section
Authorized Inspector and Administrative Officer V	Checks the Inspection and Acceptance Report (IAR) and Request for Inspection (RI)	none	5 minutes	Administrative Officer III, Supply Management Section
	Prepares DV, Checks delivery due date, apply and compute penalties, if applicable	1/10 of 1% for every day of delay on the undelivered items	30 minutes	Administrative Officer I and III, Supply Management Section
	Forwards to Property Division for ICS or PAR, if applicable	none	5 minutes	Administrative Officer V, Supply Management Section
	Review all the documents and affix initial on the DV, if applicable	none	10 minutes	Administrative Officer V, Supply Management Section
	Signs the DV, if you're the requesting office	none	10 minutes	Chief Administrative Officer, General Administrative Services Division



	Forwards all the documents to the proper signatories	none	60 minutes	Contract of Service/Administrative Aide IV, Supply Management Section
<b>TOTAL</b>		None	10 ours	

### 35. Payment of Postpaid Plan

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

<b>Office or Division</b>	Supply Management Section, General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2B – Government to Business (External Service)			
<b>Who may avail</b>	All concerned service providers of the NMP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Billing Statements/Statement of Accounts and Disbursement Voucher		Service Provider and office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Issues billing statement/ statement of accounts for payment	Receives and prints the Billing Statement/ Statement of Accounts	None	2 hours	Administrative Officer I and Administrative I, Supply Management Section
	Review the Billing Statement/ Statement of Accounts, checks the postpaid amount allocation and excess charges, if applicable	None	2 hours	Administrative Officer I and Administrative Assistant I, Supply Management Section
	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	1-2 hours	Administrative Assistant I, Administrative Officers I and V, Supply Management Section



	Review 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	Administrative Officer V, Supply Management Section
	Signs the DV and the Office Memorandum	None	30 minutes	Chief Administrative Officer, General Administrative Services Division
	Forwards all the Office Memorandum to the concerned employees	None	60 minutes	Contract of Service/Administrative Aide IV, Supply Management Section
	Forwards the DV and all the necessary documents to Financial Services Division	None	30 minutes	Contract of Service/Administrative Aide IV, Supply Management Section
<b>TOTAL</b>		None	8 Hours and 30 Minutes	

### 36. VEHICLE RESERVATION AND DISPATCHING PROCEDURES

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

<b>Office or Division</b>	Transport Services Section – General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	(G2G) Internal Service			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly signed Driver's Trip Ticket Form for vehicle reservation		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Prepare three (3) copies of Driver's Trip Ticket Form per request	Receives completely filled-up Driver's Trip Ticket Form	none	1 minute	Dispatcher/Chief of Transport Management Section





	Checks availability of Driver and motor vehicle	none	5 minutes	Dispatcher/Chief of Transport Management Section
	Assign driver and motor vehicle for the trip reservation	none	3 minutes	Dispatcher/Chief of Transport Management Section
	Signs Driver's Trip Ticket	none	3 minutes	Chief of Transport Management Section and Chief of General Administrative Services Division
	Forwards signed trip ticket to the Director-in-Charge	none	5 minutes	Dispatcher of Transport Services Section
	Approves Driver's Trip Ticket	none	5 minutes	Director-in-Charge
Get the signed/approved trip tickets from the Office of the Director-In-Charge and forward the signed/approved trip tickets to the assigned driver	Receives the signed/approved trip tickets	none	1 minute	Driver of Transport Services Section
	Validates details of the trip: 1. Date and time 2. Itinerary 3. Vehicle assignment 4. Passengers or items to be transported 5. Signatories	none	3 minutes	Driver of Transport Services Section



	Checks the condition of the vehicle guided by BLOWBAGETS prior to departure	none	15 minutes	Assigned Driver, Mechanic, and Chief Mechanic of the Transport Management Section
	Report to the Chief of Transport Management Section and to the Chief of General Administrative Services Division any damage, concerns on vehicles and any discrepancies on listed passenger or property to be transported on the Driver's Trip Ticket Form vs actual passenger or property to be transported	none	1 minute	Driver of Transport Services Section
	Forward endorsed Driver's Trip Ticket Form to the Guard-On-Duty	none	1 minute	Driver of Transport Services Section
	Checks and Records details on the endorsed Driver's Trip Ticket Form (e.g. odometer, property transported or passenger names)  Inspect NMP motor vehicle visually and report any damages to the Chief of Transport	none	3 minutes	Guard on duty



	Management Section			
	Return the recorded Driver's Trip Ticket Form to the assigned driver	none	1 minute	Guard on duty
	Greets and provide passengers with Driver's Performance Survey Form	none	1 minute	Driver of Transport Services Section
	Receives Driver's Performance Survey Form from the assigned Driver	none	1 minute	Passenger
	Rate the assigned driver using the Driver's Performance Survey Form after the trip	none	2 minutes	Passenger
	Return the filled-up Driver's Performance Survey Form to the assigned driver	none	1 minute	Passenger
	Upon arrival to NMP Central Office, record the odometer of motor vehicle to the Driver's Trip Ticket Form	none	1 minute	Driver of Transport Services Section
	Attach the Driver's Performance Survey Form to the trip ticket and forward it dispatcher upon arrival to NMP Central Office	none	1 minute	Driver of Transport Services Section



	Upon arrival in NMP office, Guard-on-Duty shall inspect NMP motor vehicle visually and record the odometer.  Report any damages to the Chief of Transport Management Section	none	3 minutes	Guard on duty
	Submits the filled-up Trip ticket and Driver's Performance Survey Form to the Chief of GASD after the trip	none	1 minute	Dispatcher/Chief of Transport Management Section
<b>TOTAL</b>		None	58 Minutes	

### 37. Procedure for the Request for Janitorial Assistance

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

<b>Office or Division</b>	General Administrative Services Division			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G – Government to Government (Internal Service)			
<b>Who may avail</b>	All Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly filled out and signed Request for Janitorial Assistance Form		Office concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secures the Request for Janitorial Assistance Form	Provides the Request for Janitorial Assistance Form	None	1 minute	Administrative Aide IV, Property Management Section



Completely filled out the Request for Janitorial Assistance Form and endorse the signed request to Property Management Section	Receives the completely filled-out Request for Janitorial Assistance Form for verification and initial then forwards the verified and initialed form to GASD Chief for approval	None	5 minutes	Administrative Aide IV, Property Management Section
	Approves and signs the request for janitorial assistance	None	2 minutes	Chief Administrative Officer, General Administrative Services Division
	Provides the end-user the approved request for janitorial assistance form	None	2 minutes	Administrative Aide IV, Property Management Section
Receives the approved request form to be forwarded to the supervisor of janitorial services for appropriate action	Maintains Record	None	2 minutes	Administrative Aide IV, Property Management Section
<b>TOTAL</b>		None	12 Minutes	

### 38. GATE PASS

To monitor the movement of the collections in the National Museum.

Office or Division	Research, Collections and Conservation Management Division			
Classification	Simple			
Type of Transaction	G2G – Government to Government / G2C – Government to Client			
Who may avail	Research Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Four (4) copies of Gate Pass Forms (Original)		RCC Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The bearer request for	1. The Gate Pass Form will be sent thru email by the Administrative	None	Less than 1 minute	Administrative Officer IV, RCC



