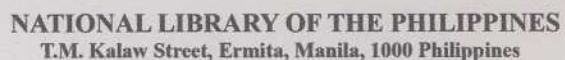





**NATIONAL LIBRARY OF THE  
PHILIPPINES**

**PROCEDURAL  
MANUAL**

**Research and Publication Division**


Rev. 1

	<b>NATIONAL LIBRARY OF THE PHILIPPINES</b> T.M. Kalaw Street, Ermita, Manila, 1000 Philippines		Ref No.	NLP-090
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RESEARCH AND PUBLICATIONS DIVISION

PROCEDURAL MANUAL  
2021


CONTROLLED

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VI. Approval Page

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VII. Annexes

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## I. FUNCTIONAL DESCRIPTION OF RESEARCH AND PUBLICATIONS DIVISION

The Research and Publications 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 the following sections:

### B.1. Research and Information Section


This Section is responsible for conducting research for NLP publications. The Section also handles the printing 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.

### B.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 gathering, evaluating and editing materials for publication and for the preparation and printing of brochures and fliers of the NLP as well as library guidelines, newsletters, annual reports, Philippine National Bibliography, special bibliographies and programs for special events hosted by the NLP.



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### B.3. 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 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.

## II. THE ORGANIZATION (DIVISION LEVEL)


### A. 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	-11
(1)	Administrative Aide II	-2
(1)	Administrative Aide I	-1

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

### B.1. Research and Publications 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;
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. Handles NLP publications;
9. 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;



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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 assign 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;
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.

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(2) 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) 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.


(2) 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 II:

1. Operates duplicating machine;
2. Sorts and collects duplicated materials
3. Checks whether duplicated materials were xeroxed accurately and neatly;
4. Submit reports of supplies used;
5. Requisitions supplies needed in duplicating/xeroxing materials;
6. Keep records of payments for Xeroxed/duplicated materials.



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## B.2. 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 xeroxed accurately and neatly;
3. Submit reports of supplies used;
4. Requisitions supplies needed in duplicating/xeroxing 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

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5. Does other related work as assign by the Division Chief.

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

##### C.1. Research and Publication Division

- (1) Librarian IV - 22 (Officer-In-Charge)
- (1) Librarian III - 18
- (1) Librarian II - 15
- (2) History Researcher - 14
- (1) Administrative Aide IV - 4

##### C.2. Copyright Section

- (1) Copyright Examiner -11
- (1) Administrative Aide IV - 4
- (1) Administrative Aide II - 2
- (1) Administrative Aide I - 1


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

##### D.1. Research and Publication Division

###### (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. Manage cultural activities and request for educational tours;
8. Oversee the preparation of NLP publications;
9. Monitors the encoding of 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. Assist in the planning and coordination of exhibitions, programs, tours, publicity, and promotional campaigns of the National Library and its social media platforms.
2. Assist in the publication of library guidelines, newsletters, annual reports, PNB, special bibliographies library brochures.
3. Conducts researches for NLP Publication.
4. Performs other duties that may be assigned by the immediate superior from time to time.

(2) History Researcher:

1. Researches 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. Conducts researches for NLP Publication.
4. Prepares articles and write-up for NLP Publications.
5. Does related work as assigned by the Division Chief.

(1) Administrative Aide IV:

1. Design exhibit displays for publicity and promotional campaigns of the National Library and its social media platforms.

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2. Layout library guidelines, newsletters, annual reports, PNB, special bibliographies library brochures.
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.

#### D.2. 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) Administrative Aide IV:

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).
4. Prepares list of books delivered to Collection Development Division


##### (1) Administrative Aide II:

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



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### III. PRODUCTS AND SERVICES

#### A. Research and Publication Division

##### A.1. Products

1. Annual Report
2. Newsletter
3. Library brochures
4. NLP Guides, Special Bibliographies

##### A.2. Services

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


#### B. Copyright Section

##### B.1. 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. Recordal of Transfers and Assignments of Copyright, Certification, Certified True Copy

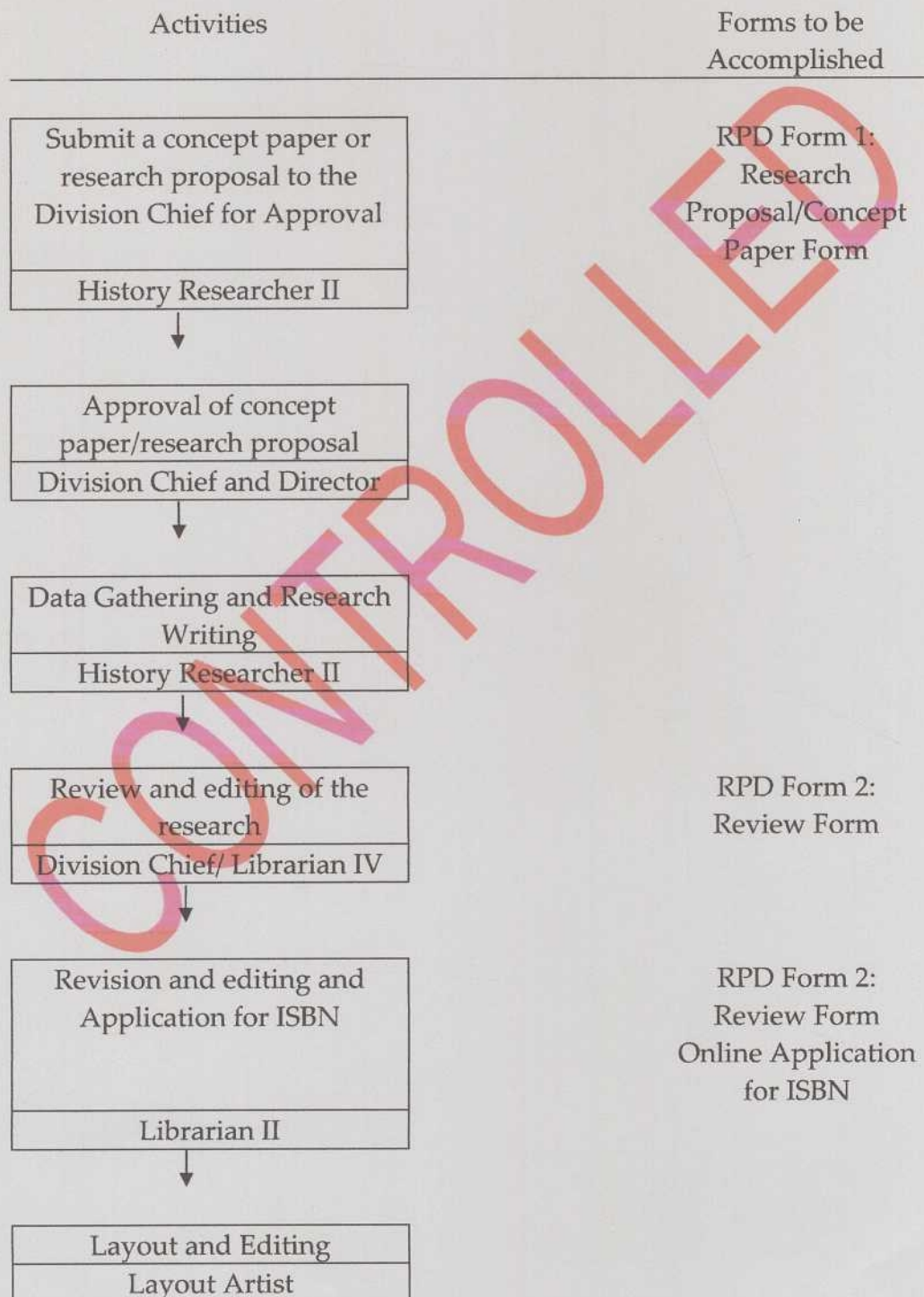
##### B.2. Services

1. Receives, classifies and records copyright applications for registration
2. Issue certification of copyrighted materials, certified true copy
3. Recordal of Transfers and Assignments of Copyright, Certified True Copy


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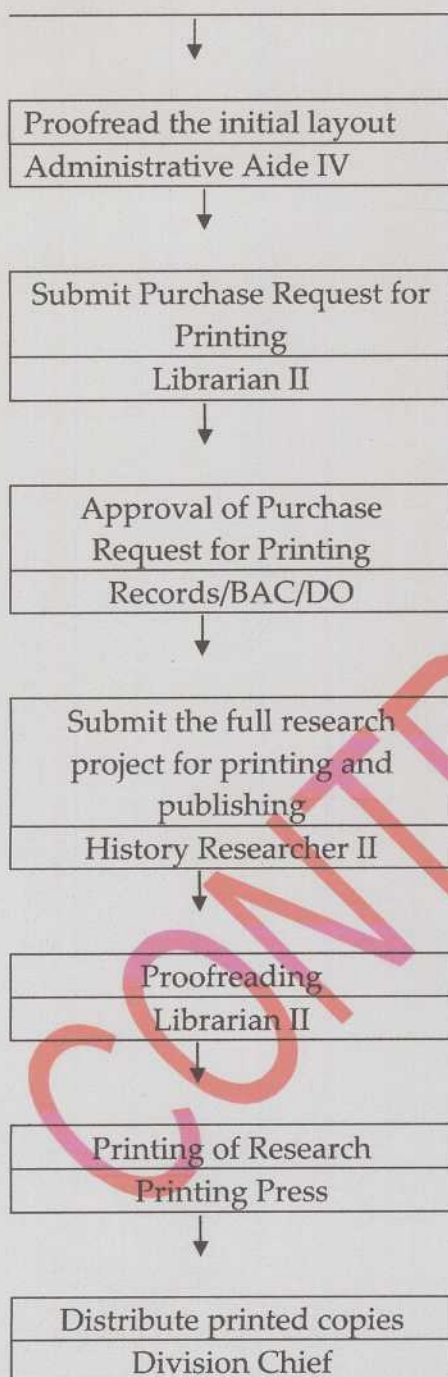
#### IV. PROCESSES AND PROCEDURES

