



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**  
*Excerpts from the Minutes of the Regular Commission Meeting*  
*held on 12 May 2021 via Zoom*

**Resolution**

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

**Resolution No. 2021-304**  
**Approving and Adopting the Guidelines on the Registration of**  
**Movable Cultural Properties**

**WHEREAS**, Section 5 of Republic Act 4846, otherwise known as the “Cultural Properties Preservation and Protection Act,” as amended by Presidential Decree 374, s. 1974, provides that private collectors and owners of important cultural properties and public and private schools in possession of these items, shall be required to register their collections with the National Museum when required by the Director and to report to the same office when required by the Director any new acquisitions, sales, or transfer thereof;

**WHEREAS**, Section 14 of Republic Act No. 10066, otherwise known as "The National Cultural Heritage Act of 2009," provides that all cultural properties of the country deemed important to cultural heritage shall be registered in the Philippine Registry of Cultural Property and requires private collectors and owners of cultural property to register cultural properties within three (3) years from the effectivity of the Act;

**WHEREAS**, Section 30 of Republic Act No. 11333, otherwise known as the “National Museum of the Philippines Act”, provides for the transfer of regulatory functions from the National Museum of the Philippines (NMP) to the National Commission for Culture and the Arts (NCCA), specifically all regulatory functions as provided by Republic Act No. 4846, Presidential Decree No. 260, Presidential Decree No. 374, Presidential Decree No. 1109, Republic Act No. 8492, Republic Act No. 9105, Republic Act No. 10066, and all other laws and issuances amending or citing as legal basis the same;

**WHEREAS**, the NCCA Cultural Heritage Section prepared a set of guidelines on the registration of movable cultural properties using the existing guidelines of the NMP Cultural Properties Regulation Division and taking into consideration the organizational structure and processes of the Commission;


**WHEREAS**, the said guidelines was presented to the Subcommittee on Cultural Heritage during its 28 April 2021 Regular Meeting and has endorsed the same for approval of the Board of Commissioners;

**NOW, THEREFORE**, be it **RESOLVED**, as it is hereby **RESOLVED**, after due deliberation and careful review, and upon the recommendation of the Subcommittee on Cultural Heritage, to **APPROVE** and **ADOPT** the **NCCA Guidelines on the Registration of Movable Cultural Properties for implementation of the NCCA**, herewith attached as Annex A.

Attested by:

  
**MYLA T. BUAN**  
Board Secretary

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For the Board:

  
**ARSENIO J. LIZASO**  
Chairman





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**Annex A**  
**Resolution No. 2021-304, May 12, 2021**  
**Approving and Adopting the Guidelines on the Registration of**  
**Movable Cultural Properties**

**Guidelines on Registration of Movable Cultural Properties**

**I. PURPOSE**

This guidelines aims to establish the procedures for the registration of movable cultural properties. This is to facilitate compliance with Section 5 of the "Cultural Properties Preservation and Protection Act" (R. A. No. 4846 as amended by P.D. No. 374) and Section 14 of Article V of the Republic Act No. 10066, otherwise known as "The National Cultural Heritage Act of 2009".

**II. SCOPE AND COVERAGE**

This guidelines shall govern the registration of all movable cultural properties including works of National Artists and Gawad sa Manlilikha ng Bayan, whether public or privately owned, except for the following:

- 2.1 Works of national heroes which are under the National Historical Commission of the Philippines;
- 2.2 Archival materials and documents which are under the National Archives of the Philippines; and
- 2.3 Rare books, special collections, and incunabula such as, but not limited to, presidential papers, periodicals, newspapers, singly or in collection, and libraries and electronic records which are under the National Library of the Philippines.

**III. DEFINITION OF TERMS**

As used in and for purposes of this Guidelines, the following terms shall mean:

- 3.1 **Archaeological materials** are fossils, artifacts, relics, antiques, and other cultural, geological, botanical, zoological materials collected from any place, whether above or underground, underwater or at sea level, which depict and document culturally relevant paleontological, prehistoric and/or historic events.
- 3.2 **Antique** refers to a cultural property found locally which is one hundred (100) years in age, more or less, the production of which has ceased.
- 3.3 **Artifacts** refers to articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.



