



NATIONAL COMMISSION FOR CULTURE AND THE ARTS

Highlights of the Minutes of the Regular Commission Meeting

20 February 2020 (Thursday) / 1:10 P.M.- 4:13 P.M.

Silid Hudhud, 7/F NCCA Bldg., Intramuros, Manila

Commissioners Present:

Hon. Arsenio J. Lizaso,	Chairman, National Commission for Culture and the Arts and President, Cultural Center of the Philippines
Hon. Annalyn M. Sevilla	Undersecretary for Finance-Budget and Performance Monitoring, Department of Education (DepED)
Hon. Edwin R. Enrile	Undersecretary for Legal and Special Concerns, Department of Tourism(DOT)
Hon. Rene R. Escalante,	Chairman, National Historical Commission of the Philippines
Hon. Jeremy R. Barns,	Director-General, National Museum of the Philippines (NM)
Hon. Cesar Gilbert Q. Adriano,	Director, National Library of the Philippines (NLP),
Hon. Victorino Mapa Manalo,	Executive Director, National Archives of the Philippines (NAP)
Hon. Al Ryan S. Alejandre	Executive Director, NCCA
Hon. Abubacar Datumanong,	Head, Subcommittee on Cultural Communities and Traditional Arts (SCCTA)
Hon. Michael F. Manalo,	Head, Subcommittee on Cultural Heritage (SCH)
Hon. Roland B. Tolentino,	Head, Subcommittee on the Arts (SCA)
Hon. Vicente C. Handa,	Head, Subcommittee on Cultural Dissemination (SCD)

Commissioner/s Represented:

Hon. Sherwin Gatchalian	Chairperson, Senate Committee on Education, Arts and Culture, Represented by Sen. Maria Lourdes Nancy S. Binay, 18 th Congress Senator and Alternate Representative of Sen. Gatchalian
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Commissioner/s Not Present:

Hon. Roman T. Romulo	Chairperson, Committee on Basic Education and Culture, House of Representatives
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Secretariat Members Present:

Ms. Marichu G. Tellano,	Deputy Executive Director
Ms. Susan C. Dayao,	Chief, Administrative and Finance Division
Mr. Herencio Y. Llapitan,	Chief, Finance-NEFCA Division
Mr. Bernan Joseph R. Corpuz,	Supervising Officer for Administration/Head, Board Secretariat, Office of the Chairman (OC)
Ms. Corinah Anne C. Olazo,	Head, Plan/Policy Formulation and Programming Division (P/PFPD)-Cultural Dissemination Section and OIC-P/PFPD
Ms. Myla T. Buan,	Board Secretary, OC
Ms. Andrea Gwen F. De Leon,	Administrative Services Officer, OC

Other/s Present:

Asec. Roberto P. Alabado III, Department of Tourism

Atty. Marwil N. Llasos, NCCA Consultant

Atty. Gabriel Villanueva, Associate Solicitor, Office of the Solicitor General (OSG)

Atty. Patrick Tapales, Associate Solicitor, OSG

1. CALL TO ORDER

The Chairman called the meeting order upon determination of a quorum.

2. ADOPTION OF THE PROPOSED AGENDA

With no objection, the Board adopted the agenda as amended.

3. REPORT OF THE EXECUTIVE DIRECTOR***3.1 Minutes of the January 16, 2020 Commission Meeting***

The matters discussed in the January 16, 2020 meeting of the Board of Commissioners as well as the updates were presented.

With no objection, the Board approved the Minutes of the January 16, 2020 Board meeting as presented.

3.2 Reorganization of the NCCA Secretariat

The Board was presented the report on the reorganization of the NCCA secretariat submitted in line with the Chairman's aim to deliver excellent leadership to fulfill the Commission's vision-mission.

With only 35 permanent positions dealing with the whole nation on arts and culture, the NCCA submitted a request for 150 additional plantilla positions currently under study by the Department of Budget and Management (DBM).

The National Museum of the Philippines (NM) offered to help the NCCA push for its request for plantilla positions because of the inclusion of the additional Deputy Executive Director, pursuant to RA 11333, and in view of the July 2021 deadline on the transfer of regulatory functions to the NCCA. A meeting at the soonest time was requested to discuss the list of occupied and vacant plantilla positions, and which positions would be useful to the NCCA.

The National Historical Commission of the Philippines (NHCP) requested that the NCCA assume NHCP's regulatory functions to have only one agency deal with heritage issues. The NCCA can also absorb some of NHCP's personnel handling the heritage concerns, subject to the former's review and acceptance.

4. COMMISSION MATTERS FOR CONSIDERATION/APPROVAL

4.1 Revision to the Guidelines of the Order of National Artist (Res. No. 2017-263 and 2017-270)

The Board adopted the Guidelines of the Order of National Artist as Revised.

Upon motion made and duly seconded, the Board approved this **Resolution**:

Resolution No. 2020–305

Adopting the Guidelines of the Order of National Artist as Revised

WHEREAS, by virtue of Republic Act (RA) 7356, the Commission was given broad responsibilities over the development and promotion of the Filipino national culture and the arts, including awards to persons who have significantly contributed to the development and promotion of Philippine culture and the arts;

WHEREAS, the Commission is empowered to formulate policies and plans in pursuance of its mandate;

WHEREAS, the Order of National Artist (ONA) is one of the Honors conferred by the Republic of the Philippines that embodies the nation's highest ideals in the humanities and aesthetic expression through the distinct achievements of individual citizens;

WHEREAS, the ONA is jointly administered by the Commission and the Cultural Center of the Philippines (CCP) and conferred by the President of the Philippines upon recommendation by both institutions;

WHEREAS, the ONA Secretariat is recommending revisions to the existing Guidelines of the Order of National Artist, particularly Section 4 (4.1) "Criteria for Selection" and Section 6 "Screening and Selection" to strengthen the transparency of the search and selection process of the ONA; moreover to have a wider selection of nominees;

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, To Adopt the ***Guidelines of the Order of the National Artist As Revised***, herewith attached as Annex A;

RESOLVED FURTHER, That Resolution No. 2017-263 "*Adopting the Guidelines on the Order of National Artist As Amended*" and 2017-270 "*Amending Provision 6.6 of Section 6. Screening and Selection Process of the Guidelines on the Order of National Artist*" are hereby rescinded.

4.2 Request for Approval of the Proposed Philippine Councilors League (PCL)-NCCA MOU for the Strengthening of Local Culture and Arts Councils (LCAC) and Other Related Purposes, and for Authority of the Chairman to Sign the same MOU for and on behalf of the NCCA

The Board approved the request for approval of the proposed Philippine Councilors League (PCL) and NCCA Memorandum of Understanding (MOU) for the Strengthening of Local Culture and Arts Councils (LCAC) and Other Related Purpose, and for Authority of the Chairman to sign the same MOU for and on behalf of the NCCA.

Upon motion made and duly seconded, the Board approved this **Resolution**:

Resolution No. 2020-306
Approving the Memorandum of Understanding between the National Commission
for Culture and the Arts (NCCA)
and the Philippine Councilors League for the Strengthening of
Local Culture and Arts Councils (LCACs) and
Authorizing the NCCA Chairman to sign for and on behalf of the NCCA
the said MOU

WHEREAS, towards the promotion of the general welfare, every local government unit is empowered to ensure and support, among other things, the preservation and enrichment of culture within their respective territorial jurisdictions;

WHEREAS, the sanggunian of each province, city, or municipality is specifically empowered to establish a council whose purpose is the promotion of culture and the arts, coordinate with government agencies and non-governmental organizations and, subject to the availability of funds, appropriate funds for the support and development of the same;

WHEREAS, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2017-133 to enjoin all provinces, cities, and municipalities to legislate for the establishment of their local culture and arts council (LCAC) or the strengthening of existing ones;

WHEREAS, per the same DILG issuance, the chairperson of the sanggunian committee on culture and the arts, or its equivalent, is expected to be a highly-significant, active member of the LCAC;

WHEREAS, the NCCA is mandated to facilitate the organization of these LCACs to ensure a broad, nationwide, people-based participation in the formulation of plans, the enforcement of culture-related laws and regulations, and the implementation of programs and projects;

WHEREAS, the presence of LCACs in provinces, cities, and municipalities is a requirement under the DILG *Seal of Good Local Governance* (SGLG) institutionalized by Republic Act No. 11292;

WHEREAS, the PCL can assist in the implementation of DILG Memorandum Circular No. 2017-133 since it covers a total of 1,634 municipalities, and component and highly-urbanized cities;

WHEREAS, the institutional partnership between the NCCA and PCL formalized through a Memorandum of Understanding will facilitate the establishment of the LCACs in LGUs, ensure their functionality and monitoring of the same;

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, To Approve the Memorandum of Understanding between the National Commission for Culture and the Arts (NCCA) and the Philippine Councilors League (PCL) for the Strengthening of Local Culture and Arts Councils (LCACs) and for Other Related Purposes, herewith attached as Annex B;

RESOLVED FURTHER, That the NCCA Chairman is hereby authorized to sign the said Memorandum of Understanding for and on behalf of the NCCA.

