



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**

*Excerpts from the Minutes of the Regular Commission Meeting held on  
December 19, 2017, NCCA, Manila*

*and*

*Confirmed at the Regular Commission Meeting held on  
February 8, 2018, NCCA, Manila*

.....

***Special Resolution***

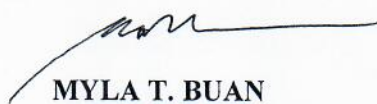
[U]pon motion made and duly seconded, the majority of the Commission approved and confirmed this ***Resolution:***

**Resolution No. 2017- 330  
Adopting the Guidelines Governing the  
Philippine Registry of Cultural Property (PRECUP)**

**RESOLVED**, as it is hereby **RESOLVED**, To *Adopt the Guidelines Governing the Philippine Registry of Cultural Property (PRECUP)*, herewith attached as Annex A.

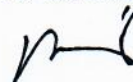
.....

Prepared by:



**MYLA T. BUAN**  
Board Secretary

For the Board:



**VIRGILIO S. ALMARIO, NA**  
Chairman



**NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS**  
Office of the Chairman

**CERTIFIED TRUE COPY**

By: 

Date: 2/13/18

## GUIDELINES GOVERNING THE PHILIPPINE REGISTRY OF CULTURAL PROPERTY

### RATIONALE

Section 2 of Republic Act 10066, also known as the National Cultural Heritage Act of 2009, mandates the protection, preservation, conservation, and promotion of the nation's cultural heritage, its property histories, and the ethnicity of local communities. In this regard, the law prescribes that the National Commission for Culture and the Arts (NCCA) together with various cultural agencies and local government units to create and maintain the Philippine Registry of Cultural Property (PRECUP). Section 14 of the same Act states that PRECUP is the registry of all cultural property of the country deemed of significant importance to our cultural heritage.

It is also through the PRECUP that the State shall be able to ensure that the historic past coexists in harmony with the modern society, approach the problem of conservation in an integrated and holistic manner cutting across all relevant disciplines and technologies, further administer the heritage resources in a spirit of stewardship for the inspiration and benefit of the present and future generations.

The Registry is an important tool and serves as a prerequisite to vigorously pursue the identification, preservation, protection, conservation, safeguarding, and retrieval of Filipino historical and cultural heritage and resources, and as a repository of people's dynamic culture, to aid in its development, promotion, and dissemination.

### Section 1. Objective


The objective of this guidelines is to establish policies and procedures on:

- 1.1 the identification of institutions relevant to the registration of cultural properties as well as the implementation of the Registry;
- 1.2 the identification, registration, declaration, and delisting of cultural properties that are held by institutions and individuals inside and outside of the country;
- 1.3 the implications of registering cultural properties, including the privileges awarded to registered and declared cultural properties, and the responsibilities bestowed upon owners of cultural properties;
- 1.4 the frequency of updating the Registry to ensure that all cultural properties are accounted for, and;
- 1.5 the monitoring of the state of conservation or safeguarding and the various protection measures put in place on the cultural properties listed in the Registry.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By:   
Date: 2/13/18



## Section 2. Scope and Coverage

These guidelines shall govern the registration and inclusion of tangible movable cultural properties, tangible immovable cultural properties, intangible cultural properties, the documentation of traditional and contemporary arts and crafts, as well as the works of National Artists and Manlilikha ng Bayan in the PRECUP.

It shall apply to cultural agencies required to submit inventories to the NCCA as mentioned in Section 5 of this Guidelines, as well as LGUs, government agencies and instrumentalities, and private individuals who own cultural properties.

## Section 4. Definition of Terms

- (a) **"Antique"** shall refer to a cultural property found locally which is one hundred (100) years in age, more or less, the production of which has ceased.
- (b) **"Archaeological materials"** shall refer to fossils, artifacts, relics, antiques, and other cultural, geological, botanical, zoological materials collected from any place, whether above or underground, underwater or at sea level, which depict and document culturally relevant paleontological, prehistoric and/or historic events.
- (c) **"Archive" or "Archives"** shall refer to public and private records in any format which have been selected for permanent preservation because of their evidential, historical information value; otherwise known as archival materials collections or archival holdings; the place (building/room/storage area) where archival materials are kept and preserved; and an organization or agency or part thereof whose main responsibility is to appraise, arrange, describe, conserve, promote and make archival materials available for reference and research, also known as archival agency.
- (d) **"Artifacts"** shall refer to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
- (e) **"Barangay Cultural Property"** shall refer to cultural property significant to the barangay as designated by an ordinance of the Sangguniang Barangay.
- (f) **"Built Heritage"** shall refer to architectural and engineering structures, such as but not limited to bridges, government buildings, ancestral houses, places of worship, traditional dwellings, military installations, train stations, lighthouses, small ports, city and streetscapes, educational technological and industrial complexes, and their settings, and landscapes with notable historical and cultural significance.
- (g) **"Ching (Qing) Dynasty"** shall refer to the period in Chinese history that started from 1664 AD to 1912 AD under the Manchu rule.
- (h) **"City Cultural Property"** shall refer to cultural property significant to the city as designated by an ordinance of the Sangguniang Panlungsod.




NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

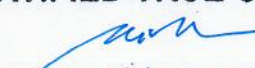
By: [Signature]  
Date: 2/13/18



- (i) **"Classified Historic Structures"** shall refer to all existing heritage churches and other houses of worship, including ruins, regardless of their religious denominations, which were built prior to and in 1940, as declared by the National Historical Commission of the Philippines.
- (j) **"Collector"** shall refer to any person who or institution that acquires cultural property for purposes other than sale.
- (k) **"Commission"** shall refer to the National Commission for Culture and the Arts (NCCA).
- (l) **"Conservation"** shall refer to all the processes and measures of maintaining the cultural significance of a cultural property, including but not limited to, preservation, restoration, reconstruction, protection, adaptive re-use or any combination thereof.
- (m) **"Cultural Agencies"** shall refer to any of the following national government agencies with their specific areas of responsibility: National Museum (cultural property), the National Library (books); National Historical Commission of the Philippines (Philippine history), the National Archives of the Philippines (documents), the Cultural Center of the Philippines (culture and the arts) and Komisyon sa Wikang Filipino (language).
- (n) **"Cultural Databank"** refers to the specific domain in the Commission's intranet for cultural information that is accessed only internally with control and confidentiality. It includes the Philippine Registry of Cultural Property (PRECUP).
- (o) **"Cultural Database of Cultural Agencies"** shall refer to the inventory or a detailed list of tangible and intangible cultural heritage, which shall be submitted by the National Archives, the National Library, the National Historical Commission of the Philippines, and the National Museum to the Commission for the establishment of the PRECUP.
- (p) **"Cultural Heritage"** shall refer to the totality of cultural property preserved and developed through time and passed on to posterity.
- (q) **"Cultural Property"** shall refer to all products of human creativity by which a people and a nation reveal their identity, including architecture and sites or human activity [churches, mosques and other places of religious worship, schools] and natural history specimens and sites, whether public or privately owned, movable or immovable, and tangible or intangible.
- (r) **"Dealers"** shall refer to natural and juridical persons who acquire cultural property for the purpose of engaging in the acquisition and disposition of the same.
- (s) **"Five Dynasties"** shall refer to the period in Chinese history known as the era of disunion that started from 907 AD to 960 AD.
- (t) **"Grades of Cultural Property"** shall refer to the different ranks of cultural properties (Grade I, Grade II, and Grade III) classified according to its level of significance.

 NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By:   
Date: 2/13/18



- (u) **"Heritage House"** shall refer to houses that are admired for its age and represent a particular architectural style which relates to a significant historico-cultural experience of the Filipino people. Heritage houses may be vernacular houses, and houses of the Spanish colonial, American colonial, Post-war period and/or mixed historical styles.
- (v) **"Heritage Zone"** shall refer to historical, anthropological, archaeological, artistic, geographical areas, center district, and settings that are culturally significant to the country, as declared by the National Museum and/or the National Historical Commission of the Philippines.
- (w) **"History"** shall refer to a written record of past events relating to Philippine history.
- (x) **"Historical Landmarks"** shall refer to sites or structures that are associated with events or achievements significant to Philippine history as declared by the National Historical Commission of the Philippines.
- (y) **"Historical Monuments"** shall refer to structures that honor illustrious persons or commemorate events of historical value as declared by the National Historical Commission of the Philippines.
- (z) **"Historical Shrines"** shall refer to historical sites or structures hallowed and revered for their history or association as declared by the National Historical Commission of the Philippines.
- (aa) **"Historical Street"** shall refer to a street which has been in existence for at least fifty (50) years and over time has been considered historic.
- (bb) **"Holotype"** shall refer to a single specimen designated or otherwise fixed as the name bearing type of a species name when it was first described; such specimens of fossils, plants and animals are classified as Important Cultural Property.
- (cc) **"Important Cultural Property"** (ICP) shall refer to a cultural property having exceptional cultural, artistic, and historical significance to the Philippines as shall be determined by the National Museum, the National Historical Commission of the Philippines, the National Library of the Philippines and/or the National Archives of the Philippines.
- (dd) **"Incunabula"** printed works produced by the native press when the art of printing in a particular country or locality is still in infancy. In the Philippines, historians and bibliographers often refers to the years 1593 to 1640 as our incunabula period.
- (ee) **"Intangible Cultural Heritage"** shall refer to the practices, representations, expressions, knowledge, skills, as well as instruments, objects and artifacts associated therewith, that communities, groups and individuals recognize as part of their cultural heritage.
- (ff) **"Intangible Cultural Property"** shall refer to the peoples' learned processes along with knowledge, skills and creativity that inform and are developed by them, the products and other manifestations that they create and the resources, spaces and other aspects of social and natural context necessary for their sustainability.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By: [Signature]  
Date: 2/13/18



- (gg) **"Language"** shall refer to the codes and symbols used by a particular speech community in both written and spoken form to facilitate the conduct of any discourse that contributes to the smooth functioning of society.
- (hh) **"Library"** shall refer to an institution where the collection of books, manuscripts, computerized information and other materials are organized to provide physical, bibliographic, and/or intellectual access to the public, with a librarian that is trained to provide services and programs related to the information needs of its clientele.
- (ii) **"Lists of Intangible Cultural Heritage"** shall refer to lists of intangible cultural heritage elements inscribed in the UNESCO, such as the 'List of Intangible Cultural Heritage in Need of Urgent Safeguarding', which is composed of intangible heritage elements that concerned communities and States Parties consider require urgent measures to keep them alive; and the 'Representative List of the Intangible Cultural Heritage of Humanity' which is made up of intangible cultural heritage elements that help demonstrate the diversity of this heritage and raise awareness about its importance.
- (jj) **"Local Cultural Database"** shall refer to the inventory or a detailed list of tangible and intangible cultural heritage of the local government units prepared in the PRECUP form, and accompanied by a Sanggunian Ordinance recognizing it as a city or municipality inventory, which shall be submitted by local government units to the Commission for the establishment of the PRECUP.
- (kk) **"Manlilikha ng Bayan"** shall refer to a citizen or a group of citizens conferred with Gawad sa Manlilikha ng Bayan, or the National Living Treasures Award, and are engaged in any traditional art uniquely Filipino, whose distinctive skills have reached such a high level of technical and artistic excellence and have been passed on to and widely practiced by the present generation in his/her community with the same degree of technical and artistic competence, as provided by Republic Act. No 7355.
- (ll) **"Manuscripts"** shall refer to works prepared by hand including handwritten or typescript drafts of the publication papers or works not otherwise in multiple copies.
- (mm) **"Metal Age"** shall refer to the period in Philippine Cultural Chronology marked by the introduction of metals from 2,000 to 1,500 years ago.
- (nn) **"Ming Dynasty"** shall refer to the period in Chinese history that started from 1368 AD to 1644 AD, the era which Chinese re-asserted control in China and Eastern Asia.
- (oo) **"Municipal Cultural Property"** shall refer to cultural property significant to the municipality as designated by an ordinance of the Sangguniang Bayan.
- (pp) **"Museum"** shall refer to a permanent institution that researches, acquires, conserves, communicates and exhibits the material evidence of humans and their environment for purposes of education or leisure.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By: [Signature]  
Date: 2/13/18



