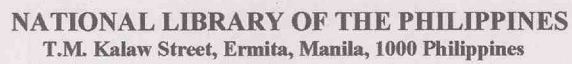





**NATIONAL LIBRARY OF THE  
PHILIPPINES**

# **PROCEDURAL MANUAL**

**Research and Publication Division**


NLP-078

	<b>NATIONAL LIBRARY OF THE PHILIPPINES</b> T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		No.	NLP-090
	<b>RESEARCH AND PUBLICATION DIVISION PROCEDURAL MANUAL</b>		Date of Effectivity	OCT 03 2018
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## RESEARCH AND PUBLICATION DIVISION

### PROCEDURAL MANUAL 2018




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### Functional Description of Research and Publication Division

The Research and Publication Division is responsible for the preparation of the publication of research and studies by the various division of the National Library of the Philippines. The Division also handles and coordinates the various cultural events and exhibits initiated or hosted by the NLP.

A. The Division has the following core functions:

- Prepare manuscripts based on research and studies made by technical divisions for publications;
- Publish NLP source materials of social, scientific, and historical importance;
- Take charge of all cultural activities of NLP, such as program, conferences and workshop.

B. The Division has two sections:

1. Research and Information Section

This Section is responsible for conducting research for NLP publications. The Section also handles the preparation, gathering, evaluating and editing of publications of NLP guides, series, directories, newsletters and annual report. Other divisions must provide the RPD with a copy of their research materials made or published to ensure that we have a registry of NLP research guides.

2. Public Relation and Publication Section


This Section is responsible for the handling and coordination of the cultural activities of the NLP. It handles the planning, setup and coordination of activities, such as exhibitions, programs, tours and publicity and promotional campaigns for NLP

This Section is also responsible for printing of brochures and fliers of the NLP as well as library guidelines, newsletters, annual reports, special bibliographies and programs for special events hosted by the NLP.

### Functional Description of the Copyright Section

The Copyright Section at the National Library of the Philippines implements Book V of Republic Act No. 8293, "An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing Powers and Functions, and for Other Purposes" and Republic Act No. 10372, "Act Amending Certain Provisions of Republic Act No. 8293, Otherwise Known as the "Intellectual Property Code of the Philippines", and for



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Other Purposes. The Copyright Section also serves as the repository of copyright-registered deposits.

The Section is charged to receive, classify and records copyright applications for registration. Prepares copyright registration and deposits certificates and issue copyright certificates.

The Section also keeps and preserves copyrighted-registered works and supervises the conduct of public inspection of published materials.

### The Organization (Division Level)

#### Approved Plantilla of Personnel (Position Title and Salary Grade)

##### Research and Publication Division

- (1) Librarian V - 24
- (1) Librarian IV - 22
- (1) Librarian III - 18
- (1) Senior History Researcher - 18
- (2) Librarian II - 15
- (2) History Researcher - 14
- (1) Administrative Assistant II - 8
- (2) Administrative Aide IV - 4
- (1) Administrative Aide II - 2

##### Copyright Section

- (1) Copyright Examiner
- (1) Administrative Aide II - 2
- (1) Administrative Aide I - 1


### Statement of Duties and Responsibilities based on Approved Plantilla Positions

#### Research and Publication Division

##### Librarian V:

1. Formulates and administers library policies and implements rules and regulation pertaining to the division;
2. Formulates plans and programs for the division
3. Coordinates, manages and evaluates the activities of all library sections;
4. Exercise general supervision over all personnel;



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5. Gives technical advice to the staff;
6. Conducts trainings and staff development;
7. Issues certifications;
8. Maintains official relations with officials and library patrons regarding library activities;
9. Performs other duties as may be assigned by the Directors.

(1) Librarian IV:

1. Serves as acting chief in the absence of the Division Chief;
2. Assists the Division Chief in implementing policies, rules and regulations;
3. Assists the Division Chief in formulating plans and programs for the division;
4. Coordinates, manages and evaluates the activities in the division;
5. Give technical advice to the staff;
6. Prepares communication and reports;
7. Handles request for educational tours;
8. Performs other duties that may be assigned by the immediate superior from time to time.

(1) Librarian III:

1. Serve as a Section Head;
2. Supervises the Librarian II and other staff below in the performance of their duties;
3. Helps the Division Chief plan projects for the Section;
4. Supervises and implements the projects of the Section;
5. Recommends for acquisitions of materials/supplies for the Section;
6. Supervises the preparation of monthly statistical data;
7. Does other duties assigned by the Chief and Assistant Chief of the Division.


(1) Senior History Researcher:

1. Undertakes researches and makes investigations from primary sources of information, historical papers and manuscripts;
2. Evaluates and assess the authenticity of historical facts;
3. Consolidates and integrates reasons of research work;
4. Researches materials of province, cities, town; biographical sketch of eminent Filipinos; historical event and special report;
5. Performs other duties that may be assigned by the immediate superior from time to time.

(1) Librarian II:

1. Serves readers and assists the same in the selection of reading items of interest;
2. Handles correspondence;
3. Maintains records;
4. Prepares reports and memoranda;
5. Participates in inventory works;
6. Select library materials;



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7. Performs other duties that may be assigned by the immediate superior from time to time.

(1) Librarian II:

1. Checks and review work of Librarian I;
2. Plans and makes work assignments and schedules for the staff;
3. Handles correspondence and prepares reports;
4. Selects and requisitions books for use in the Reference Division;
5. Maintains records and compiles statistics;
6. Services readers; and
7. Does related work that may be assigned from time to time by the Division Chief.

(1) History Researcher:

1. Researchers histories of the provinces, towns and cities, biographical sketches of eminent Filipinos, historical events and special reports;
2. Researches from all sources, documents of and about heroes for compilation and recording;
3. Assists in reporting the conservation and restoration needs of rare collections;
4. Assists in the maintenance and development of the rare books;
5. Does related work as assigned by the Division Chief.

(1) History Researcher: Vacant

(1) Administrative Assistant II:

1. Gives technical assistance in the input/output procedure to staff members;
2. Edits printout for the masterfile;
3. Updates the data bases;
4. Fulfills administrative reporting requirements; and
5. Does related works.

(1) Administrative Aide IV:


1. Prepares certificates and endorses records and correspondence relative to employee's assignment, payroll, resignations, service records, appointments, leaves and other personnel actions, performs arithmetical computations and others;
2. Prepares reports and tabulates statistical data;
3. Sorts and compiles records for retention and for disposal;
4. Performs other duties as maybe assign from time to time.

(1) Administrative Aide IV: Vacant

(1) Administrative Aide II:

1. Operates duplicating machine;
2. Sorts and collects duplicated materials
3. Checks whether duplicated materials were xeroxed accurately and neatly;



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4. Submit reports of supplies used;
5. Requisitions supplies needed in duplicating/xeroxing materials;
6. Keep records of payments for Xeroxed/duplicated materials.

