



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING  
THE PHILIPPINE REGISTRY OF CULTURAL PROPERTY OFFICE | TANGGAPAN NG PATALAAN NG ARI-ARIANG KULTURAL NG PILIPINAS

## Documentary Requirements for the Submission of Local Cultural Inventory

1. **The PRECUP Forms.** Provide data on cultural properties significant to the locality using the PRECUP Forms (**One (1) cultural property only per PRECUP Form**):

- a) PRECUP Form 1 for Tangible Immovable Cultural Properties, and the required data fields therein;
- b) PRECUP Form 2 for Tangible Movable Cultural Properties, and the required data fields therein;
- c) PRECUP Form 3 for Intangible Cultural Properties and the Documentation of Traditional and Contemporary Arts and Crafts, and the required data fields therein.

*Soft copies of the PRECUP Forms are downloadable online at: <http://ncca.gov.ph/philippine-registry-cultural-property-precup/>*

2. **Multimedia Attachments.** Photograph(s), videos, audio recordings, and other multimedia materials of the cultural property/element with the condition that they are not modified or tampered in any way.

3. **Local Ordinance or Resolution.** A copy of the local ordinance or resolution creating or updating the local cultural inventory and endorsing such to the Commission shall also be submitted.

4. **Cover Letter,** addressed to the Chairman of the Commission and attention to the Philippine Registry of Cultural Property (PRECUP) Office with the subject: Official Submission (or) Updating of Local Inventory of Cultural Property.

### **IMPORTANT NOTE:**

Starting 2019, NCCA shall issue a **Certificate of Compliance** should the abovementioned requirements be fulfilled completely. It shall become the basis of the assessment criteria for "Presence of Local Cultural Inventory" in the **Seal of Good Local Governance** with the Department of Interior and Local Government (DILG) soon.

*For inquiries and clarifications, please contact the PRECUP Office at [precup@ncca.gov.ph](mailto:precup@ncca.gov.ph) or [precup.pilipinas@gmail.com](mailto:precup.pilipinas@gmail.com) or (02) 527-2192 loc. 309.*