

draft only.

WHEREAS, the general welfare clause of RA 7160 mandates local government units to ensure and support the preservation and enrichment of culture;

WHEREAS, there is a need to establish a museum in General Santos City to serve not only as information and cultural center that offer to the general public comprehensive and substantial collections of archaeological finds and local cultural properties having cultural, historical, anthropological or scientific value and significance to the City, but also as an outward manifestation of its conscientious effort to conserving such collections for future generations;

NOW, THEREFORE, on motion of \_\_\_\_\_, duly seconded by \_\_\_\_\_, be it –

RESOLVED, as it is hereby resolved, to enact the following Ordinance:

Ordinance No. \_\_\_\_\_  
Series of 2017

**AN ORDINANCE ESTABLISHING THE GENERAL SANTOS CITY MUSEUM,  
PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE, DEFINING ITS  
POWERS, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES**

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*Be it enacted by the Sangguniang Panlungsod of General Santos that:*

Chapter I  
**Preliminary Provisions**

**Section 1. Short Title.** – This Ordinance shall be known as the "*The General Santos City Museum Ordinance*".

**Section 2. Definition of Terms.** – As used in this Ordinance, the following terms shall mean:

- (a.) Antiques – cultural properties found locally which are one hundred years or more in age or even less but their production having ceased, they have, therefore, become or are becoming rare.
- (b.) Artifacts – articles that are products of human skills or workmanship, especially in the simple product of primitive arts or industry representing past eras or periods.
- (c.) Deaccession – to officially remove an item from the listed holdings of the museum in order to sell it to raise funds.
- (d.) Ecofacts – flora or fauna materials found at an archaeological site, such as the remains of animals or plants, which has not been technologically altered but has cultural relevance.
- (e.) Ethnology – study of cultures, both modern cultures and past cultures; the description of a culture based on observing and interacting with living people.

- (f.) Heritage - is anything of value from the past that gives meaning and identity to the present and that would inspire future generations.
- (g.) Local Cultural Properties – are old buildings, monuments, shrines, documents, and objects which may be classified as antiques, relics, or artifacts, landmarks, anthropological and historical sites, and specimens of natural history which are of cultural, historical, anthropological or scientific value and significance to the City, such as physical, anthropological, archeological and ethnographical materials, meteorites and tektites; historical objects and manuscripts; household and agricultural implements; decorative articles or personal adornment; works of art such as paintings, sculptures, carvings, jewelry, music, architecture, sketches, drawings, or illustrations in part or in whole; works of industrial and commercial art such as furniture, pottery, ceramics, wrought iron, gold, bronze, silver, wood or other heraldic items, metals, coins, medals, badges, insignias, coat of arms, crests, flags, arms, and armor; vehicles or ships or boats in part or in whole.
- (h.) Museum – as defined by the International Council of Museums (ICOM), a museum is a non-profit making permanent institution in the service of society and of its development, open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, the tangible and intangible evidence of people and their environment.
- (i.) Protohistory – period between prehistory and history, during which a culture or civilization has not yet developed writing but other cultures have already noted its existence in their own writings.
- (j.) Relics – cultural properties which, either as a whole or in fragments, are left behind after the destruction or decay of the rest of its parts and which are intimately associated with important beliefs, practices, customs and traditions, periods and personages.

## Chapter II Creation, Vision, Mission & Objectives

**Section 3. Creation; Home of General Santos City Museum.** – A museum in the City of General Santos is hereby created, to be known as “The General Santos City Museum”. The old City Hall, formerly known as the Municipal Hall of Buayan, Cotabato, situated within Lot No. 7009 or the Government Center of the City of General Santos, having been designated as such as the General Santos City museum structure pursuant to Ordinance No. 01, series of 2011, shall be the permanent and exclusive site of the General Santos City Museum.

**Section 4. Vision, Mission, Objectives.** – The General Santos City Museum shall have the following vision, mission and objectives:

A. *Vision* – The General Santos City Museum shall be a premier educational, scientific and cultural institution, repository of the City’s rich natural, built and cultural heritages, customs and traditions and as an exciting, informative, and enjoyable place to visit, a place that inspires people to learn and appreciate, ponder the City’s traditions that help shape a better future for the next generation.

B. *Mission* – The General Santos City Museum shall:

1. Acquire, document, preserve, exhibit, and foster scholarly study and public appreciation of works of art, specimens, and cultural and historical artifacts

representative of unique cultural heritage of the locality and the natural history of the City.

2. Manage and develop the local reference collections in the areas of cultural heritage and natural history,
3. Carry out permanent research programs in biodiversity, geological history, pre-historical and historical archaeology, ethnology, art history, and movable and immovable cultural properties. Its collections and research findings are disseminated through exhibitions, publications, educational, training, outreach, technical assistance and other public programs.
4. Assist appropriate local and national agencies of the government in the implementation, regulation and enforcement of various cultural laws and in the preservation of culturally-significant properties, sites and reservations within General Santos City.

C. *Objectives* – The General Santos City Museum shall:

1. As an educational institution, the City Museum shall take the lead in disseminating knowledge of local cultural and historical heritages.
2. As a scientific institution, the City Museum shall conduct basic and systematic research programs combining integrated laboratory and field work in anthropology and archaeology, geology and paleontology, botany, and zoology. It shall maintain reference collections on these disciplines.
3. As a cultural center, the City Museum shall take the lead in the study and preservation of the City's rich artistic and cultural heritage, in the reconstruction and rebuilding of the City's past, and the development of the cultural wealth.

### Chapter III

#### **The Museum Board and Museum Office**

**Section 5. *The General Santos City Museum Board.*** – (a.) The General Santos City Museum Board is hereby created, hereafter referred to as Museum Board, to be composed of the City Mayor as Chairperson, the City Vice-Mayor as the Vice-Chairperson, the Chairperson of the SP Committee on Tourism, Culture and the Arts, the Chairperson of the SP Committee on Education, the City Tourism Officer, the City Librarian, the City Public Schools Division Superintendent, and nine (9) representatives from the private sector as members. Of the nine (9) representatives from the private sector, there shall be included one (1) representative from the Pioneers-Descendants of General Santos City, Inc., one (1) representative from United Architects of the Philippines (UAP) General Santos City Chapter, one (1) representative from the academe, one (1) from Muslim community, one from Indigenous Peoples, one (1) distinguished local artist, and one (1) distinguished local historian.

The private sector representatives shall be selected on the basis of their demonstrated interest in and commitment to culture and the arts.

The Director of the General Santos City Museum Office shall be an *ex-officio* member of the Museum Board and shall serve as head of secretariat.

**Section 6. *Appointment of Members to the Museum Board.*** – The private sector representatives shall be appointed by the City Mayor for a term of office of two (2) years, with

one (1) term reappointment, from a short list nominated by recognized organizations in the field of culture and the arts, academe, as well as by prestigious business groups.

**Section 7. Meetings; Gratuitous Service.** – The members of the Museum Board shall meet and shall fix the time for its regular meetings. At any meeting of the Board, six (6) members shall constitute a quorum to do business. The service of all the members of the Museum Board shall be gratuitous.

**Section 8. Powers and Functions of the Museum Board.** – The General Santos City Museum Board shall have the following powers and functions:

- (a.) Adopt rules and regulations for the acquisition, exhibition or loan of works of art and cultural properties, and the deaccessioning thereof;
- (b.) Adopt rules and regulations for the conservation and promotion of works of art and cultural properties held by the museum;
- (c.) Fix the rate of entrance fee, service fee for the use of museum or for loan of work of art owned by the City Museum or any of its property;
- (d.) Solicit, accept, prepare and administer museum trust fund and budgets;
- (e.) Solicit and accept works of art and cultural properties for exhibition in the museum;
- (f.) Secure grants and endowments to support the programs and projects of the City Museum;
- (g.) Develop and implement consortium agreements and linkages with institutions of higher learning and other organizations engaged in similar researches and activities undertaken by the City Museum;
- (h.) Provide the organization and rules procedure of the Museum Board;
- (i.) Establish committees as it may deem proper, provided, that the chairperson of any committee to be established must be a member of the Museum Board; and
- (j.) Perform such other duties and functions as the law or order may hereinafter provide.

**Section 9. General Santos City Museum Office.** – The General Santos City Museum Office is hereby created which shall serve as information and cultural center in the City offering comprehensive and substantial collection of local archaeological finds, objects of art and other local cultural properties. The museum office shall be a division under the Office of the City Mayor.

**Section 10. Composition and Structure.** – (a.) The General Santos City Museum Office shall be organized to be composed initially of a Museum Director, to be assisted by four (4) staffs, each responsible for the registry and archive, education and exhibition, finance and administrative, and the development of physical structure of the City Museum. Their position titles, salary grades, duties and functions are more particularly described below:

- (1.) Project Development Officer IV - Salary Grade 22

Duties and functions:

- (a.) Act as Museum Director and take charge of the entire operations of the City Museum;
- (b.) Supervise the performance of the duties and functions of the office and provisions of this Ordinance as specified under Sections 11, 12, 13, 14, 15, 16, and 18 hereof;

- (c.) Coordinate with Museum Board and facilitates implementation of policies; and
- (d.) Perform such other duties and functions as the law or order may hereinafter provide.

(2.) Project Development Officer III - Salary Grade 18

Duties and functions:

- (a.) Take charge of the registration, documentation, archive, and performance of conservation efforts to archaeological finds and local cultural properties having cultural, historical, anthropological or scientific value and significance to the City;
- (b.) Perform the applicable duties and functions of the office as specified under Sections 11, 12, 13 and 14 hereof; and
- (c.) Perform such other duties and functions as the law or order may hereinafter provide.

(3.) Project Development Officer III - Salary Grade 18

Duties and functions:

- (a.) Take charge of the research, exhibition and conduct of education, information and communication efforts on archaeological finds and local cultural properties having cultural, historical, anthropological or scientific value and significance to the City;
- (b.) Perform the applicable duties and functions of the office as specified under Sections 11, 12 and 15 hereof; and
- (c.) Perform such other duties and functions as the law or order may hereinafter provide.

(4.) Project Development Officer II - Salary Grade \_\_

Duties and functions:

- (a.) Take charge of the finance, human resource, and other administrative requirements of the museum, and generation of revenue from entrance fees, or use, exhibit or loan of the City Museum or its property;
- (b.) Perform the applicable duties and functions of the office as specified under Sections 11, 12, 16, and 18 hereof; and
- (c.) Perform such other duties and functions as the law or order may hereinafter provide.

(5.) Project Development Officer I - Salary Grade 8

Duties and functions:

- (a.) Take charge of the development and maintenance of the physical structure of the City Museum, including the provision of security, general services to museum laboratory, facilities, premises, and to the archaeological finds and local cultural properties held by the museum;
- (b.) Perform the applicable duties and functions of the office as specified under Sections 11, 12, and 14 hereof; and

- (c.) Perform such other duties and functions as the law or order may hereinafter provide.

(b.) The compensation and hiring procedure of personnel of the City Museum shall conform to the existing rules and policies of the Civil Service Commission and the Department of Budget and Management. Further, the organizational structure of plantilla personnel of the General Santos City Museum Office is hereto attached as Annex "A" and forming part of this Ordinance.

**Section 11. *Duties and Functions of the General Santos City Museum Office.* –**

The General Santos City Museum Office shall have the following duties and functions:

- (a.) Acquire, document, collect, preserve, secure, maintain, administer and exhibit to the public, cultural materials, objects of art, archaeological artifacts, ecofacts, relics and other materials embodying the cultural and natural heritage of General Santos City. Materials relevant to the recent history of the City shall be likewise acquired, collected, preserved, maintained, advertised and exhibited in the Museum;
- (b.) Cause the conduct of researches, archaeological and scientific, on local flora and fauna; collect, preserve, identify and exhibit to the public systematically all types of plants and animals found in General Santos City, and prepare or cause the preparation for publication manuscripts and scientific papers on them and maintain a reference collection on such subjects;
- (c.) Document all objects held by the City Museum in its collections or borrowed from constituents by appropriate registration and catalogue system, including the management of any movement of the collections both within the museum and elsewhere in such a way that the City Museum Office will be able to locate any object in the collections at any given time;
- (d.) Establish an integrated central digital registry system of all the collections of the City Museum;
- (e.) Cause the conduct of researches on the origin, history, and to collect, preserve, study and exhibit rocks, minerals and fossils of plants and animals;
- (f.) Coordinate with the National Museum on the registration, excavation, preservation and exportation of cultural properties in the City; implement the pertinent provisions of Presidential Decree No. 374, as further amended, and other related laws on the protection and conservation of cultural properties;
- (g.) Cause the conduct of research on salvage archaeology, monitor and control archaeological excavations, diggings and researches into the City's pre-history and proto-history;
- (h.) Gather, identify, reconstruct, restore and maintain archaeological reference collection; cause the conduct of study of archaeological artifacts and ecofacts that may be found in the City, with their corresponding data and archaeological interpretations;
- (i.) Cause the undertaking of researches on the pre-history of General Santos City in order to define the foundations of its culture by conducting systematic and controlled archaeological excavations in different sites on land and underwater, and to supplement existing historical documentation;

- (j.) Collect, preserve, restore and exhibit to the public objects of art;
- (k.) Conduct researches on local arts and its relations to the arts of other localities and prepare for publication research papers on them;
- (l.) Carry out researches among different people and tribes of the City to define the ethnography of each group, to establish the ethnology and to document for posterity and exhibit to the public their traditional and existing cultures, practices and artistic forms expressive of their culture;
- (m.) Collect, acquire, identify, reconstruct, restore, preserve and maintain ethnographic items; gather their interpretations; mount exhibitions and prepare technical manuscripts for publication;
- (n.) Maintain a chemical and physical laboratory, if feasible, where scientific analysis of materials recovered from archaeological and ethnographic sites may be undertaken for their preservation;
- (o.) Plan, organize and stage exhibitions in all disciplines covered by the museum geology, cultural properties, zoology, botany, archaeology, arts, anthropology, restoration and engineering;
- (p.) Plan and organize library services, guided tours, lectures, seminars, symposia or workshops;
- (q.) In coordination with National Museum and General Santos City Cultural Heritage Council, supervise restoration, preservation, reconstruction, demolition, alteration, relocation and remodeling of immovable properties and archaeological landmarks and sites in the City;
- (r.) Collect fee for entrance to, use or loan of, City Museum and any of its properties;
- (s.) Facilitate solicitation of grants and endowments to support the programs and projects of the City Museum;
- (t.) Initiate, promote, encourage and support the establishment and promotion of, and extend management and technical assistance to barangay, school or other local museums;
- (u.) Facilitate the development and implementation of consortium agreements and linkages with institutions of higher learning and other organizations engaged in similar researches and activities being undertaken by the City Museum; and
- (v.) Prepare budgets of the City Museum subject to approval of the Museum Board.

#### Chapter IV Museum Ethics & Accession

**Section 12. *Museum Ethics.*** – The following professional Code of Ethics of International Council of Museums (ICOM) is hereby adopted to form part of this Ordinance in the establishment, management and operation of the General Santos City Museum:

- a.) Museums are responsible for the tangible and intangible natural and cultural heritage. Governing bodies and those concerned with the strategic direction and oversight of museums have a primary responsibility to protect and promote this

heritage as well as the human, physical and financial resources made available for that purpose.

- b.) Museums have the duty to acquire, preserve and promote their collections as a contribution to safeguarding the natural, cultural and scientific heritage. Their collections are a significant public inheritance, have a special position in law and are protected by international legislation. Inherent in this public trust is the notion of stewardship that includes rightful ownership, permanence, documentation, accessibility and responsible disposal.
- c.) Museums have particular responsibilities to all for the care, accessibility and interpretation of primary evidence collected and held in their collections.
- d.) Museums have an important duty to develop their educational role and attract wider audiences from the community, locality, or group they serve. Interaction with the constituent community and promotion of their heritage is an integral part of the educational role of the museum.
- e.) Museums use a wide variety of specialisms, skills and physical resources which have a far wider application than in the museum. This may lead to shared resources or the provision of services as an extension of the museum's activities. They should be organised in such a way that they do not compromise the museum's stated mission.
- f.) Museum collections reflect the cultural and natural heritage of the communities from which they have been derived. As such, they have a character beyond that of ordinary property which may include strong affinities with national, regional, local, ethnic, religious or political identity. It is important therefore that museum policy is responsive to this possibility.
- g.) Museums must conform fully to international, regional, national, or local legislation and treaty obligations. In addition, the governing body should comply with any legally binding trusts or conditions relating to any aspect of the museum, its collections and operations.
- h.) Members of the museum profession should observe accepted standards and laws and uphold the dignity and honor of their profession. They should safeguard the public against illegal or unethical professional conduct. Every opportunity should be used to inform and educate the public about the aims, purposes, and aspirations of the profession to develop a better public understanding of the contributions of museums to society.