- (qq) **"National Artist"** shall refer to a Filipino citizen who has been given the rank and title of National Artist in recognition of his or her significant contributions to the development of Philippine arts and letters, as established by Proclamation No. 1001, Republic Act No. 7356, and Executive Order No. 236.
- (rr) **"National Cultural Treasure"** shall refer to a unique cultural property found locally, possessing outstanding historical, cultural, artistic and/or scientific value which is highly significant and important to the country and officially declared as such by the pertinent cultural agency.
- (ss) **"National heroes"** shall refer to Filipinos who are figures recognized as heroes for his or her role in Philippine history.
- (tt) **"Natural history specimens"** shall refer to live or preserved specimens of plants and animals, fossils, rocks and minerals. Only types, presently irreplaceable specimens, and those in danger of extinction.
- (uu) **"National Inventory of Intangible Cultural Heritage"** shall refer to the inventory of intangible cultural properties of the Philippines made through close collaboration of the Commission, cultural agencies, and the UNESCO National Commission of the Philippines.
- (vv) **"Nationally Significant"** shall refer to historical, aesthetic, scientific, technical, social and/or spiritual values that unify the nation by a deep sense of pride in their various yet common identities, cultural heritage and national patrimony.
- (ww) **"Neolithic Age"** shall refer to the New Stone Age, the period in which plants and probably animals were domesticated from 10,000 to 2,000 years ago.
- (xx) **"Paleolithic Age"** shall refer to the Old Stone Age, dating from the first use of stone by humans from 800,000 to 10,000 years ago.
- (yy) **"Provincial Cultural Property"** shall refer to provincially significant cultural property as designated by an ordinance of the Sangguniang Panlalawigan.
- (zz) **"Rare Books"** shall refer to all books in the Philippines printed or published before 1945. It also includes original manuscripts, exceptional collections, and other publications of historical importance.
- (aaa) **"Regional Cultural Property"** shall refer to regionally significant cultural property as designated by an ordinance of the Regional Legislative Assembly)
- (bbb) **"Regionally Significant"** shall refer to historical, aesthetic, scientific, technical, social and/or spiritual values that unify a region by a deep sense of pride in their various yet common identities, cultural heritage, and regional patrimony;
- (ccc) **"Records"** recorded information produced or received in the initiation, conduct or completion of an institutional or individual activity and that comprises content, context and structure sufficient to provide evidence of the activity.
- (ddd) **"Registry"** shall refer to the Philippine Registry of Cultural Property (PRECUP), which is the registry of all cultural property of the country deemed significant to cultural heritage, and is being maintained by the Commission.
- (eee) **"Restoration"** shall refer to the action taken or the technical intervention to correct deterioration and alterations.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

CERTIFIED TRUE COPY

By: [Signature]  
Date: 2/13/18



- (fff) **"Song Dynasty"** shall refer to the ruling dynasty in China between 960 AD and 1279 AD and is divided into two distinct periods: the Northern Song and Southern Song.
- (ggg) **"Tang Dynasty"** shall refer to the most radiant historic period in China's history that started from 618 AD and ended in 907 AD.
- (hhh) **"Special Collections"** materials, within a library, which are "special" in nature which are typically stored because they are unusually valuable, rare, and unique. It also includes rare books, archives, and collected manuscripts.
- (iii) **"Tangible Cultural Property"** shall refer to cultural property with historical, archival, anthropological, archeological, artistic, and/or architectural value and with exceptional or traditional production, whether of Philippine origin or not, including antiques and natural history specimens with significant value.
- (jjj) **"Traditional Ethnographic Materials"** shall refer to tangible cultural materials made and used by the ethno-linguistic groups of the Philippines; replicas of ethnographic materials for commercial purposes are not classified as cultural property.
- (kkk) **"UNESCO"** shall refer to the United Nations Educational, Scientific and Cultural Organization (UNESCO), a specialized agency of the United Nations.
- (lll) **"World Heritage Site"** shall refer to the sites inscribed into the list of World Heritage as defined by the 1972 Convention of the UNESCO and governed by its operational guidelines.
- (mmm) **"Yuan Dynasty"** shall refer to the ruling dynasty founded by Kublai Khan, who ruled most of present-day China, Mongolia and its surrounding areas from 1271 AD to 1368 AD.

## Section 5. Responsibilities


The following are the responsibilities of the Commission with regard to the Registry, as well as institutions and individuals who are required by law to register and/or report ownership of cultural properties:

**5.1 The Commission.** The Commission shall establish and maintain the Philippine Registry of Cultural Property, and shall vigorously pursue the formulation of policies, coordination with public and private institutions such as the cultural agencies and local government units, and the development of programs for its effective implementation and operation. The Commission shall also facilitate an effective internal coordination of offices within its Secretariat for the operation of the Registry.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By:   
Date: 2/13/18



**5.1.1 The Creation of the Registry office.** There is hereby created a Philippine Registry of Cultural Property office which shall serve as an institution that maintains and operates the Registry as a comprehensive and publicly accessible information system pertinent to the protection of Philippine cultural heritage. Its main thrust is to ensure that all cultural properties are identified and listed to aid policy making and the general protection of these properties.