4.3 Request for Approval of the Guidelines on Travel Tax Exemption and requests for Overseas Travel Authority for Affiliated Cultural Agencies

4.3.1 Guidelines for Travel Tax Exemption

The Board approved the Guidelines on Travel Tax Exemption that would formalize the procedure in the processing of travel tax exemption requests from individuals and groups participating in international cultural festivals, competitions and conferences for the subsequent confirmation and approval of the Office of the President.

Upon motion made and duly seconded, the Board approved this ***Resolution***:

Resolution No. 2020– 307
Adopting the Guidelines for Travel Tax Exemption

WHEREAS, pursuant to Executive Order No. 283, se. 1987, authorized individuals by the President of the Republic of the Philippines, for reasons of national interest, are qualified to avail of travel tax exemption;

WHEREAS, the Commission has been designated as the government agency responsible for vetting and endorsing of requests for travel tax exemption from individuals and groups participating in international cultural festivals, competitions and conferences for the subsequent confirmation and approval by the Office of the President;

WHEREAS, the International Affairs Section-Sentro Rizal, the secretariat in charge of facilitating requests for travel tax exemption, proposes the formalization of procedures for enhanced efficiency in the execution and delivery of services to the public;

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, To Adopt the ***Guidelines for Travel Tax Exemption***, herewith attached as Annex C.

4.3.2 Guidelines on the Issuance of Travel Authority for Foreign Travels of the Affiliated Cultural Agencies

The Board approved the Guidelines on the Issuance of Travel Authority for Foreign Travels of the Affiliated Cultural Agencies. As stipulated in the Section 21 of E.O no. 77,² stating the preparation and issuance of the internal guidelines, the Office of the Chairman of the NCCA shall only issue Travel Authority for the Heads of the NCCA's affiliated cultural agencies and delegates them to issue the travel authority for overseas travel of their respective personnel/staff for the exigency of service.

Upon motion made and duly seconded, the Board approved this ***Resolution***:

Resolution No. 2020– 308 Adopting the Guidelines on the Issuance of Travel Authority for Foreign Travels of NCCA's Affiliated Cultural Agencies

WHEREAS, by virtue of Executive Order No. 77 series of 2019 (E.O no. 77), the Chairman of the National Commission for Culture and the Arts (NCCA) is designated as the approving authority for overseas travel of its own personnel, including the officials and staff of its affiliate cultural agencies namely *National Archives of the Philippines, National Historical Commission of the Philippines, National Library of the Philippines, National Museum of the Philippines and the Komisyon sa Wikang Filipino (Commission on the Filipino Language)* with the exception of the *Cultural Center of the Philippines*;

WHEREAS, pursuant to Section 21 of E.O no. 77, on the preparation and issuance of the internal guidelines, the Office of the Chairman of the NCCA shall only issue Travel Authority for the Heads of the NCCA's affiliated cultural agencies and delegates them to issue the travel authority for overseas travel of their respective personnel/staff for the exigency of service;

WHEREAS, Executive Order No. 80, s. 1999, provides that the NCCA shall exercise administrative supervision over its affiliate cultural agencies;

WHEREAS, the International Affairs Section-Sentro Rizal, the secretariat in charge of facilitating requests for travel authority, proposes the adoption of guidelines and procedures for enhanced efficiency and streamlining of the delivery of services;

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, To Adopt the *Guidelines on the Issuance of Travel Authority for Foreign Travels of NCCA's Affiliated Cultural Agencies*, herewith attached as Annex D.

4.4 Amendment to Board Resolution No. 2019-322 “Delegating Authority to the Chairman to Act and Decide on Matters Concerning the Implementation of the Rehabilitation and Conservation of the Metropolitan Theater”

Upon motion made and duly seconded, the Board approved these ***Resolutions:***

Resolution No. 2020-309
Delegation of Authority to Act and Decide on
Matters Concerning the Implementation of the
Rehabilitation and Conservation of the Metropolitan Theater

WHEREAS, the Metropolitan Theatre (MET), a National Cultural Treasure declared by the National Museum (NM), and a National Historical Landmark declared by the National Historical Commission of the Philippines (NHCP), is a property of the National Commission for Culture and the Arts (NCCA), purchased in 2015;

WHEREAS, the NCCA is implementing the “Conservation and- Rehabilitation of the Metropolitan Theater (MET) Phase I (Rehabilitation and Conservation of the Main Theater) and Phase II (Rehabilitation and Conservation of the East and West Complex), a major infrastructure project of the Commission;

WHEREAS, the NCCA Board of Commissioners has taken jurisdiction over the project to ensure adherence to conservation standards, policies and decisions set by the Board, and mandated by Republic Act No. 10066, also known as the "National Cultural Heritage Act of 2009."

WHEREAS, in maximizing resources and expertise, in practicing due diligence in supervising the on-going restoration of the MET, and ensuring execution in its best possible way, the NCCA Board of Commissioners saw it fit to introduce changes in the over-all management and supervision of the project;

WHEREAS, the NCCA Board of Commissioners approved Board Resolution No. 2019-322 dated April 3, 2019, “Delegation of Authority to the Chairman to Act and Decide on Matters Concerning the Implementation of the Rehabilitation of the Metropolitan Theater”;

WHEREAS, in the course of execution of Board Resolution No. 2019-322, the NCCA management noted the need to revise the schedule of the delegation of authority for the Executive Director to take on directly some of the signing functions as necessary in his capacity as head of the secretariat; moreover, the Chairman devolves this authority for confirmation of the Board of Commissioners as the Executive Director and the Supervising Officer for Administration are both coordinating the day-to-day operation of the Rehabilitation and Conservation of the Metropolitan Theater; thus, it is recommended that the revision to the said schedule, attached as Annex A of this resolution;

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, To Delegate Authority to the Chairman and Executive Director to supervise the execution of the Rehabilitation and Conservation of the Metropolitan Theater project, and to perform such other functions duly authorized by law to achieve this objective;

RESOLVED FURTHER, that the revised schedule for the delegation of authority is attached as Annex “E”;

RESOLVED FURTHER, That in the absence of the designated officials, their Officer-in-Charge and/or Deputies shall be authorized to sign the same on their behalf;

RESOLVED FURTHER, That other documents requiring approval and is not listed in the attached schedule shall be referred to the Chairman, by default;

RESOLVED STILL FURTHER, That all units/offices of the NCCA Secretariat are hereby directed to extend support to the implementation of the project;

RESOLVED FINALLY, that all issuances inconsistent with this Board Resolution, including Board Resolution No. 2019-322, are hereby revoked or modified accordingly.

Resolution No. 2020-309-B
Approving that the Metropolitan Theater be a
Multi-functional Theater
by expanding its use to include modern Cinema Facilities

WHEREAS, the Metropolitan Theatre (MET), a National Cultural Treasure declared by the National Museum (NM), and a National Historical Landmark declared by the National Historical Commission of the Philippines (NHCP), is a property of the National Commission for Culture and the Arts (NCCA), purchased in 2015;

WHEREAS, the NCCA is implementing the “Conservation and- Rehabilitation of the Metropolitan Theater (MET) Phase I (Rehabilitation and Conservation of the Main Theater) and Phase II (Rehabilitation and Conservation of the East and West Complex), a major infrastructure project of the Commission;

WHEREAS, the NCCA Board of Commissioners has taken jurisdiction over the project to ensure adherence to conservation standards, policies and decisions set by the Board, and mandated by Republic Act No. 10066, also known as the "National Cultural Heritage Act of 2009."