Gate Pass Form	Officer IV to the requesting Division.			
<p>2. The requesting division personnel fills-out four (4) Gate Pass Forms.</p> <p>The Curator II or Officer – In – Charge of the requesting division reviews the Gate Pass Form.</p> <p>If there is no correction, the Curator II will sign the form for approval.</p> <p>If there are corrections noted by the Curator II, the staff must correct it immediately. Once approved by the Curator II, the requesting division requests the Administrative Officer IV of RCC to inspect the collection.</p> <p><small>*Note: The bearer must be the same person who has requested the Gate Pass.</small></p>	<p>2. The Administrative Officer IV will sign initials beside the encoded description of the collection.</p> <p>After the inspection, the AO IV will generate the control number for the Gate Pass.</p> <p>After assigning the code, the Chief Administrative Officer reviews the Form. If acceptable, the CAO will sign.</p> <p>If not, the form will be returned to the concerned division for corrections.</p> <p>Once the form is approved by the CAO of the RCC, the form will be returned to the requesting division.</p> <p><small>*Note: In certain circumstances that the Administrative Officer IV is not available, the Administrative Officer V or Administrative Officer III will be in-charge upon checking the collection. And in case the CAO is not available for signing, the Supervising Administrative Officer will be the next assigned person available. But If still unavailable, the AO V of AO IV will sign instead.</small></p>	None	1 hour	Administrative Officer IV, RCC



<p>3. The requesting division gives the signed copies to NMP Security Officer III for Signature. But if NMP SO III is unavailable, NMP SO II may sign instead. The Guard on Duty will be the last to sign the form. He shall also check the items included in the form. Once the forms were completed, the requesting personnel will give one copy each to the RCC, the guard on duty, the requesting division and the receiving division or person.</p>	<p>3. The Administrative Officer IV will encode the specimens/collections in a database that is listed in the Gate Pass Form. The expected date of return to the owner will be strictly monitored for the movement of the collections. The AO IV will coordinate with the requesting division to track the updates of the collections.</p> <p><small>*Note: If the Gate Pass Form includes the supplies/materials/equipment. The requesting personnel will also go through the same process as the specimens/collections. The only difference is that the Administrative Officer V of the Property Section of General Administrative Services Division will be the one to sign instead of the RCC Head. The requesting division shall write "Not applicable (N/A)" to supplies/materials/equipment if they will be using it and vice-versa.</small></p>	<p align="center">None</p>	<p align="center">30 minutes to an hour</p>	<p align="center">Administrative Officer IV, RCC</p>
<p align="center"><b>TOTAL</b></p>			<p align="center"><b>1 hour and 31 minutes or 2 hours and 1 minute</b></p>	



**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 RASMSO.

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



## 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, Area, Site Museums and Satellite Offices			
Classification	Simple			
Type of Transaction	G2C, G2B, G2G			
Who may avail	Researchers / Students / Government Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent		Research / Students		
Application Form		RASMSO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Letter of Intent / Endorsement from Schools	Acceptance of letter, Verification of letter as to the validity of its purpose	NONE	10 minutes	RASMSO OIC
	Forward request to the Central Office thru email		5 minutes	RASMSO OIC
	Print and forward to the RAOD Chief		5 minutes	Keith AO III
	Sign the request		15 minutes	Dionisio Pangilinan, CAO
	Office of the OIC-DDG and DG for approval			Atty. Ma. Cecilia Tirol, OIC-DDG and Jeremy Barns, DG
Forward approved request to RASMSO			Keith AO III	



3. Photo documentation	Inform the client about the approved application		3 days	RASMSO OIC
	Assist the client		10 minutes	RASMSO OIC, Museum Guide and Museum Technician
<b>TOTAL</b>			11 minutes	

### 3. Photo/ Video Shoot

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

Office or Division	Regional, Area, Site Museums and Satellite Offices			
Classification	Complex			
Type of Transaction	G2C, G2B, G2G			
Who may avail	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
4. Letter of Request /Intent 5. Application form for events 6. Filling up/ Submission of forms for the following: e. Guidelines on photo & video shoot f. Guidelines on pre-nuptial and pre-debut photo shoots g. Guidelines on the use of National Museum venues h. Rules for Media Coverage and Interviews		Client/ Applicant RASMSO RASMSO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit letter of request/ intent	Accept request	See Schedule of Fees	10 minutes	RASMSO OIC
	Forward thru email the letter of intent to the RAOD C.O		5 minutes	RASMSO OIC
	Print the letter and		5 minutes	Keith, AO III