**5.1.1.1 Staffing Requirements.** The Executive Director of the Commission shall detail the appropriate staffing pattern for the Registry office.

**5.1.2. The Order of the National Artists Award/Gawad sa Manlilikha ng Bayan (ONAA-GAMABA) Secretariat.** The ONAA-GAMABA Secretariat shall closely coordinate with the Registry office in communicating with living National Artists and Manlilikha ng Bayan as well as the relatives, offices and/or legal custodians of deceased National Artists and Manlilikha ng Bayan with regard to the Works of National Artists and Manlilikha ng Bayan to be included in the Registry.

**5.2 Cultural Agencies.** All cultural agencies concerned shall individually maintain an inventory, evaluation and documentation of all cultural properties declared according to their category and shall submit the same to the Commission. It shall only submit nationally significant cultural properties to the Commission for the Registry.

**5.2.1** The National Archives of the Philippines (NAP) shall be responsible for significant archival materials, *presidential papers, and electronic records*;

**5.2.2** The National Library (NLP) shall be responsible for rare and significant contemporary books, manuscripts such as, but not limited to, periodicals, newspapers, singly or in collection, and library records;

**5.2.3** The National Historical Commission of the Philippines (NHCP) shall be responsible for significant movable and immovable cultural property that pertains to Philippine History; heroes and the conservation of historical artifacts;

**5.2.4** The National Museum (NM) shall be responsible for significant movable and immovable cultural and natural property pertaining to collections of Fine Arts (including the Works of National Artists and Manlilikha ng Bayan), Archaeology, Anthropology, Botany, Geology, Zoology and Astronomy.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

8 | Page

**CERTIFIED TRUE COPY**

By:   
Date: 2/13/18



**5.3 Local Government Units.** Local government units shall create and maintain an inventory of cultural property under its jurisdiction, also known as a local cultural database, and shall furnish the Commission a copy of the same.

The inventory shall include locally significant cultural properties and properties not yet formally declared by the concerned cultural agencies as National Cultural Treasures, National Historical Landmarks, National Historical Shrines, National Historical Monuments, or Important Cultural Properties;

Local government units shall also document traditional and contemporary arts and crafts, including their processes and makers, and sustain the sources of their raw materials within their jurisdiction. Further, the LGUs shall encourage and sustain traditional arts and crafts as active and viable sources of income for the community within their jurisdiction. An annual inventory of these documentations shall be submitted to the Commission along with the submission of local cultural databases to the Registry.


**5.4 Government Agencies and Instrumentalities.** All government agencies and instrumentalities, government-owned and/or controlled corporations and their subsidiaries, including public and private educational institutions, shall report their ownership and/or possession of such items to the pertinent cultural agency.

**5.5 Private Individuals.** Private collectors and owners of cultural property shall report ownership of such properties to the appropriate cultural agency. The private collectors and owners of cultural property shall not be divested of their possession and ownership thereof even after registration of the cultural property. Information on registered cultural properties shall remain confidential and may be given only upon consent of the private owner.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By:   
Date: 2/13/18



## Section 6. Cultural Properties and Inventories to be Registered

The following are the cultural properties to be registered in the Registry classified according to Grades or level of significance. Also included are the inventories that need to be included in the Registry.

### 6.1 Grade I level cultural properties including:

6.1.1 World Heritage Sites as inscribed by the UNESCO.

6.1.2 National Cultural Treasures as declared by the National Museum, the National Library, and the National Archives.

6.1.2.1 The archaeological and traditional ethnographic materials with outstanding historical, cultural, artistic and/or scientific which is national significant and important to the nation, and officially declared as such by the National Museum.

6.1.2.2 Filipiniana materials (or the basis for such) as officially declared by the National Library, that satisfy all of the following criteria:

6.1.2.2.1 Unique and outstanding representation of Philippine history, culture, literature, and/or culture;

6.1.2.2.2 First of its kind in the Philippines;

6.1.2.2.3 One of ten (or fewer) known copies around the world;

6.1.2.2.4 Possessed demonstrable evidence of historical, literary, and/or cultural significance, as seen in multiple printings, editions, translations, and/or adaptations in various formats over a period of at least four decades.