WHEREAS, pursuant to Board Resolution No. 2019-359, the Commission approved that the MET be dedicated to *Zarzuela*, *Komedya* and traditional Philippine theatrical forms;

WHEREAS, the new leadership of the Commission proposed to make the MET a multi-functional theater and cater to various cultural performances and events by expanding its use to include modern cinema facilities;

WHEREAS, theNCCA Board of Commissioners approved the proposal and instructed theNCCA-Technical Working Group to integrate and install state of the art immersive sound system,digital projector and other necessary equipment that will enable the theater toshow or project motion pictures;

WHEREAS, with this new addition to the ongoing restoration works in the MET theater, there is a need to upgrade the installation of acoustic wall treatment to enhance the sound quality of the theater interior, and, new theater curtains for the stage area will likewise beinstalled since the length and size of the old curtains and accessories wereaffected due to the dismantling of the 1970s proscenium;

NOW THEREFORE, be it **RESOLVED,** as it is hereby **RESOLVED,** To Approve that the Metropolitan Theater be a multi-functional theater by expanding its use to include modern cinena facilities and the necessary revision/s in the corresponding budget allocation as within the overall budget and allocation of the project in line or subject to government accounting and auditing rules and regulations;

RESOLVED FURTHER, To Approve the integration and installation of state of the art immersive sound system, digital projector and other necessary equipment that will enable the theater to present motion pictures, installation of acoustic wall treatment to enhance the sound quality of the theater interior and new curtains for the stage area, and the corresponding adjustments in the budget allocation for the conservation program of the MET:

RESOLVED FINALLY, That all issuances inconsistent with Resolution No. 2019-359 are hereby revoked or modified accordingly.

5. PROJECT PROPOSALS FOR CONSIDERATION/APPROVAL

5.1 Request for Approval of the CY 2020 Budget for Buwan ng Kalutong Filipino or Filipino Food Month

The Department of Tourism (DOT) requested that the activities for the celebration be aligned with the said department which spearheads and implements culinary arts and gastronomy programs and activities. The DOT would make representations with the Office of the President to include the former in the proclamation.

The Board approved the budget of PhP 5,000,000.00 for the celebration of the 2020 Buwan ng Kalutong Filipino or Filipino Food Month.

Upon motion made and duly seconded, the Board approved this **Resolution**:

Resolution No. 2020– 310
Approving Support and Budget for the implementation of the
2020 Buwan ng Kalutong Filipino or Filipino Food Month

WHEREAS, the 1987 Constitution provides that the State shall foster the preservation, enrichment, and dynamic evolution of a Filipino national culture based on the principle of unity in diversity in a climate of free artistic and intellectual expression and shall conserve, promote and popularize the nation’s historical and cultural heritage;

WHEREAS, the 1987 Constitution also states that the State shall provide support to agriculture through appropriate technology and research, and adequate financial, production, marketing, and other support services;

WHEREAS, pursuant to Republic Act 7356, the Commission is mandated to conserve and promote the nation’s historical and cultural heritage;

WHEREAS, under the same law, the Commission is mandated to coordinate and provide technical and/or financial assistance for cultural events and related activities;

WHEREAS, under the Implementing Rules and Regulations of Republic Act 1066, culinary tradition is recognized as part our cultural heritage which may be utilized to highlight a nation’s character and foster national pride and sense of belonging;

WHEREAS, Proclamation No. 469, s. 2018 declared April of every year as “Buwan ng Kalutong Filipino” or “Filipino Food Month” with the National Commission for Culture and the Arts and the Department of Agriculture as lead agencies of the celebration;

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, To Approve Support and Budget for the celebration of ***Buwan ng Kalutong Filipino or Filipino Food Month***, pursuant to Proclamation No. Proclamation No. 469, s. of 2018, in the amount of ***Five Million Pesos (PhP 5,000,000.00)***, chargeable to the ***Program on Valuing our Diverse Cultures***, subject to availability of funds and issuance of Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM) and to applicable government accounting, auditing rules and regulations.

5.2 Request for the Approval of an Arts Program as Quick Response for Natural and Human Induced Disaster such as an Outreach Program for the Taal Evacuees

The Secretariat presented for approval of the Board, the *Arts Program as Quick Response for Natural and Human Induced Disasters*, with a working budget of PhP 5,000,000.00. The outreach activity would provide artistic intervention or creative / art activities for healing and therapy, debriefing and addressing trauma, as well as understanding tolerance.

Upon motion and duly seconded, the Board approved this **Resolution**:

Resolution No. 2020–311 Approving the Program and Support for an “Arts Program as Quick Response for Natural and Human Induced Disaster”

WHEREAS, the NCCA Management (Mancom) Committee recommends a quick response program as an outreach activity to provide artistic intervention or creative / art activities for healing and therapy, debriefing and addressing trauma, as well as understanding tolerance;

WHEREAS, the program will address the needs of the trauma victims, especially the children and the cultural communities [*showing signs of depression and anxiety*] in either the earthquake-stricken areas, those that were hit by typhoon and floods, volcanic eruptions, including human-induced disasters like war, siege and victims of crossfire and terrorism;

WHEREAS, the program would include but not limited to visual, theatre/drama workshops, puppetry, creative-literary writings / storytelling, dance, music/choir workshops, photography; likewise, traditional-indigenous games and sports.

WHEREAS, activities shall be conducted and processed by art experts, members of the national committees, NCCA Secretariat, and, trained psychologist all geared towards uplifting and giving inspiration and hope to ensure healthy lives and promoting well-being;

WHEREAS, the program shall have a working budget of Five Million Pesos (PhP5,000,000.00) for the year to address as a quick response art / outreach activity in aid for the disaster impacted communities, chargeable to *Program for Strengthening Culture-sensitive Public Governance and Development*, subject to availability of funds and issuance of Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM) and to applicable government accounting and auditing rules and regulations;

WHEREAS, as an immediate assistance, approval for activities for this program shall be made by the Chairman of the Commission upon the recommendation of the Executive Director (ED) and the NCCA Mancom, and, reported immediately by the ED to the BOC;

WHEREAS, as an initial activity, the NCCA shall visit some cities and municipalities in the calamity stricken areas in Batangas, particularly the evacuation areas and sites that were victims of the 12 January 2020, Taal Volcano eruption;

NOW THEREFORE, RESOLVED, as it is hereby **RESOLVED**, in view of the foregoing, To Approve the Support and Budget for the implementation of the *Arts Program as Quick Response for Natural and Human Induced Disaster NCCA*, in the amount of *Five Million Pesos (PhP5,000,000.00)*, chargeable to the *Program for Strengthening Culture-sensitive Public Governance and Development*, subject to availability of funds and issuance of Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM) and to applicable government accounting and auditing rules and regulations.

6. COMMISSION MATTERS FOR INFORMATION/CONSIDERATION

6.1 Update on the preliminary actions taken on the initial phase of Awarding Cycle and the tentative schedule of the Call for Nominations for the Gawad sa Manlilikha ng Bayan

Upon motion made and duly seconded, the Board approved this **Resolution**:

Resolution No. 2020–312 ***Adoption of Open Categories in the 2020 Call for Nominations for the*** ***Gawad sa Manlilikha ng Bayan***

WHEREAS, in accordance with Republic Act (RA) 7355 and Executive Order No. 236 dated September 19, 2003, the Gawad sa Manlilikha ng Bayan or GAMABA has been instituted as a national tribute to the creative and technical genius of the Filipino traditional and folk artist;

WHEREAS, Section 8 of the Implementing Rules and Regulations (IRR) of RA 7355, the Executive Council of the GAMABA was created to ensure the efficient implementation of the provisions in the law;

WHEREAS, the GAMABA Executive Council recommended to delimit the categories in the call for nominations for the 2020 search for the GAMABA by prioritizing Indigenous Knowledge, Skills, Practices (IKSP) based on high importance of preserving due to extinction, uniqueness and those that are overlooked, endangered and marginalized;

WHEREAS, the GAMABA Executive Council proposed to prioritize Traditional Healing and Medicine as a focus with Ornaments, Metal Crafts and Fishing Gears as alternative categories;

WHEREAS, the Commission deliberated on the recommendation in its 20 February 2020 meeting, and decided to adopt open categories in the call for nominations to give recognition to more traditional and folk artists from various domains, but excluding the category on Traditional Medicine and Healing;

WHEREAS, although the Commission upholds the importance of safeguarding indigenous healing knowledge and practices in the country, granting of national recognition to traditional healers may not be the best action at this time as it may be taken as a validation of the Commission that “traditional healers” can indeed cure specific health conditions, and in view of the possible implications, as well as issues and concerns that might be raised by the public and health sectors;

WHEREAS, the Commission called for the further study of the category on Traditional Medicine and Healing because of the aforementioned considerations;

NOW, THEREFORE, RESOLVED, as it is hereby **RESOLVED**, To Adopt Open Categories in the 2020 Call for Nominations for the Gawad sa Manlilikha ng Bayan, but excluding the category on Traditional Healing and Medicine;

RESOLVED FURTHER, To further study the category on Traditional Healing and Medicine in view of the possible implications, as well as issues and concerns that might be raised by the public and health sectors.

