



**FILM DEVELOPMENT COUNCIL
OF THE PHILIPPINES**

CITIZEN'S CHAPTER



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I. Mandate

The Film Development Council of the Philippines is the primary agency that is mandated to formulate and implement policies and programs to upgrade the art and craft of filmmaking in the Philippines.

FDCP is likewise mandated to encourage the production of films for commercial purposes intended for public entertainment that seek to enhance the quality of life, examine the human and social conditions and contribute to the nobility and dignity of the human spirit and maximize the country's comparative advantage as a location site for international movie and television making to generate income, promote tourism and enhance the image of the country abroad.

II. Mission

The FDCP is the national agency under the Office of the President of the Republic of the Philippines responsible for film policies and programs to ensure the economic, cultural, and educational development of the Philippine film industry. It aims to encourage the film industry to create quality films – from development, to production, to distribution and exhibition - and to conduct film-related events that enhance the skills of the Filipino talents. The agency also leads the film industry's participation in domestic and foreign film markets and local and international film festivals to promote and position Philippine cinema to be globally competitive. It is also tasked to preserve and protect films as part of the country's national cultural heritage through film archiving.

III. Vision

We envision a globally competitive film industry that contributes to the economic development of the country while championing our culture and heritage.

IV. Service Pledge

We, the Officials and Employees of FDCP, hereby pledge our commitment to:

1. Provide efficient, prompt and corrupt - free services to FDCP's stakeholders;
2. Ensure strict compliance to laws, rules and regulations with high degree of professionalism in the conduct of both FDCP's business and non-business processes; and
3. Attend all applicants or requesting parties whether within the premise of our office or doing business through our other official platforms prior to the end of official working hours and during lunch break.

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FDCP Support and Assistance Programs/Services

Film Development Support Division

International Film Studies Assistance Program (IFSAP)

The International Film Studies Assistance Program (IFSAP) is a program of the Film Development Council of the Philippines (FDCP) that supports Filipino filmmakers who want to be more exposed to the best filmmaking practices of other countries. FDCP believes in the importance of collaboration, hence encourages more Filipino filmmakers to discover various opportunities by participating in international film study programs, labs, and workshops.

Through the program, filmmakers accepted as participants in these international film programs are given financial assistance to support their daily needs during their stay in those countries.

The following are the support and assistance provided by FDCP for approved applicants:

- Financial Assistance
 - IFSAP Standard - eligible applicant/s may qualify for a P25,000.00 stipend via reimbursement. Applicants can avail this for up two (2) times a year.
 - IFSAP Partners - eligible applicants may be granted a maximum amount of P100,000.00 upon approval of their application. Applicants can avail this once a year only.
- Travel Grant
 - IFSAP Partners - round trip international airfare from Manila to the host country may be given to the qualified applicant.
- Passport Application/ Renewal Assistance
 - FDCP assists qualified Filipino filmmakers in the application or renewal of their passport as needed.
- Visa Assistance.
 - FDCP assists in the application of visa of qualified filmmakers by issuing visa endorsements, if needed. However, the visa approval is still at the discretion of the Embassy concerned.
- Philippine Embassy or Consulate Support
 - FDCP, with its partnership with Philippine posts abroad, encourages our embassies and consulates to support selected and qualified Filipino filmmakers during their stay in the host countries.
- Publicity and Promotion.
 - FDCP may support qualified filmmakers by providing publicity and promotional materials for their film projects.

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| Office or Division | Film Development Support Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may avail | All individuals who got accepted in international lab | | | |
| Checklist of Requirements | | Where to Secure | | |
| Application Form | | FDCP website/FDCP office | | |
| Letter or notice of acceptance | | From the organizers of the film lab | | |
| POST-PROGRAM REQUIREMENTS <ul style="list-style-type: none"> • Comprehensive Program/Study Report (FD-IFSAP Form No. 2). • Accomplished Reimbursement Form (FD-IFSAP Form No. 3). • ORIGINAL COPY of the boarding passes (going and returning) • ORIGINAL OFFICIAL RECEIPTS of qualified expenses, which must be submitted to FDCP with proper description and translation (if applicable). | | | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| <p>1. The complete requirements must be submitted via email within seven (7) working days after receipt of the confirmation letter or notice from the festival or up to four (4) weeks before the first day of the study program.</p> <p>Send applications to assistance@fdcp.ph and wisleta@fdcp.ph with the subject [Application] IFSAP (Full name).</p> <p>Applications made AFTER the completion of the</p> | <p>Once all requirements have met, the FDCP Technical committee will evaluate the application. During the evaluation, the committee may require further details if deemed necessary.</p> | None | 7 days | FSDS Officer |

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| studies and market will not be accepted. | | | | |
| Upon approval of the application, the proponent commits to comply with all post-program requirements to receive financial assistance. The proponent further commits to rendering a return service as part of his/her compliance with the program and to submit post program requirements. | FDCP will prepare the declaration and agreement to be signed by the applicant and FDCP representative. | None | 7 days | FDSD Officer |
| TOTAL | | | 14 days | |

FDCP Film School

The FDCP Film School Program has been created to provide film education, training and series of workshops to aspiring Filipino filmmakers and film practitioners under the tutelage of established local and international mentors. The program offers film activities that will enhance the interest of future Filipino filmmakers, and develop the audience and filmmakers' film awareness and skills necessary for quality film production.