6.1.3 National Historical Landmarks as declared by the NHCP.

6.1.4 National Historical Shrines as declared by the NHCP.

6.1.5 National Historical Monuments as declared by the NHCP.

6.1.6 Heritage Houses as declared by the NHCP.

6.1.7 Heritage Zones as declared by the National Museum and/or the NHCP in consultation with the Commission and, the Housing and Land Use Regulatory Board or other concerned agencies.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By: [Signature]  
Date: 2/13/18



6.2 Grade II level or Important Cultural Properties (ICPs) including:

6.2.1 Important Cultural Properties as declared by the National Museum, the National Library, and the National Archives.

6.2.1.1 Filipiniana materials (or the basis for such) as officially declared by the National Library.

6.2.1.1.1 Created by a National Artist or a national hero;

6.2.1.1.2. Such that satisfy all of the following criteria:

6.2.1.1.2.1 Unique or outstanding representation of Philippine history, literature, and/or culture;

6.2.1.1.2.2 One of one hundred (or fewer) known copies around the world (may include first editions);

6.2.1.1.2.3 Possesses demonstrable evidence of historical, literary, and/or cultural significance, as seen in multiple printings, editions, translations, and/or adaptations in various formats over a period of at least two decades.

6.2.2 Works by Manlilikha ng Bayan awardees unless declared by the appropriate cultural agencies, or its presumption removed by the Commission.

6.2.3 Works by National Artists unless declared by the appropriate cultural agencies, or its presumption removed by the Commission.

6.2.4 All archaeological, traditional, ethnographic materials, unless declared or its presumption is removed by the National Museum.

#### 6.2.4.1 Archaeological materials dated back to Paleolithic, Neolithic, and Metal Periods.

#### 6.2.4.2 Archaeological materials attributed to the Tang, Five and Yuan Dynasties.

6.2.4.3 Archaeological materials attributed to the Song, Ming and Ching Dynasties; and other archaeological materials from other countries with exceptional cultural, artistic, and historical significance to the Philippines, as determined by the National Museum.

6.2.4.4 Ethnographic materials that are at least 100 years old from the date of collection, with cultural significance and extensive documentation.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By: \_\_\_\_\_  
Date: 2/13/18



6.2.5 All sites and structures bearing historical markers installed by the NHCP and its predecessors.

6.2.6 Classified Historic Structures, covering all heritage churches and houses of worship built before the year 1940, as declared by the NHCP.

6.2.7 Archival materials or documents at least fifty (50) years old unless declared or its presumption removed by the National Archives.

6.2.8 Rarebooks, special collections, and incunabula unless declared or its presumption removed by the National Library of the Philippines.

6.2.9 All holotypes of fossils, plants, and animals.

6.2.10 Structures dating at least fifty (50) years old.

6.2.11 Archival material/document dating at least fifty (50) years old.

6.3 Grade III level or Cultural Properties. These are all other cultural property not declared as Grades I or II.

6.3.1 Archaeological materials not classified as Grades I or II that have been listed by the National Museum.

6.3.2 Ethnographic materials that are at least 50 years old from the date of collection, with cultural significance and proper documentation.

6.3.3 All other Filipiniana materials not classified as Grade I or Grade II, as declared by the National Library.

6.4 Uncategorized Property not falling under the presumption of Important Cultural Property but contains characteristics that will qualify as such.

6.5 Local Cultural Properties as declared by the pertinent Sanggunian or Legislative Assembly.

6.5.1 Regional Cultural Property as designated by an ordinance of the Regional Legislative Assembly;

6.5.2 Provincial Cultural Property as designated by an ordinance of the Sangguniang Panlalawigan;

6.5.3 City Cultural Property as designated by an ordinance of the Sangguniang Panlungsod;

6.5.4 Municipal Cultural Property as designated by an ordinance of the Sangguniang Bayan;

6.5.5 Barangay Cultural Property as designated by an ordinance of the Sangguniang Barangay.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

*Handwritten signature*

12 | Page

**CERTIFIED TRUE COPY**

By: *Handwritten signature*  
Date: 2/13/18



6.6 Lists of Intangible Cultural Heritage as inscribed by the UNESCO.

6.7 Intangible cultural heritage elements included in one or more domains: (1) oral traditions and expressions, including language as a vehicle of intangible cultural heritage; (2) performing arts; (3) social practices, rituals, and festive events; (4) knowledge and practices concerning nature and the universe, and (5) traditional craftsmanship.

