



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

Revised Procedures on the 30-Day Public Validation of Cultural Properties in the PRECUP

Rationale

This set of procedures is adopted to implement Section 6 of the National Commission for Culture and the Arts (NCCA) Board Resolution No. 2017-330, also known as the “Guidelines Governing the Philippine Registry of Cultural Property (PRECUP),” which states that the NCCA shall validate the cultural inventories submitted to the PRECUP. This is also in accordance with Section 5 of the DILG-NCCA Joint Memorandum Circular 2021-001: “Amended Guidelines on the Standardized Submission of Local Cultural Inventory under the Philippine Registry of Cultural Property for the Issuance of Certificate of Compliance to Local Government Units”, recognizing public participation as an important tool in the cultural property validation process.

Section 1. Scope and Coverage

This set of procedures shall govern both qualitative and quantitative information on cultural properties included in a cultural inventory, which are submitted to the Registry with no proof of cultural property validation.

Section 2. Exemptions

The following are not covered by this set of procedures:

1. Cultural Mapping outputs translated using PRECUP Forms with any of the following attachments:
 - a. Local Cultural Profile
 - b. Inventories documented in Mapping Forms
2. Cultural Inventory with written documentary proof of community validation and/or third-party validation, whichever is applicable.





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Section 2. Definition of Terms

- (a) **30-Day Public Validation Notice**- refers to the announcement that contains the information of accessioned cultural properties in the Registry which are subject to public validation, including the deadline for the submission of requests for validation.
- (b) **Community Validation**- refers to a validation activity through community participation.
- (c) **Concerned Agency or Institution**- refers to organizations transacting with the Registry. These include the Local Government Units, State Universities and Colleges, National Government Agencies, and other agencies or institutions.
- (d) **Cultural Inventory**- refers to the inventory of identified tangible and intangible cultural properties, being maintained by the concerned agency/institution which reveal the identity of its community, and provide systematization and information on their cultural heritage.
- (e) **Evidence**- refers to proof used to support or oppose pertinent entries of cultural properties. It includes, but not limited to, books, academic journals, research and studies, publications, articles from reputable institutions, legal declarations, and other documents with historical and/or scientific significance. It may also include anecdotes of competent individuals in the community for Intangible Cultural Heritage.
- (f) **Focal Persons**- refers to individuals from concerned agencies or institutions who are vested with the responsibility and authority to transact with the Registry. These include the Local Chief Executive, Chairperson of the Sangguniang Committee on Culture and the Arts (Sangguniang Bayan, Sangguniang Panglungsod, or Sangguniang Panlalawigan), Local Cultural Officer or equivalent, Local Tourism Officer, and other designated focal persons.
- (g) **Relevant Interested Party (RIP)**- refers to stakeholders involved or concerned directly or indirectly in matters about cultural properties.
- (h) **TALAPAMANA**- refers to the official and publicly accessible database of the Registry.



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- (i) **Third-Party Validation**- refers to a validation activity involving the assistance of an expert or resource person in the fields of arts and sciences, particularly on heritage and culture.
- (j) **Third-Party Validator**- refers to the person facilitating the third-party validation who is an expert or resource person in the fields of arts and sciences, particularly on heritage and culture.
- (k) **Validation**- refers to the process of examination and confirmation of qualitative and quantitative information on cultural property.

Section 3. Responsibilities

The following are the responsibilities of the Commission through the PRECUP Office (also referred herein as, “the Registry”), as well as the role of other involved parties for the fulfillment of this policy:

3.1. The Commission:

- 3.1.1. Shall publish in the NCCA Website a 30-Day Public Validation Notice featuring information on accessioned cultural properties awaiting inclusion in the TALAPAMANA, every 10th and 25th of the month;
- 3.1.2. Shall receive requests for validation together with its evidence, and endorse such to the concerned agency or institution which submitted the cultural inventory;
- 3.1.3. Shall not intervene in any other part of the validation process of a concerned agency or institution unless otherwise stated in this guidelines.

3.2. The Focal Persons:

- 3.2.1. Shall receive and consider for appropriate action the endorsed requests for validation forwarded through the Commission, after the 30-Day Public Validation period;
- 3.2.2. Shall directly communicate with the RIP who made the request for validation;
- 3.2.3. Shall coordinate to the Commission its plan of actions on the request received, and if applicable, shall furnish a copy of the revised





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written cultural inventory through the prescribed manner of submission adopted by the Registry.

3.3. The Relevant Interested Party:

- 3.3.1 Shall be vested with the sole authority to request validation, with attached supporting evidence, to the Commission during the 30-Day Public Validation period;
- 3.3.2. Shall receive communication materials from the Focal Persons and directly communicate with each other from thereon.

3.4. The Third-party Validator:

- 3.4.1. Shall facilitate the cultural property data validation of a concerned agency or institution;
- 3.4.2. Shall be held accountable for the integrity of data in the validated output by affixing its signature in the PRECUP Form, or issuing a single documentary proof of cultural property validation indicating all the names of cultural properties validated;
- 3.3.3. Shall furnish a copy of their personal profile to the Commission.

Section 4. Procedures

The process shall be as follows:

4.1. The PRECUP Office shall publish a 30-Day Public Validation Notice for submitted cultural properties every 10th and 25th of the month, on the NCCA Website. The 30-Day Public Validation Notice shall be effective for a period of 30 calendar days, commencing on the next day of its publication.

4.2. The RIP shall request validation with attached supporting evidence, through a formal written notice addressed to the Chairman of the Commission and attention to the PRECUP Office. The request shall be made using online or manual submission within the 30-Day Public Validation period.

4.3. The PRECUP Office upon receipt of requests for validation from an RIP, shall forward the same to the focal person for appropriate action.

4.3.1. The focal person shall directly communicate with the RIP, within three (3) working days.





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4.3.1. The focal person shall inform the PRECUP Office of its plan of actions.

4.4. The concerned agency or institution which has acknowledged the merits of a request for validation shall conduct community validation and/or third-party validation independently from the Registry.

4.4.1. The newly validated output shall be documented in the appropriate PRECUP Form.

4.4.2. These shall be submitted by the focal person to the PRECUP Office as a revised cultural inventory, together with its documentary proof of cultural property validation, for direct inclusion of the validated information on cultural properties in the TALAPAMANA.

4.4.3. The documentary proof of cultural property validation shall contain the following:

4.4.3.1. For Third-Party Validation:

- a. Date of Validation
- b. Signature of Third-Party Validator per PRECUP Form or Signature of Third-Party Validator in a Single Document indicating all the Official Names of Cultural Properties Validated

4.4.3.2. For Community Validation:

- a. Date of Validation
- b. Official Names of all Cultural Properties Validated
- c. Signatures of the Majority of the Body who voted for

4.4.4. The submission of the revised cultural inventory shall be considered as the official submission for the calendar year it will be re-submitted to the Registry.

4.5. The request for validation of an RIP shall be automatically dismissed if the focal person presents the existing documentary proof of cultural property validation which they had previously failed to furnish the copy to the Registry.

4.6. All cultural properties with no requests for validation shall automatically be registered in the TALAPAMANA when the 30-Day Public Validation period has lapsed.





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Section 5. Effectivity

This set of procedures shall take effect on cultural inventories submitted from December 16, 2022 onwards.