### Copyright Section

#### (1) Copyright Examiner:

1. Under general supervision examines application for registration of intellectual property, such as literary works, musical compositions, map, plans, designs, drawings, cinematographic works and other works embraced and covered by Republic Act 8293 dated June 6, 1997;
2. Processes applications submitted for registration and takes appropriate action;
3. Supervise the recording of all applications in the registry books, assigning serial and classification number to each;
4. Supervises the labeling of copyrighted materials and arranges for their publication in the Official Gazette;
5. Supervises the preparation of index cards for approved application;
6. Issues approved Copyright Certificates;
7. Issues duly approved licenses provided for under Republic Act 8293;
8. As directed by the Director of NLP, enforces all requirements and prohibitions provided under Republic Act 8293 and other existing laws;
9. Represents the Director in Copyright cases as witness in court hearings;
10. Compose correspondence and prepare reports on application and/or disapproved.


#### (1) Administrative Aide II:

1. Operates duplicating machine; sorts and collates duplicated materials;
2. Checks whether duplicated materials were photocopied accurately and neatly;
3. Submit reports of supplies used;
4. Requisitions supplies needed in duplicating/photocopying materials;
5. Keep records of payments for Xeroxed/duplicated materials.

#### (1) Administrative Aide I:

1. Haul, move or transfer publications and other materials received or to be sent out by the Office;
2. Open crates, boxes or packages received by the Office;
3. Maintains cleanliness of the rooms;
4. Performs messengerial duties; and
5. Does other related work as assigned by the Division Chief.



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### Actual and Current Plantilla of Personnel (Position Title and Salary Grade)

#### Research and Publication Division

- (1) Information Technology Officer II - 22 (Officer-In-Charge)
- (1) Librarian IV - 22
- (1) Librarian III - 18
- (1) Librarian II - 15
- (1) Administrative Aide II - 4

#### Copyright Section


- (1) Copyright Examiner -
- (1) History Researcher - 14 (assigned to Copyright)
- (1) Administrative Aide II - 2
- (1) Administrative Aide I - 1

### Statement of Duties and Responsibilities based on Individual Performance Commitment and Review (IPCR)

#### Research and Publication Division

- (1) Information Technology Officer II (Officer-In-Charge):
  1. Exercise general supervision over all personnel of the Division;
  2. Supervise the copyright staff and its activities;
  3. Prepare and submit Division's budget, plans and activities;
  4. Formulates plans and programs for the division;
  5. Review, verify, edit and initials copyright registration certificates;
  6. Review, verify, edit and initials document pertaining to the deeds of assignment of (records);
  7. Publish NLP materials, brochures, newsletter, annual reports and other products, etc.;
  8. Performs other duties and other related work as assigned by the Directors.
- (1) Librarian IV:
  1. Serves as acting chief in the absence of the Division Chief;
  2. Assists the Division Chief in implementing policies, rules and regulations;
  3. Assists the Division Chief in formulating plans and programs for the division;
  4. Coordinates, manages and evaluates the activities in the division;
  5. Give technical advice to the staff and conducts research project;
  6. Prepares communication and reports;
  7. Handles cultural activities and request for educational tours;
  8. Handles NLP publications;
  9. Encode entries in the database of registry registered copyright certificates;



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10. Performs other duties that may be assigned by the immediate superior from time to time.

(1) Librarian III:

1. Assists the Chief and Assistant Chief in formulating, plans and programs for the Division;
2. Give technical advice to the staff and conducts research project;
3. Handles cultural activities and request for educational tours;
4. Handles NLP publications;
5. Encode entries in the database of registry of registered copyright certificates;
6. Performs other duties that may be assigned by the immediate superior from time to time.

(1) Librarian II:

1. Encode entries in the database of registry of registered copyright certificates;
2. Process copyright certificates coming from Intellectual Property Office for inclusion in the NLP collection;
3. Performs other duties that may be assigned by the immediate superior from time to time.

(1) Administrative Aide II:

1. Encode entries in the database of registry of registered copyright certificates;
2. Encode entries in the logbook the details of copyright certificates;
3. Handles cultural activities and request for educational tours;
4. Performs other duties that may be assigned by the immediate superior from time to time.

### Copyright Section

(1) Copyright Examiner:


1. Examine and receive copyright applications and deposits and applications for recordals;
2. Check and sign copyright certificates, recordals, and request for certified true copy;
3. Answer inquiries about copyright registration and other copyright-related matters (personal, telephone and thru e-mail).

(1) History Researcher:

1. Encode entries in the certificate of copyright registration and deposit form;
2. Enter in log book the details of copyright certificates;
3. Encode registration of documents pertaining to the transfer and assignment of copyright (recordals).

(1) Administrative Aide II:

1. Assigning and labeling of numbers and classification to copyright applications;

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2. Assigning and labeling of number and classification to copyright deposits materials;
3. Prepares and file the copyright certificates;
4. Prepares and file the copyright deposits.

(1) Administrative Aide I:

1. Encode in the certificate of copyright registration and deposit form;
2. Handles the release of certificate of copyright registration and deposit;
3. Handles the stamping and pasting of documentary stamps in the copyright certificates.

## Products and Services

### Research and Publication Division

a. Products

1. Annual Report
2. Newsletter
3. Library brochures
4. NLP Guides, special bibliographies

b. Services

1. Plans and set up exhibits
2. Handles educational tours, film showing
3. Handles promotional and publicity campaign of NLP

### Copyright Section

a. Products

1. Certificate of Copyright Registration and Deposits
2. Registry of Copyrighted Materials (Hardcopy)
3. On-line Database of Copyrighted Materials (In-house use)
4. Deed of Assignment (recordal), Certification, Certified True Copy

b. Services


1. Receives, classifies and records copyright applications for registration
2. Issue certification of copyrighted materials, certified true copy and certification
3. Processes Deed of Assignments

## Processes and Procedures

### Research Workflow

1. Planning the research activity



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2. Research must take into consideration the following factors:
  - a. Category under which a project is generally classified. Choose the topic to be included in the checklist;
  - b. Sources whether primary or secondary; sources such as archives, NLP collection, etc.
  - c. Staff/personnel to undertake the work;
  - d. Time element and/or timetable of activities.
3. Approval for the following aspect of research: title of publication, transcription, organization, preparation, editing, format, etc.
4. Data gathering and writing up of the research project.
5. Review and editing of the research
6. Submit the full research project for printing and publishing
7. Presentation / publish the research made

Research Process Workflow (see attached flowchart#1)

#### Publication Process Workflow


1. News articles, write-ups, statistics and other materials are sent and/or collected from employees/divisions for inclusion in NLP newsletter and annual report. Each Division has a designated contributor for publications.