6.8 Inventories to be included in the registry:

6.8.1 Local Cultural Databases created by Local Government Units.

6.8.1.1 An acceptable local cultural database shall be an inventory or a detailed list of tangible and intangible cultural heritage prepared in the PRECUP forms, including the documentation of traditional and contemporary arts and crafts, and accompanied by a Sanggunian Ordinance or Resolution recognizing it as a regional, provincial, city, municipal, or barangay inventory.

6.8.2 National Inventory of Intangible Cultural Heritage

Inventory of intangible cultural properties of the Philippines made through close collaboration of the Commission, cultural agencies, and the UNESCO National Commission of the Philippines.

## Section 7. Procedures

The following are the procedures for registering cultural properties by concerned institutions and agencies:

The following are the procedures for registering cultural properties:

7.1. Cultural Databases from the LGUs and Cultural Agencies

7.1.1. The LGUs and the Cultural Agencies shall furnish the Commission a copy of their cultural databases. LGUs shall submit their local cultural databases composed of cultural properties under its jurisdiction, including the Sanggunian ordinances or resolutions recognizing such. Meanwhile, cultural agencies are required to submit the evaluation and documentation of the contents of their cultural database. All cultural agencies concerned shall individually maintain and come up with an inventory, evaluation, and documentation of all cultural property they have declared, including the resolutions pertaining to the declaration, and shall submit the same to the Commission.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

*Handwritten signature*

*Handwritten signature*

**CERTIFIED TRUE COPY**

13 | Page

By: *Handwritten signature*  
Date: 2/13/18



7.1.2. The Commission shall validate the submissions.

7.1.2.1. The inventories shall be checked for completeness of data as determined by the PRECUP forms. Incomplete inventories shall be returned to LGUs and /or cultural agencies for completion while complete inventories will proceed to the next step.

7.1.2.2 The cultural property to be registered shall be checked if it complies with the characteristics of a cultural property prescribed by R.A. No. 10066.

7.1.2.3 Non-compliant properties will not be registered and the LGU shall be informed of its non-inclusion. The LGU may contest the non-inclusion of the submitted entry and shall be subject for re-evaluation.

7.1.2.4 The Commission shall check if the cultural property had already been registered by a Cultural Agency. Previously registered properties will be updated in the publicly accessible list if new information is provided by the LGU.

7.2 Inclusion of the Registry in the NCCA Cultural Databank

7.2.1 After completing the validation process, entries shall be included into the Cultural Databank maintained by the Commission. General information about the cultural property shall also be added to the publicly accessible list. Information on location and ownership of privately-owned cultural properties shall be withheld.

7.2.2 If a property included in the local cultural database is declared as an Immovable Cultural Property included in the local cultural database will be declared, the concerned cultural agency shall, after registration, give a copy of the said property to the Registry of Deeds for annotation on the land titles covering said immovable property.

7.2.3 The updated Registry shall be referred to cultural agencies for their evaluation.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By:   
Date: 2/13/18



7.3. Works of National Artists and Manlilikha ng Bayan

7.3.1. Works of National Artists and Manlilikha ng Bayan shall be reported to the Commission.

7.3.2 The Commission shall add the entries to the publicly accessible list on the NCCA website. The Commission shall maintain a separate list for the public stating the categories and cultural properties thereunder for public access without indicating ownership and location of such cultural properties.

**Section 8. Minimum Requirements for Registering Cultural Properties**

The following are the minimum requirements for the registration of cultural properties at the Registry:

8.1. Documentation data:

8.1.1 Required data fields as indicated in the PRECUP Forms;

8.1.2 Photograph(s), videos, audio recordings, and other multimedia materials of the cultural property/element with the condition that it shall not be modified or tampered in any way.

8.2. Cover letter stating the following:

(a) Subject: Official Submission of Local Inventory of Cultural Properties;

(b) Addressed to: The Chairman or the Executive Director of the Commission;

(c) Copy furnished to: The Philippine Registry of Cultural Property.

8.3 For LGUs, a copy of the local ordinance or resolution creating or updating the local cultural inventory and endorsing such to the Commission.