##### A. Research Workflow






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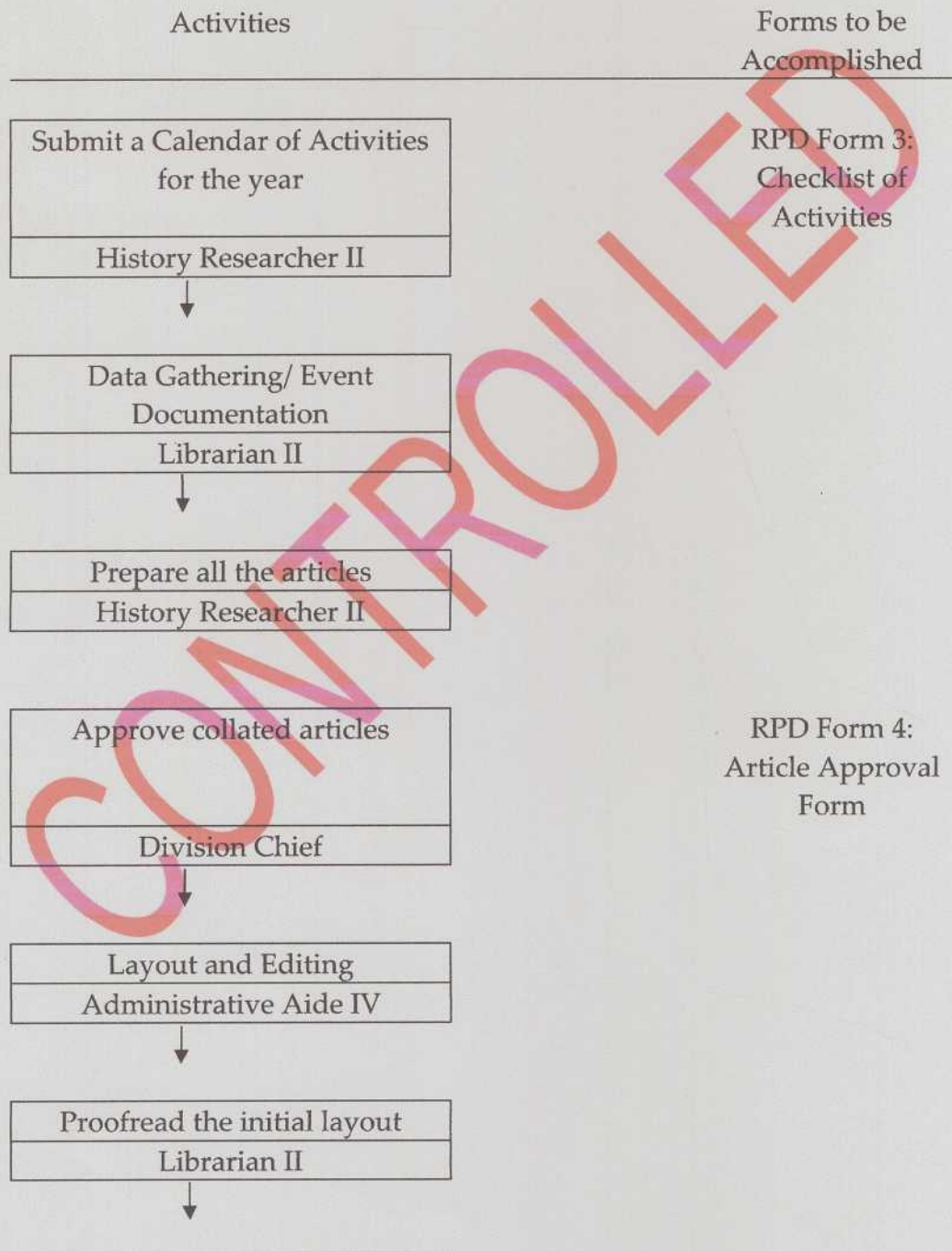
Purchase Request  
Form


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**B. Publication Process Workflow (Newsletter and Annual Report)**

NLP Newsletter - published semi-annually

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



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Revision and Editing and Application for ISBN History Researcher II
---



Submit Purchase Request for Printing Administrative Aide IV
---



Approval of Purchase Request for Printing Records/BAC/DO
--



Printing of sample publication Printing Press
--



Proofreading Administrative Aide IV
--




Printing of publication Printing Press
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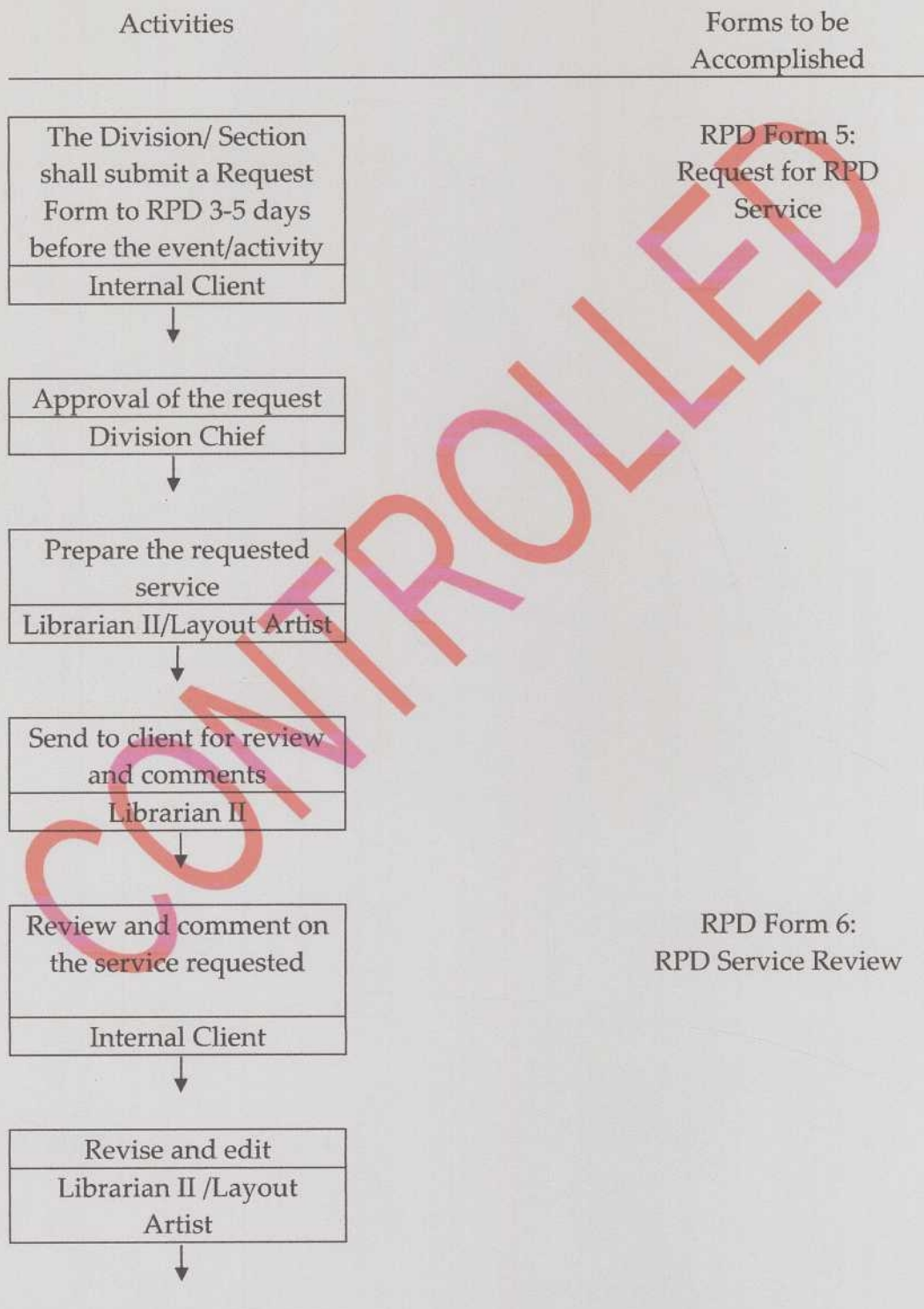
Distribute printed copies Division Chief
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Purchase Request  
Form