6.2 Executive Order No. 103 “Reconstituting and Strengthening the National Quincentennial Committee, and Amending Executive Order No. 55 (S. 2018) For the Purpose

The Chairman of the National Commission for Culture and the Arts has been appointed as member of the National Quincentennial Committee, pursuant to E.O. No. 103 “*Reconstituting and Strengthening the National Quincentennial Committee, and Amending Executive Order No. 55 (S. 2018) For the Purpose*”.

7. SECRETARIAT REPORT/S FOR INFORMATION

7.1 Update on the Status of NEFCA Project Fund and Statistical Reports on Approved Projects as of February 10, 2019 prepared by NCCA Finance – NEFCA

The Board noted the report of the NCCA Finance-NEFCA Division on the status of the NEFCA Project Fund and statistical reports on approved projects as of February 10, 2020.

8. OTHER MATTERS

Request for Confirmation of Msgr. Julius Perpetuo S. Heruela as Executive Council Member of the National Committee on Monuments and Sites under the Subcommittee on Cultural Heritage

Upon motion made and duly seconded, the Board approved this ***Resolution:***

Resolution No. 2020–313 Confirming the Term of Office and Membership of Msgr. Julius Perpetuo S. Heruela as Executive Council Member of the National Committee on Monuments and Sites under the Subcommission on Cultural Heritage

WHEREAS, Section 39 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) no. 7356 provides for the creation of various National Committees (NCs) under each of the four Subcommissions (SCs);

WHEREAS, Section 61 of the IRR of RA No. 7356 stipulates that the Executive Council (ExeCon) shall be the working group constituted for the business of each NC;

WHEREAS, under Section 58 of the same IRR, the specific membership requirements, qualifications, criteria and composition of the National Committees shall be approved and promulgated by the Commission through Board Resolution upon the recommendation of the respective national committees;

WHEREAS, pursuant to Board Resolution No. 2016- 393 “*Approving the Specific Membership Guidelines and Election Rules of the National Committee on Monuments and Sites*”, the CBCP is one of six non-governmental organizations in the Executive Council of the National Committee on Monuments and Sites (NCMS) under the Subcommittee on Cultural Heritage (SCH);

WHEREAS, the CBCP, in in a letter dated 08 January 2020, designated Msgr. Julius Perpetuo S. Heruela as the official representative of CBCP’s Episcopal Commission for the Cultural Heritage of the Church to the Executive Council of the National Committee on Monuments and Sites (NCMS) under the Subcommittee on Cultural Heritage (SCH);

WHEREAS, the NCMS and the SCH recommend to the Commission the confirmation of the term of office and membership of Msgr. Julius Perpetuo S. Heruela to the Executive Council of the NCMS for the term January 1, 2020 to December 31, 2022;

WHEREAS, the term of office and membership of the officers and members of the ExeCon of the NCs and SCs are subject to confirmation by the Commission;

NOW, THEREFORE, be it **RESOLVED,** as it is hereby **RESOLVED,** To Confirm the Term of Office and Membership of Msgr. Julius Perpetuo S. Heruela as Executive Council Member of the National Committee on Monuments and Sites under the Subcommission on Cultural Heritage, representing the Catholic Bishops Conference of the Philippines' Episcopal Commission for the Cultural Heritage of the Church, for the term January 1, 2020 to December 31, 2022.

9. SCHEDULE OF THE NEXT COMMISSION MEETING

The proposed next meeting of the Commission is on March 20, 2020.

10. ADJOURNMENT

The Chairman adjourned the meeting at 4:13 PM.

APPROVED

(Minutes of the Regular Commission Meeting Held on February 20, 2020, NCCA)

ARSENIO J. LIZASO

Chairman

**SHERWIN GATCHALIAN/
MA. LOURDES NANCY S. BINAY**
Senate of the Philippines

ROMAN T. ROMULO
House of Representatives
(not present)

**EDWIN R. ENRILE/
ROBERTO P. ALABADO III**
Department of Tourism

ANNALYN M. SEVILLA
Department of Education

JEREMY R. BARNS
National Museum of the Philippines

ARTHUR P. CASANOVA
Komisyon sa Wikang Filipino
(not present)

RENE R. ESCALANTE
National Historical Commission of the
Philippines

VICTORINO MAPA MANALO
National Archives of the Philippines

CESAR GILBERT Q. ADRIANO
National Library of the Philippines

MICHAEL F. MANALO
NCCA-Subcommission on Cultural Heritage

VICENTE C. HANDA
NCCA-Subcommission Cultural Dissemination

ROLAND B. TOLENTINO
NCCA-Subcommission on the Arts

ABUBACAR DATUMANONG
NCCA-Subcommission on Cultural
Communities and Traditional Arts

AL RYAN S. ALEJANDRE
Executive Director, NCCA

ANNEX A

ORDER OF NATIONAL ARTIST *ORDEN NG PAMBANSANG ALAGAD NG SINING*

The **Order of National Artist (ONA)** [*Orden ng Pambansang Alagad ng Sining*] is the highest national recognition given to Filipino individuals who have made significant contributions to the development of Philippine arts.

The Order of National Artist aims to recognize:

- a) Filipino artists who have made significant contributions to the cultural heritage of the country;
- b) Filipino artistic accomplishment at its highest level and to promote creative expression as significant to the development of a national cultural identity; and
- c) Filipino artists who have dedicated their lives to their works to forge new paths and directions for future generations of Filipino artists.

The order is jointly administered by the **National Commission for Culture and the Arts (NCCA)** and the **Cultural Center of the Philippines (CCP)** and conferred by the **President of the Philippines** upon recommendation by both institutions.

The ONA is one of the Honors conferred by the Republic of the Philippines that embodies the nation's highest ideals in the humanities and aesthetic expression through the distinct achievements of individual citizens. While the Republic bestows due recognition to these singular achievements, it in turn honors its own cultural heritage, whose enrichment these achievements have significantly affected, enhanced, and given direction.

These achievements are measured in terms of their vision, unusual insight, creativity and imagination, technical proficiency of the highest order in expressing Filipino culture and traditions, history, way of life and aspirations.

BACKGROUND

- 1.1 The Order of National Artist (*Orden ng Pambansa ng Alagad ng Sining*) was established under Proclamation No. 1001 dated April 27, 1972 to give appropriate recognition and prestige to Filipinos who have distinguished themselves and made outstanding contributions to Philippine arts and letters. The first award was conferred posthumously later that year to Fernando Amorsolo.
- 1.2 Proclamation No. 1144 dated May 15, 1973 named the CCP Board of Trustees as the National Artist Awards Committee and Presidential Decree No. 208 issued on June 7, 1973 reiterated the mandate of CCP to administer the National Artist Awards as well as the privileges and honors to National Artists.
- 1.3 The NCCA was organized under Republic Act No. 7356 dated April 2, 1992 and given broad responsibilities over the development and promotion of the Filipino national culture and the arts, including awards to persons who have significantly contributed to the development and promotion of Philippine culture and the arts.

- 1.4 Executive Order No. 236 dated September 19, 2003, otherwise known as the *Honors Code of the Philippines*, conferred additional prestige on the National Artist Award by raising it to the level of a Cultural Order, fourth in precedence among the orders and decorations that comprise the Honors of the Philippines, and equal in rank to the *Order of National Scientist* and the *Gawad sa Manlilikha ng Bayan (GAMABA)*. The National Artist Award was thereby renamed the **Order of National Artist (*Orden ng Pambansang Alagad ng Sining*)**.