NLP Newsletter - published semi-annually

NLP Annual Report – published annually, 2<sup>nd</sup> quarter of following year.

2. Verify gathered materials, news, write-ups and articles; collate and compiled according to content, usefulness and importance. Related items are grouped into section in the publication.
3. Collated materials will be lay-out as first draft of publication. At least one (1) month is allotted to make a draft.
4. After that, a first print/ layout ready publication will be out for editing. If there are no more inclusion or deletion, publication is good. If publication needs more refining, another editing, re-run on the layout will be done.
5. If publication is approved and there are no more corrections or editing needed, RPD, a request for authority to print the publication will be sent to Office of the Director for approval. The approved request to publish the material and will be forwarded to BAC for quotation and posting.



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- Final output will be sent out to printers and publishers. Finished publication will also be distributed to NLP exchange partners (foreign and local) and other stakeholders.

Note: Publications of NLP for posting to social media and other platforms needs prior approval from the Office of the Director.

Publication Process Flowchart (see attached chart #2)

### Exhibit, Tour and Cultural Events Workflow

- The interested party submits a request to RPD for holding of an exhibit/events/cultural activity/ tour in the NLP. RPD will evaluate the request and endorse to the Office of the Director for approval.

Note: Request letter maybe in the form of formal letter, e-mail or fax address to the Director. Verbal request will not be entertain.

- Approved letter request, will be forward by the Officer of the Director to RPD for for coordination and scheduling of event/exhibit/cultural activity. Disapproved request will be also forwarded to RPD to inform the requesting party of the disapproval of their request.
- RPD will contact the requesting party, facilitate and coordinate the display/exhibit/ cultural activity/tour and coordinate with other divisions involved for the necessary support.

Exhibit, Tour and Cultural Events Flowchart (see Flowchart #3)


### Copyright Workflow

- Applicant(s) shall accomplish the application form in duplicate (copyright), with answers typewritten or printed legibly. The affidavit at the back should be duly notarized prior to submission to the Copyright Office.

To acquire documents (e.g. deed of assignments, certification and certified true copy(s), a letter request is required.

- Submit the application form to the Copyright Examiner accompanied by two (2) copies of the work as deposit. It will take 5 to 10 minutes to examine an application form and the deposit, and it depends on the number of application being filed.



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3. Upon examination of the application form and deposits submitted by the applicant, the Copyright Examiner will then determine if it is approved or not. Document(s) filed are recorded in logbook as soon as received.

Incomplete information on the application form needs to be completed first before re-filing or will be sent back to applicant for completion.


The applicant(s) will pay:

1. Copyright registration fee: P200.00 each per title of work
2. Deed of assignment: P100.00 per title of work
3. Certification fee: P100.00 per page
4. Certified True Copy: P100.00 per page
5. Documentary stamps: P40.00 per set

A claim stub will be issued indicating the expected release date.

Note:

- a. For single copyright application, processing and release is 10 working days or less.
  - b. 2 to 5 multiple applications, processing and release is up to 10 to 15 working days or less.
  - c. 6 to 10 multiple applications, processing and release is up to 22 days or less.
  - d. SUC, colleges, universities and publishers with more than 10 applications, the number of days of processing and release will agreed upon between NLP and application or on a case to case basis.
4. Approved application(s) are then will be recorded, numbered and stamped according to classification.
  5. The approved application(s) will then be encoded in the computer for inclusion in the registry of copyrighted materials (hardcopy).
  6. After the registry, a certificate of copyright registration and deposit will be prepared. Preparation of certificates will take 5 to 10 minutes depending on the number of copyright owner(s) and copyright author(s) and/or title of work.
  7. Copyright Examiner will sign and attest the issuance of certificate. The Division Chief/OIC will then review, edit and put initial in the certificate before the NLP Director sign the copyright certificate.
  8. The Copyright Office will then inform the applicant (author/copyright owner) if their certificate of copyright registration and deposit are already ready for release, either by e-mail, text messaging or by phone.

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9. A logbook of claim and released certificates will be encoded to the KOHA database of copyrighted materials. A single data entry record will take 2 to 5 minutes depending on the content in the number of copyright owner(s) and author(s)
8. Copyright certificate will be filed and arranged according to classification and stored in stack room.

Copyright Process Flow Chart (see attached chart #4)

#### Division Contact Details


Leonardo P. Bernabe, Jr.  
ITO II – Officer-In-Charge  
Tel. No. 310-5035; 336-7200 local 412  
[lpbernabe@nlp.gov.ph](mailto:lpbernabe@nlp.gov.ph)

Maricel M. Ureña  
Librarian IV  
Tel. No. 310-5035; 336-7200 local 412  
[mmurena@nlp.gov.ph](mailto:mmurena@nlp.gov.ph)

#### Annexes


- Annex A – Organizational Chart 2018
- Annex B – Functional Chart 2018
- Annex C – NLP -034 Copyright Application Form
- Annex D – NLP – 041 Certificate of Copyright Registration and Deposit
- Annex E – Requirements For Copyright Registrations
- Annex F – NLP – 062 Deed of Assignment
- Annex G– NLP – 066 Certification
- Annex H – RPD Workflow 2018

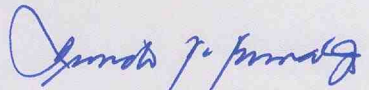


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### Approval Page


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Librarian IV

  
**LEONARDO P. BERNABE, JR.**  
Information Technology Officer II  
Officer-In-Charge  
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Librarian V  
Chief, Collection Development Division


  
**DOLORES D. CARUNGUI**  
Librarian V  
Chief, Reference Division

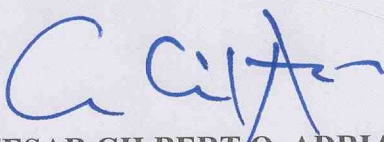
  
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**NIÑA B. FRONDA**  
Librarian V  
Chief, Bibliographic Services Division