Pay the required amount  Allow client to proceed with the activity	Forward to DOP, CAO		10 minutes	DOP, CAO
	Endorse to the office of the OIC-DDG		2 days	Atty. Tirol, OIC-DDG
	Review and sign the letter and forward to the Office of the DG		2 days	JB, DG
	Approve/disapprove request and forward to RAOD C.O		5 minutes	Keith, AO III
	Send / email approved request to RASMSO		10 minutes	RASMSO personnel
	Prepare Order of Payment (except for media coverage), to be signed by the client and forward the same to the RAOD C.O		10 minutes	Keith, AO III
	Print and forward the same to the office of the DG for approval		1 day	JB, DG
	Approve Order of Payment and forward to RAOD		5 minutes	Keith, AO III
	Email to RASMSO		10 minutes	RASMSO Collecting Officer
	Issue Official Receipt			RASMSO personnel



	Monitor activity of the client during implementation			
<b>TOTAL</b>			<b>5 days 1 hour and 10 minutes</b>	

\* It takes more than 3 days to complete because it has to go through the Central Office for approval.

#### 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, Area, Site Museums and Satellite Offices	
Classification	Highly Technical	
Type of Transaction	G2C - Government to Client G2B - Government to Business G2G - Government to Government	
Who may avail	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
5. Official request letter duly signed by: <ol style="list-style-type: none"> <li>a. Teacher/professor for school requests</li> <li>b. Supervisor/Heads for office requests</li> <li>c. Anyone who is in authority to endorse the requester</li> </ol> 6. Attachments <ol style="list-style-type: none"> <li>a. For students – thesis</li> </ol>		



i. Thesis Proposal ii. Review of Related Literature iii. Guide questions if for interview  b. For student non-thesis/ other requests <ul style="list-style-type: none"> <li>• Project Brief or Concept Note (with title, objectives, description, timeline, and expected outputs)</li> <li>• Other documents that can validate legitimacy of the project/request</li> </ul>		From the requester's school/ office/ organization/ affiliation		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter Request to the Head of the Agency (Office of the Director-General) through any of the following medium: a. Email b. Courier c. Hand-carried	1.6 Receive Letter Request and forward scanned copy to the Office of the Director-General	NONE	15 minutes	NM WVRMSO personnel
	1.7 Director-General (DG) approves/denies letter request	NONE	5 minutes	Director-General
	1.8 DG endorses Letter to concerned Division/Office	NONE	5 minutes	Director-General
	1.4. Division/Office reviews/ evaluates the request for appropriate action	NONE	10 minutes	
	1.5. Division personnel communicates with the client for clarifications/ additional information	NONE	5 minutes	NM WVRMSO personnel
2. Receive NMP Division's response	2.1. Division will release formal/official	NONE	1 day	NM WVRMSO personnel



If request denied, end of transaction If granted, client will coordinate with the Division concerned	response to the client through email, phone call or letter			
3. Collaboration with NMP Division/Office	4.1. Collaboration with client	NONE	12 days	NM WVRMSO personnel
TOTAL			13 days & 40 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, Area, Site Museums and Satellite Offices			
Classification	Simple			
Type of Transaction	G2C, G2B, G2G			
Who may avail	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		NONE		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at Visitor Logbook	Receives client	None	5 minutes	Frontline person / Officer of the Day
2. Request guided tour	Provides guiding services	None	10 minutes	Museum Guide
3. Fill-out visitor survey form		Collects forms	None	5 minutes
TOTAL			<b>20 minutes</b>	