HONORS AND PRIVILEGES

The following privileges are provided to those conferred with the Order of National Artist:

- 2.1 The rank and title of National Artist, as proclaimed by the President of the Philippines;
- 2.2 The National Artist gold-plated medallion minted by the *Bangko Sentral ng Pilipinas (BSP)* and citation;
- 2.3 A lifetime emolument and material and physical benefits comparable in value to those received by the highest officers of the land such as:

2.3.1 Living Awardees:

- a) A minimum cash award of Two Hundred Thousand Pesos (PhP200,000.00), net of taxes;
- b) A minimum lifetime personal monthly stipend of Fifty Thousand Pesos (PhP50,000.00);
- c) Medical and Hospitalization benefits not exceeding PhP750,000.00 per year;
- d) Coverage by a life insurance policy by the Government Service Insurance System (GSIS) and or/ private insurance companies from date of conferment the award, in the event that the National Artist is insurable, the premiums for which shall be paid by the National Government or by donation from any governmental or private entities;
- e) A State Funeral, the arrangements for and the expenses of which shall be borne by the Government, upon the death of the National Artist;
- f) A place of honor, in line with protocolar precedence, in state functions, national commemoration ceremonies and all other cultural presentations.

2.3.2 Posthumous Awardees:

- a) One-time minimum cash award of One Hundred Fifty Thousand Pesos (PhP150,000.00), net of taxes, payable to the legal heir/s.

COMPOSITION OF GROUPS INVOLVED IN THE ONA SELECTION PROCESS

3.1 **ONA Secretariat** – composed of the designated representatives from the NCCA and the CCP primarily;

For the NCCA:

- NCCA Executive Director
- NCCA Commissioner for the Arts
- NCCA Deputy Executive Director
- NCCA Chief, Policy/Plan Formation and Programming Division

For the CCP:

- CCP President
- CCP Vice President and Artistic Director
- CCP Designated Officers

The ONA Secretariat shall be headed by the NCCA Executive Director and shall be assisted by the Project Coordinators / Staff from the NCCA and CCP as may be identified by the respective agencies.

Functions:

- a) The Secretariat shall plan, organize and undertake the different activities for the implementation of the *Order of National Artist*.
- b) It shall enlist the support and cooperation of private sector experts from the various field of art to ensure that the awards are implemented in a successful and impartial manner.

3.2 **Special Research Group** – composed of culture and arts researchers with expertise in one or more disciplines and familiar with the works and accomplishments of the nominated artist/s as commissioned and designated by the ONA Secretariat.

Functions:

- a) Shall verify information submitted on nominees and submit a comprehensive folio for the assigned nominee/s.
- b) Shall prepare the presentation materials for the nominee/s assigned.

3.3 **ONA Council of Experts** – composed of a maximum of seven (7) members from each of the eight (8) categories [as enumerated in 5.2] completing the fifty-six (56) selected members, drawn from the pool of expert recommended by both the NCCA and CCP. They shall be designated and confirmed by the ONA Secretariat Head.

The ONA Council of Experts shall be selected based on the following criteria:

- a) Should have achieved authority, credibility and track record in their field(s) of expertise;
- b) Should have extensive knowledge of their field(s) and their views on Philippine arts and culture;
- c) Should be a recognized authority in the study or research of Philippine arts and culture;
- d) Must be willing to sign a non-disclosure statement in order to safeguard the confidentiality of the deliberations.

Functions:

- a) The Council of Experts, as the first deliberation panel, shall review the nominees according to category/ies and submit its recommendations to the *Jury of Experts*.
- b) They shall prepare the justification to support their recommendation.

3.4 **ONA Jury of Experts** – composed of twenty-four (24) members, a maximum of three (3) representatives from each of the eight (8) categories selected from the pool of experts recommended by the NCCA and CCP and chosen based on the criteria for the selection of the ONA Council of Experts. The members for the Jury of Experts shall be designated and confirmed by the ONA Secretariat Head.

Functions:

- a) The Jury of Experts as the second deliberation panel shall further review and make recommendations on the nominees submitted by the ONA Council of Experts, likewise, will submit its recommendations to the third deliberation panel, that is, the joint NCCA BOC and CCP BOT and the living National Artists for their consideration.
- b) They shall prepare the justification supporting their recommendations.

3.5 Any person who is nominated, who is nominating, or is related to a nominee up to the fourth degree of consanguinity or affinity shall not be qualified to be a member of the council or jury.

Likewise, any person may decline to participate in the deliberation for any reason or may be removed for just cause upon recommendation to the NCCA BOC or CCP BOT by at least two thirds (2/3s) of the members; in which case, the ONA Secretariat shall again select the replacements for those who declined or resigned until the first deliberation panel is completed.

3.6 The list of the pool of experts / nominated members of the ONA Council of Experts and Jury of Experts shall be reviewed by the ONA Secretariat as needed, for purposes of adding new members or replacements.

CRITERIA FOR SELECTION

The Order of National Artist shall be given to artists who have met the following criteria:

- 4.1 Living artists who are Filipino citizens at the time of nomination and at the awarding, as well as those who died after the establishment of the award in 1972 but were Filipino citizens at the time of their death.
- 4.2 Artists who through the content and form of their works have contributed in building a Filipino sense of nationhood.
- 4.3 Artists who have pioneered in a mode of creative expression or style, thus, earning distinction and making an impact on succeeding generations of artists.
- 4.4 Artists who have created a substantial and significant body of works and/or consistently displayed excellence in the practice of their art form thus, enriching artistic expression or style.
- 4.5 Artists who enjoy broad acceptance through:
 - 4.5.1. Prestigious national and/or international recognition, such as the *Gawad CCP para sa Sining*, CCP Thirteen Artists Award, and NCCA Haraya Awards (*Alab and Dangal*)
 - 4.5.2 Critical acclaim and/or reviews of their works that has extensive reach of knowledge.
 - 4.5.3 Respect and esteem from peers

NOMINATION PROCEDURE

- 5.1. The National Artist Award Secretariat shall announce the opening of nominations through media releases and letters to qualified organizations.
- 5.2. Candidates may be nominated under one category where the artist made his/her most significant contribution, but his/her other merits will be added in the citation. Categories are:
 - 5.2.1. **Dance** - choreography, direction, performance
 - 5.2.2. **Music** - composition, direction, performance
 - 5.2.3. **Theater** - direction, performance, production design, light and sound design, playwriting
 - 5.2.4. **Visual Arts** - painting, sculpture, printmaking, photography, installation art, mixed media works, illustration, graphic arts, performance art, imaging
 - 5.2.5. **Literature** - poetry, fiction, essay, literary/art criticism
 - 5.2.6. **Film and Broadcast Arts** - direction, writing, production design, cinematography, editing, animation, performance, new media
 - 5.2.7. **Architecture and Allied Arts** - architecture, interior design, landscape architecture, urban design
 - 5.2.8. **Design** - industrial design, fashion design
- 5.3. Nominations for the Order of National Artist may be submitted by government and non-government cultural organizations and educational institutions, as well as private foundations and councils.
- 5.4. Members of the Special Research Group, NCCA and CCP shall not submit nominations.
- 5.5. Members of the NCCA-BOC and CCP-BOT, as well as the NCCA and CCP consultants, officers and staff, and the NCCA National Committee members are automatically disqualified from being nominated.
- 5.6. Nominations shall be accepted only when these are submitted in writing and with proper supporting documentation, as follows:
 - 5.6.1. A cover letter signed by the head or designated representative of the nominating organization.

