

## **Annex B: Membership Guidelines, Composition and Election Rules / Procedures**

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### **The 4 Subcommissions and the 19 National Committees**

- I. SUBCOMMISSION ON THE ARTS (SCA)**
  1. National Committee on Architecture and Allied Arts
  2. National Committee on Cinema
  3. National Committee on Dance
  4. National Committee on Dramatic Arts
  5. National Committee on Literary Arts
  6. National Committee on Music
  7. National Committee on Visual Arts
  
- II. SUBCOMMISSION ON CULTURAL COMMUNITIES AND TRADITIONAL ARTS (SCCTA)**
  8. National Committee on Central Cultural Communities
  9. National Committee on Northern Cultural Communities
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- III. SUBCOMMISSION ON CULTURAL DISSEMINATION (SCD)**
  11. National Committee on Communication
  12. National Committee on Cultural Education
  13. Pambansang Komite sa Wika at Salin / *National Committee on Language and Translation*
  
- IV. SUBCOMMISSION ON CULTURAL HERITAGE (SCH)**
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  15. National Committee on Art Galleries
  16. National Committee on Historical Research
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  18. National Committee on Monuments and Sites
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## SUBCOMMISSION ON THE ARTS (SCA)

### NATIONAL COMMITTEE ON ARCHITECTURE AND ALLIED ARTS (NCAAA) MEMBERSHIP GUIDELINES AND ELECTION RULES (2023-2025)

Resolution No. 2022-272 / 17 February 2022

Rescinding Board Res. No. 2016-376 /31 August 2016

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#### MEMBERSHIP

Membership to the National Committee on Architecture and its Allied Arts (NCAAA) is *institutional* and *individual* in nature. The Executive Council (ExeCon) Members of the Committee shall consist of thirteen (13) members representing six (6) institutions and seven (7) elected members to represent the regions.

The following are the **six (6) institutional members**:

1. United Architects of the Philippines (UAP) – Integrated and Accredited Professional Organization of Architects (IAPOA)
2. Philippine Association of Landscape Architects (PALA)\*
3. Philippine Institute of Interior Design (PIID)
4. Philippine Institute of Environmental Planners (PIEP)
5. Council of Interior Designers Educators
6. Council of Deans and Heads of Architectural Schools in the Philippines (CODHASP)

Designated institutional representative should be endorsed by the Head or governing board of the institution or organization, and should be in good standing with updated professional license.

\*Following the provisions in the NCCA Implementing Rules and Regulations, particularly Rule X, that no person may be a member of more than one National Committee, therefore, PALA should have separate officially designated institutional representatives in both the *NCCA National Committees on Architecture and Allied Arts under the Subcommission on the Arts*, and, *Monuments and Sites under the Subcommission on Cultural Heritage*.

Seven **(7) individual members** shall be elected to complete the set of the Executive Council Members to represent the following:

1. One (1) Northern Luzon
2. One (1) Central Luzon
3. One (1) Southern Luzon
4. Two (2) Visayas Area (Central/Eastern and Western Visayas)
5. Two (2) Mindanao Area (Eastern and Western Mindanao)

Regional representatives must be a *bona fide* resident of the region represented.

#### General Qualification of Members:

1. Must be Filipino citizens residing in the country
2. Updated Professional License
3. Organization members in good standing
4. Must be willing and able to support and assess policies, programs, projects and general goals of the NCAAA

5. Must be willing to devote sufficient time and effort to do volunteer work in the NCCA, and the sector within NCAAA
6. Must be physically and mentally fit to undertake the work as a Committee / Executive Council Member
7. Must not have been convicted with final judgment of a crime involving moral turpitude

All the ExeCon members shall hold office for a term of three (3) years and shall not serve for more than two (2) consecutive terms.

All representatives to the ExeCon must be officially confirmed in writing by the NCCA.

#### **Duties of the Executive Council (ExeCon):**

The ExeCon shall be the working group constituted to conduct the business of each National Committee (NC). The members shall have the following functions:

1. Formulate the rules and regulations affecting the policy of formulation, composition, operations and dissolution of National Committees, subject to the approval of the Commission.
2. Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission; advise the Commission on policy matters including, but not limited to, the use of grant funds, and on other related matters, such as pending bills in Congress on culture and the arts; and initiate an/or propose bills relating to culture and the arts and advocate and/or lobby for the passage thereof.
3. Draw up annual, medium, and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs/projects/activities.
4. Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.

#### **Officers of the ExeCon:**

##### **Head**

- Leads and directs the NCAAA towards the fulfillment of its mission and goal; and ensure that the programs, projects, and other official activities of the Committee are carried out efficiently and effectively
- Presides over regular meetings, over-all in-charge of operations, and represents the NCAAA in the meetings of the Subcommittee on the Arts (SCA), the National Advisory Board (NAB) and other NCCA functions.

##### **Vice-Head**

- Assists the Head and takes over in his/her absence

##### **Secretary**

- Takes the minutes of the Committee meetings, handles all correspondence/communications, records, publicity and reports on matters concerning the Committee

##### **Assistant Secretary**

- Assists the Secretary in handling relevant matters pertaining to the Committee

##### **Membership Application:**

1. The Heads of the six (6) institutions shall be requested in writing to designate their official representative to the Executive Council (ExeCon) of the National Committee on Architecture and Allied Arts (NCAAA). The letter shall contain a reply form to be filled out by the Head of the institution indicating the name and contact information of the designated representative.
2. The NCCA Secretariat shall notify, in writing, the parties endorsed by heads of their respective institutions. The designated representative shall then be required to give their confirmation by submitting the following requirements to be returned at the deadline set:
  - Duly-accomplished membership application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
  - Curriculum vitae with recent 2x2 picture of the official representative
3. In the event that the designated representative declines the appointment, the NCCA Secretariat shall again request the Head for another representative. There shall be no alternate members.
4. Invitation for application of general membership / regional representative shall be done via tri-media campaign (major dailies, TV, and radio).
5. Application should be submitted to the NCCA at the deadline set. The following requirements should be submitted to the NCCA:
  - Duly-accomplished membership application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
  - Two (2) Endorsement Letters from recognized theater /cultural organization
  - Curriculum vitae with recent 2x2 picture of the official representative

Please ensure that your submission is complete. Incomplete requirements shall not be accepted /processed.

6. Application/confirmation forms shall be subject to a thorough screening. Only the forms received on or before the designated deadline shall be accommodated.
7. NCCA shall evaluate and approve the qualified regional representatives to be a member of the national committee, who shall comprise the prospective list of nominees and voters for the election of regional representatives.
8. The NCCA Secretariat shall notify, in writing, the parties approved for membership. The approved members of the National Committee together with the Institutional Representatives shall then be invited and will be required to give their confirmation for attendance to the election of the regional representatives.
9. To constitute an election, there should be at least twelve (12) confirmations/attendees. Failure to reach the minimum number of attendees necessitates a declaration for a failure of election. Should there be a failure of election, the NCCA reserves the right to formally install into office individuals who are deemed highly qualified to serve the committee's best interest.

**Election Proper:**

1. The NCCA Secretariat shall serve as the Election Committee (ELECOM). An election without the NCCA secretariat shall be considered null and void.
2. The NCCA shall provide the official list of members/nominees for each region.
3. The members of the general assembly (GA) shall nominate and elect the candidates to represent the identified region.
4. Official participants/members will be entitled to only one vote. A person who is not in the said list is not eligible to vote. Proxies shall not be allowed.
5. Secret-balloting shall be the process for the election.
6. Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared members of the ExeCon. There shall be no alternate members.
7. The ELECOM shall formally announce the composition of the new Executive Council.
8. The officers, namely, the Head, Vice-Head, Secretary and Assistant Secretary, shall be elected from among the ExeCon Members.

## SUBCOMMISSION ON THE ARTS (SCA)

**NATIONAL COMMITTEE ON CINEMA (NCCinema)  
MEMBERSHIP GUIDELINES AND ELECTION RULES (2023-2025)  
Resolution No. 2022-273 / 17 February 2022  
Rescinding Board Res. No. 2019-329 /18 June 2019**

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### MEMBERSHIP

Membership to the National Committee on Cinema (NCCinema) is *sectoral* in nature. It shall be composed of distinguished sectoral representatives from the Filipino cinema community specifically in the areas of mainstream filmmaking, independent cinema, film education, film restoration and archiving, film journalism (quad-media) / criticism, Film Exhibition / Distribution / Theater Owners Sectors, Animation, Indigenous People and Regional Film Festivals. The cinematic media considered by the Committee are film, video and digital works.

The National Committee Members on Cinema shall come from organizations with the following qualifications:

1. established and fully-functioning cinema organization;
2. at least one year in operation;
3. have a good track record;
4. have members who are professional film practitioners; and,
5. educational institutions with film course/programs.

### Composition of the Executive Council (ExeCon) Members:

The **ExeCon** shall consist of thirteen (13) members and shall be composed as follows:

- One (1) institutional representative from the Society of Filipino Archivists for Film (SOFIA)\*;
- One (1) representative from the Mainstream Sector;
- Two (2) representatives from the Education Sector;
- One (1) representative from the Independent Cinema Sector;
- One (1) representative from Film Journalism (quad-media) / Criticism Sector;
- Two (2) representatives from Film and Digital Exhibition/Distribution Sector;
- One (1) representative from the Animation Sector;
- One (1) representative from the Indigenous Peoples;
- Three (3) regional representatives (Luzon, Visayas, Mindanao)

\*Following the provisions in the NCCA Implementing Rules and Regulations, particularly Rule X, that no person may be a member of more than one National Committee, therefore, SOFIA should have separate officially designated institutional representatives in both the *NCCA National Committees on Cinema under the Subcommission on the Arts*, and, *Archives under the Subcommission on Cultural Heritage*.

## **General Qualifications:**

The ExeCon Members shall have the following qualifications:

- Must be Filipino citizen, residing in the country, with a good standing in his/her community and with the NCCA;
- Must be a certified member of an established cinema institution/organization or for region-based members:
  - 1) his/her practice and residence must be primarily based in the region; and,
  - 2) he/she must have achieved credibility and track record in the development of Philippine cinema in general, or within the context of a particular community/locality/region;
- Must be an active cultural professional/practitioner in his/her own field of specialization;
- Must have achieved credibility and considerable experience /track record in the development of Philippine arts and culture, specifically in the field of cinema;
- Must be willing and able to support and assess policies, programs, projects, and general goals of the NCCinema;
- Must be willing to devote sufficient time and effort to do volunteer work in the NCCA and the cinema sector;
- Must be physically and mentally fit to undertake the work as a Committee/Executive Council member; and,
- Must not have been convicted with final judgment of a crime involving moral turpitude.

All the ExeCon members shall hold office for a term of three (3) years, and is eligible for election to a 2<sup>nd</sup> term, but shall not serve for more than two (2) consecutive terms. Any ExeCon member who had served the committee for two consecutive terms may vote but will no longer be eligible to be nominated to be a member of the Executive Council. However, incumbent Committee Members who have served for two consecutive terms that has a new designated representative in the organization he/she represents will no longer be entitled to vote.

## **Specific Qualifications:**

### ***Regional Representatives:***

1. Festival Director (or equivalent) of a duly recognized NCCA-funded or NCCA-supported film festival in good standing with no outstanding liens or sanctions from the NCCA
2. A festival may only be represented by one (1) official festival director; likewise, an individual may only represent one (1) film festival

### ***Academe Representatives:***

1. A person currently employed of good standing in a tertiary educational institution, as part of the institution's Film or Communication Programs, teaching specific courses in Film, Film Production, and/or Film Studies

2. The applicant should secure an endorsement from the head/supervisor/dean of the department, college and/or institution.

