



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

**GUIDELINES ON MEDIA COVERAGE AND INTERVIEW**

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



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

1. Wearing of face mask and voluntary but is highly encouraged, especially to elderly individuals with comorbidities, immunocompromised individuals, pregnant women, and symptomatic individuals.
2. Minimum Public Health Standards such as physical distancing, frequent hand washing, and practice of good hygiene must be observed at all times while inside the museum.

**JEREMY BARNS**  
Director-General

**CONFORME:**

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(Signature over Printed Name)

**Name of Company:**

Date :

Contact No.: