



**BANGSAMORO COMMISSION
FOR THE PRESERVATION OF CULTURAL HERITAGE**

Shariff Kabunsuan Cultural Complex Building, Bangsamoro Government Center, Cotabato City

**RESOLUTION NO. 20
Series of 2022**

“A RESOLUTION ADOPTING THE REGIONAL GUIDELINES FOR HISTORICAL SITES, LANDMARKS AND SHRINES IDENTIFICATION, VALIDATION AND DECLARATION IN THE BARMM PROVINCES”

WHEREAS, the BCPCH is created by virtue of Bangsamoro Autonomy Act No. 13 otherwise known as “An Act Providing for the Bangsamoro Administrative Code and Other Related Purposes” as enacted by Bangsamoro Transition Authority Parliament;

WHEREAS, Section 24, Article IX of Republic Act No. 11054, otherwise known as the “Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao (Bangsamoro Organic Law),” states that the Bangsamoro Government shall preserve the history, culture, arts traditions, and the rich cultural heritage of the Bangsamoro people and their Sultanates, such as those of Sulu, Maguindanao, Kabuntalan, Buayan, the Royal House of Lanao and of the Iranun, and the non-Moro Indigenous peoples of the Bangsamoro Autonomous Region;

WHEREAS, the BCPCH adhere to its legal mandate as provided under Article IX, Section 25 of the Bangsamoro Organic Law which states that “The Bangsamoro Commission for the Preservation of the Cultural Heritage shall have the primary responsibility to write the history of the Bangsamoro people and to establish and sustain the cultural institutions, programs, and projects in the Bangsamoro Autonomous Region. The Commission shall coordinate and work closely with the National Commission for Culture and the Arts, National Historical Commission of the Philippines, National Museum of the Philippines, and other concerned cultural agencies for the preservation of cultural heritage, shall establish libraries and museums declare and restore historical shrines and cultural sites to preserve the Bangsamoro heritage for posterity. The Commission shall ensure the inclusion of Philippine history, culture and heritage in the establishment of museums and similar institutions, programs and projects to foster unity among Filipinos;

WHEREAS, Section 49, Chapter 4, Title XVI of the Bangsamoro Administrative Code No. 13 provides that the BCPCH in carrying out its mandate, the Commission shall have the power to recommend to the Bangsamoro Government regional policies and legislation on culture, arts, heritage promotion and development programs and activities, perform any and all other acts incident to or required by virtue of its creation;

WHEREAS, the same provision of the Bangsamoro Administrative Code No. 13 also provides that the BCPCH shall have the power to identify, declare, validate, and monitor historical shrines and sites, including the institution or markers and landmarks in the Bangsamoro Region in close coordination with the relevant national agencies concerned;

WHEREAS, Section 5 of Republic Act No. 10086, otherwise known as the “Strengthening Peoples' Nationalism Through Philippine History Act,” provides that the National Historical Commission of the Philippines (NHCP) is the primary government agency responsible for history and has the authority to determine all factual matters relating to official Philippine history. Section 7 of the same law provides that the NHCP shall have the power to determine the



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manner of identification, maintenance, restoration, conservation and preservation of historical sites, shrines, structures and monuments, and to approve the declaration of historic structures and edifices such as national shrines, monuments and landmarks or heritage houses;

WHEREAS, upon the passage of the Bangsamoro Organic Law, the powers being exercised by the NHCP devolved into the BCPCH. As such, the BCPCH is now the appropriate agency to conduct the identification, classification, and recognition of historic sites and structures within the Bangsamoro Autonomous Region;

WHEREAS, in order to expedite the conduct of the above activity, the BCPCH, by virtue of the BCPCH Commission *En Banc* Resolution No. 02, Series of 2022, provides for the adoption by the BCPCH of the guidelines set forth by the NHCP on the identification, classification, and recognition of historic sites and structures in the Philippines;

WHEREAS, the same resolution provides that the same guidelines shall only be effective until such time that the BCPCH Commission *En Banc* issue a resolution adopting a localized guideline for the conduct of identification, classification, and recognition of historic sites and structures within the Bangsamoro Autonomous Region;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, A RESOLUTION ADOPTING THE REGIONAL GUIDELINES FOR HISTORICAL SITES, LANDMARKS AND SHRINES IDENTIFICATION, VALIDATION AND DECLARATION IN THE BARMM PROVINCES PROVIDED AS FOLLOWS:



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**REGIONAL GUIDELINES FOR HISTORICAL SITES, STRUCTURES,
LANDMARKS AND SHRINES IDENTIFICATION, VALIDATION
AND DECLARATION IN THE BARMM PROVINCES**

I. Statement of Principles

A. The Bangsamoro Commission for the Preservation of Cultural Heritage - BARMM, in pursuant to the Bangsamoro Organic Law, is mandated to write the history of the Bangsamoro people and to established and sustain the cultural institutions, programs, and projects in the Bangsamoro Autonomous Region. Toward this end, the BCPCH shall identify, validate, declare, monitor and install regional markers on the sites and structures of demonstrated Bangsamoro historical significance.

B. The BCPCH recognizes that historic sites and structures also oftentimes possess cultural value. For this reason, the BCPCH shall collaborate with the national cultural agencies such as National Commission on Culture and Arts, National Historical Commission of the Philippines, National Museum, and other cultural agencies for the preservation of cultural heritage, establishment of libraries and museums, and declaration and restoration of historical shrines and cultural sites to preserve the Bangsamoro Heritage for posterity.

C. In keeping with its mandate, the BCPCH shall give adherence on the historical significance of the sites or structures being considered for inclusion in the Regional Registry of Historic Sites in the Bangsamoro Autonomous Region and for nomination in the inclusion in National Registry of Historic Sites and Structures in the Philippines.

D. Historical significance shall be determined in terms of the following:

- Whether the person, event, site or structure led to or resulted in profound changes in the lives of the Bangsamoro and/or national community, or a considerable segment of the Bangsamoro and/or national population;
- If the changes are durable or lasting (as distinct from short-lived);
- Whether and how much the event, person, site or structure reveals something meaningful or important about our past; and
- Whether the event, person, site or structure resonates or concerns us to this day.

E. The Commission shall support through technical assistance in the monitoring and restoration of historic sites and structures listed in the Regional Registry of Historic Sites and Structures, including those already recognized by the National Historical Commission of the Philippines.

F. In line with the mandate of BCPCH, the following are the general guidelines for the historical site identification, validation, declaration, and monitoring:

I. Level 1: Identification

- A. LGU will submit a list of potential historical sites and structures and coordinate with BCPCH Provincial staff.
- B. BCPCH Provincial staff will conduct a preliminary site visit and documentation on the site.



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- C. BCPCH Provincial staff will forward to the regional validating team the documents for evaluation and assessment on its historical significance.
- D. Upon approval, BCPCH validating team will conduct validation of the historical site, shrines or landmarks.

II. Level 2: Validation

- A. BCPCH Regional validating team will visit the sites for validation.
- B. Upon assessment, BCPCH validating team will forward the result to the En Banc for approval and declaration.

III. Level 3: Declaration

- A. The En Banc will deliberate the historical significance of the identified sites, shrines or landmarks based on the criteria and submitted documents.
- B. Upon approval, En Banc will release a resolution for the regional declaration of the historical site, shrine, or landmark and the installation and maintenance of its marker.
- C. A Memorandum of Agreement with LGU will be signed for the installation, ceremonial turn over, and monitoring of the historical sites, shrines or landmarks.

IV. Level 4: Nomination

- A. BCPCH will endorse the declared historical sites, shrines, or landmarks to NHCP and submit the required documents for national recognition once deemed possessing national historical significance.

G. The Commission shall comply with international and national principles and standards of conservation as set forth in the following:

- International Charter for the Conservation and Restoration of Monuments and Sites, 1964/1981 (Venice Charter)
- Charter on the Conservation of Historic Towns and Urban Areas, 1987 (Washington Charter) Nara Document on Authenticity
- Code of Ethics of the American Institute for Conservation of Historic and Artistic Works
- NHCP Guidelines on the Identification, Classification and Recognition of Historic Sites and Structures in the Philippines.
- Other universally accepted standards of conservation

H. Given the potentially large number of significant sites and structures, the cost of validation, monitoring, and restoration, the extent of need and budgetary constraints, the principle of shared responsibility between the BCPCH and concerned government units or private parties shall be vigorously encouraged. This responsibility shall also include raising public awareness of the historic site or structure.

II. Identification of Historic Sites and Structures

- A. RA 10066 Section 14 (b) and (c), otherwise known as the "National Cultural Heritage Act of 2009", requires LGUs to establish and maintain an inventory of the cultural property present within its jurisdiction.



- B. In line with the Joint Memorandum Cir. No. 2021 - 001, the standards and guideline for the preparation of LCI are as follows:
- Summary list enumerating all the documented cultural properties and the actual documentation of these properties.
 - PRECUP Form 1 - for Tangible Immovable Cultural Properties
 - PRECUP Form 2 - for Tangible Movable Cultural Properties
 - PRECUP Form 3 - for Intangible Cultural Properties
- C. The BCPCH Provincial Staff along with the LGU shall submit a copy of the LCI to the Regional validating team with the required documents for site visit, assessment and evaluation.
- D. The criteria for identifying historic sites and structures shall be as follows:
- Properties strongly associated with important historical events, heroes and illustrious Bangsamoros and Filipinos whose distinctive historic contribution endures;
 - Properties that bear strong foreign historical or period influences such as Chinese, Arabic, Spanish, Mexican, American, or Japanese and those that provide strong evidence of historical relations with other countries;
 - Sites of first establishments in the Philippines (e.g., site of the first printing press, commercial house, theater, school, transport system, distillery, etc.); and
 - Groups or clusters of buildings or structures, or a whole precinct, district, or town center, including mosques, churches, royal houses, plazas, gardens, landscapes, historic ruins, streets, pathways, stairs, bridges, fences, visual corridors, burials, ports, vista points and other open spaces, town plan patterns, and immediate environs, whose historic importance is seen in the entirety of the setting, unit, or space rather than in its individual elements or characteristics.

III. Classification of Historic Sites and Structures

- A. To qualify, a site or structure as described above being proposed for BCPCH declaration must have the following:
- Recognition, Identity and Continuity
 - The structure must be recognized by the Bangsamoro community as part of the Bangsamoro identity and history.
 - The structure must provide a sense of identity and continuity thus promoting respect for cultural diversity among the Bangsamoro.
 - Representativeness
 - The structure must be a good example of its type and represent a typical characteristic, in this case, the Bangsamoro.
 - Authenticity and Outstanding Value
 - The structure must possess Bangsamoro historical significance,
 - The structure must be at least (50) fifty years old and (70) seventy percent authentic.



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- Structures that are not yet 50 years old may also be considered if they have high historical relevance or if there is an imminent danger or threat to them.
- d. Distinctiveness
 - The structure must possess distinct Bangsamoro creativeness and show distinct uniqueness and Bangsamoro excellence.
- e. Community Involvement
 - The structure must have a cultural significance to the Bangsamoro community for social, cultural, and spiritual reasons.

Classification of Historical sites and structures shall entail of any of the following:

- Heritage Zone – shall refer to a historical, anthropological, archaeological, artistic, geographical areas, center district, and settings that are culturally significant to the country.
- National Cultural Treasure – a unique cultural property possessing outstanding historical value and significance.
- Historical Shrine – shall refer to historical sites or structures hallowed and revered for their history or association.
- Historical Monument/Memorial – shall refer to structures that honor illustrious person/s or commemorate events of historical value.
- Historical Landmark – shall refer to sites or structures that are associated with events or achievements significant to the Bangsamoro History.

IV. Site Visit, Assessment and Validation

A. These are the following involved parties in the site identification program and the required documents:

1. BCPCH

- Field evaluation.
- Archival/documentary research and oral interviews with knowledgeable local residents, if necessary.
- Validation of documents.

2. Government unit or agency

- Board resolution in the case of a local government unit
- Supporting documents
- Written commitment that the government unit or agency will maintain the site/structure and marker to be installed, if approved by the BCPCH Board (En Banc)

3. Private owner

- Request letter
- Supporting documents
- Written commitment that the owner will maintain the site/structure and marker to be installed, if approved by the BCPCH Board (En Banc)
- Written commitment that if the owner sells the property or site after its entry into the Regional Registry, the responsibility to maintain, preserve and protect the historic property shall transfer to the new owner



4. Concerned citizen, historical or heritage society, association, or private establishment
- Petition
 - Supporting documents
 - Statement on the sustainability and maintenance of the site/structure and marker to be installed, if approved, and the source of funds

Whenever necessary, the BCPCH shall solicit expert opinion in considering the proposed site or structure.

- B. The appropriate BCPCH operation division shall conduct research (field and archival/documentary) on the site/structure being considered for declaration in order to recommend a course of action to the Board (En Banc). Recommendations to the Board shall be accompanied by:
- Visual and textual descriptions of the site/structure;
 - Explanation of its historical significance;
 - Counterpart commitment of the concerned government unit, owner, or private party;
 - Availability of funds, whether from the BCPCH or the proponent; and
 - Other pertinent documents.

V. Declaration and Recognition of the Historical Site and Structure

- A. Sites and Structures validated and evaluated by the Regional Validating Team shall be subject for declaration and recognition through the En Banc approval and Resolution.
- B. Sites and structures identified by the Commission, whether through a formal declaration and/or the installation of a historical marker by BCPCH, shall be recorded in the BCPCH's Regional Registry of Historic Sites and Structures in the Bangsamoro.
- C. The standard marker text shall be in English. The text shall be factual based on solid research on the historical significance of the site/structure. The marker will adopt a standard designed by the BCPCH Regional Office and the text shall be approved by the En Banc;
- D. Should the Board approve a request for a companion marker in another local Philippine language or dialect, the fabrication and installation costs of the second marker shall be borne by the proponent.
- E. The standard regional marker shall be made of cast iron material, having a molded text plate/panel on which the title and brief historical account are embossed.
- F. The official seal of the Bangsamoro Government and BCPCH and the year the marker is installed shall be placed at the top corner of each side of the marker.
- G. The marker shall be attached to the wall at eye level, either on the right or left side of the front door of the building, or installed on a separate pedestal at an appropriate location at the front of the building. It may also be installed on any section of the building façade



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where it can best be viewed by the public or at the front gate if the previous options are not possible.

- H. The marker is government property and as such may not be removed, altered or destroyed without written authority from the BCPCH. Anyone who vandalizes the marker or violates this provision shall be charged criminally in keeping with the law.
- I. Historical markers may also be installed to honor illustrious Bangsamoros/Filipinos whose historic contribution is unquestionable, worthy of public recognition, and enduring.
1. The marker may not be installed in honor of living persons.
 2. The marker may not be installed to honor a person deceased fewer than fifty (50) years, except in the case of a remarkably (extraordinarily) outstanding honoree.
 3. In exceptional cases, a marker may be installed to honor a foreigner whose historic contribution to the country is beyond doubt.
- J. As a general rule, the marker shall not be removed from the original site or structure which it signifies. Neither shall it be transferred to another site or location without prior written permission of the BCPCP Chairperson.
1. When a historic structure is authorized to be relocated in a site determined to be the actual historic site (not the first site of installation), the marker shall accompany the relocated structure.
 2. When a historic structure is authorized to be relocated because it can be better preserved and appreciated in the new site, the old marker shall accompany the structure, and a simple replacement marker indicating the old site as the original site may be installed.
- K. In the case of a lost marker, a replacement shall be fabricated that retains the seal of the Bangsamoro Government, year of original installation, and the original agency which installed the marker.
- L. For historic sites and structures listed in the Regional Registry, the BCPCH shall:
- a. Provide technical assistance to the LGU on the monitoring, protection and conservation of the historical sites while waiting for the NHCP recognition.
 - b. Prioritize technical assistance projects in the order of historical significance and the urgency of the need for conservation or restoration.
 - c. Provide technical assistance that consists of feasibility studies, architectural, structural, and other technical plans and drawings.

The BCPH shall provide such assistance after a mutually acceptable memorandum of agreement is reached by and between it and the requesting party/proponent.

- M. For their part, government units and private owners whose property or structure has received BCPCH recognition shall:
- a. Maintain and protect the marker and site it signifies;



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- b. In the case of local government units, document and inventory their local historic heritage sites and structures, and provide protective and fiscal measures; and
- c. For local historical or heritage societies and concerned citizens and groups, monitor the condition of historic sites in their vicinity, report any damage or deterioration to the local government unit and the BCPCH, help raise funds to maintain the site, and encourage public awareness of the value of the site.

N. All declarations pertaining to historic sites and structures, including those donated to the BCPCH, shall be covered by a Memorandum of Agreement between the BCPCH and the beneficiary or donor (LGU/private owner).

- a. The agreement shall detail the powers, obligations and limitations agreed upon regarding the maintenance and use of the site.
- b. A certificate of transfer from the BCPCH to the beneficiary shall be signed upon the formal unveiling of the historical marker.

VI. Endorsement/Nomination to the National Registry of Historic Sites and Structures

A. Historic Site/Structure declared and recognized in the Region and installed with regional marker shall be endorsed by the BCPCH to the NHCP for inclusion in the National Registry of Historic Sites and Structures and must meet the guidelines presented by the NHCP.