  
**ANNE ROSETTE G. CRELENCIA**  
Officer-In-Charge  
Filipiniana Division

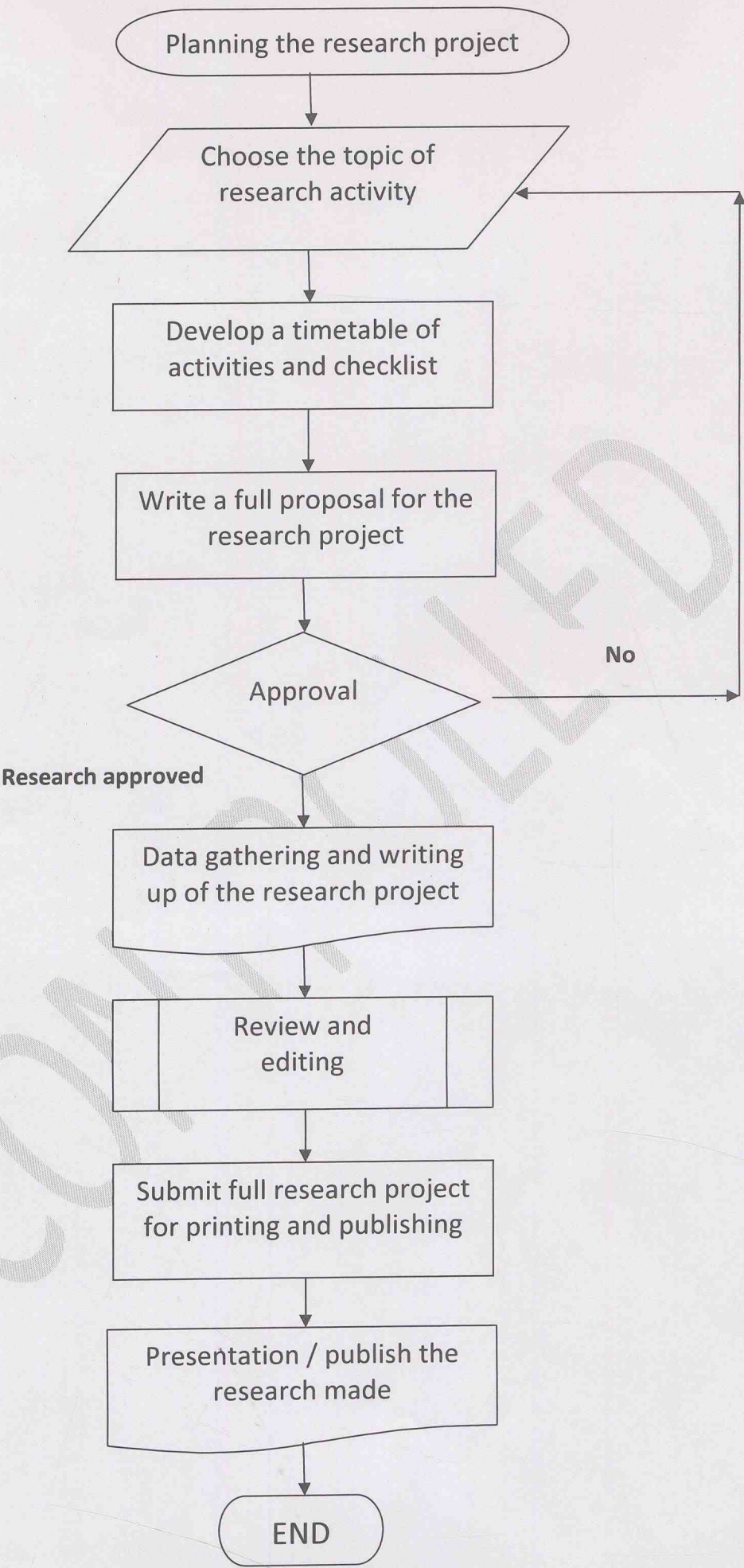
#### Approved by:

  
**EDGARDO B. QUIROS**  
OIC-Assistant Director

  
**CESAR GILBERT Q. ADRIANO**  
Director IV

Flowchart #1

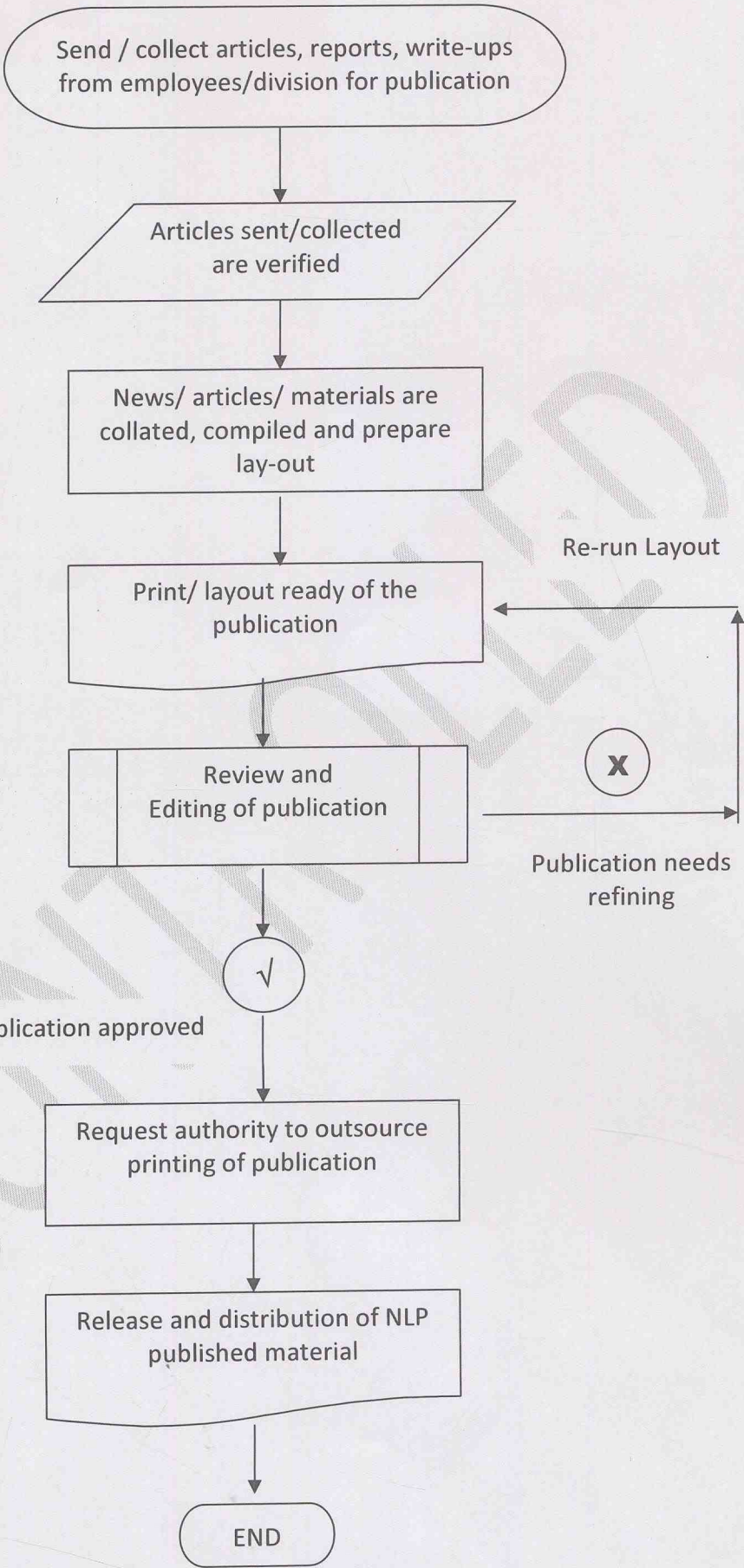
Research Process Workflow





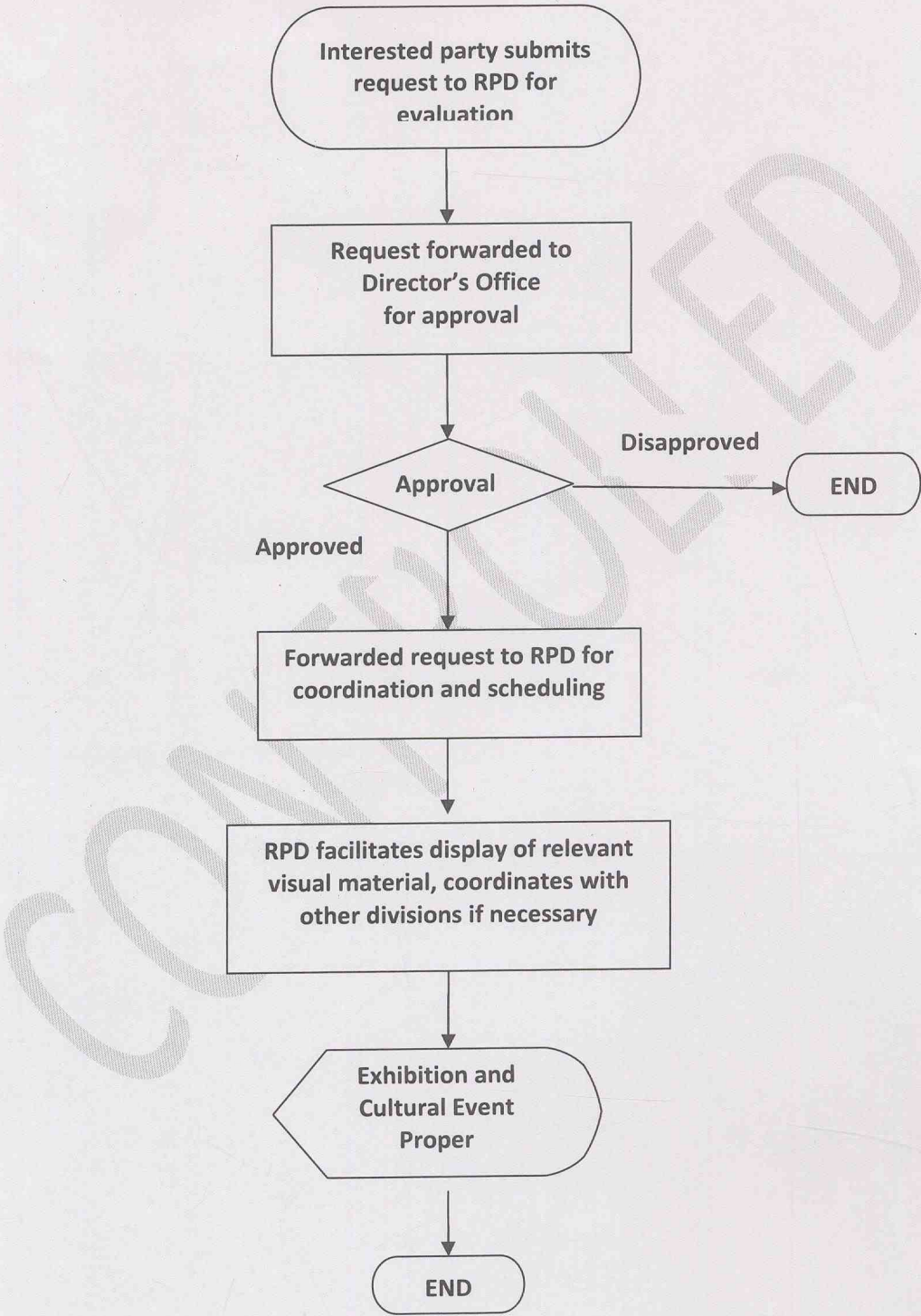
Flowchart #2

Publication Process Workflow



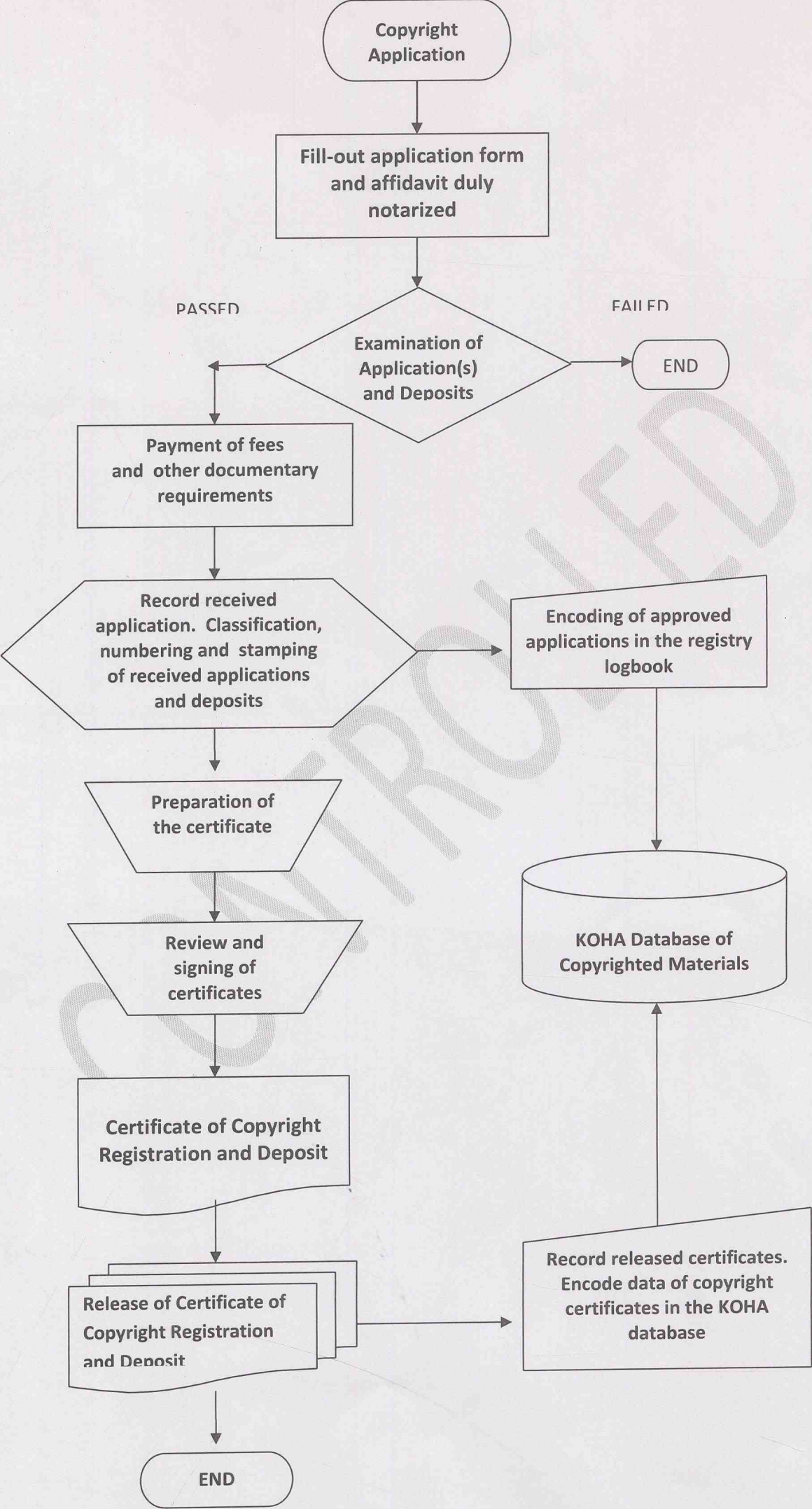
Flowchart #3

EXHIBIT, TOUR AND CULTURAL EVENTS PROCESS  
WORKFLOW

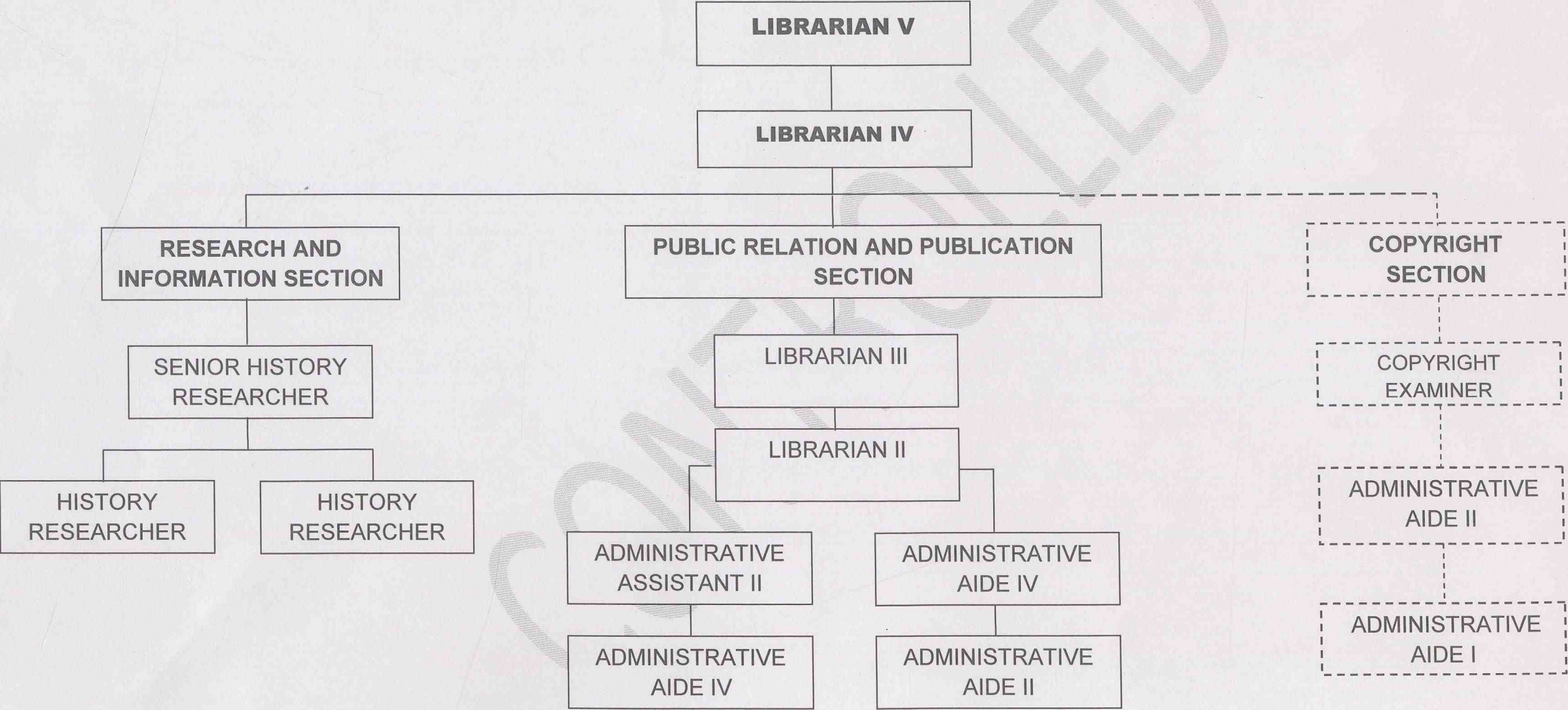




COPYRIGHT PROCESS WORKFLOW

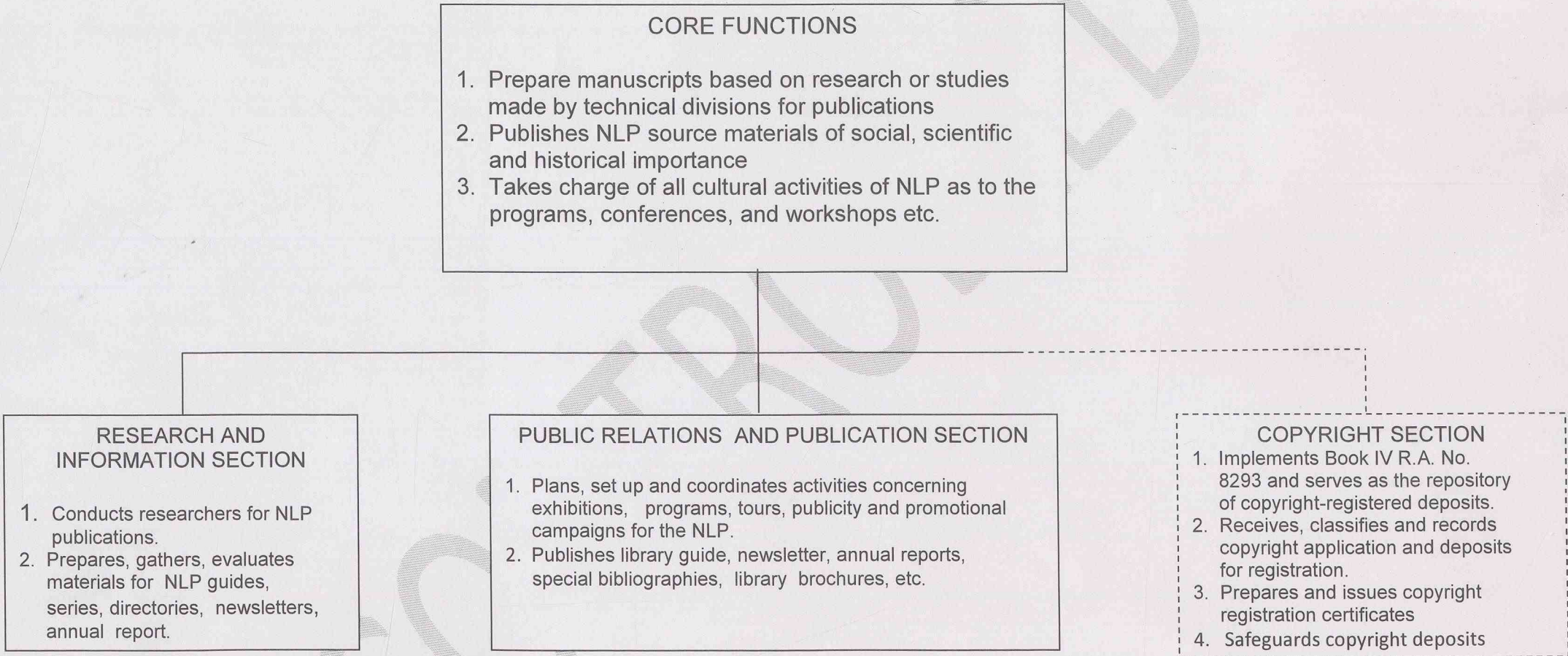


**RESEARCH AND PUBLICATION DIVISION  
ORGANIZATIONAL CHART 2018**





**RESEARCH AND PUBLICATION DIVISION**  
**FUNCTIONAL CHART 2018**



## REQUIREMENTS FOR APPLICATION FOR COPYRIGHT REGISTRATION AND DEPOSIT

- ☐ Application for Copyright Registration Form (two copies)
- ☐ Affidavit (notarized)
- ☐ \*Deposit (two copies of the work being registered)
- ☐ Registration Fee (Php 200.00)
- ☐ Documentary Stamps (two pieces, worth Php 15.00 each)

### *For Corporate/Enterprise Applications (any of the following)*

- ☐ Certificate of Registration from SEC
- ☐ Certificate of Business Name from DTI

### **\*\*Supporting Documents (any of the following)**

- ☐ Waiver of Copyright Ownership
- ☐ Deed of Assignment
- ☐ Affidavit of Heirship
- ☐ Publication Contract (with clause on transfer of copyright ownership)
- ☐ Affidavit of Joint Ownership

### **Note:**

\*In filing up the application form, Question No. 8 pertains to the *Date of Creation* of the work, which must **NOT** be later than the date when the application is filed.

\*\*For *Original Ornamental Design/Works for Manufacture*, the deposit shall be in the form of a drawing of the design and the corresponding technical description

\*\*For published works, two copies of the final printed work must be submitted. The printed copies should have a copyright notice printed in front or at the back of the title page (for books) or on any clear space (for non-book materials, such as CDs, posters, brochures, etc.). The **COPYRIGHT NOTICE** shall be in the form, *PHILIPPINE COPYRIGHT 20\_\_ (YEAR OF PUBLICATION) BY \_\_\_\_\_ (NAME OF COPYRIGHT OWNER.)*

