

**ANNEX 10.1.10
BOOKING GUIDELINES**

**National Museum of the Philippines - Kabayan Timbac Rock Shelters and Tinongchol Burial Rock
Pacso, Kabayan and Kabayan Barrio, Kabayan, Benguet**

I. General Booking Guidelines

1. Groups of **15 pax and above** are required to make reservations at least three (3) working days prior to the preferred schedule through the following official channels of the National Museum of the Philippines-Kabayan (NMP-Kabayan):

Mobile Number: 09190779855; 09121880041
Email: kabayan@nationalmuseum.gov.ph
Facebook Page: National Museum of the Philippines-Kabayan

Please note that the NMP-Kabayan Visitor Operations Booking Office is open for transactions from **Monday to Sunday (except on selected religious holidays), from 9:00 am to 5:00 pm only.*

2. Group tours may be scheduled from Monday to Saturday, while Sundays and holidays are exclusively reserved for walk-in visitors.
3. The gallery exhibit at the NMP Kabayan Site Museum and the mummy caves are temporarily closed until further notice, while both Timbac Rock Shelters and Tinongchol Burial Rock are open to the public every day.

Group reservations to Timbac Rock Shelters are limited to **15** visitors per slot, while Tinongchol Burial Rock can accommodate a maximum of **20** visitors per slot. Admission to the site is guided by building capacity and availability. To ensure the best experience for everyone and to facilitate accommodation of walk-in visitors, **groups more than the above-mentioned pax** may be divided into smaller subgroups, either accommodated on the same day or scheduled on separate days as necessary.

4. Group tours will only be admitted on their scheduled time slots and are requested to arrive at least thirty (30) minutes ahead of schedule. Failure to arrive on time may result in a shortened tour duration and/or forfeiture of slots.
5. Strictly **“NO BOOKING, NO GUIDING SERVICES POLICY”** will be implemented. On the day changes will not be allowed nor entertained. The NMP Kabayan reserves the right to refuse entry to any visitor as it deems necessary.

II. Museum Guiding Services

1. Comprehensive Tour

For a detailed insight into the museum exhibits and collections, a comprehensive tour is available. This is perfect for visitors who have more time and a strong interest in exploring the museum’s collections from a deeper and more comprehensive perspective.

For **comprehensive tour** requests, please write a letter addressed to the Officer-in-Charge of NMP Kabayan, at least three (3) working days prior to the intended visit, and send it to kabayan@nationalmuseum.gov.ph or through a personal message to the museum’s official Facebook page. Letter of request may also be submitted personally to the booking office during regular business hours.

A maximum of **15 pax** is allowed per group at at Timbac Rock Shelters while Tinongchol Burial Rock can accommodate a maximum of **20 pax** per group to ensure the effective conduct of the comprehensive tour.

Annex 10.1.10 Booking Guidelines - Kabayan

2. Overview Talk

For a concise but informative introduction to the museum, an overview talk is available, perfect for those who prefer a quick orientation of the museum’s highlights.

For **overview talk** requests, please write a letter addressed to the Officer-in-Charge of NMP Kabayan, at least three (3) working days prior to the intended visit, and send it to kabayan@nationalmuseum.gov.ph or through a personal message to the museum’s official Facebook page. Letter of request may also be submitted personally to the booking office during regular business hours.

To effectively facilitate engaging discussions and ensure a meaningful and enriching museum experience, each group is limited to a maximum of **15 participants** at Timbac Rock Shelters while Tinongchol Burial Rock can accommodate a maximum of **20 pax** per group.

For confirmed comprehensive tour and overview talk services, a printed booking confirmation receipt and list of visitors’ names must be presented upon arrival. In case of cancellation, prior notice must be submitted at least two (2) working days before the arranged visit. Group tours may only be rescheduled up to two (2) times, subject to approval and slot availability. Any further changes will not be entertained.

**Tour operators are required to provide the following documents when booking for the first time, including those whose accreditation had already expired:*

- *Company Profile*
- *Accreditation from the Department of Tourism (current, not expired)*
- *Name and Contact Information of the focal person*

**Schools, organizations and other institutions without assistance from tour operators may send their booking request via email using their official company email address.*

The NMP reserves the right to impose sanctions on concerned parties or refuse admission to groups habitually violating any of the provisions provided herein.