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### C. Promotional and Publicity Campaign





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Approve for Posting
Internal Client



Answer the evaluation form
Internal Client



COMSAT: Evaluation Form

#### D. Exhibit, Tour and Cultural Events Workflow

Activities

Forms to be Accomplished

Submit a request to RPD for holding an exhibit/events/cultural activity/ tour in the NLP (3-5 days before the activity)
Client



Check the availability of the date and finalized the details
Librarian IV and Client




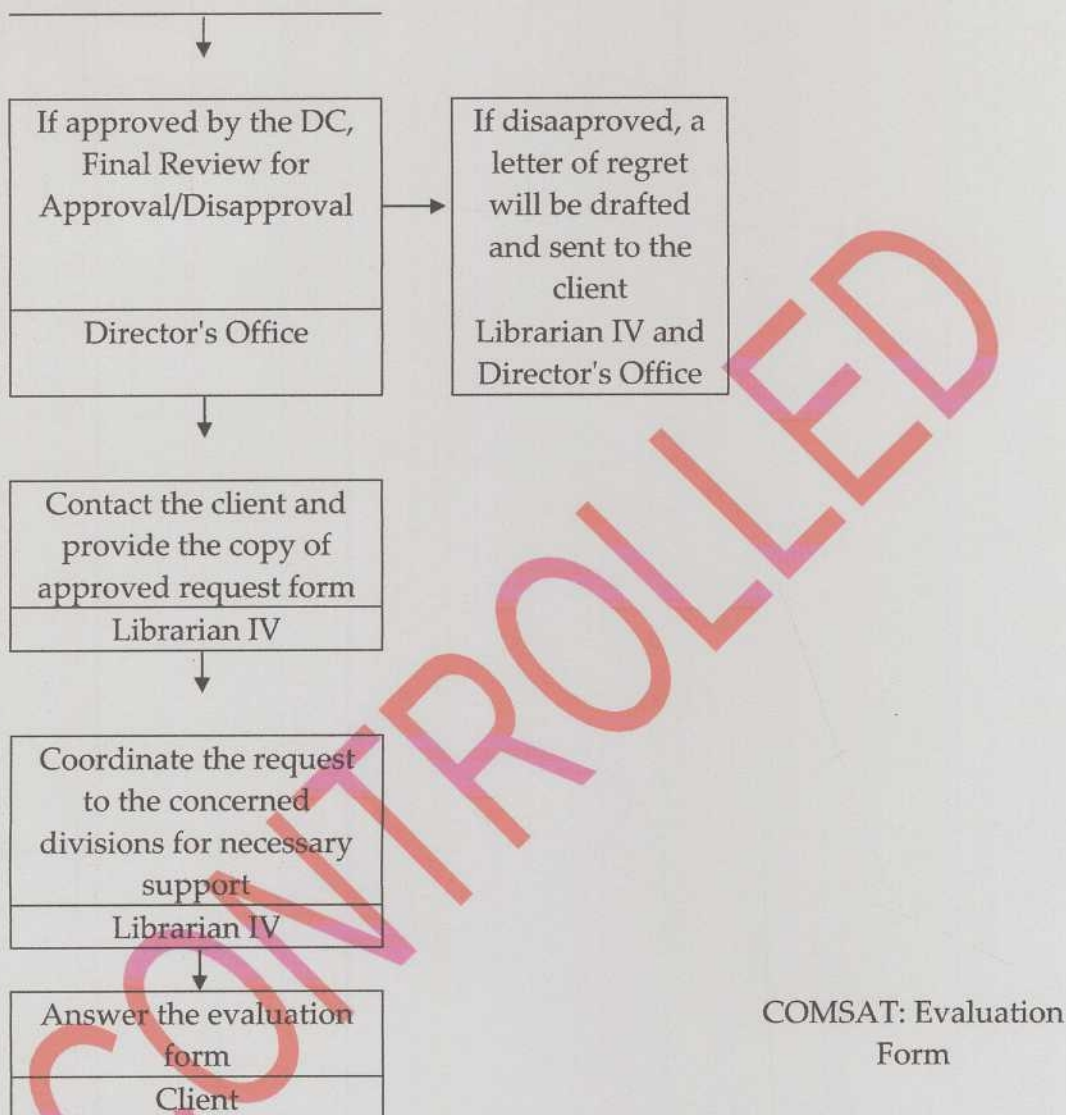
Review the request for reservation
Division Chief



If disapproved, the DC will write a letter of regret to be sent back to the client.

RPD Form 7:  
Exhibit, Tour and Cultural Events Application Form

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#### D. Copyright Workflow

1. 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.



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2. 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 applications being filed.
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: P70.00 per set

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

Note:


- a. 1 to 10 applications, processing and release is up to 10 working days or less.
- b. 11 to 99 applications, processing and release is up to 22 days or less.
- c. SUC, colleges, universities and publishers with more than 10 applications, the number of days of processing and release will be 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).

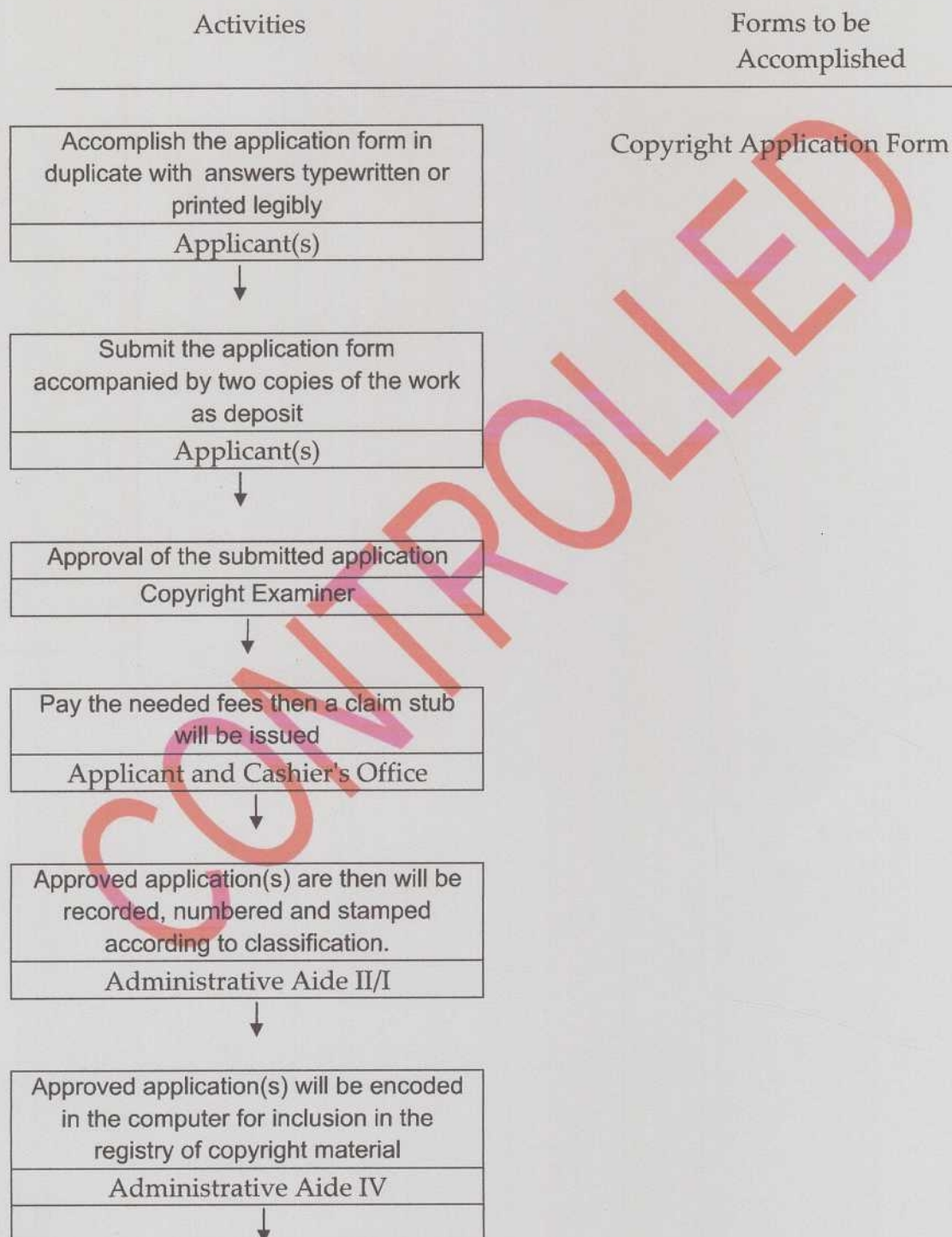
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6. After the registry, a certificate of copyright registration and deposit will be prepared. Preparation of certificates will take 5 to 10 minutes depending on the number of copyright owner(s) and copyright author(s) and/or title of work.
7. Copyright 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.
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.




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### A. Copyright Workflow





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A certificate of copyright registration and deposit will be prepared
Administrative Aide IV

Certificate of Copyright  
Registration and Deposit

Sign and attest the issuance of certificate.
Copyright Examiner

Inform the applicant (author/copyright owner) if their certificate of copyright registration and deposit are already ready for release
Copyright Examiner/ Administrative Aide I

## V. CONTACT DETAILS

### Contact Details

National Library of the Philippines  
Copyright Section  
Research and Publications Division  
T.M. Kalaw Avenue, Ermita, Manila

Ms. Maricel M. Ureña  
[mmurena@nlp.gov.ph](mailto:mmurena@nlp.gov.ph)  
Ms. Eleanor C. Siyang  
[ecsiyang@nlp.gov.ph](mailto:ecsiyang@nlp.gov.ph)  
Tel. 310-5056 local 412

Email Address: [copyright@nlp.gov.ph](mailto:copyright@nlp.gov.ph)  
Telephone: (632) 5310-5035 / 5336-7200 loc. 411



**NATIONAL LIBRARY OF  
THE PHILIPPINES**

T.M. Kalaw Street, Ermita, Manila, 1000 Philippines

**PROCEDURAL MANUAL  
Research and Publications  
Division**

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Prepared by:

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**MARICEL M. UREÑA**

Librarian IV / Officer-in-Charge

*M. Flor*

**MICHELLE A. FLOR**

Copyright Examiner

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*M. Madrid*

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*B. P. Velasco*

**BLESILA P. VELASCO**

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Chief, Public Libraries Division

*D. Carungui*

**DOLORES D. CARUNGUI**

Librarian V

Chief, Reference Division

*J. B. Dimasaca*

**JENNIFER B. DIMASACA**

Librarian IV

Officer-in-Charge

Bibliographic Services Division



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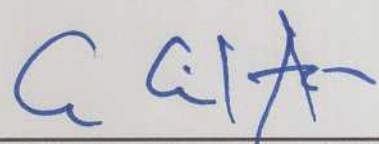
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Approved by:

  
EDGARDO B. QUIROS  
Assistant Director

  
CESAR GILBERT Q. ADRIANO  
Director

CONTROLLED

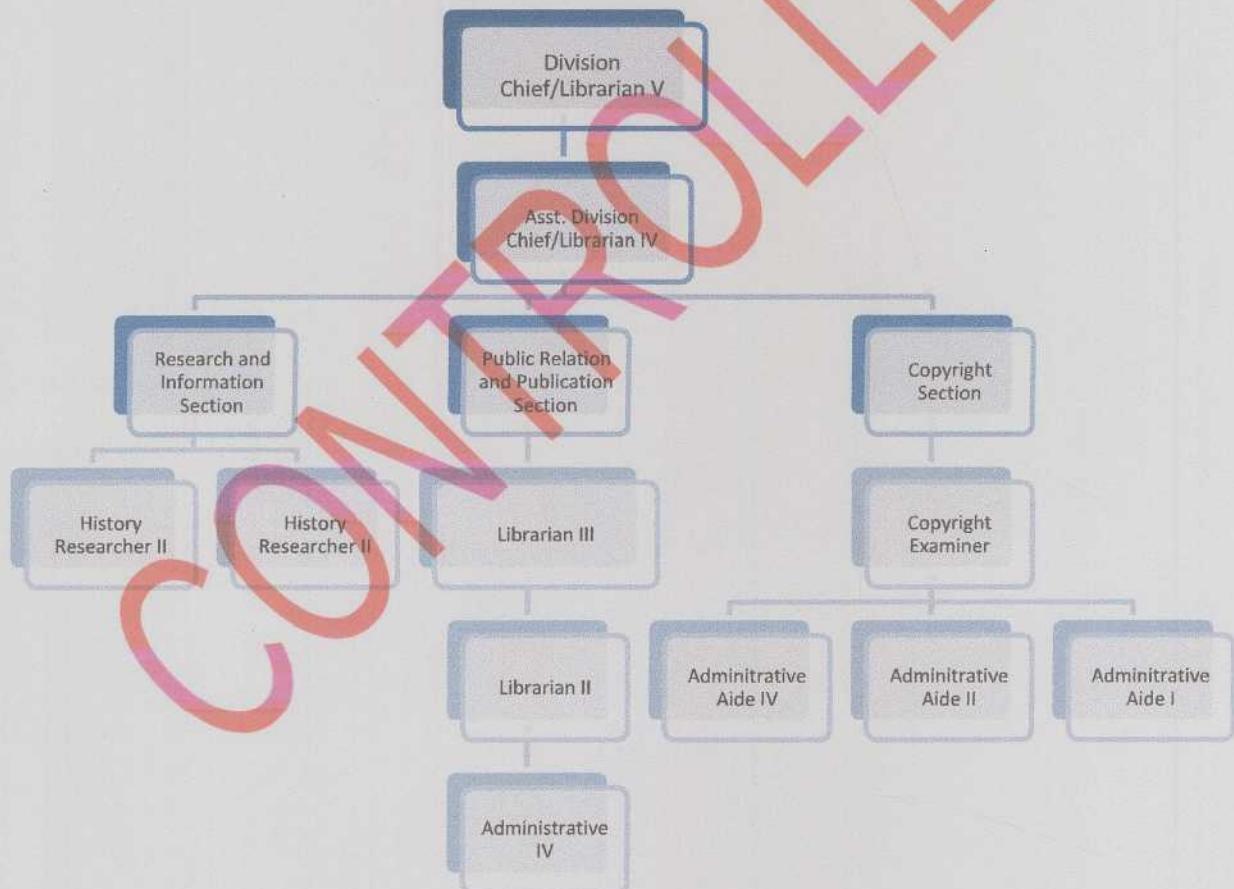



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## VIII. ANNEXES

- Annex A – Organizational Chart 2021
- Annex B- Copyright Online Application Process
- Annex C – Copyright Application Form
- Annex D – Certificate of Copyright Registration and Deposit
- Annex E – Requirements for Copyright Registrations
- Annex F – RPD Forms

### Annex A: Organizational Chart 2021



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## Annex B- Copyright Online Application Process

### How do I register my copyright over my work?

#### A. If copyright ownership is being claimed by the author:

The following requirements need to be submitted:


1. Two copies of the Accomplished Application Form and the duly notarized affidavit. The form is downloadable at <http://bit.ly/3av5w8g>.
2. Copies of the work being registered as deposit:
  - a. **For books and other related printed works:** Two printed copies of the work (if the work is still unpublished, the copies submitted should be bound (soft bound or ring bound)).
  - b. **For musical compositions, sound recordings, audiovisual works, or e-books:** Two electronic copies saved in separate CDs or USB flash drives.
  - c. **For works of drawings, paintings, architectural works, sculpture, engraving, prints, lithography or other works of art, models or designs for works of art and photographic works:** Two photographs of the works (for sculptures, photographs should be all sides of the work being registered).
  - d. **For Original Ornamental Design or Models for Articles of Manufacture and Industrial Objects, and Other Works of Applied Art:** Two copies of the drawing of the design with the corresponding technical description.
  - e. **For Computer Programs:** Two electronic copies saved in separate CDs or USB flash drives OR printed copies of the first 25 and last 25 pages of the source code (must be ring bound or soft bound).
3. Two pieces of documentary stamps (worth 35 pesos each).
4. Application Fee

#### B. If copyright ownership is being claimed by another individual who is not the author:

The following requirements need to be submitted:

1. Two copies of the Accomplished Application Form and the duly notarized affidavit. The form is downloadable at <http://bit.ly/3av5w8g>.
2. Copies of the work being registered as deposit:



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- a. **For books and other related printed works:** Two copies of the final printed work (if the work is still unpublished, the copies submitted should be bound (soft bound or ring bound).
  - b. **For musical compositions, sound recordings, audiovisual works, or e-books:** Two electronic copies saved in separate CDs or USB flash drives.
  - c. **For works of drawings, paintings, architectural works, sculpture, engraving, prints, lithography or other works of art, models or designs for works of art and photographic works:** Two photographs of the works (for sculptures, photographs should be all sides of the work being registered).
  - d. **For Original Ornamental Design or Models for Articles of Manufacture and Industrial Objects, and Other Works of Applied Art:** Two copies of the drawing of the design with the corresponding technical description.
  - e. **For Computer Programs:** Two electronic copies saved in separate CDs or USB flash drives OR printed copies of the first 25 and last 25 pages of the source code (must be ring bound or soft bound).
3. Two pieces of documentary stamps (worth 35 pesos each)
  4. A duly notarized document indicating the transfer of copyright ownership, such as a waiver, deed of assignment, publishing agreement, affidavit of heirship, etc.
  5. Application Fee