## 6. Work Immersion

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

Office or Division	RAOD			
Classification	Complex			
Type of Transaction	G2C			
Who may avail	Schools / Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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)		Schools/Universities/Colleges  Regional, Area, Site Museum and Satellite Office  Schools/Universities/Colleges		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents	Receive the required documents	None	5 minutes	RASMSO personnel
	Forward to the Central Office thru mail/courier		5 days	RASMSO personnel
	Pick up mail from the Records Section, GASD,		10 minutes	Jayson, Engineering Aide
	Open mail and forward to the CAO of RAOD for signature/initials		1 hour	Dionisio O. Pangilinan, CAO
	Forward to the HRMD for processing		4 days	Engineering Aide
	Receive the signed MOA from HRMD		5 minutes	Engineering Aide
	Mail signed MOA to RASMSO		5 days	Engineering Aide
Receive mailed MOA and forward		1 day	RASMSO	





	to concerned Schools for notarization Mail notarized MOA to RAOD C.O		5 days	personnel RASMSO Personnel
	Upon receipt of mail, forward copies of notarized MOA to the HRMD for endorsement		30 minutes	Engineering Aide
	HRMD endorse the same to the OIC-DDG and DG together with the list of students		3 days	HRMD
	Provide RAOD with a copy of MOA with list of students to undergo OJT		30 minutes	HRMD
	Mail copy of MOA to RASMSO		5 days	Engineering Aide
	RASMSO forward the received MOA to concerned school		30 minutes	RASMSO personnel
	<b>TOTAL</b>		<b>28 days, 2 hours and 50 minutes</b>	

\*It takes longer than 20 days due to mailing transactions



## 7. Work Immersion (with existing MOA)

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

Office or Division	Regional, Area, Site Museum and Satellite Office			
Classification	Complex			
Type of Transaction	G2C			
Who may avail	Schools / Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent from Schools/Universities/Colleges (1 copy) 2. CV, NBI and 1x1 ID pic of students (1 each)		Schools/Universities/Colleges  Regional, Area, Site Museum and Satellite Office Schools/Universities/Colleges		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents	Receive the required documents	None	5 minutes	RASMSO personnel
	Forward to the Central Office thru mail/courier	None	5 days	RASMSO personnel
	Pick up mail from the Records Section, GASD,		10 minutes	Engineering Aide
	Open mail and forward to the CAO of RAOD for signature/initials	None	1 hour	Chief Administrative Officer
	Forward to the HRMD	None	20 minutes	Engineering Aide
	HRMD process endorsement		1 day	HRMD
	Forward endorsement to RAOD		10 minutes	HRMD
	Forward endorsement to RAOD		10 minutes	Administrative Officer III



	Send endorsement to RASMSO thru email			
<b>TOTAL</b>			<b>6 days, 55 minutes</b>	



## FEEDBACK AND COMPLAINTS

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
How to send feedback?	The Client may send feedback in two ways: 1) The Client accomplishes the CLIENT FEEDBACK FORM located at the lobby of each NMP building, and drop it off at the Suggestion box located at the Entrance of each building; and/or 2) email at <a href="mailto:nationalmuseumph@yahoo.com">nationalmuseumph@yahoo.com</a> .
How feedbacks are processed?	Every fifth day of the issuing month, the Administrative Officer in-charge of the Suggestion box gathers the forms and records all feedback forms submitted. Feedback requiring answers are forwarded to the respective offices and they are required to answer within three (3) days upon receipt of the feedback.
How to file a complaint?	Approach the Security Officer on Duty for the Client Complaint form and drop it off at the designated drop box located at the Entrance of each building. The client may also send an email at <a href="mailto:nationalmuseumph@yahoo.com">nationalmuseumph@yahoo.com</a> . For inquiries and follow-ups, clients may contact the NMP thru telephone no. 85276621.
How complaints are processed?	The Administrative Officer in-charge of the suggestion box gathers the complaint on the following day and forward the complaint to the respective office for explanation. The respective office shall provide an answer within 24 hours upon receipt of notice. The Administrative Officer in-charge shall forward the reply of the respective division with report to the head of the agency, and notifies the Client of the response.
Contact Information of CCB, PCC, ARTA	The Clients may also contact the following hotline: 8888- Presidential Complaints Center 0908-8816565- Civil Service Commission Contact Center ng Bayan 84785093- Anti-Red Tape Authority