***Indigenous Peoples Representative:***

1. A recognized and accepted member of a Philippine indigenous group as defined by the NCIP
2. A practicing filmmaker, programmer, film educator, and/or festival organizer
3. Must submit, together with the application, a written endorsement by either of the following: a recognized Elder, Indigenous Peoples' Organization/ NCIP, or Tribal Council of the representative's particular indigenous group
4. Must be affiliated with an institutional or recognized cultural communities and traditional arts agency or civil society organization or indigenous peoples' organization

***Animation Representative:***

1. A member or duly designated representative of an animation production studio, collective, and/or educational institution
2. Must be engaged in any form of animation production including, but not limited to: traditional cell, 2D/ 3D computer animation, game design

***Digital Media and Distribution***

1. A member or duly designated representative of an organization or entity engaged in the development and distribution of cinematic content for non-theatrical venues and delivery modalities this includes but is not limited to: Video on Demand (VOD) and online distribution platforms, educational technologies, applications, and the like

All ExeCon members must be officially confirmed in writing by the NCCA.

**Duties of the Executive Council (ExeCon):**

The ExeCon shall be the working group constituted to conduct the business of each National Committee (NC). The members shall have the following functions:

Formulate the rules and regulations affecting the policy of formulation, composition, operations and dissolution of National Committees, subject to the approval of the Commission.

Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission; advise the Commission on policy matters including, but not limited to, the use of grant funds, and on other related matters, such as pending bills in Congress on culture and the arts; and initiate an/or propose bills relating to culture and the arts and advocate and/or lobby for the passage thereof.

Draw up annual, medium, and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs / projects / activities.

Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.



## Officers of the ExeCon:

### Head

- Leads and directs the NCCinema towards the fulfillment of its mission and goal; and ensure that the programs, projects, and other official activities of the Committee are carried out efficiently and effectively.
- Presides over regular meetings, over-all in-charge of operations, and represents the NCCinema in the meetings of the Subcommittee on the Arts (SCA), the National Advisory Board (NAB) and other NCCA functions.

### Vice-Head

- Assists the Head and takes over in his/her absence

### Secretary

- Takes the minutes of the Committee meetings, handles all correspondences / communications, records, publicity and reports on matters concerning the Committee

### Assistant Secretary

- Assists the Secretary in handling relevant matters pertaining to the Committee

## Membership Application:

- The NCCA will officially write SOFIA to designate the official representative of the institution to the committee.
- The official representative will be considered as the official of the Executive Council of the NCCA National Committee on Cinema representing the Film Archives Sector.
- For the Mainstream Sector, the NCCA will officially request the Film Academy of the Philippines to designate 1 official representative per guild to be part of the election.
- The NCCA will open the application of membership to the National Committee on Cinema thru quad-media to interested individuals for the following sectors:
  - Independent Cinema
  - Education
  - Film Journalism (quad-media) / Criticism
  - Film and Digital Media Exhibition / Distribution Sector
  - Animation
  - Indigenous Peoples Representative
  - Luzon Representative
  - Visayas Representative
  - Mindanao Representative
- Interested Applicants should submit:
  - a) duly-accomplished membership application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
  - b) Curriculum vitae with recent 2x2 picture
  - c) Endorsement from the head of the institution of the sector he/she is representing

- Application form and requirement should be submitted to the NCCA on the deadline set by the NCCA.
- The NCCA Cinema Executive Council will evaluate and approve the qualified applicants to be a member of the National Cinema Committee who will be part of the election.
- The NCCA Secretariat shall notify the approved members of the National Committee on Cinema and will be invited in the national election on the date set by the NCCA.

#### **Election Proper:**

- The NCCA Secretariat shall serve as the Election Committee (ELECOM) for the election of the ExeCon. An election without the NCCA secretariat shall be considered null and void. The NCCA shall provide the official list of participants of the election.
- Only the official participants present during the assembly can nominate and be nominated to be an Executive Council member.
  - Institutional Representative from the Film Archives sector shall be officially elected/designated by SOFIA (1)
- Election will be conducted per Sector for the following:
  - Mainstream (1)
  - Independent Cinema (1)
  - Education (2)
  - Film Journalism (quad-media) / Criticism (1)
  - Film and Digital Exhibition / Distribution Sector (2)
  - Animation (1)
  - Indigenous Peoples Representative (1)
  - Luzon Representative (1)
  - Visayas Representative (1)
  - Mindanao Representative (1)
- The process for nomination shall be by open nomination
- Nominees shall be given three (3) minutes to introduce themselves and their cultural engagements
- Official participants / members will be entitled to only one vote. Proxies shall not be allowed.
- Secret-balloting shall be the process for the election
- Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared the members of the Executive Council (ExeCon) Members. There shall be no alternate members.
- The ELECOM shall formally announce the composition of the newly elected Executive Council (ExeCon) Members.
- The newly elected ExeCon members shall elect the officers, Head, Vice-Head, Secretary and Assistant Secretary of the committee.

- In case there will be a vacant position in the ExeCon, the newly elected officials can co-opt a qualified General Member present during the election.

## SUBCOMMISSION ON THE ARTS (SCA)

### NATIONAL COMMITTEE ON DANCE (NCDance)

#### MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

Resolution No. 2019-308 / 21 March 2019

Rescinding Board Res. No. 2016-364 / July 28, 2016

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#### MEMBERSHIP

Membership to the National Committee on Dance (NCDance) is *individual* in nature. It shall be composed of individuals who excel as Filipino dance teachers/educators, choreographers, dance practitioners/artists (professional or semi-professional), and dance directors representing the folk dance, ballet, contemporary/modern dance, hip-hop, ballroom, jazz and commercial dance sectors.

#### General Qualifications of National Committee Members:

1. Be a Filipino citizen of legal age and good standing in the community;
2. Has substantial interest, experience and or service in the sector;
3. Has achieved a high level of expertise relative to the concerned Committee;
4. Has a broad grasp of the Philippine arts and culture in general, and of his/her specific sector in particular;
5. Has a capacity to represent the NCCA or the sector in various types of gatherings or meetings relative to the position;
6. Possess potential in establishing networks for the NCCA;
7. Be willing to devote sufficient time and effort to the work of the Committee
8. Must be a certified member and/or endorsed by an established dance institution/organization;
9. Must be an active cultural professional/practitioner in his/her own field of specialization;
10. Must be willing and able to support and assess policies, programs, projects, and general goals of the NCDance;
11. Must be a Bachelor Degree Holder.

#### Composition of the Executive Council (ExeCon) Members:

The ExeCon of the Committee shall consist of thirteen (13) members to be composed of the following:

1. Three (3) representatives from any sector representing Luzon;
2. Three (3) representatives from any sector representing Visayas;
3. Three (3) representatives from any sector representing Mindanao; and,
4. Four (4) representatives from any sector representing the National Capital Region.

All the ExeCon members shall hold office for a term of three (3) years and shall not serve for more than two (2) consecutive terms. Incumbent ExeCon Members are entitled to nominate, be nominated and vote. However, ExeCon members who have served the committee for two consecutive terms may vote but will no longer be eligible to be nominated to be a member of the Executive Council (ExeCon).

All representatives to the ExeCon must be officially confirmed in writing by the NCCA.

#### Duties of the Executive Council (ExeCon):

The ExeCon shall be the working group constituted to conduct the business of each National Committee (NC). The members shall have the following functions:

1. Formulate the rules and regulations affecting the policy of formulation, composition, operations and dissolution of National Committees, subject to the approval of the Commission.
2. Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission; advise the Commission on policy matters including, but not limited to, the use of grant funds, and on other related matters, such as pending bills in Congress on culture and the arts; and initiate an/or propose bills relating to culture and the arts and advocate and/or lobby for the passage thereof.
3. Draw up annual, medium, and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs/projects/activities and;
4. Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.

#### **Officers of the ExeCon:**

##### **Head**

- Leads and directs the NCDance towards the fulfillment of its mission and goal; and ensure that the programs, projects, and other official activities of the Committee are carried out efficiently and effectively
- Presides over regular meetings, over-all in-charge of operations, and represents the NCDance in the meetings of the SubCommission on the Arts (SCA), the National Advisory Board (NAB) and other NCCA functions.

##### **Vice-Head**

- Assists the Head and takes over in his/her absence

##### **Secretary**

- Takes the minutes of the Committee meetings, handles all correspondence/communications, records, publicity and reports on matters concerning the Committee

##### **Assistant Secretary**

- Assists the Secretary in handling relevant matters pertaining to the Committee

#### **Membership Application:**

1. Invitation for application of general membership shall be done via tri-media campaign (major dailies, TV, and radio).
2. Application should be submitted to the NCCA at the deadline set. The following requirements should be submitted to the NCCA:
  - Duly-accomplished membership application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
  - Two (2) Endorsement letters from recognized dance/cultural organizations
  - Curriculum vitae with recent 2x2 picture
3. Application forms shall be subject to a thorough screening. Only the forms received on or before the designated deadline shall be accommodated.
4. NCCA shall evaluate and approve the qualified members, who shall comprise the prospective list of nominees and voters.

5. The NCCA Secretariat shall notify, in writing, the parties approved for membership. The selected members shall then be invited and will be required to give their confirmation for attendance to one national election of the ExeCon.
6. Only those who confirmed will be included in the final list of NCDance members.

**Election Process:**

1. The election of the National Committee on Dance is conducted in a General Assembly being participated in by the approved national committee membership.
2. The NCCA ELECOM shall provide the official list of members/nominees for each island group.
3. The members of the NCCA National Dance Committee shall nominate candidates in attendance to represent NCR, Luzon, Visayas and Mindanao.
4. The general assembly shall vote the 4 (four) representatives for NCR, 3 (three) for Luzon, 3 (three) for Visayas and 3 (three) for Mindanao.
5. Official participants/members present will be entitled to only one vote. A person who is not in the said list is not eligible to vote. Proxies shall not be allowed.
6. The NCCA Secretariat shall serve as the Election Committee (ELECOM). An election without the NCCA secretariat shall be considered null and void.
7. Secret-balloting shall be the process for the election.
8. Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared members of the ExeCon.
9. In case of tie, the General Assembly will cast their vote again. There shall be no alternate members.
10. In case that the qualified nominees in the island group does not exceed the minimum required number of participants three (3) for Luzon, three (3) for Visayas, three (3) for Mindanao and four (4) for NCR) the General Assembly should still elect the nominees in attendance to signify vote of confidence. The qualified nominees should garner at least 30% of vote of the attendees of NCCA National Committee General Assembly. Failure to meet the required number of votes will consider the position vacant.
11. The ELECOM shall formally announce the composition of the new Executive Council.
12. The officers, namely the: Head, Vice-Head, Secretary and Assistant Secretary shall be elected by the newly elected members of the Executive Council.

## SUBCOMMISSION ON THE ARTS (SCA)

### NATIONAL COMMITTEE ON DRAMATIC ARTS (NCDA) MEMBERSHIP GUIDELINES AND ELECTION RULES (2023-2025)

Resolution No. 2022-274 / 17 February 2022

Rescinding Board Res. No. 2019-307 / 21 March 2019

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#### MEMBERSHIP

The National Committee on Dramatic Arts (NCDA) primarily services the theater networks of the country. It shall forge partnership with all theater organizations in the Philippines that are willing to participate in the activities of the NCDA within the mandate of the NCCA.

Membership to the NCDA is organizational in nature. The organizations should be an established and recognized theater organizations, in existence / active for three (3) years. Organizations who wish to be part of the National Committee will be required to submit accomplishment report for the past three years duly sworn and notarized. For Theater organizations in existence for three (3) years and had been part of NCCA projects and has been an NCCA grantee with good track record will not be required to submit accomplishment report.

#### Qualifications of Theater Organizations:

1. Organizations should be established, fully-functioning theater arts organizations;
2. Organizations should have a good track record;
3. Organizations must have members who are theater artists.

Qualified Theater Art Organizations will be required to designate one (1) official representative to the NCCA Committee on Dramatic Arts election who will be entitled to nominate, be nominated and vote. The official designated representative of the organization duly approved by the Committee will be included in the final list of the National Committee. Only the approved designated representative will be entitled to participate in the election.

#### General Qualifications of Designated Representative:

1. Must be a Filipino citizen, at least 25 years old, residing in the country, with a good standing in his/her community and with NCCA
2. Filipino theater / creative practitioners (designers, technical directors, playwrights, directors, actors, theater artists), who are recommended by a recognized organization or theater institution / group.
3. Must be an active cultural professional / practitioner in his/her own field of specialization in the region or sub-region he/she is representing
4. Must have sufficient understanding of the network, at least sub-regional and must have the capacity to represent his respective region/sub-region
5. Must have achieved credibility and considerable experience/track record in the development of Philippine arts and culture, specifically in the field of dramatic arts
6. Preferably, must have been involved in an NCCA-supported project/activity
7. Must be willing and able to support and assess policies, programs, projects, and general goals of the NCDA
8. Must be willing to devote sufficient time and effort to do volunteer work in the NCCA and the dramatic arts sector

9. Must be physically and mentally fit to undertake the work as a Committee/Executive Council member
10. Must not have been convicted with final judgement of a crime involving moral turpitude

#### **Composition of the Executive Council (ExeCon) Members:**

The ExeCon of the Committee shall consist of thirteen (13) members composed of the following:

1. **Three (3)** representatives from Luzon; Northern (Region 1, 2 & CAR), Central (Region 3 and 4AB) and Southern (Region 5, Bikol)
2. **Three (3)** representatives from Visayas; (Eastern, Central and Western)
3. **Three (3)** representatives from Mindanao; (North-Eastern, North-Western, South-Central)
4. **Three (3)** representatives from the National Capital Region: (North, East, South-West)
5. **One (1)** Co-opted member

All the ExeCon Members shall hold office for a term of three (3) years and shall not serve for more than two (2) consecutive terms. Incumbent ExeCon members are who are still qualified to run for a position is entitled to nominate, be nominated and vote. Incumbent ExeCon members who have served for two consecutive terms and are therefore not qualified to run for a position are entitled to attend and witness the elections, but may not nominate, be nominated, or vote. Instead, newly designated representatives of organizations represented by the outgoing incumbents shall have the right to nominate, be nominated, and vote.

All representatives to the ExeCon must be officially confirmed in writing by the NCCA.

#### **Duties of the Executive Council (ExeCon):**

The ExeCon shall be the working group constituted to conduct the business of each National Committee (NC). The members shall have the following functions:

1. Formulate the rules and regulations affecting the policy of formulation, composition, operations and dissolution of National Committees, subject to the approval of the Commission.
2. Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission; advise the Commission on policy matters including, but not limited to, the use of grant funds, and on other related matters, such as pending bills in Congress on culture and the arts; and initiate an/or propose bills relating to culture and the arts and advocate and/or lobby for the passage thereof.
3. Draw up annual, medium, and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs/projects/activities.
4. Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.

#### **Officers of the ExeCon:**

##### **Head**

- Leads and directs the NCCA towards the fulfillment of its mission and goal; and ensure that the programs, projects, and other official activities of the Committee are carried out efficiently and effectively



- Presides over regular meetings, over-all in-charge of operations, and represents the NCDA in the meetings of the SubCommission on the Arts (SCA), the National Advisory Board (NAB) and other NCCA functions.

#### **Vice-Head**

- Assists the Head and takes over in his/her absence

#### **Secretary**

- Takes the minutes of the Committee meetings, handles all correspondence/ communications, records, publicity and reports on matters concerning the Committee

#### **Assistant Secretary**

- Assists the Secretary in handling relevant matters pertaining to the Committee

#### **Election Process:**

1. Invitation for application of general membership shall be done via tri-media campaign (major dailies, TV, and radio).
2. Application should be submitted to the NCCA at the deadline set. The following requirements should be submitted to the NCCA:
  - Application letter of the theater organization
  - Duly notarized record of accomplishments of the theater organization
  - Official letter of designation of representative from recognized theater organization
  - Duly-accomplished membership application form of the official representative (download from [www.ncca.gov.ph](http://www.ncca.gov.ph))
  - Curriculum vitae with recent 2x2 picture of the official representative

**Please ensure that your submission is complete. Incomplete requirements shall not be accepted /processed.**

3. Application/confirmation forms shall be subject to a thorough screening. Only the forms received on or before the designated deadline shall be accommodated.
4. NCCA shall evaluate and approve the qualified members, who shall comprise the prospective list of nominees and voters.
5. The NCCA Secretariat shall notify, in writing, the parties approved for membership. The selected members shall then be invited and will be required to give their confirmation for attendance to one national election of the ExeCon.
6. To constitute an election, there should be at least three (3) confirmations/attendees from each region. Failure to reach the minimum number of attendees (per region) necessitates a declaration for a failure of election within the respective region/s. Should there be a failure of election, the NCCA reserves the right to formally install into office individuals who are deemed highly qualified to serve the committee's best interest.
7. Election Proper
  - The NCCA Secretariat shall serve as the Election Committee (ELECTOM). An election without the NCCA secretariat shall be considered null and void.

- The NCCA shall provide the official list of members/nominees for each region.
- The members of the general assembly (GA) per region (Luzon, Visayas, Mindanao and NCR) shall nominate and elect the regional representatives.
- Official participants/members will be entitled to only one vote. A person who is not in the said list is not eligible to vote. Proxies shall not be allowed.
- Secret-balloting shall be the process for the election. Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared members of the ExeCon. There shall be no alternate members.
- The ELECOM shall formally announce the composition of the new twelve (12) Executive Council Members.
- The officers, namely: The Head, Vice-Head, Secretary and Assistant Secretary shall be elected from among the newly elected Twelve (12) ExeCon Members.
- The newly elected ExeCon shall then identify one designated member *present during the General Assembly*,

## SUBCOMMISSION ON THE ARTS (SCA)

**NATIONAL COMMITTEE ON LITERARY ARTS (NCLA)  
MEMBERSHIP GUIDELINES AND ELECTION RULES (2023-2025)  
Resolution No. 2022-275 / 17 February 2022  
Rescinding Board Res. No. 2016-365 / 28 July 2016**

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### MEMBERSHIP

Membership to the National Committee on Literary Arts (NCLA) is through organizations and geographical area. The organizations shall be composed of *literary practitioners*.

#### General Qualifications of National Committee Member:

1. Organizations should be established, fully-functioning literary arts organizations (e.g. conducted literary activities and/or published literary works)
2. Organizations should be at least three (3) years and active for the year prior to the election;
3. Must have a good track record
4. Organizations must have members who are creative writers.
5. Student organizations are ineligible

#### General Qualifications of the Executive Council (ExeCon) Member:

1. Must be Filipino citizens, residing in the country, with a good standing in their communities;
2. Must be certified members of established literary arts institutions/organizations;
3. Must be practicing published writers in the literary arts;
4. Must be willing and able to support and assess policies, programs, projects, and general goals of the NCLA;
5. Must be willing to devote sufficient time and effort to do volunteer work in the NCCA and the literary arts sector;
6. Must be physically and mentally fit to undertake the work as a Committee / Executive Council members;
7. Must not have been convicted with final judgment of a crime involving moral turpitude.

#### Composition of the Executive Council (ExeCon) Members:

The ExeCon shall consist of thirteen (13) members composed of representatives from Luzon, NCR, Visayas, and Mindanao.

1. Four (4) representatives from Luzon (Cordillera, Northern Luzon, Central Luzon and Southern Luzon);
2. Three (3) representatives from Visayas (Central Visayas, Western Visayas and Eastern Visayas);
3. Three (3) representatives from Mindanao (East and South Mindanao, North and Central Mindanao, Western Mindanao); and,
4. Three (3) representatives from the National Capital Region.

#### Membership Application:

1. Invitation for application of general membership shall be done via *multi*-media campaign (major dailies, TV, radio and social media)
2. Organizations should select only one (1) official representative.
3. Application should be submitted to the NCCA at the deadline set. The following requirements should be submitted to the NCCA:
  - **For new applicants:**
    - a) Record of accomplishments in the form of literary publications, activities, etc. implemented in the last three years
    - b) List of Members
    - c) Notarized affidavit certifying that it is a literary organization and is not a student organization
    - d) Endorsement of the designated official representative signed by the President or the Secretary
    - e) Duly accomplished application form of the designated official representative (download from [www.ncca.gov.ph](http://www.ncca.gov.ph))
    - f) Curriculum vitae with recent 2x2 picture of the official representative
  - **For incumbent members:**
    - a) Endorsement signed by the officers designating official representative
    - b) Duly accomplished membership application form of the designated official representative (download from [www.ncca.gov.ph](http://www.ncca.gov.ph))
    - c) Curriculum vitae with recent 2x2 picture of the official representative
4. Applications shall be subject to a thorough screening by the NCCA. Only the applications with complete requirements received on or before the deadline shall be considered.
5. NCCA shall evaluate and approve the qualified members, who shall comprise the prospective list of nominees and voters
6. The NCCA Secretariat shall notify, in writing, the parties approved for membership. The selected members shall then be invited and will be required to give their confirmation for attendance to one national election of the Executive Council.
7. There should be at least three (3) attendees per island cluster to hold a valid election. Failure to reach the minimum number of attendees (per island cluster) necessitates a declaration for a failure of election within the respective island/s. Should there be a failure of election, the NCCA reserves the right to formally install into office individuals who are deemed highly qualified to serve the committee's best interest.

#### **Election Process:**

1. The NCCA Secretariat shall serve as the Election Committee (ELECTOM). An election without the NCCA secretariat shall be considered null and void.
2. The NCCA shall provide the official list of members/nominees for each island cluster.
3. The members of the general assembly (GA) per island cluster (Luzon, Visayas, Mindanao and NCR) shall elect the Executive Committee Members.
4. Official participants/members will be entitled to only one vote. A person who is not in the list is not eligible to vote. Proxies shall not be allowed.
5. Incumbent ExeCon members may cast their votes provided that one vote per qualified organization/institution is observed.
6. Proxies shall not be allowed.
7. Secret-balloting shall be the process for the election.
8. Counting of the ballots shall be done by the ELECTOM with all voters present, as witnesses.

9. Candidates with the most number of votes shall be declared members of the Executive Council. There shall be no alternate members.
10. The ELECOM shall formally announce the composition of the new Executive Council.
11. The Officers namely the Head, Vice Head, Secretary and Asst. Secretary shall be nominated and elected by the new Executive Committee.

**Replacement:**

In case of resignation, disqualification, or removal from office / committee per the NCCA Implementing Rules and Regulations (IRR), the candidate from the same region who ranked second in the election shall be recommended by the Committee to the Board. In the absence of such a person the Committee shall recommend a substitute.

All the ExeCon members shall hold office for a term of three years, and are eligible for election to a 2<sup>nd</sup> term, but shall not serve for more than two consecutive terms. Any ExeCon member who had served the committee for two consecutive terms may vote but will no longer be eligible to be nominated as member of the Executive Council.

## SUBCOMMISSION ON THE ARTS (SCA)

### NATIONAL COMMITTEE ON MUSIC (NCMusic) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022) Resolution No. 2016-366 / 28 July 2016

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#### MEMBERSHIP

Membership to the National Committee on Music (NCMusic) is *individual* in nature. The Executive Council (ExeCon) shall consist of thirteen (13) members; eight (8) of whom shall represent the six areas of music expertise/sectors: *industry, composition and theory, research, education, performance, and administration/management*, and five (5) co-opted members who shall represent the regions; one (1) from Luzon, two (2) each from Visayas, and Mindanao. Regional members should be based in the region he/she is representing.

#### Composition of the Executive Council (ExeCon) Members:

The ExeCon of the Committee shall consist of Thirteen (13) members to be composed of the following:

1. One (1) representative from the Industry sector;
2. One (1) representative from the Composition and Theory sector;
3. Two (2) representatives from the Education sector;
4. One (1) representative from the Research sector;
5. Two (2) representatives from the Performance sector;
6. One (1) representative from the Administration / Management sector;
7. Five (5) co-opted members from Luzon (1), Visayas (2), and Mindanao (2) to be selected/identified by the eight (8) newly-elected ExeCon.

#### The ExeCon member must:

1. be Filipino citizen of good standing in his/her community;
2. demonstrate interest, experience/ service in the music sector;
3. have achieved authority and credibility through personal achievement in his/her expertise;
4. be willing to support and assess the policies, programs and projects of the Committee; and,
5. not have been convicted with final judgment of a crime involving moral turpitude.

#### Duties of the ExeCon Member:

The ExeCon shall be the working group constituted to conduct the business of each National Committee (NC). The members shall have the following functions:

1. Formulate the rules and regulations affecting the policy of formulation, composition, operations and dissolution of National Committees, subject to the approval of the Commission.
2. Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission; advise the Commission on policy matters including, but not limited to, the use of grant funds, and on other related matters, such as pending bills in Congress on culture and the

arts; and initiate an/or propose bills relating to culture and the arts and advocate and/or lobby for the passage thereof.

3. Draw up annual, medium, and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs / projects / activities.
4. Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.

#### **Officers of the ExeCon:**

##### **Head**

- Leads and directs the NCMusic towards the fulfillment of its mission and goal; and ensure that the programs, projects, and other official activities of the Committee are carried out efficiently and effectively
- Presides over regular meetings, over-all in-charge of operations, and represents the NCMusic in the meetings of the Subcommission on the Arts (SCA), the National Advisory Board (NAB) and other NCCA functions.

##### **Vice-Head**

- Assists the Head and takes over in his/her absence

##### **Secretary**

- Takes the minutes of the Committee meetings, handles all correspondence / communications, records, publicity and reports on matters concerning the Committee

##### **Assistant Secretary**

- Assists the Secretary in handling relevant matters pertaining to the Committee

#### **Membership Application:**

1. Invitation for application of general membership shall be done via tri-media campaign (major dailies, TV, and radio).
2. Application should be submitted to the NCCA at the deadline set. The following requirements should be submitted to the NCCA:
  - Duly-accomplished membership application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
  - 2 Endorsement Letters from established and recognized music/art organizations
  - Curriculum vitae with recent 2x2 picture of the official representative
3. Application/confirmation forms shall be subject to a thorough screening. Only the forms received on or before the designated deadline shall be accommodated. The applicant shall indicate two (2) sectors that he/she can best represent, which the committee will use as basis in the evaluation.
4. NCCA shall evaluate the application. The Committee on Music will classify sectoral representation and approve the qualified members. There will be no change of sectoral

representation after this point. The approved applications shall comprise the prospective list of nominees and voters.

5. The NCCA Secretariat shall notify, in writing, the parties approved for membership. The selected members shall then be invited and will be required to give their confirmation for attendance to one national election of the ExeCon.
6. Only those who confirmed will be included in the final list of NCMusic members.
7. The Nominees per sector should garner at least 50% + 1 vote of the attendees of NCCA National Committee General Assembly. Failure to meet the required number of votes would mean failure of election and will consider the position vacant. The Newly elected ExeCon Members may co-opt a qualified representative of the sector to fill-up the vacant position.

#### **Election Proper:**

1. The NCCA Secretariat shall serve as the Election Committee (ELECOM). An election without the NCCA secretariat shall be considered null and void.
2. The NCCA shall provide the official list of members / nominees per sector.
3. The members of the general assembly (GA) shall nominate the candidates to represent the sector.
4. Official participants / members will be entitled to only one vote. A person who is not in the said list is not eligible to vote. Proxies shall not be honored.
5. Secret-balloting shall be the process for the election.
6. Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared members of the ExeCon. There shall be no alternate members.
7. The ELECOM shall formally announce the composition of the new eight (8) Executive Council Members.
8. The officers, namely: The Head, Vice-Head, Secretary and Assistant Secretary shall be elected from among the eight (8) newly elected ExeCon Members.
9. The newly elected ExeCon shall then identify the five (5) co-opted regional members, who should come from the list of official participants present during the assembly. In case a region is not represented during the election, the committee will have the option to designate a regional representative coming from the list of the general members.

All the ExeCon members shall hold office for a term of three years, and are eligible for election to a 2<sup>nd</sup> term, but shall not serve for more than two consecutive terms. Any ExeCon member who had served the committee for two consecutive terms may vote but will no longer be eligible to be nominated as member of the Executive Council.

All ExeCon members must be officially confirmed in writing by the NCCA.



## SUBCOMMISSION ON THE ARTS (SCA)

**NATIONAL COMMITTEE ON VISUAL ARTS (NCVA)  
MEMBERSHIP GUIDELINES AND ELECTION RULES (2023-2025)  
Resolution No. 2022-276 / 17 February 2022  
Rescinding Board Res. No. 2016-367 / 28 July 2016**

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### MEMBERSHIP

Membership to the National Committee on Visual Arts (NCVA) is *individual* in nature. It shall be composed of individuals representing recognized organizations and institutions in visual arts, and open to all *Filipino practicing visual artists*.

#### General Qualifications of National Committee Member:

1. Must be a Filipino citizen, residing in the country, with a good standing in his/her community and with the NCCA
2. Must be a certified member and/or endorsed by an established visual arts institution/organization
3. Must be an active cultural professional/practitioner in his/her own field of specialization
4. Must have achieved credibility and considerable experience/track record in the development of Philippine arts and culture, specifically in the field of visual arts
5. Must be willing and able to support and assess policies, programs, projects, and general goals of the NCVA
6. Must be willing to devote sufficient time and effort to do volunteer work in the NCCA and the visual arts communities
7. Must be physically and mentally fit to undertake the work as a Committee / Executive Council member
8. Must not have been convicted with final judgment of a crime involving moral turpitude.

#### Composition of the Executive Council (ExeCon) Members:

The ExeCon of the Committee shall consist of thirteen (13) members to be composed of the following:

1. Three (3) representatives from Luzon: (*Northern, Central and Southern*);
2. Three (3) representatives from Visayas: (*Eastern, Central and Western*);
3. Three (3) representatives from Mindanao: (*Northern, Western and Southern*);
4. Three (3) representatives from the National Capital Region; and,
5. One (1) member to be designated by the elected twelve (12) ExeCon. The designated member is to bring to the ExeCon the expertise/capability that the present composition would primarily in need of. He/ she shall be selected from attendees/members present during the election

#### Duties of the Executive Council (ExeCon) member:

The ExeCon Member shall be the working group constituted to conduct the business of each National Committee (NC). The members shall have the following functions:

1. Formulate the rules and regulations affecting the policy of formulation, composition, operations and dissolution of National Committees, subject to the approval of the Commission.
2. Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission; advise the Commission on policy matters including, but not limited to, the use of grant funds, and on other related matters, such as pending bills in Congress on culture and the arts; and initiate an/or propose bills relating to culture and the arts and advocate and/or lobby for the passage thereof.
3. Draw up annual, medium, and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs/projects/activities.
4. Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.

#### **Officers of the ExeCon:**

##### **Head**

- Leads and directs the NCVA towards the fulfillment of its mission and goal; and ensure that the programs, projects, and other official activities of the Committee are carried out efficiently and effectively
- Presides over regular meetings, over-all in-charge of operations, and represents the NCVA in the meetings of the Subcommittee on the Arts (SCA), the National Advisory Board (NAB) and other NCCA functions.

##### **Vice-Head**

- Assists the Head and takes over in his/her absence

##### **Secretary**

- Takes the minutes of the Committee meetings, handles all correspondence / communications, records, publicity and reports on matters concerning the Committee

##### **Assistant Secretary**

- Assists the Secretary in handling relevant matters pertaining to the Committee

#### **Membership Application:**

1. Invitation for application of general membership shall be done via tri-media campaign (major dailies, TV, and radio)
2. Application should be submitted to the NCCA at the deadline set. The following requirements should be submitted to the NCCA:
  - Duly-accomplished membership application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
  - *2 Endorsement letters from recognized / established art organizations, LGUs. Current / incumbent ExeCon members of the NCVA are not allowed to issue endorsements.*
  - Curriculum vitae with recent 2x2 picture of the official representative

3. Application / confirmation forms shall be subject to a thorough screening. Only the forms received on or before the designated deadline shall be accommodated
4. NCCA shall evaluate and approve the qualified members, who shall comprise the prospective list of nominees and voters
5. The NCCA Secretariat shall notify, in writing, the parties approved for membership. The selected members shall then be invited and will be required to give their confirmation for attendance to one national election of the ExeCon.
6. Current General Members shall be retained and shall be eligible to participate in the election in addition to the newly approved members, and both shall be included in the final list of NCVA members. Previous and current members are encouraged to submit application forms to update their information.
7. To constitute an election, there should be at least three (3) confirmations/attendees from each island group. Failure to reach the minimum number of attendees (per island group) necessitates a declaration for a failure of election within the respective island/s. Should there be a failure of election, the NCCA reserves the right to formally install into office individuals who are deemed highly qualified to serve the committee's best interest.

**Election Process:**

1. The NCCA Secretariat shall serve as the Election Committee (ELECOM). An election without the NCCA secretariat shall be considered null and void.
2. The NCCA shall provide the official list of members/nominees for each island group.
3. The members of the general assembly (GA) shall nominate and elect the candidates to represent the identified island group.
4. Official participants / members will be entitled to only one vote. A person who is not in the said list is not eligible to vote. Proxies shall not be allowed.
5. Secret-balloting shall be the process for the election. Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared members of the ExeCon. There shall be no alternate members.
6. The ELECOM shall formally announce the composition of the new Executive Council.
7. The officers, namely, the Head, Vice-Head, Secretary and Assistant Secretary, shall be elected from among the ExeCon Members.
8. The newly elected ExeCon shall then co-opt one (1) member.

All the ExeCon members shall hold office for a term of three (3) years and shall not serve for more than two (2) consecutive terms. Incumbent ExeCon Members are entitled to nominate, be nominated

and vote. However, ExeCon members who have served the committee for two consecutive terms may vote but will no longer be eligible to be nominated to be a member of the Executive Council.

All representatives to the ExeCon must be officially confirmed in writing by the NCCA.