\*\*\*Applications where the *Copyright Owner* is **NOT** the *Author* must be submitted along with one of the supporting documents listed above.

**Applications with incomplete attachments or not filled up completely will not be accepted.**





FILING DATE

PAPER NO.

(Published)  
(Unpublished)

The Director, *The National Library of the Philippines*

Date

SIR: I have the honor to apply for the copyright registration of the (a) unpublished (b) Published work named herein of which **Two (2) complete copies** are herewith deposited compliance with the provisions of REPUBLIC ACT 8293. The amount of P200.00 for the registration fee and thirty pesos worth of documentary stamp to be affixed to the certificate and application form are also enclosed. The data required by the rules and regulations of that office are the following:

- Name and address of copyright owner: \_\_\_\_\_  
(Claimants full legal name)  
\_\_\_\_\_  
(Street number, municipality and province)
- Name of author: \_\_\_\_\_
- Country of which the author is a citizen: \_\_\_\_\_  
(Country)
- If alien author, state Alien Certificate No. and where domiciled in the Philippines: \_\_\_\_\_
- Title of the Work: \_\_\_\_\_  
(Title as it appears on the front part of the title page of the work followed by the edition number, if any)
- Class to which the work belongs: \_\_\_\_\_
- If copyright is claimed upon a new matter in a reissued work, state new matter specifically: \_\_\_\_\_  
(Additional chapters by numbers followed by inclusive pages in parenthesis; other more or less short but materials alterations)
- (d) Completed (e) Printed or Reproduced in copies on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Date when the work or its printing was completed)  
at \_\_\_\_\_ by \_\_\_\_\_  
(Municipality, Province) (Person or Establishment making the printing or reproduction in copies)