**C. If copyright ownership is being claimed by an enterprise or corporation:**

The following requirements need to be submitted:

1. Two copies of the Accomplished Application Form and the duly notarized affidavit. The form is downloadable at <http://bit.ly/3av5w8g>.
2. Copies of the work being registered as deposit:
  - a. **For books and other related printed works:** Two printed copies of the work (if the work is still unpublished, the copies submitted should be bound (soft bound or ring bound).
  - b. **For musical compositions, sound recordings, audiovisual works, or e-books:** Two electronic copies saved in separate CDs or USB flash drives.
  - c. **For works of drawings, paintings, architectural works, sculpture, engraving, prints, lithography or other works of art,**



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- models or designs for works of art and photographic works:** Two photographs of the works (for sculptures, photographs should be all sides of the work being registered).
- d. **For Original Ornamental Design or Models for Articles of Manufacture and Industrial Objects, and Other Works of Applied Art:** Two copies of the drawing of the design with the corresponding technical description.
  - e. **For Computer Programs:** Two electronic copies saved in separate CDs or USB flash drives OR printed copies of the first 25 and last 25 pages of the source code (must be ring bound or soft bound).
3. Two pieces of documentary stamps (worth 15 pesos each)
  4. A duly notarized document indicating the transfer of copyright ownership, such as a waiver, deed of assignment, publishing agreement, affidavit of heirship, etc.
  5. Photocopy of DTI Registration (for single proprietorship) or SEC Certificate (for corporations)
  6. Application Fee

#### How much does it cost?


The application fee is Two Hundred Pesos per application.

#### How do I submit my application for copyright registration?

In view of the state of national emergency, the National Library of the Philippines accepts application for copyright registration via electronic mail, as per Public Advisory No. JET-02 dated May 23, 2020.

*The procedure is as follows:*

1. Send the scanned copies of the accomplished application form with duly notarized affidavit and the duly notarized supporting documents (if necessary) to [copyright@nlp.gov.ph](mailto:copyright@nlp.gov.ph).
2. The email sent should have the following email subject line: **APPLICATION FOR COPYRIGHT REGISTRATION BY (Name of the Applicant)**
3. Applicants will be informed of the status of their application upon evaluation of the emailed documents.

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4. Once the application is approved, the Copyright Section will notify the applicant to send the hard copies of the requirements listed above to the National Library of the Philippines via mail/courier.
5. Applicants with approved and processed applications have the option to claim their Certificates of Copyright Registration and Deposit personally at NLP or have their certificates sent to them thru registered mail. A scanned copy, which serves as a Provisional Copyright Certificate, will also be sent to applicant's email address.
6. Applicants who intend to claim their certificates personally should inform the Copyright Section of their intention to do so upon submission of their applications.
7. The standard processing time is 10 days for 1 to 10 applications. Applications received at 4:00 PM shall be processed the next day.


#### How do I pay the application fee?

Payments can be sent to the National Library of the Philippines through postal money order addressed to The National Library of the Philippines.

#### Some points to note:

- \*\*\* **An Author or creator** refers to the natural person who created the work.
- \*\*\* **If the applicant is a non-resident foreigner**, he/she should appoint a local authorized agent by a special power of attorney to complete the copyright application on his/her behalf.
- \*\*\* **If the applicant is a minor**, the affidavit should be signed and executed by his/her parent or guardian.
- \*\*\* **If a representative is filing the application on behalf of the author**, a special power of attorney, if representing a natural person or a Board Resolution or a Secretary's Certificate, if representing a juridical person, should be submitted.
- \*\*\* **Published works** being submitted for copyright registration should carry a copyright notice printed in front or at the back of the title page (for books) or in




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any clear space (for non-book materials such as CDs, posters, brochures, etc.) in the following form:


*Philippine Copyright (Year of Publication) by (Name of Copyright Owner)*

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## Annex C: Copyright Application Form


**NATIONAL LIBRARY OF THE PHILIPPINES**  
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☐ (Published)  
☐ (Unpublished)

The Director, *The National Library of the Philippines*

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 sixty 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 \_\_\_\_\_

FILING DATE

PAPER NO. \_\_\_\_\_

Very Respectfully,  
 \_\_\_\_\_  
 (Signature of Applicant)


Deposit received on \_\_\_\_\_  
 Application received on \_\_\_\_\_  
 Affidavit received on \_\_\_\_\_  
 Fee received P \_\_\_\_\_ O.R. \_\_\_\_\_  
 Date of Registration \_\_\_\_\_

Certificate issued on \_\_\_\_\_  
 Signed by \_\_\_\_\_  
 Certificate mailed by \_\_\_\_\_  
 Certificate received by \_\_\_\_\_  
(Signature of receiver)  
 XXc \_\_\_\_\_


### (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)

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## Annex D: Certificate of Copyright Registration and Deposit



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**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 \_\_\_\_\_, **2020**, in the City of Manila, Philippines.

SEAL AND DOCUMENTARY STAMP

ATTESTED:  
  
**MICHELLE A. FLOR**  
 Copyright Examiner

**CESAR GILBERT Q. ADRIANO**  
 Director



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## Annex E: Requirements for Copyright Registrations



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### 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.**



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## Annex F: RPD Forms

### RPD Form 1-Research Proposal Form



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Research and Publications Division

RPD Form 1

#### Research Proposal Form

##### I. Proponent Profile

- A. Name of Proponent/Position: \_\_\_\_\_
- B. Division: \_\_\_\_\_
- B. Contact Information:
- Email address: \_\_\_\_\_
- Mobile No.: \_\_\_\_\_

##### II. Research Profile

- A. Research Title: \_\_\_\_\_
- B. Research Category: (Please check, maximum of 2-3 categories)
- ☐ Computer science, information and general works
  - ☐ Philosophy and psychology
  - ☐ Religion
  - ☐ Social Science
  - ☐ Language
  - ☐ Pure Science
  - ☐ Technology
  - ☐ Arts and recreation
  - ☐ Literature
  - ☐ History and geography
  - ☐ Others: (please specify): \_\_\_\_\_

C. Research Background: (State the context of the proposed topic and identify the problem which the research hopes to address. Limit your statement to 300-350 words only).