## SUBCOMMISSION ON CULTURAL DISSEMINATION (SCD)

### NATIONAL COMMITTEE ON COMMUNICATION (NCCom) MEMBERSHIP GUIDELINES AND ELECTION RULES (2023-2025)

**Resolution No. 2022-277 / 17 February 2022**

*Rescinding Board Res. No. 2019-328 / 18 June 2019*

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Membership to the Committee on Communication (NCCOM) is institutional and individual in nature. It is open to individuals and association actively involved in the practice of cultural communications, specifically in the fields of print, broadcast, social media and communication education (academe);

1. For **Institutional/Association Membership**, the applicants shall have the following qualifications:
  - a. Established and fully-functioning organization/association;
  - b. At least 3 years in operation and have a good track record;
  - c. Have members who are professional practitioners in the field mentioned above; and
  - d. Each organization/association is allowed only to have one (1) representative for membership to the National Committee
  
2. For **Individual Membership**, interested applicants shall have the following qualifications:
  - a. Filipino citizen, residing in the country, of good moral character, and in good standing in his/her community;
  - b. Must be active cultural professional/practitioner in his/her own field of expertise;
  - c. Must have achieved credibility and considerable experience/track records for at least two (2) years in the development of Philippine Arts and Culture, specifically in the field of cultural communications;
  - d. Must be willing and able to support and assist policies, programs, projects and general goals of the NCCA-NCCOM;
  - e. Must be willing to devote sufficient time and effort to do volunteer works in the NCCA and the cultural communications sector; and
  - f. Must be physically and mentally fit to undertake the works as Committee/Executive Council Member
  
3. **Requirements for submission**, interested applicants must submit the following documents in two (2) copies:
  - 3.a For Institutional/Association Membership:**
    - 3.a.1 Duly accomplished NCCA Committee Membership Application;
    - 3.a.2 Organization/Association profile;
    - 3.a.3 Official Representative's Curriculum Vitae whose qualifications must meet the qualifications of an individual member with 2x2 latest I.D. picture taken within six (6) months;
    - 3.a.4 Endorsement letter from the organization/association of the Official Representative; and
    - 3.a.5 Authenticated copy of the Latest Certificate of Registration issued by a pertinent government agency (SEC, DTI, NTC, NCIP, etc.)
  
  - 3.b For Individual Membership:**
    - 3.b.1 Duly accomplished NCCA Committee membership application form;
    - 3.b.2 Latest Curriculum Vitae with 2x2 Latest I.D. picture taken within six (6) months;
    - 3.b.3 At least Bachelor's Degree Holder;
    - 3.b.4 Individual applicant claiming to be employee or connected with any media

network, broadcast and print media Publications Company should submit an Endorsement Letter from the Chief Executive or Publisher, except from Social Media;

- 3.b.5 For Social Media Category, either applicant must be an influencer or in charge as an owner, administrator or editor of social media accounts with at least 10,000 or more aggregate subscribers/followers, including individual and corporate accounts. The ability to create and execute integrated marketing communications is an advantage.
4. Incumbent/ Existing NCCOM Members need not re-submit the Membership Application Form;
5. For election of the Executive Council Members, the following shall be followed:
  - 5.a The Executive Council Members shall consist of thirteen (13) representatives from each island cluster (Luzon, Visayas, Mindanao) composed of:
    - 5.a.1 Four (4) representatives from **Luzon** for 1. TV/Cable TV/ Radio Broadcast Media 2. Print Media, 3. Communication Education (Academe), 4. Media Organization;
    - 5.a.2 Four (4) representatives from **Visayas** for 1. TV/Cable TV/ Radio Broadcast Media, 2. Print Media, 3. Communication Education (Academe), 4. Media Organization;
    - 5.a.3 Four (4) representatives from **Mindanao** for 1. TV/Cable TV/ Radio Broadcast Media, 2. Print Media, 3. Communication Education (Academe), 4. Media Organization;
    - 5.a.4 One (1) representative from Social media
  - 5.b Those to be elected as Executive Council Members has not been involved in an NCCA related election controversies and fraud
6. Manners of Election:
  - 6.1 Election shall be made by secret balloting;
  - 6.2 All members in each island cluster shall elect as a body one (1) representative for each category (1. TV/Cable TV/ Radio Broadcast media, 2. Print Media, 3. Communication Education (Academe), 4. Media Organization which means there will be for (4) representatives for each island cluster, and one (1) representative shall be elected at large for the Social Media.
  - 6.3 Election of the Head, Vice-Head, Secretary, and Assistant Secretary shall come from the 13 elected executive council members.
  - 6.4 All the Executive Council Members shall hold office for a term of three years, and are eligible for election to a 2nd term, but shall not serve for more than two consecutive terms.
  - 6.5 Any Executive Council Member who had served the committee for two consecutive terms may vote but will no longer be eligible for nomination or election as member of the Executive Council.

All Executive Council Members must be officially confirmed in writing by the NCCA Secretariat.

## SUBCOMMISSION ON CULTURAL DISSEMINATION (SCD)

### PAMBANSANG KOMITE SA WIKA AT SALIN /

NATIONAL COMMITTEE ON LANGUAGE AND TRANSLATION (NCLT)

### MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

Resolution No. 2022-279 / 17 February 2022

Rescinding Board Res. 2019-327 / 18 JUNE 2019

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#### MEMBERSHIP

There shall be two kinds of membership to the National Committee on Language and translation (NCLT), *institutional* and *individual*, provided that the applicants adhere to the vision and mission of the NCCA and NCLT.

#### Institutional:

To qualify for institutional membership, the institution/organization should be involved in any one of the following: translation, research, teaching, and advocacy for the preservation, development and promotion of the Filipino language and other Philippine languages.

1. For academic institutions, the institution/organization should have an MA and/or PhD program with certificate of program compliance on any related discipline. Applicants for both academic institutions and NGOs/private organizations/institutions should be regional-based.
2. For research centers, the institution/organization should have a major research output and/or already publishing a minimum of one refereed journal every year. For NGOs/private organizations/institutions, Securities and Exchange Commission (SEC) registration with annual reports of accomplishment and financial statements is a requirement.
3. For language and translation organizations, active and updated SEC registration with annual reports of accomplishment and financial statement is a requirement.

#### Individual:

To qualify for individual membership, an applicant should be an advocate of the Filipino language and other Philippine languages and either a translator, researcher, or educator, and should have any two of the following:

1. An MA/MS degree or any equivalent expertise evidenced by a body of works related to language and translation.
2. A published work of at least (1) book in any reputable publishing house / at least 2 (two) scholarly articles in a referred journal related to language and translation.
3. Awards, citation or recognition on Language and Translation by any reputable national or international body.

#### Composition of the Executive Council (ExeCon) Members:

The Executive Council (ExeCon) of the Committee shall consist of thirteen (13) members composed of the following:

- Not more than five (5) individual members;

- At least seven (7) organization/institution members;
- One (1) representative of Komisyon sa Wikang Filipino (*preferably from KWF Sangay ng Salin*).

If the number of applicants did not reach the required numbers for both of the individual and institutional category, the Executive Council members shall call for another membership application.

#### **Documentary requirements for new applicants:**

1. Letter of Intent addressed to the NCCA Executive Director;
2. New applicant membership form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*);
3. For individual membership, two recommendation letters from respected persons in the field of language and translation;
4. For institutional membership, one endorsement letter from the head of organization/institution and one recommendation letter from any of the incumbent ExeCon members and/or two recommendation letters from respected persons in the field of language and translation;
5. Portfolio for institutional membership should have the following: a. organization profile highlighting its vision and mission, b. official documentation of activities conducted in the last 2 years;
6. Portfolio for individual membership should have the following: a. comprehensive CV, b. comprehensive list of publications in language and translation, c. list of awards and citation
7. Two copies of 2x2 recent pictures.

#### **Call for Elections**

1. Quorum means 25 members bodily present.
2. Voting in absentia is not allowed.
3. All individuals and institutional members present during the election are automatic candidates for ExeCon. The composition of the ExeCon shall be:
  - 5 top individual members
  - 7 top institutional members
  - 1 KWF representative (*preferably from KWF Sangay ng Salin*)
4. In case of tie in the 5<sup>th</sup> individual member and the 7<sup>th</sup> institutional member, the tie breaker shall be done by voting of all general members.
5. In case of resignation and expulsion due to absences, the 6<sup>th</sup> individual and the 8<sup>th</sup> institutional member with the most number of votes shall sit as ExeCon.

All the ExeCon members (individual, official representative of the organization/institution) shall hold office for a term of three years, and are eligible for election to a 2<sup>nd</sup> term, but shall not serve for more than two consecutive terms. Any ExeCon member who has served the committee for two consecutive terms at the time of elections may vote but will no longer be eligible to be nominated as member of the Executive Council.

All ExeCon Members must be officially confirmed in writing by the NCCA.



## SUBCOMMISSION ON CULTURAL DISSEMINATION (SCD)

### NATIONAL COMMITTEE ON CULTURAL EDUCATION (NCCEd) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

**Resolution No. 2022-278 / 17 February 2022**

*Rescinding Resolution no. 2013-468 / April 24, 2013*

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Membership to the National Committee on Cultural Education (NCCEd) is individual in nature but with affiliation to a culture and arts organization.

The Executive Council (ExeCon) shall consist of a maximum of fifteen (15) members, who shall be elected from among the qualified members of the NCCEd. It shall be composed of the following:

1. Two (2) members representing NCR and one (1) member from each of the following geographical clusters:
  - a. Northern Luzon (Regions I, II and CAR)
  - b. Central Luzon and CALABARZON
  - c. MIMAROPA and Bicol Region
  - d. Western Visayas
  - e. Eastern Visayas
  - f. Central Visayas
  - g. Northern Central Mindanao (Cotabato Area to Region X )
  - h. Southern Central Mindanao (Region Davao Region, CARAGA and portion of Region X-Bukidnon)
  - i. Zamboanga Peninsula (Region IX)
  - j. BARMM
2. A thirteenth (13th), fourteenth (14th), and fifteenth (15th) ex-officio members will represent the Department of Education (DepED), Commission on Higher Education (CHED) and the Cultural Center of the Philippines (CCP);
3. The ExeCon Members of the NCCEd shall have the following qualifications:
  - Must have sufficient understanding of the network, at least in the sub-region and must have the capacity to represent his respective region/sub-region;
  - Must be willing and able to support and assess policies, programs, projects, and general goals of the NCCEd;
  - Must be willing to devote sufficient time and effort to do volunteer work in the NCCA aside from attending the minimum of four official meetings in a year;
  - Fully understands that he/she or his/her organization where he/she is an officer, cannot be eligible to receive any grant from NCCA during the 3 year term;
  - Must have at least five (5) years of proven, sustained and pro-active engagement in cultural education and advocacy, a proven track record on cultural education programming and advocacy, as evidenced by 2 letters of recommendation from an acknowledged culture and/or education expert or institution; and,
  - An age limit of seventy (70) years old at the time of election provided that the individual is mentally and physically fit.

All ExeCon members shall hold office for a term of three years and are eligible for election to a second term, but shall not serve for more than two consecutive terms. Any ExeCon member who had served the committee for two consecutive terms may vote but will no longer be eligible to be nominated as member of the Executive Council.

All ExeCon members must be officially confirmed in writing by the NCCA.

## **SUBCOMMISSION ON CULTURAL COMMUNITIES AND TRADITIONAL ARTS (SCCTA)**

### **NATIONAL COMMITTEE ON CENTRAL CULTURAL COMMUNITIES (NCCCC) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)**

**Resolution No. 2019-310 / 21 March 2019**

*Rescinding Board Res. No. 2013-459 / March 7, 2013*

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#### **MEMBERSHIP**

Membership to the ***National Committee on Central Cultural Communities (NCCCC)***, National Committee on Northern Cultural Communities (NCNCC) and National Committee on Southern Cultural Communities (NCSCC) shall be institutional, to represent major cultural communities identified based on ethnic distribution and shall be grouped into clusters. The members of the National Committees (NCs) should represent a legitimate community-based Indigenous Peoples (IP) organization such as People's Organizations, and Non-Government Organizations representing/ working for the cultural communities and have been established for at least one (1) year, and properly recognized and endorsed by the said organization. The cluster representatives officially elected by their respective community or cluster of communities sit as members of the NCs Executive Council (ExeCon).