The cover letter shall be accompanied by a Board Resolution approving the nominee concerned with the said resolution signed by the organization President and duly certified by the Board Secretary.
 - 5.6.2. A duly accomplished nomination form;
 - 5.6.3. A detailed *curriculum vitae* of the nominee including address and contact details;
 - 5.6.4. A list of the nominee's significant works categorized according to the criteria;
 - 5.6.5. The latest photograph (color or black and white) of the nominee, either 5" x 7" or 8" x 11";

- 5.6.6. Pertinent information materials on the nominee's significant works (on CDs, VCDs and DVDs);
 - 5.6.7. Copies of published reviews;
 - 5.6.8. Any other document that may be required.
- 5.7. Nominations received beyond the announced deadline for the submission of nominations shall not be considered.
- 5.8. All inquiries and nominations shall be submitted to:

The ORDER OF NATIONAL ARTIST SECRETARIAT

Office of the Artistic Director
Cultural Center of the Philippines
Roxas Boulevard, 1300 Pasay City
or

The ORDER OF NATIONAL ARTIST SECRETARIAT

Office of the Executive Director
National Commission for Culture and the Arts
NCCA Building, 633 General Luna Street, Intramuros 1002 Manila

SCREENING AND SELECTION PROCESS

- 6.1. Prior to the First Deliberation, the ONA Secretariat shall pre-screen the nominees based on technical guideline items 5.6.1, 5.6.2, 5.6.3, 5.6.4, 5.6.5, 5.6.6, 5.6.7 and 5.6.8. Letters of recommendation will not be included in the evaluation.
- 6.2. The ONA Secretariat will meet to review the list of nominees as an oversight function on inadvertent omissions, etc. Consequently, deserving nominees may be added to the list by the ONA Secretariat.
- 6.3. The Special Research Group shall accomplish its task within six (6) months. The main objective is to verify the validity of the data, and evaluate the quality, true value and significance of works according to the criteria. It shall come up with the updated and comprehensive profiles of nominees reflecting their most outstanding achievements. The research output / documentation / validation shall be submitted to the ONA Secretariat.
- 6.4. The First Deliberation panel composed of the ONA Council of Experts shall be intra-disciplinary. The panelists shall be grouped according to their respective fields of expertise or disciplines to shortlist **at least three (3) nominees** in their disciplines or categories for presentation to the second deliberation panel.
- 6.5. The voting during the second deliberation panel shall be across disciplines by the ONA Jury of Experts that are composed of a maximum of three (3) members from each of the eight (8) categories, **and shall endorse at least (2) nominees to the Final Deliberation.**
- 6.6. The third deliberation panel shall be composed of the joint Board of Commissioners (BOC) of the NCCA, and the Board of Trustees (BOT) of the CCP together with the living National Artists, provided that the number of present National Artists shall not constitute more than fifty percent (50%) of the total number of NCCA BOC and CCP BOT present in the third deliberation, to which the recommendations from the Second Deliberation Panel shall be presented for final selection. Provided further, that should the number of National Artists exceed 50% of the total number of NCCA BOC and CCP BOT present in the third deliberation, the National Artists who shall participate in the third deliberation shall be selected based on seniority in accordance with the date of their proclamation as National Artist. The two Boards as well as the invited National Artists cannot add to the submitted list. The presenters shall prepare their presentation in writing together with an audio-visual presentation.

- 6.7. Proxy votes will not be allowed in the Selection Process. Designation of permanent representatives of agencies should be made at the outset to make them regular Board members of NCCA and CCP and thus, may be allowed to cast votes.
- 6.8. The list of final nominees shall be submitted to the President of the Republic of the Philippines for confirmation, proclamation and conferral in accordance to the Supreme Court Ruling G.R. 189028.

PRESENTATION OF THE AWARDS

- 7.1. The selection and conferment of the National Artists shall take place every three (3) years.
- 7.2. The Order of National Artist shall be conferred by the President of the Philippines on June 11 or any appropriate date in fitting ceremonies to be organized by the ONA Secretariat.
- 7.3. The medallion of the Order of National Artist and citation shall be given to the awardee during the conferment ceremony. The cash award of PhP200,000.00 in cheque shall be given immediately after the ceremony or at another time and place as requested by the awardee.
- 7.4. A posthumous conferral consisting of the medallion and citation shall be given to the family or legal heir/s of the awardee. The cash award of PhP150,000.00 in cheque shall be given to the awardees' legal heir/s or a representative designated by the family immediately after the ceremony or at another time and place as requested by the family.

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF UNDERSTANDING** made and entered into this 26th day of February 2020 in Quezon City, Metro Manila, Philippines by and between:

PHILIPPINE COUNCILORS' LEAGUE, a national organization of elective sanggunian members of municipalities, component cities, and highly-urbanized cities, created by and operating mainly under pertinent provisions of Republic Act No. 7160, with office address at 10th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Boulevard, Quezon City, represented herein by its Chairman, **DANILO DAYANGHIRANG**, and President, **JOSE NELSON SALA, SR.**, hereinafter referred to as "**PCL**";

- and -

NATIONAL COMMISSION FOR CULTURE AND THE ARTS, a government agency created by and operating mainly under Republic Act No. 7356, with office address at NCCA Building 633 General Luna Street, Intramuros, Manila, represented herein by its Chairman, **ARSENIO J. LIZASO**, hereinafter referred to as "**NCCA**";

WITNESSETH:

WHEREAS, towards the promotion of the general welfare, every local government unit is empowered to ensure and support, among other things, the preservation and enrichment of culture within their respective territorial jurisdictions;

WHEREAS, the sanggunian of each province, city, or municipality is specifically empowered to establish a council whose purpose is the promotion of culture and the arts, coordinate with government agencies and non-governmental organizations and, subject to the availability of funds, appropriate funds for the support and development of the same;

WHEREAS, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2017-133 to enjoin all provinces, cities, and municipalities to legislate for the establishment of their local culture and arts council (LCAC) or the strengthening of existing ones;

WHEREAS, per the same DILG issuance, the chairperson of the sanggunian committee on culture and the arts, or its equivalent, is expected to be a highly-significant, active member of the LCAC;

WHEREAS, the NCCA is mandated to facilitate the organization of these LCACs to ensure a broad, nationwide, people-based participation in the formulation of plans, the enforcement of culture-related laws and regulations, and the implementation of programs and projects;

WHEREAS, the presence of LCACs in provinces, cities, and municipalities is a requirement under the *DILG Seal of Good Local Governance* (SGLG) institutionalized by Republic Act No. 11292;

WHEREAS, the PCL can assist in the implementation of DILG Memorandum Circular No. 2017-133 since it covers a total of 1,634 municipalities, and component and highly-urbanized cities;

NOW, THEREFORE, the PCL and the NCCA hereby establish an institutional partnership to facilitate the establishment of the LCACs in LGUs, ensure their functionality, and monitor the same according to the following terms:

- I. To facilitate the establishment of an LCAC in every municipality, and component and highly-urbanized city:
 - A. The PCL shall:
 1. Ensure that the chairperson of the sangguniang panlungsod/bayan committee on culture and arts, or its equivalent, has delivered an ordinance creating or updating the LCAC of his/her city or city/municipality in accordance with DILG Memorandum Circular No. 2017-133;
 2. Collaborate with the NCCA for the efficient and effective delivery of appropriate technical assistance to any requesting LGU with regard to the crafting of the ordinance or resolution creating or updating its LCAC; and
 3. Actively contribute information to the national LCAC databank maintained by the NCCA;
 - B. The NCCA shall:
 1. Render technical assistance to any requesting LGU for the crafting of its ordinance or resolution creating or updating its LCAC; and
 2. Maintain a national LCAC databank.
- II. To ensure the functionality of the LCACs:
 - A. The PCL shall:
 1. Ensure that the chairperson of the sangguniang panlungsod/bayan committee on culture and arts, or its equivalent, collaborate with the LCAC focal person to ensure as well the timely completion of the LGU annual local cultural development plan (LCDP);
 2. Ensure that the chairperson of the sangguniang panlungsod/bayan committee on culture and arts, or its equivalent, together with the LCAC focal person, collaborate with the city/municipal development council, city/municipal planning and development office, and city/municipal budget office for the purpose of approving and allocating budget for programs/projects/activities (PPA) reflected in the annual LCDP, consistent with appropriate budgeting guidelines from the Department of Budget and Management; and
 3. Collaborate with the NCCA for the efficient and effective delivery of appropriate technical assistance to requesting LGUs with regard to local cultural development planning;
 - B. The NCCA shall:
 1. Render technical assistance to any requesting LGU for the conduct of local cultural development planning workshop; and
 2. Coordinate with the PCL and continue to collaborate with the DILG-Bureau of Local Government Development (BLGD) to gather and consolidate report on LGUs with:
 - a. Annual LCDP, and
 - b. Annual budget appropriation for culture-and-arts PPAs reflected in their annual LCDP.
- III. To monitor the LCACs,
 - A. The PCL shall:
 1. Ensure that the chairperson of the sangguniang panlungsod/bayan committee on culture and arts, or its equivalent, collaborate with the LCAC focal person for the timely submission of complete LCAC reports to the NCCA and/or DILG-BLGD; and
 2. Ensure that the chairperson of the sanggunian committee on culture and arts, or its equivalent, collaborate with the LCAC focal person to ascertain the presence of documentary proofs to claims under the SGLG indicators on Cultural Heritage Conservation.