Types of Violations:

- No Show – Failure to arrive on the scheduled day
- Overbooking – Actual number of pax exceeds the reserved booking
- Document compliance violation
 - i. Failure to present printed Booking Confirmation Receipt (Digital copies are NOT allowed)
 - ii. Failure to present printed List of visitors’ names (Digital copies are NOT allowed)
- Misrepresentation and dishonesty

Sanctions:

First Offense	Official written warning
Second Offense	One (1) month suspension of visit/booking privileges
Third Offense	Cancellation of visit/booking privileges. Reinstatement of said privileges may be permitted one (1) year thereafter

III. Booking Request from Independent/Non-NMP Guides

Only designated museum guides of the NMP are allowed to conduct guided tours of the NMP galleries and site museums. Independent/Non-NMP guides who wish to conduct their business at NMP Kabayan must first secure permission by submitting the following requirements via email at kabayan@nationalmuseum.gov.ph at least five (5) working days prior to the conduct of the requested museum guided tour:

Annex 10.1.10 Booking Guidelines - Kabayan

- Request letter addressed to the museum's Officer-in-Charge
- Copy of tour script for fact checking
- Proof of accreditation from the Department of Tourism (DOT) or Institutional Affiliation
- Complete list of visitors

Only a maximum of 15 pax per guide will be permitted at Timbac Rock Shelters, while only a maximum of 20 pax per guide will be allowed for Tinongchol Burial Rock to ensure that the Independent/Non-NMP guide can effectively manage the group during the tour. A **Guide Permit Form (NMP-CMV-F-07)** will be issued once the request has been approved, valid exclusively for the scheduled date and time. Strictly **"NO PERMIT, NO CONDUCT OF GUIDED TOUR POLICY"** will be implemented. The guided tour will be observed and monitored by NMP frontline staff.

For confirmed tours, a printed guide permit form and list of visitors' names must be presented upon arrival. In case of cancellation, prior notice must be submitted at least two (2) working days before the arranged visit. Group tours may only be rescheduled up to two (2) times, subject to approval and slot availability. Any further changes will not be entertained.

Additional Information:

- a. Please read and follow the **Museum Visitor Guidelines** at all times.
- b. Parking spaces for cars, and motorcycles are limited and available on a first-come, first-served basis. However, no bus parking is available onsite.
- c. Upon entry to the building, the group representative is required to present their valid identification card for verification.
- d. All visitors and items are subject to security inspection. Baggage counters are available upon entry.
- e. Visitors are encouraged to wear comfortable shoes and clothing ideal for hiking as well as bringing extra flashlights for a more immersive site experience. We also recommend wearing warm clothing especially for Timbac Rock Shelters and bringing power banks as cellphones usually run low on battery due to the high altitude.
- f. Observe proper decorum. Strictly no opening of coffins. Visitors are asked to show the utmost respect for the sites. Kindly keep noise level to a minimum and refrain from making disrespectful jokes or engaging in intimate or inappropriate behavior within the site premises.
- g. All visitors are encouraged to be environmentally and socially conscious. While water refillable containers are permitted, the use of disposable water bottles and bringing of food into the site is discouraged to reduce trash.
- h. To experience our site museums at their best, we recommend visiting the site in the morning as fog usually develops after lunch. Please also use the restroom before proceeding to the site as comfort rooms are not available on the premises.
- i. Access to Tinongchol Burial Rock involves crossing a hanging bridge while Timbac Rock Shelter can be reached upon descending a total of 283 steps and ascending the same upon departure. Senior citizens and children should be accompanied by a companion to ensure their safety and comfort throughout their visit. The NMP shall not be held liable for any accident or untoward incident resulting from visitor's negligence or lack of proper care. We urge all guests to exercise caution and be mindful of their surroundings at all times.
- j. For medical concerns, a first aid kit is readily available.
- k. Lost found items may be filed at the Information Desk and will be endorsed to the Security Office. Unclaimed items will be subject to disposal after thirty (30) days.

Annex 10.1.10 Booking Guidelines - Kabayan

- I. The NMP reserves the right to refuse admission of persons and items that may threaten the security of the visitors, staff, and collections.

Prepared by:

[Redacted Signature]

CLARIFEL D. ABELLERA
Administrative Officer IV, Officer-in-Charge
OD NLNM-Kabayan, Benguet

Reviewed by:

[Redacted Signature]

MICHAEL ARMAND P. CANILAO, PhD
Director II, OD NLNM

[Redacted Signature]

MA. BELEN V. PABUNAN
Chief Administrative Officer, CMVOD

Recommending Approval:

[Redacted Signature]

JORELL M. LEGASPI
Deputy Director-General for Museums

Approved by:

[Redacted Signature]

JEREMY BARNS, CESO-III
Director-General