#### **Composition of the Executive Council (ExeCon) Members:**

The Executive Council (ExeCon) of the Committee shall consists of fifteen (15) members from the legitimate community-based IP organizations representing but not limited to the following cultural communities from Regions IV, V, VI, VII and VIII:

##### **Region IV**

1. Molbog /Palawani / JamaMapun
2. Mangyan
3. Agutaynen / Cuyunon
4. Tagbanua / Pala'wan / Batak
5. Tagalog / Rombloanon / Bantoanon
6. Dumagat

##### **Region V**

7. Agta/ Ita / Kabihug
8. Bikolano

##### **Region VI**

9. Ati of Guimaras / Iloilo / Capiz
10. Ati of Antique / Aklan
11. Ati/Bukidnon of Negros Island
12. Sulod / Panay Bukidnon
13. Ilonggo / Hiligaynon / Kiniray-a / Aklanon

##### **Region VII**

14. Boholano / Cebuano

##### **Region VIII**

15. Abaknon / Waray

**Qualifications:**

The members of the NC's ExeCon must:

1. be based in the community;
2. have an in-depth understanding of the culture including the language of the indigenous peoples being represented;
3. must have relevant, quantifiable and significant contributions to cultural development work;
4. have a bloodline as a member of the cultural community;
5. practice the cultural traditions;
6. have good moral integrity;
7. must have leadership and coordination skills;
8. be able to read and write;
9. be in good health condition (with medical certificate).

For cultural leaders and workers (including cultural administrators, researchers, culture bearers, artists and practitioners) aspiring to become a member of the NC, one must be actively working for the protection, promotion and development of the cultural communities and traditional arts. The organization that the member represents shall not have any cases or records of unliquidated/pending project with NCCA.

**Functions:**

The ExeCon members shall be able to do the following functions based on the Republic Act No. 7356 Implementing Rules and Regulations (IRR) Rule XI, Section 62:

1. Formulate the rules and regulations affecting the policy on formation, composition, operations and dissolution of National Committees, subject to the approval of the Commission;
2. Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission, advise the Commission on policy matters including but not limited to the use of grant funds, and on other related matters such as pending bills in Congress on culture and the arts; and initiate and/or propose bills relating to culture and the arts, and advocate and/or lobby for the passage thereof;
3. Draw up annual, medium and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs/projects/activities;
4. Evaluate the impact of the annual programs, projects and grant assistance submitted by proponents in relation to the committee's annual, medium and long-term plans; and
5. Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.

Once elected, the ExeCon members must submit monthly accomplishment report on the initiatives undertaken in their respective communities.

All the ExeCon members shall hold the office for a term of three years, and, are eligible for election to a second term, provided he/she has a satisfactory record during his/her term upon evaluation of track record by the NCCA for both the clusters and committees; but shall not serve for more than two consecutive terms. Any ExeCon members who had served the committee for two consecutive terms may be a member of the cluster but will no longer be nominated and seated as member of the Executive Council.

All ExeCon members must be officially confirmed in writing by the NCCA.

**Membership Application:**

1. Invitation for application for membership shall be disseminated by the NCCA Secretariat through different organizations and agencies.
2. Applicants shall not be related by affinity or consanguinity (up to 2<sup>nd</sup> degree) to the current ExeCon member.
3. Application should be submitted to the NCCA at the deadline set. The following requirements shall be submitted to the NCCA:
  - Duly accomplished membership application form (download from [www.ncca.gov.ph](http://www.ncca.gov.ph))
  - Two (2) endorsement letters from the organization
  - Curriculum vitae with recent 2x2 picture
  - Written 3-year project plan for the cluster or cultural communities represented

Incomplete requirements shall not be accepted/processed.

4. All application forms submitted on or before the deadline shall be subject to a thorough screening by the current members of the ExeCon.
5. The NCCA shall evaluate and approve the qualified applicants.
6. The NCCA Secretariat shall notify, in writing, the approved applications. This will also serve as invitation for attendance to the orientation/election of the qualified applicants who must, in turn, confirm their attendance. Only those who confirmed will be included in the short list of election participants for the Cluster elections of the committee.

**Election Proper:**

**A. Cluster Election**

1. To conduct the cluster election, there shall be a minimum of seven (7) confirmations from qualified applicants officially representing their organization. Failure to reach the minimum number of attendees necessitates a declaration of failure of election within the respective cluster. Should there be a failure of election, the NCCA Board of Commissioners in consultation with the current Executive Council members of the committee concerned, reserves the right to formally install into office individuals who are deemed highly qualified to serve the cluster's best interest.
2. The NCCA Secretariat shall serve as the Election Committee (ELECOM) for the election of the cluster head. An election without the NCCA secretariat shall be considered null and void. The NCCA shall provide the official list of election participants for each cluster.
3. Only those present can nominate and be nominated to be a Cluster Representative who will sit as ExeCon member.
4. The process for nomination will be by secret ballot.
5. Official participants/general members will be entitled to only one vote. Proxies shall not be allowed.
6. Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared Cluster Representatives.

7. The ELECOM shall formally announce the composition of the newly elected Cluster Representatives/ExeCon members.

**B. Committee Election**

1. The newly elected Cluster Representatives sitting as ExeCon members shall elect the officers, Head, Vice-Head, Secretary and Assistant Secretary of the committee.
2. The NCCA shall then make final announcements of the complete list of ExeCon members and officers which shall be officially confirmed in writing by the NCCA.

## SUBCOMMISSION ON CULTURAL COMMUNITIES AND TRADITIONAL ARTS (SCCTA)

### NATIONAL COMMITTEE ON NORTHERN CULTURAL COMMUNITIES (NCNCC) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

Resolution No. 2019-310 / 21 March 2019

Rescinding Board Res. No. 2013-458 / March 7, 2013

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#### MEMBERSHIP

Membership to the National Committee on Central Cultural Communities (NCCCC), **National Committee on Northern Cultural Communities (NCNCC)** and, National Committee on Southern Cultural Communities (NCSCC) shall be institutional, to represent major cultural communities identified based on ethnic distribution and shall be grouped into clusters. The members of the National Committees (NCs) should represent a legitimate community-based Indigenous Peoples (IP) organization such as People's Organizations, and Non-Government Organizations representing/ working for the cultural communities and have been established for at least one (1) year, and properly recognized and endorsed by the said organization. The cluster representatives officially elected by their respective community or cluster of communities sit as members of the NCs Executive Council (ExeCon).

#### Composition of the Executive Council (ExeCon) Members:

The Executive Council (ExeCon) of the Committee shall consists of fifteen (15) members from the legitimate community-based IP organizations representing but not limited to the following cultural communities from Regions I, II, III and CAR:

##### Region I

1. Iloko/Bago
2. Pangasinan

##### Region II

3. Gaddang/Isinay
4. Bugkalot
5. Ibanag/Yogad/Itawit/Malaweg
6. Ivatan/Itbayat

##### Region III

7. Ayta of Tarlac, Pampanga, Bataan and Zambales
8. Kapampangan/Tagalog/Sambal
9. Kasiguran

##### CAR

10. Tingguian/Itneg
11. Kalinga
12. Kalanguya/Ifugao
13. Ibaloy/Kankanaey
14. Balangao/Bontok/Aplai
15. Isnag

**Qualifications:**

The members of the NC's ExeCon must:

1. be based in the community;
2. have an in-depth understanding of the culture including the language of the indigenous peoples being represented;
3. must have relevant, quantifiable and significant contributions to cultural development work;
4. have a bloodline as a member of the cultural community;
5. practice the cultural traditions;
6. have good moral integrity;
7. must have leadership and coordination skills;
8. be able to read and write;
9. be in good health condition (with medical certificate).

For cultural leaders and workers (including cultural administrators, researchers, culture bearers, artists and practitioners) aspiring to become a member of the NC, one must be actively working for the protection, promotion and development of the cultural communities and traditional arts. The organization that the member represents shall not have any cases or records of unliquidated/pending project with NCCA.

**Functions:**

The ExeCon members shall be able to do the following functions based on the Republic Act No. 7356 Implementing Rules and Regulations (IRR) Rule XI, Section 62:

1. Formulate the rules and regulations affecting the policy on formation, composition, operations and dissolution of National Committees, subject to the approval of the Commission;
2. Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission, advise the Commission on policy matters including but not limited to the use of grant funds, and on other related matters such as pending bills in Congress on culture and the arts; and initiate and/or propose bills relating to culture and the arts, and advocate and/or lobby for the passage thereof;
3. Draw up annual, medium and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs/projects/activities;
4. Evaluate the impact of the annual programs, projects and grant assistance submitted by proponents in relation to the committee's annual, medium and long-term plans; and
5. Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.

Once elected, the ExeCon members must submit monthly accomplishment report on the initiatives undertaken in their respective communities.

All the ExeCon members shall hold the office for a term of three years, and, are eligible for election to a second term, provided he/she has a satisfactory record during his/her term upon evaluation of track record by the NCCA for both the clusters and committees; but shall not serve for more than two consecutive terms. Any ExeCon members who had served the committee for two consecutive terms may be a member of the cluster but will no longer be nominated and seated as member of the Executive Council.



All ExeCon members must be officially confirmed in writing by the NCCA.

### **Membership Application:**

1. Invitation for application for membership shall be disseminated by the NCCA Secretariat through different organizations and agencies.
2. Applicants shall not be related by affinity or consanguinity (up to 2<sup>nd</sup> degree) to the current ExeCon member.
3. Application should be submitted to the NCCA at the deadline set. The following requirements shall be submitted to the NCCA:
  - Duly accomplished membership application form (download from [www.ncca.gov.ph](http://www.ncca.gov.ph))
  - Two (2) endorsement letters from the organization
  - Curriculum vitae with recent 2x2 picture
  - Written 3-year project plan for the cluster or cultural communities represented

Incomplete requirements shall not be accepted/processed.

4. All application forms submitted on or before the deadline shall be subject to a thorough screening by the current members of the ExeCon.
5. The NCCA shall evaluate and approve the qualified applicants.
6. The NCCA Secretariat shall notify, in writing, the approved applications. This will also serve as invitation for attendance to the orientation/election of the qualified applicants who must, in turn, confirm their attendance. Only those who confirmed will be included in the short list of election participants for the Cluster elections of the committee.

### **Election Proper:**

#### **A. Cluster Election**

1. To conduct the cluster election, there shall be a minimum of seven (7) confirmations from qualified applicants officially representing their organization. Failure to reach the minimum number of attendees necessitates a declaration of failure of election within the respective cluster. Should there be a failure of election, the NCCA Board of Commissioners in consultation with the current Executive Council members of the committee concerned, reserves the right to formally install into office individuals who are deemed highly qualified to serve the cluster's best interest.
2. The NCCA Secretariat shall serve as the Election Committee (ELECOM) for the election of the cluster head. An election without the NCCA secretariat shall be considered null and void. The NCCA shall provide the official list of election participants for each cluster.
3. Only those present can nominate and be nominated to be a Cluster Representative who will sit as ExeCon member.
4. The process for nomination will be by secret ballot.
5. Official participants/general members will be entitled to only one vote. Proxies shall not be allowed.

6. Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared Cluster Representatives.
7. The ELECOM shall formally announce the composition of the newly elected Cluster Representatives/ExeCon members.

**B. Committee Election**

1. The newly elected Cluster Representatives sitting as ExeCon members shall elect the officers, Head, Vice-Head, Secretary and Assistant Secretary of the committee.
2. The NCCA shall then make final announcements of the complete list of ExeCon members and officers which shall be officially confirmed in writing by the NCCA.

## SUBCOMMISSION ON CULTURAL COMMUNITIES AND TRADITIONAL ARTS (SCCTA)

### NATIONAL COMMITTEE ON SOUTHERN CULTURAL COMMUNITIES (NCSCC) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

Resolution No. 2019-310 / 21 March 2019

Rescinding Board Res. No. 2013-460 / March 7, 2013

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#### MEMBERSHIP

Membership to the National Committee on Central Cultural Communities (NCCCC), National Committee on Northern Cultural Communities (NCNCC) and **National Committee on Southern Cultural Communities (NCSCC)** shall be institutional, to represent major cultural communities identified based on ethnic distribution and shall be grouped into clusters. The members of the National Committees (NCs) should represent a legitimate community-based Indigenous Peoples (IP) organization such as People's Organizations, and Non-Government Organizations representing/ working for the cultural communities and have been established for at least one (1) year, and properly recognized and endorsed by the said organization. The cluster representatives officially elected by their respective community or cluster of communities sit as members of the NCs Executive Council (ExeCon).