B. The historical sites and structures being considered for nomination to the NHCP should be recorded to the Regional Registry of Historic Sites and structures and must be accompanied by:

- Visual and textual descriptions of the site/structure;
- Explanation of its historical significance;
- Counterpart commitment of the concerned government unit, owner, or private party;
- Availability of funds, whether from the BCPCH or the proponent; and
- Other pertinent documents.
- Nomination letter from the BCPCH.

C. The BCPCH must coordinate with NHCP on what are the following steps to consider while waiting for the National Recognition

V. Delisting Declared/Marked Historic Sites or Structures

Historic sites and structures listed in the Regional Registry of Historic Sites and Structures may be removed from the Registry by the BCPCH Board under the conditions and procedures outlined below.

A. The grounds for delisting a registered site or structure shall be the following:

- New evidence and substantial proof that the subject site or structure does not merit the historical significance and recognition given it;
- New evidence and solid proof that points to another site or structure instead of the subject site or structure;
- Misrepresentation by the owner or custodian of the site;



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- Damage and degradation of the registered site or structure so severe as to diminish or destroy its historical significance or overall historical ambience, and restoration is found to be untenable.
- B. Sites and structures declared historic by law (e.g. P.D. 260, P.D. 375, etc.), however, may not be delisted from the roster of historic sites and structures unless by a specific act from the executive or legislature revoking or amending the declaration.
- C. Should the damage of a site/structure result from a violation of P.D. 1505 (Amending Presidential Decree No. 260, as Amended, by Prohibiting the Unauthorized Modification, Alteration, Repair and Destruction of Original Features of All National Shrines, Monuments, Landmarks and Other Important Historic Edifices), the Commission shall charge the person(s) responsible for the damage.
- D. The request for the removal of a site/structure from the Regional Registry may emanate from the same parties as those proposing the recognition of a site/structure. Pertinent documents shall accompany the request for delisting.
- E. Once the request for delisting a site/structure is processed and found to be meritorious by the BCPCH, i.e., it meets the criteria for delisting and the supporting documents are complete, a public hearing shall be conducted by the Board prior to its decision. The purposes of the hearing shall be to:
- a. Enable the petitioner and all concerned parties to share their knowledge and opinion on the proposed delisting of the site or structure;
 - b. Provide the Board with as much information as possible so that it can judge the merit of the proposal and its implications now and in the future.
- F. The Board shall designate two of its members to serve in the hearing Board along with the Chair, provided that at least one of the two members is a historian.
- G. The Board shall publicly announce the schedule and venue of the hearing, invite concerned parties to make an appearance, and ensure that the proceedings are properly and accurately documented.
- H. The private owner, custodian of the site/structure, or the proponent of the request who fails or refuses to appear in the hearing shall forfeit his/her right to be heard.
- I. The hearing Board shall decide on the request for delisting a site/structure within ninety (90) days after the public hearing is concluded and submit its recommendation to the entire BCPCH Board for approval.
- J. In the case of a site/structure jointly declared by the NHCP and BCPCH, both bodies shall issue a joint resolution regarding the composition of the hearing Board, the manner of hearing the case, and the deadline for rendering a decision.



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**INTERNAL GUIDELINES ON CONDUCTING HISTORICAL SITES,
STRUCTURES, LANDMARKS AND SHRINES IDENTIFICATION, VALIDATION
AND DECLARATION IN THE BARMM PROVINCES**

One of the flagship programs of the BCPCH BARMM in different provinces of the region is the historical sites, landmarks, and shrines identification, validation, declaration and installation of markers which promotes the preservation of Bangsamoro history for posterity. In this light, the following internal guidelines will serve as the basis for the implementation of the said programs by the Provincial Offices and Regional Office of the Commission. For ease purposes, sites, structures, landmarks and shrines will be referred to as site in this document.

There are four (4) phases of implementation; identification, identified site visit, identified site validation and identified site declaration. The first two phases, namely site identification and identified site visit will be implemented solely by the Commission's Provincial Offices. The third phases, the identified site validation will be jointly implemented by the Commission's respective Provincial Offices and the Regional Office through the Regional Validating Team. And the final phase, the identified site declaration, will be carried out by the Commission's En Banc and Executive Head.

For the first two phases, the Provincial Office will be provided with detailed instructions to follow and a checklist to comply which is required by the Regional Office in accordance with the government accounting rules and procedures.

I. PHASE 1 – SITE IDENTIFICATION

Prior to the conduct of the program, the following arrangements and documents shall be accomplished and submitted:

1. The Regional Office shall release an Official Memo introducing the Focal Persons in the Regional Office assigned to monitor and supervise the identification of historical sites and landmarks in the provinces.
2. The Regional Office will have prior coordination to the Provincial Office through the Coordination and Support Services Division specifically the **History and Archives Section** of the Commission regarding the conduct of the Historical Site Identification Program;
3. The **Senior History Researcher**, through the approval of the **Division Chief** may directly or assign personnel under the **History and Archives Section** to coordinate with the Provincial Office.



4. As an initial step, the **History Researcher II** of each Provincial Office shall request to the Regional Office for **Authority to Travel** for the **Coordination Meeting with LGU**. The request should be in the form of:
 - a. Letter addressed to the **BCPCH Regional Office Chairperson** and through the **Community Affairs Officer V** and must include the target date and specific location for the one-day coordination meeting with LGU.
 - b. Itemized budget for travel (transportation, meals)
5. Upon approval of request, the Regional Office will issue a **Travel Order** signed by the Chairperson and a Memorandum directing the concerned Provincial Staff to conduct the Coordination Meeting with LGU.
6. For the next step, the Provincial Office shall attach the Memorandum from the Regional Office to the **Coordination Letter for Historical Site Identification** (Annex A) signed by the Commissioner to be submitted to the City/Municipal Mayor.
7. Once approved, the Provincial Office shall have a courtesy visit to the LGU for proper coordination.
8. The Provincial Office shall submit to the regional office the following documents for the reimbursement of their travel expenses and conduct of actual site identification:
 - a. List of potential historical sites, letter of request and Board Resolution
 - b. Post-Activity Report (Coordination Meeting)
 - c. Photo documentation
 - d. Received copy of the letter sent to the LGU
 - e. Copy of Memorandum Notice of Activity
 - f. Travel documents with Transmittal
 - i. Issued Travel Order
 - ii. Itinerary
 - iii. Certificate of Appearance (LGU)
 - iv. RER
 - v. CENR
 - vi. Certificate of Travel Completed
 - vii. Official receipts

II. PHASE 2 – IDENTIFIED SITE VISIT



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1. Upon receipt of the list of identified sites from the LGU, the Provincial staff will assess the documents and request a Travel Order for the conduct of proper site identification. The request is in the form of:
 - a. Letter addressed to the **BCPCH Chairperson** and through the **Community Affairs Officer V** and must include the target dates for and site visits.
 - b. Itemized budget for travel (transportation, meals, and if applicable, accommodation).
2. Upon approval of request, the Regional Office will issue a **Travel Order** and Memorandum directing the concerned Provincial Staff to conduct the proper site identification.
3. The Provincial staff together with the LGU representative will conduct a Local Cultural Inventory to the identified sites. In the site, they will accomplish a duly-filled **PRECUP Form 1** (Annex B) and attached proper documentation.
4. After the site identification, the Provincial Staff will submit to the regional validating team the following documents for validation and for release of travel reimbursement.
 - a. For Validation of sites
 - i. Duly-accomplished PRECUP Form 1
 - ii. Photos of the site or landmark (should be 24 mega pixels and 4:3 aspect ratio and either landscape or portrait)
 - iii. LGU Resolution
 - iv. Transmittal
 - b. For Reimbursement
 - i. Post-Activity Report (Site Identification)
 - ii. Photo documentation of the site visit (including the History Researcher II)
 - iii. Copy of Memorandum Notice of Activity
 - iv. Travel documents with Transmittal
 1. Issued Travel Order
 2. Itinerary
 3. Certificate of Appearance (LGU)
 4. RER
 5. CENR
 6. Certificate of Travel Completed
 7. Official receipts



5. Upon receiving the documents, the regional validating team will review and assess the documents submitted according to the Regional Guidelines for the identification of historical sites and landmarks.
- a. *If the requirements are all complete with no technical issues;*
 - i. The Admin and Finance department will start the process of reimbursement.
 - ii. The Regional Validating Team will prepare for the site validation.
 - b. *If the requirements are incomplete,* the regional validating team will return the documents for reprisal.
 - c. *If the site does not meet the guidelines,* the sites will be disapproved and the Regional Validating Team will only record the number of the approved sites as part of the province's accomplishment for the year.

