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Guidelines for requesting access to National Museum Records and Artefacts by ASP Students and Staff

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1. The request for access to NM materials should be first discussed with the ASP Deputy Director, who would act as clearing house for this activity.
2. A letter of request indicating the nature of the research and which records and artefacts to be accessed will be channeled to the NM by the ASP student/staff duly noted by the ASP Director and/or the Thesis/Dissertation Adviser. A copy of the letter should be given to the ASP Deputy Director.
3. The proponent should follow current NM rules.
4. At the end of the research, a brief report should be submitted to the ASP Deputy Director and to the NM.
5. Any problems and issues encountered during the research at the NM should first be channeled to the ASP Deputy Director for appropriate action.