- First published or sold to the public in the Philippines on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day the work was placed on sale, sold or publicly distributed)  
\_\_\_\_\_ by \_\_\_\_\_  
(Municipality, Province) (Person or Establishment)
- Send certificate of registration to: \_\_\_\_\_  
(Name and address)
- Unit price if reproduced in copies for sale: P \_\_\_\_\_

Very Respectfully,

(Signature of Applicant)

Deposit received on _____	Certificate issued on _____
Application received on _____	Signed by _____
Affidavit received on _____	Certificate mailed by _____
Fee received P _____ O.R. _____	Certificate received by _____
Date of Registration _____	XXc _____

(Signature of receiver)

**(Please Read Instructions Carefully Before Filling Blanks)**

- Of the lines marked (a) to (e) use the ones which apply and cross out the lines not used
- \*\* The word author includes a translator, a composer, painter, sculptor or other artists, or a photographer or a producer of a cinematographic film or publisher of a periodical, or an editor of work without known authors.
- + In case of periodicals, the title should include the volume and number as well as the date of each issue separately registered e.g. Philippine Magazine Vol. XXX No. 2, July 1933.
- ++ See class designations at the bottom of the reverse or back side hereof. A representative may sign the application under the name of the claimant Accomplish this form in duplicate.

**FORM SHOULD BE FILLED UP LEGIBLY**  
(THIS FORM IS NOT FOR SALE AND MAYBE REPRODUCED)





AFFIDAVIT

(IMPORTANT- This affidavit must be executed by **individual** (an official of a corporation or firm may act) and must be under the seal of an officer authorized to administer oaths within the Philippines. In case of published works, the execution must be **subsequent** to the date of publication. The affiant must fill in the required statements to accord with the fact concerning the work named, and draw pen through statements not intended to be made.)