**Section 13. Reception and Arrangement of Specimens and Objects of Art. –**

Whenever suitable arrangements can be made from time to time for their reception, all objects of art and foreign and curious research, and all objects of natural history, plants, and geological and mineralogical specimens belonging to the City, in whosoever custody they may be, shall be delivered and received by the Museum Board, and shall be so arranged and classified in the City Museum as best to facilitate the examination and study of them; and whenever new specimens in natural history, geology, or mineralogy are obtained for the City Museum, by exchanges of duplicate specimens, which the Board may in their discretion make, or by donation, which they may receive, or otherwise, the Museum Board shall cause such new specimens to be appropriately classed and arranged.

All specimens, artifacts and objects of art shall be registered immediately upon entry to the City Museum, and records shall be maintained of all objects in the collections or on loan to the City Museum. An inventory shall be kept and updated to reflect any movement of objects within the Museum or elsewhere. The objective will be to add full catalogue entries to the records, based on curatorial expertise. Records shall be digitized in a professional museum documentation fashion.



**Section 14. *Storage, Laboratories and Facilities.*** – The City Museum shall establish and maintain laboratories and such other adequate facilities for the development, conservation, preservation, storage, and maintenance of its collections.

#### Chapter V

### Curriculum Development & Education

**Section 15. *Curriculum Development.*** - The Museum Board, in coordination with the Department of Education, shall develop teaching materials specifically dealing with the history, built, natural and cultural heritages of General Santos City. Such shall be made available for all the City's public and private elementary and high schools *Araling Panlipunan* or history curricula.

**Section 16. *Visitation to the General Santos City Museum.*** – Visitation to the General Santos City Museum shall be compulsory to all public and private elementary and high school students in the City.

#### Chapter VI

### Final Provisions

**Section 17. *Appropriation.*** – The funds necessary for the establishment, operation and maintenance of the General Santos City Museum Office shall be included in the annual or supplemental budgets of the City.

**Section 18. *General Santos City Museum Development Trust Fund.*** – There shall be created a General Santos City Museum Development Trust Fund. The trust fund shall consist of private or public monies, such as, entrance fees, resources generated by the Museum Board, proceeds from deaccession, service fee for the use of museum or loan of work of art, donations and other conveyances including funds, materials and services by gratuitous title which have officially come into the possession of the Museum Board, or which have been received as a guaranty for the fulfillment of some obligations. Save for the specific purpose for which it was created or for which it came into the possession of the Museum Board or of the City Government, the trust fund shall be used for the development and maintenance of City Museum, professional advancement of museum personnel, or for the acquisition, documentation, preservation, exhibition, conservation, promotion, study, and appreciation of works of art, specimens, cultural and historical properties, and artifacts held by the City Museum.

**Section 19. *Implementing Rules and Regulations.*** - Within ninety (90) days after the effectivity of this Ordinance, the General Santos City Museum Board, General Santos City Cultural Heritage Conservation Council, and General Santos City Culture and the Arts Council and shall convene and formulate the appropriate rules and regulations necessary for the efficient and effective implementation of the provisions of this Ordinance.

**Section 20. *Repealing Clause.*** – All ordinances, orders, rules and regulations, or part or parts thereof, which are inconsistent with any of the provisions of this Ordinance are hereby repealed or modified accordingly.

**Section 21. Separability Clause.** – If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**Section 22. Effectivity.** – This Ordinance shall take effect on the day after ten (10) days following its publication in a newspaper of general circulation within the City.

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