## VI. LIST OF OFFICES

OFFICE	ADDRESS	Contact Information
<b>National Museum of the Philippines Central Office</b>	P. Burgos Street, Ermita, Manila 1000	(02) 85271215
<b>Batanes Area Museum and Satellite Office (BAMSO)</b>	Brgy. Itbud, Uyugan, Batanes	Mylene C. Ybay 09993897818 - Smart 0915 0486492 – Globe
<b>Cagayan Valley Regional Museum and Satellite Office (CVRMSO)</b>	Peñablanca Field Station, Callao Cave, Agguggaddan, Cagayan	Adan Soriano 09274235417 Globe 09291078917 Smart
<b>Kabayan Burial Caves Site Museum &amp; Satellite Office (KBCSMSO)</b>	Sitio Kuay, Poblacion, Kabayan, Benguet  a. Museum Building and Office (Poblacion, Kabayan) b. Timbac Mummy Rockshelter c. Tenongchol Mummy Rockshelter d. Bangao Mummy Rockshelter	Clarifel D. Abellera 0977 4074525 - Globe 0930 1943222 - Smart
<b>Ilocos Regional Museum &amp; Satellite Office (IRMSO)</b>	P. Burgos St., Vigan City, Ilocos Sur  a. Padre Burgos House b. Old Provincial Carcel c. Magsingal, Ilocos Sur (Temporarily closed)	Paolo Mar A. Chan 0917 5080108 - Globe
<b>Cordillera Regional Museum &amp; Satellite Office (CRMSO)</b>	PVAO Compound, Sitio Linda, Poblacion, Kiangan, Ifugao	Mary Lydia Allaga 09568721928 - Globe
<b>Angono-Binangonan Petroglyphs Site Museum &amp; Satellite Office (ABPSMSO)</b>	Brgy. Bilibiran, Binangonan, Rizal	Roden T. Santiago 0948 7999142 - Smart
<b>Bicol Regional Museum &amp; Satellite Office (BRMSO)</b>	Cagsawa, Daraga, Albay	Rochelle Marbella Buen 0949 6074283 - Smart
<b>Tabon Cave Area Museum &amp; Satellite Office (TCAMSO)</b>	Brgy. Alfonso XIII, Poblacion, Quezon, Palawan	Leonida A. Radam 0917 310 1173 - Globe 0921 763 3824 - Smart
<b>Bohol Area Museum &amp; Satellite Office (BAMSO)</b>	C. P. G. Ave., corner Gov. Marapao Street, Old Capitol Site, Tagbilaran City, Bohol	Audrey Dawn Tomada 09258887200- Smart 09278814044 - Globe
<b>Western Visayas Regional Museum and Satellite Office (WVRMSO)</b>	Old Jaro Municipal Hall Benedicto St., Jaro, Iloilo City	Honey P. Beso 0917 3022552 - Globe
<b>Marinduque-Romblon Area Museum and Satellite Office</b>	Barangay Malusak, Boac, Marinduque	Michelle Marasigan 09481840318
<b>Sulu Archipelago Area Museum &amp; Satellite Office (SAAMSO)</b>	Capitol Site, Jolo, Sulu	Langca T. Dahum 0917 7104083 - Globe
<b>Western-Southern Mindanao Regional Museum &amp; Satellite Office (WSMRMSO)</b>	Fort Pilar, Zamboanga City	Maria Rosalinda K. Fernando 09353172929 - TM
<b>Eastern-Northern Mindanao Regional Museum &amp; Satellite Office (ENMRMSO)</b>	Doongan, Butuan City	Lilita M. Concon 09104259294- Smart 09177983397- Globe