



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**

*Excerpts from the Minutes of the Regular Commission Meeting held on  
August 14, 2014, NCCA, Manila*

*and*

*Confirmed at the Regular Commission Meeting held on  
September 29, 2014, NCCA, Manila*

.....

***Special Resolution***

[U]pon motion made and duly seconded, the Commission approved and confirmed this ***Special Resolution***:

**Resolution No. 2014-430  
Approving the NCCA Publication Program  
Thereby Rescinding Resolution 1999-139**

**RESOLVED**, as it is hereby Resolved, To Approve the NCCA Publication Program, herewith attached as Annex A;

**RESOLVED FURTHER**, That Resolution 1999-139 Approving the NCCA Publications Policy is hereby rescinded.

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Prepared by:

  
**MYLA T. BUAN**  
Board Secretary

For the Board:

  
**FELIPE M. DE LEON, JR.**  
Chairman

## **GUIDELINES ON THE NCCA PUBLICATION PROGRAM**

### **I. BACKGROUND**

Per its mandate, the NCCA shall ensure the widest dissemination of artistic and cultural products among the greatest number across the country for the public's appreciation and enjoyment. Furthermore, the Commission shall encourage and support publication of Filipino creations and scholarly researches and popularize information on Filipino artistic and cultural achievements.

The following guidelines shall be the bases for approval of NCCA assistance for publication based on the above mentioned areas of concern.

### **II. GENERAL GUIDELINES:**

The NCCA Publication Grant shall be one of the tools for the Commission to realize its mandate of disseminating information materials on Philippine arts and culture. It shall cover publication in printed or electronic form.

The publication grant aims to promote the works of Filipino authors/ writers and to develop a rich pool of information resources on Philippine arts and culture. In terms of priority, the NCCA will be more involved in publishing creative works and cultural research. Creative works include literary works, literary translations, musical compositions, or any art work which can be replicated and distributed to the public. Cultural research includes studies in history, tradition and folklore, critical works, ethnographic studies, education manuals, dictionaries and encyclopedias, among others. The NCCA will also support interactive or experimental works.

Considering the limited resources of the NCCA, financial assistance for the publication of coffee table and book launching are not priorities.

### **III. SPECIFIC GUIDELINES**

The NCCA Publication Program will have three categories: (1) Competitive Grants, (2) Support for Institutional Publications and (3) Acquisition of copies of important publications on the above enumerated priorities.

#### **1. Publication through Competitive Grants**

- a. Any of the 19 National Committees of the NCCA may allocate a budget for publication grants and identify priorities according to the needs of the sector which may be classified either as creative works or cultural research.

*Annex A Resolution 2014-430, August 14, 2014 " Approving the NCCA  
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- b. The NCCA will consider 1<sup>st</sup> publication or reprinting or reissue of a book, journal, or other such publications.
- c. The material for publication shall be recommended by the concerned National Committee and shall be endorsed by three expert readers on the subject matter, commissioned by NCCA.
- d. The grant may cover the following expenses; honoraria of the layout artist and editor and cost of printing.
- e. The material for publication does not duplicate publications of university presses and other publishing houses.
- f. The proposal for publication shall be submitted within the set deadline by NCCA and shall be implemented within the prescribed period.
- g. Pursuant to existing laws, the copyright of said publication remains with the author. However, the NCCA may enter into an agreement for the exclusive right to publish, reprint, and republish the work, so that the said work may not be republished or reprinted without the approval of the NCCA.
- h. The NCCA shall be acknowledged in all publications funded by the NCCA. The design for the format and layout of NCCA logo, especially the placement shall be approved by the Public Affairs and Information Office (PAIO) through a certification signed by the PAIO Head.
- i. The number of copies to be produced will be minimum of 300 and maximum of 1,000 depending on the budget allocated by the committee. The NCCA shall have a share of 60% of the copies produced and the rest will go to the author.
- j. The NCCA copies of the said publication shall be distributed to institutions to which the publication may have maximum use, such as the cultural agencies, schools & universities, Philippine embassies abroad, local libraries, etc.

**2. Support for Institutional Publications**

- a. The NCCA shall publish newsletters, journals and magazines to disseminate information about Philippine arts and culture, and about the programs and activities of the Commission, the National Committees and the cultural agencies. The Commission may also initiate publication of coffee table book to promote achievements and works of National Artists, Gawad Manlilikha ng Bayan and other artists and cultural workers.



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- b. The NCCA may commission an editorial board to ensure the quality of the publications.
- c. The NCCA Public Affairs and Information Office will ensure broad dissemination of the said publication.

**3. Acquisition of Important Publications on Arts and Culture**

- a. The NCCA shall consider acquisition of important publications on arts and culture as a way of assistance to the author while at the same time enriching the Sentro Rizal resources.
- b. The selection of the publications to be purchased shall be in accordance to the priorities defined by the Commission.
- c. The publication shall be recommended by the concerned committee and further evaluated by an expert reader to be commissioned by the NCCA.
- d. Purchase and acquisition of publications for distribution to target beneficiaries shall depend upon the goals and needs of the NCCA's distribution program, subject to the approval of the Chairman and availability of funds.

**IV. PROCEDURE**

- a. Project proposals on publication grant together with the manuscript shall be submitted on or before August 31 of each year.
- b. The proposal and manuscript shall be reviewed for appropriate action by the concerned National Committee.
- c. Should the National Committee endorse the project, three expert readers shall be commissioned to evaluate the manuscript and submit recommendations. The said recommendations shall be submitted back to the Committee. If the recommendations are favorable, the project shall be endorsed to the SubCommission, otherwise, the Committee shall disapprove it.
- d. Following the favorable endorsement of the National Committee and the readers, the subcommission will evaluate the proposal in the perspective of the broader sector. They may endorse the proposal for final action of the NCCA Board of Commissioners should they find the proposal meritorious.
- e. The proposal for publication shall be submitted to the Board for final action.

## **V. GUIDELINES ON DISTRIBUTION OF NCCA PUBLICATIONS**

The publications of the NCCA are distributed through the following scheme: donation (through a Deed of Donation), issuance of complimentary copies (upon request by recipients or upon identification of possible recipients), consignment and direct sales.

### **1. Donation**

- a. Twenty percent (20%) goes to the National Library of the Philippines (NLP)
- b. State Colleges and Universities (SUCs) all over the country
- c. Department of Education (DepED) Schools when publications are appropriate
- d. Sentro Rizal (SR) branches abroad
- e. Members of the National Committee on Library and Information Services (NCLIS) through a Deed of Donation.
- f. All donations will be covered by a Deed of Donation.

### **2. Complimentary Copies**

- a. Requests for complimentary copies should be addressed to the Office of the Executive Director (OED) and coursed through the PAIO.
- b. Requests from institutions or organizations should have a letter in their organization's letterhead signed by their officials. All requests should state the purpose and the beneficiary of the complimentary copies.
- c. The Board of Commissioners, members of the National Committees, and Management Committee members shall be given copies of the publications.
- d. NCCA employees who have served for more than a year in service may avail of five complimentary copies of publications in a year.
- e. Large and expensive publications such as coffee table book are given as complimentary copies on a case-to-case basis.

### **3. Other Distribution Channels**

The NCCA shall also distribute/market the NCCA-funded publications, DVD's and CD's through:

- Book Launches
- Publications' Caravan
- Participation in Book Fairs
- Participation in Trade Fairs
- University/School events
- Consignment Agreements
- Direct Sales



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