III. PHASE 3 – IDENTIFIED SITE VALIDATION

All approved identified sites submitted by the Provincial Office are subject to site validation by the Regional Validating Team.

1. The Regional validating will request for Authority to Travel to conduct validation of identified historical sites. The request is in the form of:
 - a. Letter addressed to the BCPCH Chairperson thru the Executive Director and noted by the Community Affairs Officer V.
 - b. Itemized budget for travel (transportation, meals, and if applicable, accommodation).
2. Upon approval of request, a Travel Authority and Memorandum of Notice of Activity will be issued to the Regional Validating Team and the accompanying Provincial Staff.
3. The Regional Validating Team together with Provincial staff will visit the identified site to conduct site validation. Upon confirmation of relevant information indicated in the PRECUP Form 1, the sites will be validated.
4. The **Historical Site Development Officer II** will sign the validation form found at the last page of the PRECUP Form 1 for the approval of the **Senior History Researcher**.
5. The Regional Validating Team will then issue a **Certificate of Validation** signed by the **Senior History Researcher** to the Provincial Staff that will be awarded to the LGU, as part of the requirement in the issuance of **Certificate of Endorsement** from the Commission.
6. For the reimbursement of their travel expenses, the following documents must be submitted to the Regional Office by the Regional validating Team:



- a. Post-Activity Report (Coordination Meeting)
- b. Photo documentation
- c. Copy of Memorandum Notice of Activity
- d. Travel documents with Transmittal
 - i. Issued Travel Order
 - ii. Itinerary
 - iii. Certificate of Appearance (LGU)
 - iv. RER
 - v. CENR
 - vi. Certificate of Travel Completed
 - vii. Official receipts

IV. PHASE 4 – IDENTIFIED SITE DECLARATION

All validated sites will be subject for deliberation by the En Banc before it can be declared as a historical site.

- A. First, the Regional Validating Team will turn over the following documents of the sites to the Executive Director as head secretariat of the En Banc:
 - a. Validated PRECUP Forms
 - b. LGU Resolutions declaring the site as historical landmark
 - c. Photo Documentations of the actual validation
 - d. Copy of the Certificate of Validation
 - e. Transmittal from the History and Archives Section
 - f. Proposal for Regional Marker to be installed
 - i. Marker Design
 - ii. Text
 - iii. Budgetary requirements
 - iv. Installation activity proposal
- B. The Executive Director as the head secretariat of the En Banc, will then endorse the sites with the attached documents to the En Banc for deliberation on the declaration of the sites as historical. The En Banc, through a **Resolution**, will either approve or disapprove the declaration of the sites as historical sites.
- C. Approved sites for declaration will form part of the Regional Registry of Historical Sites. The regional validating team will then prepare for the procedures in the installation of regional markers.



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao

**BANGSAMORO COMMISSION
FOR THE PRESERVATION OF CULTURAL HERITAGE**
Shariff Kabunsuan Cultural Complex Building, Bangsamoro Government Center, Cotabato City



NOTE: There will be a separate guideline for the installation of markers and maintenance and monitoring of historical sites.

Included in this Internal Guidelines are the following annexes:

- a. Annex A - Coordination Letter for Site Identification Template
- b. Annex B - PRECUP Form 1
- c. Annex C - Guide for filling up the PRECUP Form 1
- d. Annex D - Regional Guidelines for Historical Site and Landmark Identification


Prepared by:

ESNAIRA S. SALEM
Senior History Researcher

Noted by:

AARON-JEFF D. USMAN
CAO V, Operations Division

Reviewed by:


AKMAD D. MAMA
Executive Director

Approved by:


SALEM Y. LINAGSA, Ph. D.
Chairperson



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27 July 2022

THRU: _____

Dear Sir/Ma'am,

Assalamu alaykum wa rahmatullahi wa barakatuhu!

The Bangsamoro Commission for the Preservation of Cultural Heritage – BARMM is the leading institution in the Bangsamoro that have primary responsibility to establish and sustain the cultural institutions, programs, and projects in the Bangsamoro Autonomous Region. As such, one of its flagship programs is the declaration of identified site, structures, shrines and landmarks that have Bangsamoro and national historical significance. Furthermore, it also aims to install regional markers to the identified and declared sites.