#### Composition of the Executive Council (ExeCon) Members:

The Executive Council (ExeCon) of the Committee shall consists of fifteen (15) members from the legitimate community-based IP organizations representing but not limited to the following cultural communities from Regions IX, X, XI, XII, CARAGA and BARMM:

##### Region IX

1. Subanen/Kolibugan/Chabacano

##### Region X

2. Bukidnon/Higaonon/Talaandig
3. Matigsalug/Manobo/Tigwahanon/Ummayamnon

##### Region XI

4. Bagobo/Kalagan/ Kagan /Tagakaolo
5. Mansaka/Mandaya/Dibabawon/Manguangan/Ata Manobo

##### Region XII

6. T'boli/Ubo
7. Blaan/Sangir

##### CARAGA

8. Mamanwa
9. Kamayo/Manobo/Banwaon/Higaonon

##### ARMM

10. Maranao
11. Maguindanao/Iranun
12. Teduray/Arumanen
13. Yakan
14. Sama/Bangingi/JamaMapun/Bajau
15. Tausug

**Qualifications:**

The members of the NC's ExeCon must:

1. be based in the community;
2. have an in-depth understanding of the culture including the language of the indigenous peoples being represented;
3. must have relevant, quantifiable and significant contributions to cultural development work;
4. have a bloodline as a member of the cultural community;
5. practice the cultural traditions;
6. have good moral integrity;
7. must have leadership and coordination skills;
8. be able to read and write;
9. be in good health condition (with medical certificate).

For cultural leaders and workers (including cultural administrators, researchers, culture bearers, artists and practitioners) aspiring to become a member of the NC, one must be actively working for the protection, promotion and development of the cultural communities and traditional arts. The organization that the member represents shall not have any cases or records of unliquidated/pending project with NCCA.

**Functions:**

The ExeCon members shall be able to do the following functions based on the Republic Act No. 7356 Implementing Rules and Regulations (IRR) Rule XI, Section 62:

1. Formulate the rules and regulations affecting the policy on formation, composition, operations and dissolution of National Committees, subject to the approval of the Commission;
2. Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission, advise the Commission on policy matters including but not limited to the use of grant funds, and on other related matters such as pending bills in Congress on culture and the arts; and initiate and/or propose bills relating to culture and the arts, and advocate and/or lobby for the passage thereof;
3. Draw up annual, medium and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs/projects/activities;
4. Evaluate the impact of the annual programs, projects and grant assistance submitted by proponents in relation to the committee's annual, medium and long-term plans; and
5. Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.

Once elected, the ExeCon members must submit monthly accomplishment report on the initiatives undertaken in their respective communities.

All the ExeCon members shall hold the office for a term of three years, and, are eligible for election to a second term, provided he/she has a satisfactory record during his/her term upon evaluation of track record by the NCCA for both the clusters and committees; but shall not serve for more than two consecutive terms. Any ExeCon members who had served the committee for two consecutive terms may be a member of the cluster but will no longer be nominated and seated as member of the Executive Council.

All ExeCon members must be officially confirmed in writing by the NCCA.

**Membership Application:**

1. Invitation for application for membership shall be disseminated by the NCCA Secretariat through different organizations and agencies.
2. Applicants shall not be related by affinity or consanguinity (up to 2<sup>nd</sup> degree) to the current ExeCon member.
3. Application should be submitted to the NCCA at the deadline set. The following requirements shall be submitted to the NCCA:
  - Duly accomplished application form (download from [www.ncca.gov.ph](http://www.ncca.gov.ph))
  - Two (2) endorsement letters from the organization
  - Curriculum vitae with recent 2x2 picture
  - Written 3-year project plan for the cluster or cultural communities represented

Incomplete requirements shall not be accepted/processed.

4. All application forms submitted on or before the deadline shall be subject to a thorough screening by the current members of the ExeCon.
5. The NCCA shall evaluate and approve the qualified applicants.
6. The NCCA Secretariat shall notify, in writing, the approved applications. This will also serve as invitation for attendance to the orientation/election of the qualified applicants who must, in turn, confirm their attendance. Only those who confirmed will be included in the short list of election participants for the Cluster elections of the committee.

**Election Proper:**

**A. Cluster Election**

1. To conduct the cluster election, there shall be a minimum of seven (7) confirmations from qualified applicants officially representing their organization. Failure to reach the minimum number of attendees necessitates a declaration of failure of election within the respective cluster. Should there be a failure of election, the NCCA Board of Commissioners in consultation with the current Executive Council members of the committee concerned, reserves the right to formally install into office individuals who are deemed highly qualified to serve the cluster's best interest.
2. The NCCA Secretariat shall serve as the Election Committee (ELECTOM) for the election of the cluster head. An election without the NCCA secretariat shall be considered null and void. The NCCA shall provide the official list of election participants for each cluster.
3. Only those present can nominate and be nominated to be a Cluster Representative who will sit as ExeCon member.
4. The process for nomination will be by secret ballot.
5. Official participants/general members will be entitled to only one vote. Proxies shall not be allowed.

6. Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared Cluster Representatives.
7. The ELECOM shall formally announce the composition of the newly elected Cluster Representatives/ExeCon members.

**B. Committee Election**

1. The newly elected Cluster Representatives sitting as ExeCon members shall elect the officers, Head, Vice-Head, Secretary and Assistant Secretary of the committee.
2. The NCCA shall then make final announcements of the complete list of ExeCon members and officers which shall be officially confirmed in writing by the NCCA.

## SUBCOMMISSION ON CULTURAL HERITAGE (SCH)

### NATIONAL COMMITTEE ON ARCHIVES (NCA)

#### MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

Resolution No. 2021-305 / 12 May 2021

Rescinding Board Res. No. 2019-294 / 24 January 2019

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#### MEMBERSHIP

Membership to the National Committee on Archives (NCA) is *institutional* and *individual* in nature. The Executive Council (ExeCon) consists of thirteen (13) members who are the officially designated representatives of the following institutions / organizations and regions:

- One (1) from the Government Cultural Agency (Ex-Officio), i.e., National Archives of the Philippines per RA No. 9470, 21 May 2007 [formerly the Records Management and Archives Office (RMAO)];
- Five (5) from the,
  1. Society of Filipino Archivists (SFA)
  2. Philippine Records Management Association (PRMA)
  3. Society of Ecclesiastical Archivists of the Philippines (SEAP)
  4. Society of Filipino Archivists for Film (SOFIA)\*
  5. Government Records Officers Association of the Philippines (GROAP);

\*Following the provisions in the NCCA Implementing Rules and Regulations, particularly Rule X, that no person may be a member of more than one National Committee, therefore, SOFIA should have separate officially designated institutional representatives in both the *NCCA National Committees on Archives under the Subcommission on Cultural Heritage*, and, *Cinema under the Subcommission on the Arts*.

- One (1) from the Legislative Archives. The Senate of the Philippines or the House of Representatives shall be invited alternately to designate a representative to NCA and serve one term of three years, with Senate of the Philippines invited beginning in 2023-2025.
- Three (3) may be elected at a meeting called for such a purpose or in a General Assembly from individuals involved in the following archives/sectors/practices such as but not limited to: 1. Judiciary Archives, 2. Medical Archives, 3. Military Archives, 4. Academic Archives, 5. AudioVisual/Sound Archives, 6. Corporate Archives, 7. LGU Archives, 8. Family Archives, 9. Archives Education, 10. Digital Preservation;
- Three (3) regional representatives from Luzon, Visayas and Mindanao.

However, in the event that there will be no representatives coming from any of the three (3) island clusters, the additional slot will be elected from the specialized archives. Likewise, should there be no representatives coming from specialized archives, the additional slot will be elected from Mindanao, Visayas, and Luzon.

All the ExeCon members shall hold office for a term of three years, and are eligible for election to a 2nd term, but shall not serve for more than two consecutive terms. Any ExeCon member who had served the

committee for two consecutive terms may vote but will no longer be eligible to be nominated as member of the Executive Council.

In case of a vacancy for individual member during the term, the incumbent NCA shall constitute itself to Nominations Committee to identify nominees for the specific vacancy. All incumbent ExeCon members shall vote to fill the vacancy.

All ExeCon members must be officially confirmed in writing by the NCCA.



## SUBCOMMISSION ON CULTURAL HERITAGE (SCH)

### NATIONAL COMMITTEE ON ART GALLERIES (NCAG) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

Resolution No. 2019-293 / 24 January 2019

Rescinding Board Res. No. 2010-391 / June 11, 2010

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#### MEMBERSHIP

##### I. General Membership

###### a) Qualification of Galleries:

The membership of the National Committee on Art Galleries (NCAG) is *institutional* in nature. It is composed of commercial and non-commercial visual art exhibition space (VAES), including:

1. Institutional Galleries funded privately or publicly;
2. Artist-Run Initiatives (ARI) or galleries run by artists, which often have alternative programs like artist residency and some receive private and/or government grants;
3. Alternative Art Spaces or exhibition spaces at cafes, furniture shops, private houses, or even vitrines in public libraries that continually produce on-location or satellite exhibitions;
4. The VAES must have been in existence for at least a year prior to applying for membership. Additionally, the VAES must have mounted at least three (3) exhibits in the year immediately preceding application.

###### b) Qualification of Representative:

1. VAES applying for membership shall designate a permanent representative, who shall be its Owner or Chief Curator;
2. In case of the designation of a Chief Curator, the Curator must satisfy the following requirements:
  - 2.1) Must have a requisite degree in an arts and/or management related discipline;
  - 2.2) Must have been connected with the VAES at least one year prior to application;
  - 2.3) Must have the certification of the owner of the VAES as to his/her qualification and designation.
3. At the time of application, the VAES and its permanent representative must disclose any beneficial interest it/they may have in other VAES. Beneficial interest includes any degree of participation in the ownership or management of said VAES.

**c) Procedures for Application:**

1. Applicants must accomplish a Membership Application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*) that signifies their commitment to the purposes and goals of the committee and an Affidavit stating their eligibility to be accepted as committee members.
2. In case of VAES with a common owner, partner or associate with such beneficial interest, the affiliated VAES shall designate only one representative for the purpose of participating in elections.

**II. Executive Council (ExeCon) Members**

**a) Qualifications**

1. The candidates for ExeCon membership must be the officially designated representative of a member VAES, and must sign an Affidavit of eligibility to be elected into the ExeCon.

**b) Election Procedures**

1. The Executive Council (ExeCon) of the NCAG shall be composed of nine (9) members who shall be elected by Committee members at a meeting called for the purpose or in a General Assembly. Two months prior to each election, the ExeCon shall submit to the Secretariat a roster of members in good standing who shall be eligible to vote and be voted for in the forthcoming elections.
2. The election to the Executive Council is personal in nature. In case of vacancy in any elective post during its term, the ExeCon shall act to fill such vacancy from among its elected members to serve out the remaining term in an acting capacity, provided that should vacancies occur in three (3) or more positions, the ExeCon shall call for a meeting with the General Membership for purposes of holding a special election.
3. The requirements set forth for General membership as well as to the ExeCon are continuing requirements. It is the signed undertaking of the member VAES and/or the ExeCon member to report any change of status or eligibility to the Committee within 15 days of such change.
4. All the ExeCon members shall hold office for a term of three years, and are eligible for election to a 2<sup>nd</sup> term, but shall not serve for more than two consecutive terms. Any ExeCon member who had served the committee for two consecutive terms may vote but will no longer be eligible to be nominated as member of the Executive Council.
5. All ExeCon members must be officially confirmed in writing by the NCCA.

