



NATIONAL COMMISSION FOR CULTURE AND THE ARTS

*Excerpts from the Minutes of the Regular Commission Meeting held on
November 4, 2014, NCCA, Manila*

and

*Confirmed at the Regular Commission Meeting held on
December 16, 2014, NCCA, Manila*

.....

Special Resolution

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

Resolution No. 2014– 453

Approving the Policy and Guidelines on the Virtual Sentro Rizal

RESOLVED, as it is hereby **RESOLVED**, To Approve the
Policy and Guidelines on the Virtual Sentro Rizal, herewith attached as
Annex A;

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Prepared by:


MYLA T. BUAN
Board Secretary

For the Board:


FELIPE M. DE LEON, JR.
Chairman

POLICY AND GUIDELINES ON THE VIRTUAL SENTRO RIZAL (VSR)

I. Introduction

Virtual Sentro Rizal (VSR) is a project of the Commission on Filipinos Overseas (CFO) funded by a grant from the National Commission for Culture and the Arts (NCCA) to promote Filipino heritage using digital means. It is a portable collection of essential materials on Philippine culture and the arts in DVD format which were primarily culled from the library catalogue of NCCA and other cooperating parties. This initiative was undertaken in compliance with Section XII of Republic Act 10066 – the National Cultural Heritage Law – which calls for the institutionalization of Sentro Rizal/s to serve as venues for the promotion of Philippine arts and culture in areas with significant numbers of overseas Filipinos.

II. Basic Policy:

1. The NCCA Sentro Rizal will be responsible for the dissemination of the **VSR** to interested and requesting parties. The NCCA Management Information System Office (MISO) will reproduce the **VSR** and apply the necessary security features to prevent piracy of the contents thereof.
2. The **VSR** will be used **strictly for educational/cultural purposes** and may/should not be used for commercial purposes.
3. The Copyright ownership of the contents of the VSR belongs to the NCCA and to the cooperators/Publishers/Producers who approved the inclusion of their materials into the **VSR** strictly for educational purposes only. Interested parties who may want to adopt or utilize selected parts of the VSR should seek the approval of the NCCA and/or the Cooperators/Publishers/Producers of the material whose copyright is indicated in the acknowledgment section of the VSR.
4. All copies of the **VSR** shall be marked with the following warning messages per OMB Memorandum Circular No. 2006-04:

"The Motion Picture contained in this disc is protected by copyright laws and the production of which was approved by the Optical Media Board for first purchase personal use only."

Unauthorized duplication and distribution is punishable under Republic Act No. 9239 otherwise known as the Optical Media Act of 2003.
5. The NCCA SR shall allocate funds for the purchase of external hard drives or any appropriate IT paraphernalia to ensure regular supply of the **VSR** for the promotion of Philippine culture and arts overseas.
6. Subject to availability of funds/external hard drives, the NCCA SR shall giving complimentary copies of the **VSR** to established Sentro Rizal branches overseas, Philippine embassies/consulates/posts abroad; Philippine Schools Overseas through the CFO; cultural education teachers locally and overseas; duly registered Filipino Centers overseas; as token to high officials/dignitaries; for the purpose of promoting Philippine culture and arts to overseas especially to migrant Filipinos and/or overseas Filipino workers (OFWs).

8. Materials to be added in the future by either the NCCA or CFO to the First Edition of the **VSR** (2012) or succeeding VSR editions should be approved by the NCCA prior to uploading by the NCCA Management Information Systems Office.
9. In cases where a new edition of the **VSR** is available, previous buyers enlisted with either NCCA or CFO shall be informed. Should they be interested to have the new information added to their copy of the 1st edition, they should write a letter of intent addressed to the NCCA Sentro Rizal for the uploading of the new/additional information or materials.

III. How to order:

1. In General all parties interested in securing copies of the VSR for educational/cultural purposes should provide the NCCA Sentro Rizal Secretariat Office (located at the 6th floor of the NCCA Building at 633 General Luna St. Intramuros, Manila) with a brand new/blank or empty external drive/s for the free uploading of the VSR content. (N.B. Suggested brand for quality assurance-"Seagate" with minimum capacity of 500 Gigabytes)
2. Interested Parties residing/working within the Philippines who would like to order a copy/copies of the VSR should write to the NCCA Sentro Rizal; fill up an Order Form (please find attached) which may be downloaded from the NCCA website: www.ncca.gov.ph and if possible, provide a blank external hard drive for the uploading of the VSR contents. The loaded VSR may be claimed or will be issued/forwarded to them upon receipt of payment for all applicable charges (mailing/delivery/courier). Payment should be made at the NCCA Accounting and Cashier's Office.
3. Orders coming from abroad may be accepted by filling out an **Order Form** which is made available at NCCA's website: www.ncca.gov.ph in the Sentro Rizal link. Said form should be attached to the Request letter to be sent at Sentro Rizal's email address: library@ncca.gov.ph. The **VSR** will be valued at the cost of the brand new external drive used plus applicable taxes/custom charges and shipment/delivery charges according to the mode indicated by interested parties. *Payment be may sent through bank transfer to the NCCA's revolving fund with account no. 0012-1128-07 Land Bank of the Philippines, Intramuros branch. Bank charges shall be at the expense of the requesting party.*
4. For bulk orders consisting of more than four (4) copies which will be exported, the NCCA shall issue a certification that the VSR's are original, genuine and authentic copies and shall be used solely for educational/cultural purposes and not for commercial use as prescribed by the Optical Media Board.

For further assistance and clarification, please contact the Sentro Rizal Secretariat Office at 527-2192 local 605 and/or 616 during office hours or via email at library@ncca.gov.ph.

Attachment: VSR Order Form



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

**VIRTUAL SENTRO RIZAL (VSR)
ORDER FORM**

Control Number: (year/month/day/series)		2014- ____ - ____
NAME (Last)		(First)
		(Middle)
DATE OF REQUEST	QUANTITY	COST
SCHOOL/AGENCY/INSTITUTION		
MAILING ADDRESS		
CONTACT NUMBER		E-MAIL ADDRESS
PURPOSE		
I certify that: (1) the above information are true and correct and (2) the VSR will be used strictly for educational purposes and not for commercial use.		
_____ Signature		
Approved/Disapproved	Official Receipt number	Mode of payment
_____ Authorized Signatory Date: _____	Amount paid: _____ Date of Payment: _____	() Cash () Bank Transfer (Check payments are not accepted)
Released by:		Received by:
_____ (Signature over printed name) Date: _____		_____ (Signature over printed name) Date: _____