IV. To ensure that the above Item Nos. I to III are fulfilled:

A. The PCL shall:

1. Issue appropriate memorandum circulars to all its constituent chapters to ensure compliance by the concerned city/municipal councilor heading the sangguniangpanlungsod/bayan committee on culture and arts or its equivalent;
2. Establish efficient communication links with the NCCA and designate an appropriate PCL secretariat to liaise with the NCCA;
3. Ensure the timely submission of reports requested by the NCCA; and
4. Whenever necessary, make available other possible institutional resources to ensure the development of culture and arts at the LGU level as spearheaded by the LCAC.

B. The NCCA shall:

1. Establish efficient communication links with the PCL and designate an appropriate NCCA secretariat to liaise with the PCL;
2. Coordinate with the PCL for purposes of gathering relevant reports; and
3. Whenever necessary, make available other possible institutional resources to ensure development of culture and arts at the LGU level as spearheaded by the LCAC.

This **MEMORANDUM OF UNDERSTANDING** shall take effect immediately upon signing by the PCL and NCCA and shall continue to be in force until revoked or superseded.

WHEREFORE, the PCL and NCCA have hereunto affixed their signature this 26th day of February 2020 in Quezon City, Metro Manila Philippines:

**For the
PHILIPPINE COUNCILORS
LEAGUE:**

DANILO C. DAYANGHIRANG, D.P.A
Chairman

JOSE NELSON Z. SALA, SR.
President

**For the
NATIONAL COMMISSION FOR
CULTURE AND THE ARTS:**

ARSENIO J. LIZASO
Chairman

Signed in the Presence of:

HELARIO T. CAMINERO, Ed.D.
Executive Director, PCL

AL RYAN S. ALEJANDRE, D.P.A.
Executive Director, NCCA

GUIDELINES FOR TRAVEL TAX EXEMPTION

I. RATIONALE

Pursuant to the Executive Order No. 283, s. 1987, authorized individuals by the President of the Republic of the Philippines, for reasons of national interest, are qualified to avail of travel tax exemption. As such, the National Commission for Culture and the Arts (NCCA) has been designated as the government agency responsible for the vetting and endorsement of requests for travel tax exemption from individuals and groups participating in international cultural festivals, competitions and conferences for the subsequent confirmation and approval of the Office of the President.

II. ELIGIBLE APPLICANTS

- A. Artists participating as performers in international competitions or festivals
- B. Experts participating as paper presenters in international conferences relevant to the arts and culture

III. SUBMISSION OF REQUESTS AND REQUIREMENTS

- A. The requesting party should submit their request to the NCCA **20 working days (Mondays to Thursdays only) prior to the estimated date of departure** to give ample time for the review and evaluation of documents.
- B. Only requests with complete attachments will be processed. The following are the required documents:
 - 1. Letter addressed to NCCA Chairman requesting for exemption from paying the travel tax, stating the reason why the individual/group should be exempted. Letter must be signed or approved by the head of the institution or organization which the requesting party is based;
 - 2. Background or Profile of the event (include history, participating countries, etc.);
 - 3. Formal invitation to participate in the event and program of activities;
 - 4. Profile of the artist/group or CV of expert, and repertoire for performing artists (include track record, list of achievements, awards, credits, press releases and reviews, video/recording links, etc);
 - 5. Delegation list together with their passport details;
 - 6. For school-based groups/organizations, certification of enrollment of student members, and certificate of employment for faculty members; and
 - 7. Other supporting documents (proof of organizational affiliation, etc).

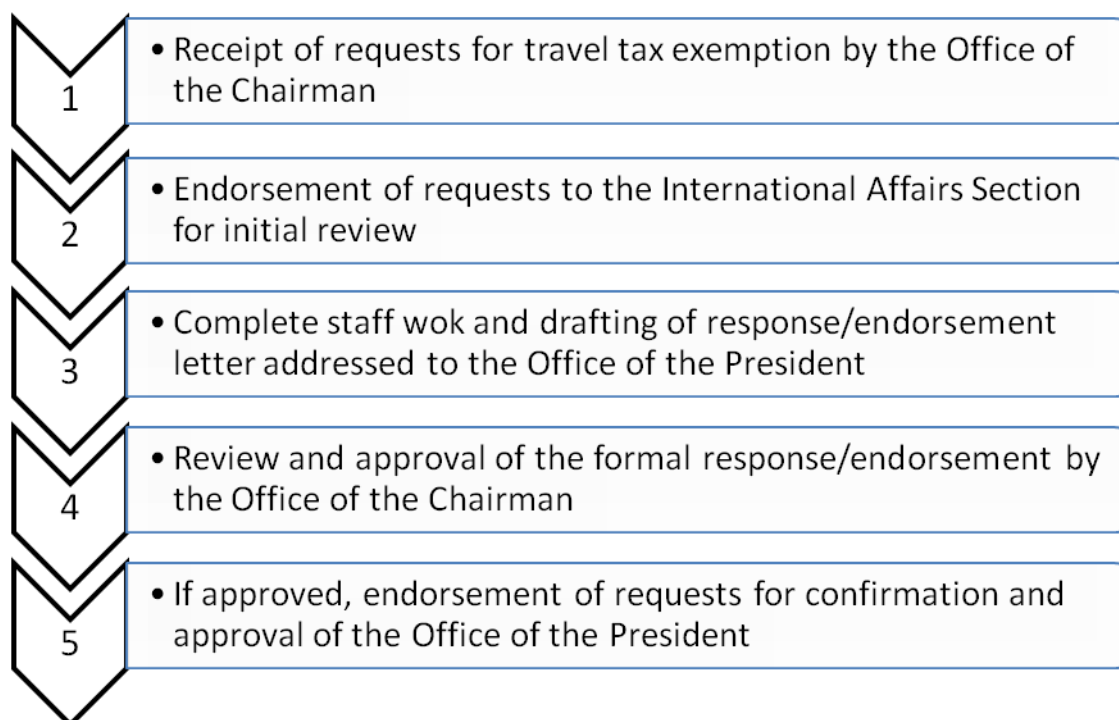
IV. LIMITATIONS

- 1. An Individual/ group may only avail the travel tax exemption once every calendar year.
- 2. Recipients of NCCA Travel Grants cannot avail of travel tax exemption.
- 3. For participants in festivals and competitions, only groups with at least municipal or city-level distinction and awards will be considered for endorsement.
- 4. Guardians, parents, accompanying school administrators/officials, alumni, chaperons, etc. are not qualified.
- 5. Competitions, festivals, or conferences requiring entrance or registration fees from participants will not be considered for endorsement.
- 6. In case the approval is issued after the date of travel/departure, recipients are only given notice by the NCCA of said approval, and the requesting parties are to facilitate the reimbursement of travel taxes directly with TIEZA.

V. REPORTING REQUIREMENT

All recipients of the travel tax exemption are required to submit a **travel report not later than 15 working days** after the completion of the travel. Beneficiaries who fail to submit activity/travel reports to the NCCA will no longer be eligible for endorsement for travel tax exemption.

VI. PROCESS FLOW



**GUIDELINES ON THE ISSUANCE OF TRAVEL AUTHORITY
FOR FOREIGN TRAVELS OF THE NCCA'S AFFILIATED CULTURAL AGENCIES**

I. RATIONALE

Per Executive Order No. 77 series of 2019 (E.O no. 77), the Chairman of the National Commission for Culture and the Arts (NCCA) is designated as the approving authority for overseas travel of its own personnel, including the officials and staff of its affiliated cultural agencies namely *National Archives of the Philippines, National Historical Commission of the Philippines, National Library of the Philippines, National Museum of the Philippines and the Komisyon sa Wikang Filipino (Commission on the Filipino Language)* with the exception of the *Cultural Center of the Philippines*.¹

As stipulated in the Section 21 of E.O no. 77,² stating the preparation and issuance of the internal guidelines, the Office of the Chairman of the NCCA shall only issue Travel Authority for the Heads of the NCCA's affiliated cultural agencies and delegates them to issue the travel authority for overseas travel of their respective personnel/staff for the exigency of service.

II. REQUEST SUBMISSION AND DOCUMENTED REQUIREMENTS

A.) The requesting party should submit their requests with supporting documents **10 working days prior the travel** to give ample time for complete staff work.