8.4. The Commission shall accept hard or digital copies of the documentation data, the photograph, and the cover letter.

**Section 9. Implications of Registering Cultural Properties**

9.1 All cultural properties enlisted in the Registry merit protection by the Commission, pertinent cultural agencies or local government units which are responsible for the registration of pertinent cultural property.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By: [Signature]  
Date: 2/12/18

[Signature]

[Signature]



9.2 Registered Cultural Properties that are declared as National Cultural Treasures and National Historical Landmarks are entitled to receive the following privileges:

- (a) Priority government funding for protection, conservation and restoration;
- (b) Incentives for private support of conservation and restoration;
- (c) An official Heritage Marker will be placed by the cultural agency on a cultural property;
- (d) In times of armed conflict, natural disasters and other exceptional events that endanger the cultural heritage of the country, all World Heritage Sites, National Cultural Treasures or National Historical Landmarks, Sites or Monuments shall be given utmost priority protection by the Government;
- (e) All cultural protection, conservation, and restoration.

9.3 The private collectors and owners of cultural property listed in the Registry shall not be divested of their possession and ownership thereof even after registration of said property as herein required.

9.4 The Commission, in close collaboration with the UNESCO National Commission of the Philippines, shall undertake the safeguarding measures of intangible cultural heritage elements inscribed in the Lists of Intangible Cultural Heritage, as part of implementing the provisions of the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage.

9.5 Protection of intangible cultural properties shall be monitored and administered by the Commission. The material recordings of intangible property shall be closely monitored. Recordings of intangibles save for indigenous design shall require written permits from the Commission when taken out of the country.

9.5.1 The Commission shall periodically monitor on site intangible cultural property and may therefore enter into communities to fulfill that purpose, subject to jurisdiction of government agencies such as National Museum and National Commission for Indigenous Peoples.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By:   
Date: 2/13/18



9.6 The Commission and the private owner of the cultural property may enter in heritage agreements in protecting/preserving properties. The agreement may be the following:

- (a) Public access to the property;
- (b) Value of the property declared as ICP may also receive government funding for its encumbrance;
- (c) Duration of the servitude of the property;
- (d) Restriction of the right of the owner or occupant to perform acts on or near the place;
- (e) Maintenance and management of the property;
- (f) Provision of financial assistance for the conservation;
- (g) Provision of financial assistance for the conservation of the property;
- (h) Procedure for the resolution of any dispute arising out of the agreement.

#### Section 10. Frequency of Updating the Registry

In order to maintain an up-to-date registry of cultural property, the following procedures shall be undertaken:

10.1 The local government unit shall update annually their inventory of cultural property, including the documentation of traditional and contemporary arts and crafts, and shall furnish the Commission a copy of such updated inventory.

10.2 Cultural agencies shall update their inventory, evaluation, and documentation of cultural properties whenever a cultural property has been declared according to their category as a certain Grade of cultural property. Such updated documents, including the resolutions pertaining to the declaration, shall be submitted to the Commission 90 calendar days after the date of its declaration.

10.3 Private individuals, as well as government agencies and instrumentalities, government-owned and/or controlled corporations and their subsidiaries, including public and private educational institutions, shall report their newly acquired, discovered, or possessed cultural property to the appropriate cultural agency and shall register such property 90 calendar days after the date of its acquisition, discovery, or possession.

10.4 Updated entries shall be published monthly in the website of the Commission.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By: [Signature]  
Date: 2/12/18

[Signature]



Section 11. **Monitoring of Cultural Properties Included in the Registry**

The responsible cultural agency or local government unit shall likewise submit periodic monitoring reports on cultural properties under their jurisdiction to the Commission along with the submission of their respective cultural databases to the Registry. This is to ensure protective measures are put in place at the cultural properties, to assess their conditions and, eventually, to decide on the necessity of adopting specific measures to resolve recurrent problems.

## Section 12. Penal Provisions

Penal provisions as mentioned in Section 49 of Republic Act 10066 shall apply with regard to the non-registration and unauthorized demolition, alteration, and modification of cultural properties in the Registry.

### Section 13. Separability Clause

In the event that any provision or part of these Guidelines is declared unauthorized or rendered invalid by any court of law or competent authority, those provisions not affected by such declaration shall remain valid and in force.

## Section 14. Effectivity

These Guidelines shall take effect fifteen (15) days after its complete publication in a newspaper of general circulation and fifteen days after registration with the Office of the National Administrative Register.



NATIONAL COMMISSION  
FOR CULTURE AND THE ARTS  
Office of the Chairman

**CERTIFIED TRUE COPY**

By: \_\_\_\_\_  
Date: 2/13/18