REPUBLIC OF THE PHILIPPINES

Municipality of \_\_\_\_\_

Province or City of \_\_\_\_\_ S.S.

I \_\_\_\_\_ being duly sworn, depose do solemnly affirm and say:

That I am the (a) person claiming copyright (b) printer who printed (c) duly authorized agent or representative residing in the Philippines of the claimant of copyright in the Work named herein;

That (d) I am a resident of the municipality of \_\_\_\_\_ Province of \_\_\_\_\_ and (e) \_\_\_\_\_ of \_\_\_\_\_ claim/s  
(name of claimant if other than affiant) (municipality, province)

ownership of copyright in the said work (f) as (g) by assignment (h) by inheritance from the author hereof, that said work is (i) original, not copied from any work whether published or unpublished (j) a work falling under Sec. 172 of R.A. 8293 of which consent of the copyright owner has been secured of **which 2** complete copies **have been deposited**, is entitled \_\_\_\_\_

(Title as it appears on the front part or title page (if book))

(of the work, edition number if any; author's name if he is different from claimant)

and have been (k) completed (l) printed or reproduced in copies at \_\_\_\_\_  
(Municipality, Province)

by \_\_\_\_\_, the work or its printing or reproduction having been completed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and the said work was first published or sold to the public in the Philippines on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
(same date given in the application)

at \_\_\_\_\_ by \_\_\_\_\_  
(Municipality; Province) (Name of person in the application)

(Signature of person making affidavit)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. The deponent in the foregoing affidavit exhibited to me his Community Tax Certificate No. \_\_\_\_\_ Issued at the Municipality of \_\_\_\_\_, Province of \_\_\_\_\_ Philippines, on \_\_\_\_\_.

NOTARIAL  
P15.00  
Documentary  
Stamp  
SEAL

Notary Public

My commission expires on \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

1. Of the lines number (a) to (l) use the ones which apply and cross out lines not used.
2. See footnote\*\* on the reverse back side hereof.
3. In case of periodicals the title includes the volume and number as well as the date of which issue separately registered. For example: Philippine Magazine, Vol. XXX, No. 2 July 1933.
4. In case of manuscripts or unpublished works, data regarding publication are not required and the corresponding blank spaces should be crossed out.

CLASS DESIGNATIONS OF COPYRIGHTABLE WORKS UNDER R. A. 8293

(a) Books, Pamphlets, articles and other writings; (b) Periodicals and newspaper; (c) Lectures, sermons, addresses, dissertations for oral delivery, whether or not reduced in writing or other material form; (d) Letters; (e) Dramatic or dramatico-musical compositions; choreographic works or entertainment in dumb shows; (f) Musical compositions with or without words; (g) Works of drawing, painting, architecture, sculpture, engraving, lithography or other works of arts, model or design for works of arts; (h) Original ornamental designs, or models for articles of manufacture, whether or not registrable as an industrial designs and other works of applied art; (i) Illustrations maps, plans, sketches, charts and three-dimensional works relative to geography, topography, architecture or science; (j) drawings or plastic works of a scientific or technical character, (k) Photographic works including works produced by a process analogous to photography, lantern slide; (l) Audiovisual works and cinematographic works produced by a process analogous to cinematography or any process for making audio-visual recordings; (m) Pictorial illustrations and advertisements; (n) Computer Programs; (o) Other literary; scholarly, scientific and artistic works; (P) Sound recordings, and (q) Broadcast recordings



Republic of the Philippines  
National Commission For Culture And The Arts  
**NATIONAL LIBRARY OF THE PHILIPPINES**

Manila



**CERTIFICATE OF COPYRIGHT REGISTRATION AND DEPOSIT**

Name of Copyright Owner : \_\_\_\_\_

Address: \_\_\_\_\_

Name of Author \_\_\_\_\_

Nationality: \_\_\_\_\_

Publisher: \_\_\_\_\_

Assignee: \_\_\_\_\_ Proprietor: \_\_\_\_\_ Author: \_\_\_\_\_

Title of Work: \_\_\_\_\_

Class of Work: \_\_\_\_\_ Published : \_\_\_\_\_ Unpublished: \_\_\_\_\_

Date of Creation: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

Date Registered/Deposited: \_\_\_\_\_ Registration No. \_\_\_\_\_

Term of Protection: \_\_\_Lifetime of the author and for fifty (50) years after his/her death\_\_\_\_\_

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2017, in the City of Manila, Philippines.

**SEAL AND  
DOCUMENTARY  
STAMP**

ATTESTED:

**CESAR GILBERT Q. ADRIANO**  
Director

**MICHELLE A. FLOR**  
Copyright Examiner



**NATIONAL LIBRARY OF THE PHILIPPINES**  
T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

**TO ALL WHOM THESE PRESENTS SHALL COME, GREETINGS:**

This is to certify that the attached **DEED OF ASSIGNMENT** entered into by and between **Name, Age and Address,,** hereinafter referred to as the **ASSIGNOR** and **ASSIGNEE, Name of Company or its Representative, Name of Person, Address** executed before Notary Public, **Name of Notary Public executing the assignment, date and palce of execution with Doc. No. , Page No., Book No., Series of 20XX,** for the assignee, has been duly recorded in the National Library of the Philippines Assignment of Copyright, Book **xx** Page **xx** in conformity with the requirements of the laws and regulations prescribed by the Director of the National Library of the Philippines respecting licenses and/or Agreement of Copyright.

The subject of the **DEED OF ASSIGNMENT** is the transfer by the **ASSIGNOR** to **ASSIGNEE** all performing rights in all copyright works which now belong to or shall hereinafter be acquired by or become vested in the **ASSIGNOR** during the continuance of the **ASSIGNOR'S** membership in **name of organization,** and all such parts or shares of, and all such interest in, any such rights as shall be acquired by or become vested in the **ASSIGNOR** in accordance with the conditions provided thereof.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the seal of the National Library of the Philippines to be affixed at the City of Manila, Philippines this **date** in the Year of Our Lord, Two Thousand and **xxxx.**

**CESAR GILBERT Q. ADRIANO**  
*Director*

ATTESTED:

**MICHELLE A. FLOR**  
*Copyright Examiner*





Republic of the Philippines  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
Copyright Section

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**CERTIFICATION**

This is to certify that the work/s listed below have been registered with this  
Office in the name of \_\_\_\_\_ under Class  
\_\_\_\_\_.

Title:  
Name of Author:  
Registration Number:  
Date of Registration:

This certification is issued upon the written request of  
\_\_\_\_\_ of \_\_\_\_\_.

Issued in the city of Manila, this \_\_\_\_ day of \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Copyright Section  
National Library of the Philippines

**RESEARCH AND PUBLICATION DIVISION  
FLOW CHART 2018**