The following are types of film education and training program:

- **FACULTY SYMPOSIUM** - A three-day workshop designed for educators handling arts courses and media literacy programs.

Topics Include:

- a. Understanding Film through Education
- b. Creating Film Synergy in the Student Body
- c. Basic Tools: A Crash Course on Filmmaking for Educators

- **BASIC WORKSHOPS ON FILMMAKING** - Designed for aspiring and emerging filmmakers who have interest in films. A series of workshops on the different film elements from pre-production to post-production.

Film Elements:

- a) Production Management
- b) Creative Producing
- c) Production Design
- d) Scriptwriting

- e) Acting
- f) Cinematography
- g) Directing
- h) Editing
- i) Sound Design
- j) Musical Score

- **ADVANCED CLASS ON FILM ELEMENTS** - Designed for emerging and practicing filmmakers and/or film practitioners aiming to further develop their skills in the chosen field of filmmaking.
- **MASTER AND INTENSIVE CLASSES** - Designed for established filmmakers aiming to master their skills in the chosen field of filmmaking.

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| Office or Division | Film Development Support Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C/G2G | | | |
| Who may avail | LGUs and/or regional and cultural organizations | | | |
| Checklist of Requirements | | | Where to Secure | |
| Formal letter of intent addressed to the Chairperson and Chief Executive Officer of FDCP. | | | | |
| For regional and cultural organizations: -endorsement letter or certificate of recognition from the LGU. - organization's profile | | | Concerned LGU | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. Complete requirements must be submitted to FDCP at <i>least three (3) months or sixty (60) days</i> prior to the proposed schedule of film education activities. | Once all requirements have met, the FDCP Technical committee will evaluate the application. During the evaluation, the committee may require further details if deemed necessary. If the request has not been met, the committee may discuss other | None | 7 days | FSDS Officer |

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| | possible support the FDCP may extend. Otherwise, the request will be disapproved. | | | |
| 2. Upon the approval of the technical committee, FDCP and the proponent will discuss and agree upon their responsibilities through a Memorandum of Agreement. | Upon the approval of the technical committee, FDCP will discuss and agree upon their responsibilities. The assistance work flow will only start once the Memorandum of Agreement is signed by both parties. | None | 7 days | FSDS Officer |
| Total | | | 14 days | |

Special Partnership Program (SPP)

The Special Partnership Program (SPP) is a program of the Film Development Council of the Philippines (FDCP) that aims to support and partner with private and government organizations that conduct special film-related events. FDCP believes that film-related events are initiatives necessary in building film culture and uphold the ideals of the filmmakers and organizers inclined to discover and develop talents and filmmaking as well. Through this program, FDCP promotes the incorporation of film in cultural and institutional activities in different communities.

The following are the assistance and support to be provided by FDCP:

- *FDCP Ratings & Permits.* For all official film titles of the event and/or activities that will be screened publicly in commercial theaters or public spaces.
- *Optical Media Board (OMB) Clearance.* FDCP can facilitate the import/export clearance of local/international film titles needed for the conduct of the event.
- *Educational Components.* These may be film workshops, film talks, and fora that may be included in the event.
- *Use of Cine Lokal Theatres.* For film-related events that may need venues for screenings, workshops, or other qualified purposes.

- *Promotions.* Through FDCP's website and social media accounts, as well as to its existing network of film societies and entities.
- *Financial Support.* For film-related events that may need financial support, FDCP may extend a certain amount, subject to the evaluation and approval of the FDCP Technical Committee and based on the need of the activities.

SPP applications may be accepted based on the application cycles. Applicants must ensure to lodge their documents before the close date of the cycle that is prior to their respective event.

FDCP will accept applications filed in the latest three (3) months before the first day of the event. Any application filed beyond the given timeframe will not be accepted.

1st Cycle: January - March for events happening in April to July.

2nd Cycle: May - July for events happening in August to November

3rd Cycle: September - November for events happening in December to March.