## SUBCOMMISSION ON CULTURAL HERITAGE (SCH)

### NATIONAL COMMITTEE ON HISTORICAL RESEARCH (NCHR) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022) Resolution No. 2016-370 / 28 July 2016

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#### MEMBERSHIP

Membership to the National Committee on Historical Research (NCHR) is *institutional* and *individual* in nature. The Executive Council (ExeCon) consists of thirteen (13) members who are the officially designated representatives of the following institutions/organizations:

- A. One (1) from the National Historical Commission of the Philippines (NHCP)
- B. Three (3) major historical organizations:
  1. Philippine National Historical Society (PNHS)
  2. Philippine Historical Association (PHA)
  3. Asosasyon ng mga Dalubhasa, May Hilig at Interes sa Kasaysayan ng Pilipinas, Inc. (ADHIKA)
- C. Six (6) universities / academic institutions with graduate program in history and a good track record in historical research and publication such as but not limited to the following:
  1. Ateneo de Manila University
  2. University of the Philippines – Diliman
  3. De La Salle University – Manila
  4. Mindanao State University – Marawi
  5. Silliman University - Dumaguete
  6. University of Santo Tomas – Manila
- D. Three (3) regional representatives from Luzon, Visayas and Mindanao will be elected by general members coming from their respective regions. General Members from the National Capital Region (NCR) may nominate and vote for the Luzon Regional Representative but are not eligible to be nominated nor elected for the said position.

The ExeCon members should have relevant academic preparation and/or research experience.

All the ExeCon members shall hold office for a term of three years, and are eligible for election to a 2<sup>nd</sup> term, but shall not serve for more than two consecutive terms. Any ExeCon member who had served the committee for two consecutive terms may vote but will no longer be eligible to be nominated as member of the Executive Council.

All ExeCon members must be officially confirmed in writing by the NCCA.

## SUBCOMMISSION ON CULTURAL HERITAGE (SCH)

### NATIONAL COMMITTEE ON LIBRARIES AND INFORMATION SERVICES (NCLIS) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

Resolution No. 2019-309 / 21 March 2019

Rescinding Board Res. No. 2016-371 / July 28, 2016

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#### MEMBERSHIP

##### A. General Membership

1. Membership to NCLIS is *individual* in nature.
2. Membership is open to Filipino citizen of good moral character (GMC) who is a librarian or information service professional as per **Sec. 58 item 58.1 of the Implementing Rules and Regulations (IRR) of RA 7356 (An Act Creating the National Commission for Culture and the Arts)**.
3. The librarian applicant must have at least 5 years of professional-managerial work experience in the field of Library and Information Science and must be currently affiliated with any library.
4. The librarian applicant must comply with the licensing requirements of Republic Act 9246, otherwise known as The Philippine Librarianship Act of 2003.
5. The librarian applicant must be a *Philippine Librarians Association, Inc.* (PLAI) member in good standing.
6. The librarian applicant must not be a director, trustee or officer of any professional library organization (Reference: NCCA Code of Ethics, provision 3.2)
7. The librarian applicant must submit the following required documents:
  - a) Completed application form;
  - b) Photocopy of updated PRC License;
  - c) Certificate of good standing (COGS) from PLAI National President;
  - d) Resume / Curriculum Vitae;
  - e) Two letters of Reference / Recommendation which includes the referee's perception of the librarian applicant based on the National Competency-Based Standard for Filipino Librarians; with at least one letter of reference from his/her immediate supervisor; and,
  - f) Personal Statement.
8. If the application is complete, the incumbent NCCA-NCLIS Executive Council Members (ExeCon) will review and evaluate the applicants based on the above criteria.
9. If the application is approved, the librarian applicant shall be informed on the status of the application in writing within three (3) months from receipt of duly accomplished membership application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*) by the NCCA-NCLIS.
10. Membership to the Committee is valid from the date of acceptance of membership until 31 December of the same year

11. All accepted NCLIS members must officially renew their membership in writing every October of the year
12. A current membership list, together with the membership/renewal form, must be provided by the designated NCCA Cultural Officer assigned to the NCLIS ExeCon annually
13. Two months prior to each election, the ExeCon shall submit to the Secretariat a roster of members in good standing who shall be eligible to vote and be voted for in the forthcoming elections. (Membership Roster)

## **B. The Executive Council (ExeCon) Members**

The Executive Council (ExeCon) Members shall consist of thirteen (13) representatives:

- One (1) Ex-Officio from the National Library of the Philippines;
- Three (3) representatives from Luzon;
- Three (3) representatives from Visayas;
- Three (3) representatives from Mindanao; and,
- Three (3) representatives from NCR.

Only general members for at least 2 years are eligible to be ExeCon Members.

All ExeCon members shall hold office for a term of three years (3), and are eligible for election to a second term, but shall not serve for more than two (2) consecutive terms.

## **C. Elections**

The election of members to the Executive Council is personal in nature. Proxy voting nor election of an absentee is prohibited.

In case of vacancy in any elective post during any given term, the ExeCon shall fill-in such vacancy from among its elected members who shall serve the remaining term in an acting capacity, provided that should vacancies occur in three (3) or more positions, the ExeCon shall call a General Membership meeting for purposes of holding a special election.

## SUBCOMMISSION ON CULTURAL HERITAGE (SCH)

### NATIONAL COMMITTEE ON MONUMENTS AND SITES (NCMS) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022)

Resolution No. 2021-309/ July 8, 2021

Rescinding Board Res. No. 2016-393/ September 28, 2016

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#### MEMBERSHIP

Membership to the National Committee on Monuments and Sites (NCMS) is *institutional* and *individual* in nature.

The NCMS consists of persons involved in the conservation of Philippine built cultural heritage, including individual experts and representatives of institutions with principal responsibilities in the conservation of built cultural heritage, representatives of academic institutions that have programs in cultural heritage, and non-government organizations.

The NCMS Executive Council (ExeCon) consists of fifteen (15) members who are the officially designated representatives of the following institutions/organizations and individual members:

1. Two (2) from government cultural agencies, namely the National Museum of the Philippines (NMP), and the National Historical Commission of the Philippines (NHCP);
2. Eight (8) from Non-Government Organizations:
  - a) Catholic Bishops' Conference of the Philippines (CBCP)
  - b) ICOMOS Philippines
  - c) Heritage Conservation Society (HCS)
  - d) United Architects of the Philippines (UAP)-Center for Filipino Architecture;
  - e) Philippine Association of Landscape Architects (PALA)\*; and
  - f) Philippine Institute of Civil Engineers (PICE)
  - g) Kapisanan ng mga Arkaeologist ng Pilipinas, Inc. (KAPI)\*\*;
  - h) University of the Philippines Archaeological Studies Program (UP ASP)

\*Following the provisions in the NCCA Implementing Rules and Regulations, particularly Rule X, that no person may be a member of more than one National Committee, therefore, PALA should have separate officially designated institutional representatives in both the *NCCA National Committees on Monuments and Sites under the Subcommission on Cultural Heritage*, and, *Architecture and Allied Arts under the Subcommission on the Arts*.

\*\*The officially designated representative of KAPI must not be a faculty of UP ASP.

3. Five (5) individual members who are categorized in the field as follows:
  - a) Two individual members who are faculty or researchers connected with an educational institution that offers conservation and heritage management programs; and,

- b) One practitioner from each island cluster (Luzon Visayas, and Mindanao) with at least five years of experience and practice in the fields of cultural tourism, materials conservation, sociology, or anthropology
4. Prior to the end of its term, the outgoing NCMS shall constitute itself into a Nominations Committee to identify nominees for individual membership in the succeeding three-year term. Subject to their consent, outgoing institutional and individual members who are still eligible for a second term are automatically considered as nominees for individual membership in the next term. The incoming ExeCon institutional members shall fill the five (5) vacancies for individual members.

ExeCon members from non-governmental organizations and representatives of government cultural agencies shall hold office for one term of three years and shall be eligible for re-designation to a 2<sup>nd</sup> term. Accordingly, the organizations concerned shall designate different representatives such that no individual serves more than two consecutive terms. The individual shall be eligible for designation by the same or another eligible institution after a gap of at least one term.

Government cultural agencies and institution, as well as academic institutions, are encouraged to consider designating officials involved in heritage monuments and site conservation who are assigned to the regions so as to maintain geographic balance in ExeCon composition. Past ExeCon members shall be considered as general members of the National Committee on Monuments and Sites and shall be invited to Committee General Assemblies when convened.

All ExeCon members shall be officially confirmed in writing by the NCCA.

## SUBCOMMISSION ON CULTURAL HERITAGE (SCH)

### NATIONAL COMMITTEE ON MUSEUMS (NCOM) MEMBERSHIP GUIDELINES AND ELECTION RULES (2020-2022) Resolution No. 2019-302 / 21 February 2019

*Rescinding Board Res. No. 2016-394 / September 28, 2016*

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#### MEMBERSHIP

Membership to the National Committee on Museums (NCOM) is *institutional* in nature. It is composed of regional museum associations from the island clusters of Luzon, Visayas, Mindanao and Metro Manila, the National Museum (NM) and the National Historical Commission of the Philippines (NHCP).

#### General Members:

Regional museum associations are invited to become general members of the NCOM. As general members, these associations are required to submit the following documents:

1. Recent General Information Sheet
2. Minutes of annual general assembly
3. Result of annual election
4. List of current officers
5. Duly completed NCOM Museum Data Sheet of their active members which must be updated every two (2) years

Only those associations who have satisfactorily complied the abovementioned documents can designate their representatives to the Executive Council (ExeCon) of the NCOM.

#### Composition of the Executive Council (ExeCon) Members:

The Executive Council (ExeCon) shall consist of thirteen (13) members who are the officially designated representatives of the following institutions/organizations:

1. Two (2) ex-officio members from the following government cultural agencies:
  - a) 1 Representative from National Museum (NM)
  - b) 1 Representative from National Historical Commission of the Philippines (NHCP).
2. Eleven (11) individual representatives from the following regional museum associations:
  - a) 1 Representative from Northern Luzon Association of Museums (NLAM)
  - b) 1 Representative from Central Luzon Association of Museums (CLAM)
  - c) 2 Representatives from Southern Luzon Association of Museums (SLAM) and Bicol
  - d) Eastern Visayas Association of Museums (EVAM)
  - e) 1 Representative from Central Visayas Association of Museums (CVAM)
  - f) 1 Representative from Western Visayas Association of Museums (WVAM)
  - g) 3 Representatives from Mindanao Association of Museums (MAM) for Eastern, Western, and ARMM
  - h) 1 Representative from Alliance of Greater Manila Area Museums (AGMAM)



Except for the representatives from the NM and NHCP, it is highly encouraged that the designated regional museum association representatives shall come from private museums.

**Qualification and Requirements of Executive Council (ExeCon) Members:**

The ExeCon Members must be affiliated with a museum, must have at least 5 years of experience in various aspects of museum and cultural work, and must have at least 3 years of supervisory/managerial position in the current museum affiliation.

Upon designation, the representatives of the said institutions and organizations are required to submit the following:

1. Accomplished membership application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
2. Comprehensive curriculum vitae
3. Official designation by the NM, NHCP, or Regional Museum Association Certification of Employment by the Human Resource Department or Head of the current museum affiliation

All ExeCon members shall hold office for a term of three years, and are eligible for election to a 2<sup>nd</sup> term, but shall not serve for more than two consecutive terms. Any ExeCon member who had served the committee for two consecutive terms may vote but will no longer be eligible to be nominated as member of the Executive Council.

All ExeCon members must be officially confirmed in writing by the NCCA.