





**NATIONAL LIBRARY OF THE
PHILIPPINES**

**QM ANNEXES-
ANNEX 3**


Relevant Interested Parties

	NATIONAL LIBRARY OF THE PHILIPPINES T.M. Kalaw Street, Ermita, Manila, 1000 Philippines NLP RELEVANT INTERESTED PARTIES	Ref No.	ANNEX 3
		Date of Effectivity	15 October 2018
		Revision No.	2
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Interested Parties / Stakeholders	Needs and Expectations	Corresponding NLP action plans to address needs and expectations	Division Responsible
General Public	Reader Services	Provision of required library resources	Filipiniana and Reference Divisions
Individual registrants (authors / writers, creators)	Certificate of Copyright Registration, ISBN, ISSN, ISMN	Issuance of certificates and certifications; issuance of ISBN, ISSN, and ISMN	Research and Publications Division Bibliographic Services Division
Enterprise registrants (book publishers, printers, private organizations, distributors)	Certificate of Copyright Registration, ISBN, ISSN, ISMN, Certification of Legal Deposit	Issuance of certificates and certifications; issuance of ISBN, ISSN, and ISMN	Research and Publications Division Bibliographic Services Division Collection Development Division
Non-Government Organizations	Promotion of Literacy and Reading Advocacy through donation of books and other reading materials	Partnerships, Events, Resource Allocation	Public Libraries Division
Cultural Agencies	Alignment of NLP's programs and planned activities to the programs of other cultural agencies	Meetings, planning, execution of projects, programs and activities; partnerships, events, and programs	Office of the Directors

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National Government Agencies	Training programs for public libraries; Training programs and resources for the PWDs; Alignment of NLP's programs and planned activities	Meetings, planning, execution of projects, programs and activities; partnerships, events, and programs	Reference Division Public Libraries Division
Local Government Units (LGUs)	Establishment and affiliation with NLP, training of public librarians and allocation for public libraries, MOA	Meetings, planning, execution of projects, programs and activities; partnerships, events, and programs	PLD
External suppliers (common supplies, logistics, security, books, equipment, electronic resources, facilities, utilities, dental service)	Procurement and payment of their services	Follow internal guidelines and statutory requirements for payment to suppliers	FAD Bids and Awards Committee
Resource persons for library and information advocacies and training	Advocacies on the development and promotion of library and information services in the Philippines	Inclusion of different topics in training programs	PLD
Participants in trainings, seminars, workshops, and events	Attendance to programs, projects, and activities	Open events to public	PLD


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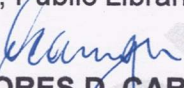
Regulatory Agencies	Remittance to agencies concerned; Fiscal management; performance management system; appointments	Prompt and timely remittance; Compliance with existing governmental rules and regulations; implementation of SPMS	FAD
Exchange partners	Exchange materials, MOAs	Programs, events, exchange materials	CDD
Employees	Conducive work environment, career growth	Staff development and welfare, provision of facilities	Office of the Directors

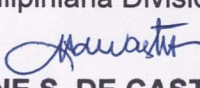
4. APPROVAL

Prepared and Reviewed by:

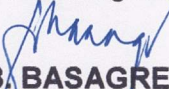

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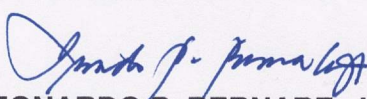

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CONTROLLED