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D. Research Description: (Please provide the needed information in the table below).

Purpose/ Objective	Results/ Outputs	Date of research implementation	Venue of research implementation	Budgeting

III. Work and Financial Plan

Activities	Timeframe	Budgetary Requirements


Proponent:	Endorsed by:	Recommending Approval:
Name/Signature:	Name:	
Position:	Division Chief:	Division Chief, RPD
Date:	Date:	

Approved:

**CESAR GILBERT Q. ADRIANO**  
Director IV

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RPD Form 2-Research Review Form



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RPD Form 2

**Research Review Form**

**I. Research Profile**

A. Research Title: \_\_\_\_\_

B. Research Category: \_\_\_\_\_

**II. Review and Comments**


Part of Research	Comments of Reviewer	Actions Taken by the Writer	Remarks

Reviewed by:	Remarks
Name: _____	<input type="checkbox"/> Endorsed <input type="checkbox"/> Not endorsed
Position: _____	
Date: _____	

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RPD Form 3- Checklist of Activities



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Research and Publications Division

RPD Form 3

**Checklist of Activities**


Division: \_\_\_\_\_

Date	Activities	Brief Description	Focal Person	Requested Assistance (Posting, Documentation, Layout, Editing, Write up)

<b>Submitted by:</b>	<b>Received by:</b>
Name:	
Division Chief:	
Date:	

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RPD Form 4-Article Approval Form



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**Research and Publications Division**

RPD Form 4

**Article Approval Form**

I respectfully submitting herewith the proposed topic/title of articles to be included in this publication:


Publication:

- ☐ Annual Report  
☐ Newsletter  
☐ First Semester  
☐ Second Semester  
☐ Other publication (pls. specify the publication)

Topic/Title	Publication (Annual Report, Newsletter)	Remarks

<b>Prepared by:</b>	<b>Approved by:</b>
Name:	
Position/Division:	
Date:	



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RPD Form 5-Request for RPD Service



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 Research and Publications Division

RPD Form 5

**Request for RPD Services**

Request No.: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Activity/Event: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Type of Activity/Event:

- |  |   |
|--|---|
| <input type="checkbox"/> Conference                    | <input type="checkbox"/> Recognition/Awarding |
| <input type="checkbox"/> Exhibit                       | <input type="checkbox"/> Seminar/Webinar      |
| <input type="checkbox"/> Meeting                       | <input type="checkbox"/> Training/Workshop    |
| <input type="checkbox"/> Promotional                   | <input type="checkbox"/> Turnover Ceremony    |
| <input type="checkbox"/> Others (please specify) _____ |   |

Additional information: \_\_\_\_\_

Requested Services:

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Write-up | <input type="checkbox"/> Article Editing |
| <input type="checkbox"/> Layout   | <input type="checkbox"/> Video Editing   |
| <input type="checkbox"/> Poster   | <input type="checkbox"/> Photograph      |
| <input type="checkbox"/> Video    | <input type="checkbox"/> Documentation   |


**Note:**

1. Kindly attach the press release, concept paper, terminal report or any other document about the event for our reference.
2. Please submit your request 3-5 days before the conduct of your activity/event.

<b>Prepared by:</b>	<b>Noted by:</b>	<b>Approved by:</b>
Name:		
Position/Division:	Division Chief	Division Chief, RPD
Date:		

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RPD Form 6-RPD Service Review Form



Republic of the Philippines  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
 Research and Publications Division

RPD Form 6

**RPD Service Review Form**

Request No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Description of Activity/Event: \_\_\_\_\_  
 Date and Time: \_\_\_\_\_  
 Venue: \_\_\_\_\_  
 Type of Activity/Event: \_\_\_\_\_  
 Requested Services: \_\_\_\_\_


Review and Comments:

Part (ex. Introduction)	Comments of the clients	Actions Taken	Remarks

**Note: RPD will entertain 2 revision/editing only, so please indicate all your comments in this form.**

<b>Prepared by:</b>	<b>Noted by:</b>	<b>Approved by:</b>
Name:		
Position/Division:	Division Chief	Division Chief, RPD
Date:		



	<b>NATIONAL LIBRARY OF THE PHILIPPINES</b> T.M. Kalaw Street, Ermita, Manila, 1000 Philippines  <b>PROCEDURAL MANUAL</b> <b>Research and Publications Division</b>	Ref No.	NLP-090
		Date of Effectivity	16 December 2021
		Revision No.	1
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RPD Form 7-Exhibit, Tour and Cultural Event Application Form



Republic of the Philippines  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
**Research and Publications Division**

RPD Form 7

**Exhibit, Tour and Cultural Events Request Form**

Date: \_\_\_\_\_ Application No.: \_\_\_\_\_  
Name of Requestor: \_\_\_\_\_  
Home/Office Address: \_\_\_\_\_  
Mobile No/ Telephone No.: \_\_\_\_\_  
Activity requested:  
☐ Exhibit  
☐ Tour  
☐ Cultural Events  
  
Date/s of request: \_\_\_\_\_ Time: \_\_\_\_\_  
No. of hours: \_\_\_\_\_ Expected no. of person: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Equipment needed: \_\_\_\_\_

I agree to abide by the rules and regulations of the National Library of the Philippines (NLP) and the terms and conditions agreed upon and that NLP will not be held liable to any damages or incident during the activity.

\_\_\_\_\_  
Signature over Printed Name

**Note: Please attach to this form your letter of request addressed to the Director of the National Library of the Philippines.**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Reviewed by:	Remarks:	Approved:
Name:	___ APPROVED	CESAR GILBERT Q. ADRIANO
Position/Division:	___ DISAPPROVED	Director IV
Date:		Date:

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