B.) The following are the required documents for the Travel Authority requests:

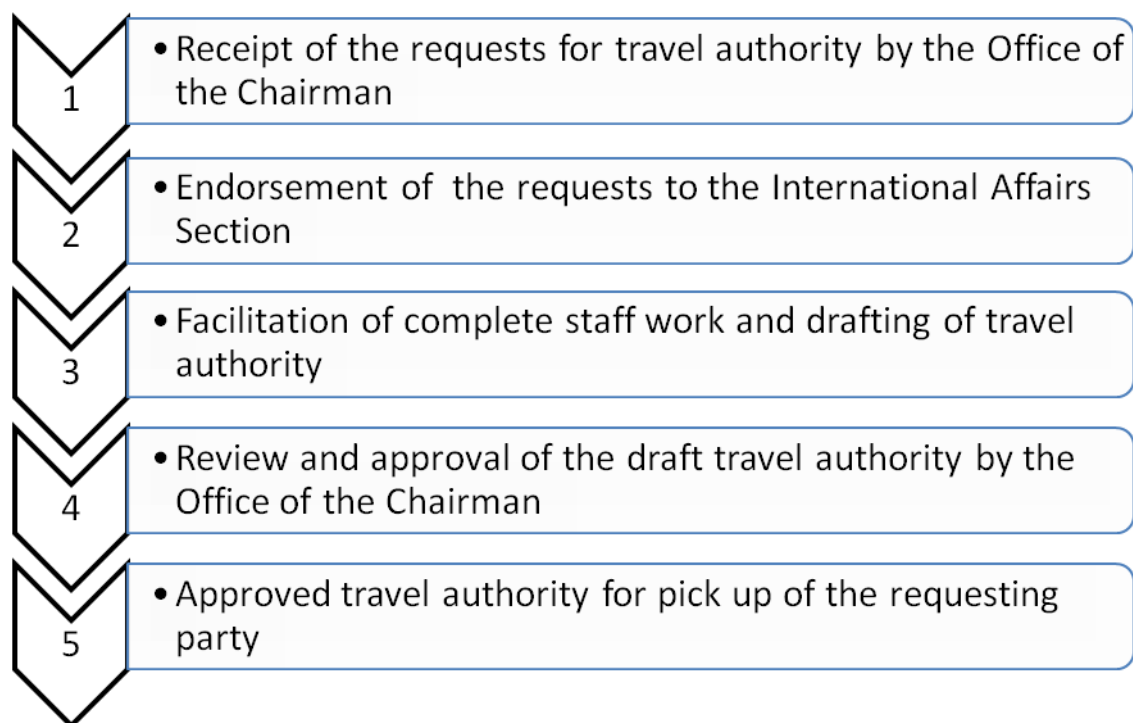
- 1) Letter of request addressed to the Chairman of NCCA indicating the full details of the official travel. This includes the following:
 - a) Information on the event/conference and its purpose;
 - b) the official duties to be done;
 - c) the duration of the travel (*travel time included*); and
 - d) the expenses to be shouldered by the inviting party vis-a-vis costs to be borne by the Philippine Government/requesting agency.
- 2) Formal invitation from the organizers/host (*if the organizers/hosts will cover the expenses, the invitation should indicate as such*)
- 3) Program of activities of the event
- 4) Itinerary of travel/Flight Itinerary
- 5) Administrative arrangements
- 6) Certificate of funds availability (*if all expenses shall be covered by the organizers/host, indicate in the certificate the pre-departure expense and incidentals only*)

C.) Only requests with complete attachments will be processed.

III.SUBMISSION AND CONSOLIDATION OF TRAVEL AUTHORITY AND TRAVEL REPORT

- A.) The government personnel on official travel shall submit a ***travel report not later than 15 working days*** after the completion of the official mission/travel as stipulated in the E.O no. 77.³
- B.) The relevant personnel from the affiliated cultural agencies shall submit a copy of the travel authority and travel report with the required documents to the NCCA ***not later than 15 working days after the completion of the official mission/travel***. Overseas travel authorities and reports are consolidated in quarterly reports for submission to the Office of the President.

IV.PROCESS FLOW



ANNEX E

DELEGATION OF AUTHORITIES FOR THE METROPOLITAN THEATER PROJECT (ANNEX A of Board Res. No. 2020-309) PROJECT IMPLEMENTATION MATTERS

	Recommending Authority	Approving Authority
Scope of Work	Executive Director	Board of Commissioners Through: Chairman
Space Utilization Plan	Executive Director	Board of Commissioners Through: Chairman
Extension of Contract Time; Suspension Orders (up to 60 days)	Supervising Officer for Administration and TWG Chair (NHCP)	Executive Director (for board notation)
Extension of Contract Time; Suspension Orders (61 days)	Executive Director	Board of Commissioners Through: Chairman
Change Order / Variation Order (up to PhP 5 million)	Supervising Officer for Administration; TWG Chair (NHCP)	Chairman (for board notation) Through: Executive Director
Change Order / Variation Order (PhP 5 million)	Executive Director	Board of Commissioners Through: Chairman
Lifting of Suspension	Supervising Officer for Administration and TWG Chair (NHCP)	Chairman (for board notation)
Termination of Contracts	Supervising Officer for Administration	Chairman
Project Accomplishment Reports	Supervising Officer for Administration; TWG Chair (NHCP)	Chairman
Program of Work	Supervising Officer for Administration; TWG Chair (NHCP)	Chairman
Plans / Designs	Supervising Officer for Administration; TWG Chair (NHCP)	Executive Director (for board approval)
Approval of Sub-contracting	Supervising Officer for Administration; TWG Chair (NHCP)	Executive Director

ADMINISTRATIVE MATTERS

	Recommending Authority	Approving Authority
Inspection and Acceptance Report	Inspectorate Team and/or Duly Designated Official	Executive Director
Certificate of Acceptance	Supervising Officer for Administration; TWG Chair (NHCP)	Executive Director
Certificate of Completion	Supervising Officer for Administration; TWG Chair (NHCP)	Executive Director
Certificate of Final Acceptance	Supervising Officer for Administration; TWG Chair (NHCP)	Executive Director
Purchase Requests (PhP 5 million or less)	Supervising Officer for Administration	Executive Director
Purchase Requests (PhP 5 million)	Executive Director	Board of Commissioners Through: Chairman
Notices of Meeting	Supervising Officer for Administration	Executive Director
Minutes of the Meeting	Supervising Officer for Administration	Executive Director
Action Memoranda	Supervising Officer for Administration	Executive Director
RIS Forms		Supervising Officer for Administration
Board Communications	Supervising Officer for Administration	Executive Director
Simple Intra-Office Communication	Supervising Officer for Administration	Executive Director
Communications outside NCCA	Executive Director	Chairman
Head of the Procuring Entity (HOPE)	Bid and Awards Committee	Executive Director

FINANCIAL MATTERS

	Recommending Authority	Approving Authority
Certification of Acceptance of Output	Supervising Officer for Administration; TWG Chair (NHCP)	Executive Director
Certification of Expenses	Supervising Officer for Administration; TWG Chair (NHCP)	Executive Director
Cash Advances	Supervising Officer for Administration; TWG Chair (NHCP)	Executive Director
Obligation Request and Status	Supervising Officer for Administration (Requesting Officer)(Box A)	NEFCA Budget Officer/AO IV (Box B)(Certification as to Allotment Availability and Obligation)
Disbursement Voucher (no amount limitation)	Supervising Officer for Administration (Box A) NEFCA Chief (Box C)	Deputy Executive Director (Box D)
LDDAP/ADA	NEFCA Chief (Certified Correct)	Deputy Executive Director (Assumption of Full Responsibility)
Checks	NEFCA Chief	Deputy Executive Director
Revision of Line-Item Budget (LIB)	Supervising Officer for Administration	Chairman

HUMAN RESOURCE / PERSONNEL MATTERS

	Recommending Authority	Approving Authority
Contracts of Service / Letters of Agreement	Supervising Officer for Administration	Executive Director
Daily Time Record	Supervising Officer for Administration	Executive Director
Outside Business Slip and Leave Forms	Supervising Officer for Administration	Executive Director
Authority to Render Overtime Services	Supervising Officer for Administration	Executive Director
Certificate of Services Rendered	Supervising Officer for Administration; TWG Chair (when applicable)	Executive Director
Termination and/or Acceptance of Resignation; Clearance of Personnel	Supervising Officer for Administration; TWG Chair (when applicable)	Executive Director
Accomplishment Reports of MET Staff	Supervising Officer for Administration	Executive Director