



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

**TECHNICAL ASSISTANCE FOR SCHOOL/THESIS  
AND OTHER INFORMATION SERVICES  
AGREEMENT FORM**


---

**NMP-MSD-F-006**

 <p><b>PAMBANSANG MUSEO NG PILIPINAS</b>  <b>NATIONAL MUSEUM OF THE PHILIPPINES</b></p>	<b>TECHNICAL ASSISTANCE FOR  SCHOOL/THESIS AND OTHER  INFORMATION SERVICES AGREEMENT  FORM</b>	
	Document Reference No.	NMP-MSD-F-006
	Effectivity Date:	29 May 2023
	Version no.:	2023-000

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

Please note that currently, the NMP is following the IATF health and safety directives under the government prescribed community quarantine and restrictions (see accompanying additional guidelines).

 <p><b>PAMBANSANG MUSEO NG PILIPINAS</b>  <b>NATIONAL MUSEUM OF THE PHILIPPINES</b></p>	<b>TECHNICAL ASSISTANCE FOR  SCHOOL/THESIS AND OTHER  INFORMATION SERVICES AGREEMENT  FORM</b>	
	Document Reference No.	NMP-MSD-F-006
	Effectivity Date:	29 May 2023
	Version no.:	2023-000

#### 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. Only those who are fully vaccinated are allowed inside the museum. Proof of full vaccination (card or certificate) must be presented upon entry of the museum premises.

Minimum Public Health Standard such as physical distancing, frequent hand washing, and practice of good hygiene must be observed at all times while inside the museum.

**JEREMY R. BARNES, CESO III**  
Director-General

**CONFORME:**

\_\_\_\_\_  
(Signature over Printed Name)

**Name of Company:**

Date :

Contact No.:




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

## **PROJECT BRIEFER FORM**

---

**NMP-MSD-F-005**

 <p><b>PAMBANSANG MUSEO NG PILIPINAS</b> <b>NATIONAL MUSEUM OF THE PHILIPPINES</b></p>	<b>PROJECT BRIEFER FORM</b>	
	Document Reference No.	NMP-MSD-F-005
	Effectivity Date:	29 May 2023
	Version no.:	2023-000

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