Anent to this, our provincial staff would like to seek the support of your good office for the identification of historical site, structure, shrine or landmark in your community. Furthermore, they will also conduct a Cultural Mapping in these identified sites. The said activities will aid greatly in the successful conduct of our programs to the preservation and promotion of our rich Bangsamoro culture and heritage.

Thank you very much and we look forward to your support. Should you have further question, please do not hesitate to contact us through our email bcpch@bangsamoro.gov.ph or give us a call at 421-552-0028.

Sincerely,

SALEM Y. LINAGSA, Ph. D.
Chairperson
Bangsamoro Commission for the Preservation of Cultural Heritage - BARMM



Guide in filling up the PRECUP Form 1

A. Name of Local Cultural Property

- Include official, common and local names of the local property.

B. Location

- Complete address with geographical coordinates, longitude and latitude.

C. Classification

- Must be classified accordingly.

D. Ownership

- Name of the owner, their complete address, kind of ownership and public accessibility.

E. Legal Description of Property

- It must include the Registry of deeds, exact address, and approximate area of property in square meters.

F. Current Use

- Must identify the current usage of the structure if different from the original.

- **Map**

- Must include photographs and sketches

H. Photograph of the Cultural Property

- Must include pictures of the cultural property, front, back, top, sides, inside.

I. Description

- Describe the original physical appearance of the site. Be comprehensive, elaborate and clear as possible in the description.
- Describe the changes, alterations or interventions made. Be concise, clear and comprehensive as possible.
- Indicate the preservation works done if there is any.
- Include the threats and dangers present in the site.

J. Declaration

- Indicate if there are recognitions received by the site:
 - International
 - National
 - Local
 - Non-cultural Organizations
- Must include the number and title of the declaration, ordinance or resolution

K. Significance

- Must indicate the historical significance of the site and if applicable, the other significance must be indicated.



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- Answer the questions of the comparative criteria and provide statements of significance
- L. Areas of Significance**
 - Must indicate in which of the following areas the site is also significant.
- M. List of Tangible Cultural Property Associated with the Tangible-Immovable Cultural Property Being Registered**
 - If applicable, must include the list of cultural properties that have a relation with the site.
- N. List of Significant Flora and Fauna Associated with the Tangible-Immovable Cultural Property Being Registered**
 - If applicable, must include the list of cultural flora and fauna that have a relation with the site.
- O. Stories or Intangible Heritage Associated with the Cultural Property**
 - If applicable, must include the stories or intangible heritage that has a relation with the site.
- P. Major bibliographical reference and key information**
 - Name of key informants, interviewees, references and other information giving resources.
- Q. Submitted by**
 - To be filled out by the provincial staff Local Cultural Inventory is conducted and all relevant required information is obtained.
- R. Validated by**
 - To be filled out and signed by the regional staff after site validation is conducted and all documentary requirements are met.

Prepared by:

Noted by:

ESNAIRA S. SALEM
Senior History Researcher

AARON-JEFF D. USMAN
CAO V, Operations Division

For Approval:


AKMAD D. MAMA
Executive Director


SALEM Y. LINAGSA, Ph. D.
Chairperson



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**BANGSAMORO COMMISSION
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Shariff Kabunsuan Cultural Complex Building, Bangsamoro Government Center, Cotabato City


DONE and UNANIMOUSLY APPROVED BY THE BCPCH COMMISSIONERS
on this _____ day of _____, 2022.

Certified Correct by:

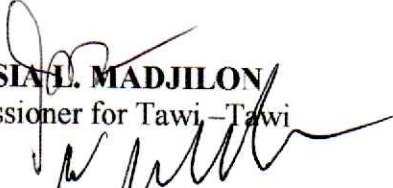

SALEMPY LINGASA, Ph.D.
Chairperson
Commissioner for Maguindanao

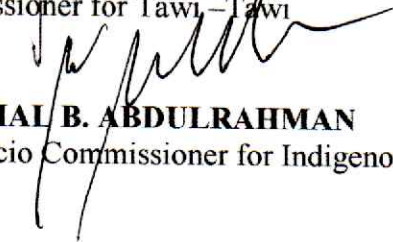
Attested by:


MERA A. AMPAO
Commissioner for Basilan


ROBERT M. ALONTO
Commissioner for Lanao del Sur

ARDAN D. SALI
Commissioner for Sulu


ELMASIA L. MADJILON
Commissioner for Tawi-Tawi


GUIAMAL B. ABDULRAHMAN
Ex-Officio Commissioner for Indigenous People