




PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

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

NMP-MSD-F-006

 <p>PAMBANSANG MUSEO NG PILIPINAS NATIONAL MUSEUM OF THE PHILIPPINES</p>	TECHNICAL ASSISTANCE FOR SCHOOL/THESIS AND OTHER INFORMATION SERVICES AGREEMENT	
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Technical Assistance for School/Thesis and Other Information Services Agreement

- Send a letter request, duly signed/endorsed by a school/company representative/supervisor. The letter shall state the intent of the request, addressed to the Director-General of the National Museum of the Philippines (NMP) Jeremy R. Barns (CO) or respective Director II (RASMSOs) and must be accompanied by documents subject for initial review and assessment of the MSD. Required documents are as follows:
 - Thesis - Thesis Proposal with Review of Related Literature, Project Briefer and Agreement Forms
 - School Project - Concept Note, Project Briefer and Agreement Forms
 - Research Project (non-student) - Project Proposal, Company Profile, Project Briefer and Agreement Forms
 - Interview - Guide questions
 - Other pertinent documents deemed necessary
- If data is available, the following must be observed by the concerned division. Otherwise, the concerned division informs the requesting party and recommends alternative actions:
 - All research activities shall be done during office hours, Monday to Friday, 9:00am to 4:00pm;
 - Proper credits and acknowledgement should be given to the National Museum of the Philippines;
 - 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;
 - The NMP reserves the right to use the layouts for collaterals / graphic designs/ proposals of the students.
 - 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
 - Non-appearance on the scheduled date of appointment will mean cancellation of request by the requesting party
- For the simple and complex technical assistance requests concerning the Central Office, the MSD shall act on it while the TA intended for the regional museums may be answered directly by the concerned RASMSO, using the data bank, copying the MSD. The RASMSOs are required to submit a report every last Friday of the month.
- For highly technical assistance requests in the RASMSOs, the concerned staff endorses the request to MSD for coordination of the request to the concerned curatorial divisions for appropriate assessment and action.

JORELL M. LEGASPI
Director-General for Museums

CONFORME:

(Signature over Printed Name)

Name of Company:
Date :
Contact No.: