



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

**GUIDELINES ON REQUEST FOR TECHNICAL ASSISTANCE FOR SCHOOL/THESIS  
AND OTHER INFORMATION SERVICES**

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 NMP  
Jeremy R. Barns, CESO III.
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 Guidelines 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 must be furnished with a copy of the final output, for its records;
  - 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;
4. For disapproved requests, the MSD shall inform the requesting party and recommend alternative actions, if any.
5. 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.

**JEREMY BARNS**  
Director-General

**CONFORME:**

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

**Name of Company:**

Date :

Contact No.:



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**PROJECT BRIEFER**

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