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- 3.4 **Cultural Property** refers to all products of human creativity by which a people and a nation reveal their identity, including churches, mosques and other places of religious worship, schools and natural history specimens and sites, whether public or privately-owned, movable or immovable, and tangible or intangible.
- 3.5 **Ecofacts** are organic materials from archaeological sites, such as bones, shells and plant remains with cultural significance but not modified by man.
- 3.6 **Ethnographic Items** refer to traditional tangible cultural materials made and used by members of ethno-linguistic groups of the Philippines that are at least 50 years old from the date of collection.
- 3.7 **Holotypes** are plants and animals that were used as bases in the classification and identification of the species and shall be treated as cultural property.
- 3.8 **Movable cultural properties** are objects which may be classified as antiques, relics, or artifacts, and specimens of natural history such as physical, anthropological, archeological and ethnographic materials, meteorites and tektites; household and agricultural implements; decorative articles or personal adornment; works of art such as paintings, sculptures, carvings, jewelry, music, architecture, sketches, drawings, or illustrations in part or in whole; works of industrial and commercial art such as furniture, pottery, ceramics, wrought iron, gold, bronze, silver, wood or other heraldic items, metals, coins, medals, badges, insignias, coat of arms, crests, flags, arms, and armor; vehicles or ships or boats in part or in whole.
- 3.9 **PRECUP Officer**- any personnel from the PRECUP Office engaging in the inspection of privately owned movable cultural property.
- 3.10 **Registry Number**- identifiable number assigned to successfully registered cultural properties.
- 3.11 **Relics** refer to objects possessing cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest or it's parts, and which are intimately associated with important beliefs, practices, customs and traditions, persons and personages.
- 3.12 **Tangible Cultural Property** refers to a cultural property with historical, archival, anthropological, archaeological, artistic and architectural value, and with exceptional or traditional production, whether of Philippine origin or not, including antiques and natural history specimens with significant value.



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**  
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**IV. Requirements for Registration of Movable Cultural Properties**

All documentary requirements listed below shall be submitted to the NCCA either electronically or personally.

- 4.1 Documentation Data:
  - 4.1.1 Required data fields as indicated in PRECUP Form 2;
  - 4.1.2 Colored photographs of each object showing diagnostic features measuring 3” x 5” respectively.
- 4.2 Cover Letter with the following format:
  - 4.2.1 Subject: Request for Registration of Privately Owned Movable Cultural Property;
  - 4.2.2 Addressed to: The Chairman or the Executive Director of the Commission;
  - 4.2.3 Attention to/Copy furnished to: The Philippine Registry of Cultural Property Office
- 4.3 Any of the following Proof of Ownership:
  - 4.3.1 Deed of Sale or photocopy of the Certificate Registration from the National Museum of the Philippines or from this Commission issued to the previous owner (if acquired from a private person);
  - 4.3.2 Bureau of Internal Revenue approved sales invoice (if bought from licensed dealers)
  - 4.3.3 Affidavit of Ownership (in the absence of a deed of sale)

**V. PROCEDURES**

The process of registration shall be as follows:

**5.1. Submission of Documentary Requirements**

- 5.1.1 The private person applying for cultural property registration shall prepare all documentary requirements enumerated in Section 4 of this Guidelines.
- 5.1.2 Each item shall be documented in a separate PRECUP Form 2.
- 5.1.3 The documentary requirements may be submitted to the NCCA Office or through the following email addresses: <precup.pilipinas@gmail.com> and/or <[precup@ncca.gov.ph](mailto:precup@ncca.gov.ph)>
- 5.1.4 All documentary requirements shall be strictly submitted electronically when public safety requires it.

**5.2. Inspection of Items**

- 5.2.1 The PRECUP Office shall review all documentary requirements submitted by the applicant and endorse such to the Section Head.
- 5.2.2 The PRECUP Officer in charge shall schedule the inspection and coordinate the same to the applicant.



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**  
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- 5.2.3 If a PRECUP Officer believes a potential conflict of interest might occur, s/he should notify the Section Head who shall undertake appropriate actions to avoid the conflict.
- 5.2.4 Items not exceeding 10 pieces which can be transported without any difficulty by reason of size, volume, or weight, shall be brought by the applicant to the NCCA for inspection.
- 5.2.5 Items that are more than 10 pieces shall be inspected at the office, residence or other establishment where items are stored. Provided, however, that the transportation, accommodation, and food of the inspection team shall be covered by the applicant. No other solicitations, donations, gifts, or personal favors shall be offered to and received by the inspection team.
- 5.2.6 The PRECUP Officer shall affix the stamp on the cultural property or as per the client's request, on the document, after inspection.
- 5.2.7 Each item shall be issued with a unique registration number.

**5.3 Preparation of Order of Payment**

- 5.3.1 The Order of Payment shall be prepared and signed by the PRECUP Officer and the Section Head.
- 5.3.2 The applicant shall pay the registration fee of Two Hundred Pesos (PhP 200) per item through the NCCA Cashier and the official receipt shall be presented to the PRECUP Officer.

**5.4 Issuance of Certificate of Registration**

- 5.4.1 The Certificate of Registration shall be prepared and signed by the PRECUP Officer and the Section Head.
- 5.4.2 The original copy of the signed Certificate of Registration bearing the unique registration number of newly registered movable cultural properties shall be released to the applicant. The second copy shall be kept by the PRECUP Office, and the third copy shall go to the NCCA Records Management Section.

**VI. CONDITIONS OF REGISTRATION**

- a. The private collectors and owners of movable cultural property shall not be divested of their possession and ownership thereof even after registration of said property.
- b. Information on registered cultural properties owned by private individuals shall remain confidential and may be given only upon prior consent of the private owner.
- c. The export of registered cultural property shall adhere to the Guidelines Governing the Export of Cultural Properties from the Philippines (Board Resolution No. 2021-281).





**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**  
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- d. Should a registered cultural property be illicitly exported from the country, Section 24 of RA 10066 shall apply.

**VII. OFFENSES AND PENALTIES**

7.1 Pursuant to Sections 48 and 49 of R.A. 10066, it shall be prohibited to:

- 7.1.1 Import, sell, distribute, procure, acquire, or export cultural property stolen, or otherwise lost against the will of the lawful owner;
- 7.1.2 Illicitly export registered cultural property or those that may be categorized as such upon visitation or incorrectly declares the same during transit; and
- 7.1.3 Refuse to register a cultural property upon or after proper notification by the Commission.

7.2 The penalties for such offenses as provided by Section 49 of RA 10066 shall apply.

**VIII. GUIDELINES REVIEW PROCESS**

This guidelines will be reviewed every five years and at other times if any significant new information, guidelines, or organizational change warrants a review. The effectiveness of this guidelines will be assessed as required and the guidelines will be amended if necessary, to reflect the needs of the Commission. The Executive Director is authorized to promulgate rules and regulations to implement the provisions of this guidelines subject to the approval of the Chairman. Any amendment to this guidelines requires the approval of the NCCA Board.

**IX. SEPARABILITY CLAUSE**

If any provision or part hereof is held invalid or unconstitutional, the remainder of these rules or the provision not otherwise affected shall remain valid and subsisting.

**X. REPEALING CLAUSE**

All rules, board resolutions, instructions and rules and regulations or parts thereof which are inconsistent with this guidelines are hereby deemed repealed or modified accordingly.

**XI. EFFECTIVITY**

This guidelines shall take effect after fifteen (15) calendar days following its full publication in the Official Gazette and in two (2) daily major newspapers of general circulation in the Philippines, whichever takes place sooner. A copy of this guidelines shall be deposited in the National Administrative Register and the University of the Philippines Law Center.