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|---|---|------------------------|------------------------|---------------------------|
| Office or Division | Film Development Support Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B/G2G | | | |
| Who may avail | All applicants must satisfy all of the following: The organization must be registered under FDCP National Registry for Company or Organizations. The event must be film-related or must have a film component, which means it may have film screenings, film competition, film workshops, and film fora among others. The event must be conducted locally. | | | |
| Checklist of Requirements | | | Where to Secure | |
| Copy of FDCP National Registry Certificate of Registration (for Company or Organizations) | | | FDCP office | |
| Formal letter of request addressed to the Chairperson and Chief Executive Officer of FDCP | | | | |
| Accomplished SPP Form 1 (Application Form) | | | FDCP office | |
| Event Profile and Work Plan | | | | |
| Clearance Form from previous FDCP partnership/s (if applicable) | | | FDCP office | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The proponent or officer-in-charge (OIC) must submit the | The FDCP Technical Committee will | None | 7 days | FDSD Officer |

| | | | | |
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| <p>complete requirements to FDCP within the given application cycles.</p> <p>Application must be submitted to: assistance@fdcp.ph and wisleta@fdcp.ph</p> | <p>evaluate the request. During the evaluation process, the committee may require further details if deemed necessary. The committee will decide on what forms of support the FDCP may extend to proponents. Otherwise, the request will be disapproved.</p> | | | |
| <p>2. Upon the approval of the technical committee, FDCP and the proponent will discuss and agree upon their responsibilities through a Memorandum of Agreement.</p> | <p>Upon the approval of the technical committee, FDCP will discuss and agree upon their responsibilities on the implementation of the partnership.</p> | | 7 days | FSDS Officer |
| Total | | | 14 days | |

Festival Development Assistance Program (FDAP)

The Festival Development Assistance Program (FDAP) is a support program of the Film Development Council of the Philippines (FDCP) that aims to nurture and sustain film communities in the Philippines. Through this program, FDCP connects with regional film communities by providing financial support to sustain their respective film festivals and film-related community activities

The following are the assistance to be provided by FDCP:

- *Financial Assistance.* Up to PHP 150,000.00 in financial assistance to help cover the expenses incurred by the festival.
- *FDCP Ratings and Permits.* For official film titles of the festival that will be screened publicly in commercial theaters or public spaces.

- *Optical Media Board (OMB) Clearance.* FDCP can facilitate the import/export clearance of local/ international film titles needed for the conduct of the festival.
- *Use of Cine Lokal Theatres.* For festivals that may need venues for screenings, workshops, or other qualified purposes.
- *Educational Components.* These may be film workshops, film talks, and fora that may be attached to the festival.

FDAP applications may be accepted based on the application cycles. Applicants must ensure to lodge their documents before the close date of the cycle that is prior to their respective event.

FDCP will accept applications filed in the latest three (3) months before the first day of the festival. Any application filed beyond the given timeframe will not be accepted.

1st Cycle: January - March *for festivals happening in April to July.*

2nd Cycle: May - July *for festivals happening in August to November*

3rd Cycle: September - November *for festivals happening in December to March.*

| | | |
|----------------------------|--|--------------------------|
| Office or Division | Film Development Support Division | |
| Classification | Simple | |
| Type of Transaction | G2B/G2G | |
| Who may avail | All applicants must satisfy all of the following: A) The Film Festival must be registered under FDCP National Registry for Film Festivals. B) The Film Festival must be recognized or endorsed by their Local Government Unit (LGU). C) The Film Festival must be held in their own locality. D) The Film Festival must be around for at least three years already E) The Film Festival must have a minimum audience count of at least 1,000 admissions | |
| | Checklist of Requirements | Where to Secure |
| | Accomplished FDAP Form 1 (Application Form) | FDCP website/FDCP office |
| | Copy of FDCP National Registry Certificate of Registration (for Film Festivals) | FDCP office |
| | Letter or certificate of recognition or endorsement from the LGU | LGU |
| | Formal letter of request addressed to the Chairperson and Chief Executive Officer of FDCP | |

| Festival Profile and Work Plan | | | | |
|---|--|------------------------|------------------------|---------------------------|
| Clearance form from previous FDCP partnership/s (if applicable) | | FDCP office | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| <p>1. The Festival Director or officer-in-charge must submit the complete requirements to FDCP within the given application cycles.</p> <p>Application must be submitted to: assistance@fdcp.ph and wisleta@fdcp.ph</p> | <p>The FDCP Technical Committee will evaluate the request. During the evaluation process, the committee may require further details if deemed necessary. The committee will decide on what forms of support the FDCP may extend to proponents. Otherwise, the request will be disapproved.</p> | None | 7 days | FDSD Officer |
| <p>2. Upon the approval of the technical committee, FDCP and the proponent will discuss and agree upon their responsibilities through a Memorandum of Agreement.</p> | | None | 7 days | FDSD Officer |
| Total | | | 14 days | |

Festival Partnership Program (FPP)

The Festival Partnership Program (FPP) has been created to provide support and assistance to established local festivals which continue to enrich and diversify the Philippines' film culture.

The following are the assistance and support provided by FDCP:

- *Financial Assistance.* Up to PHP 200,000.00 in financial assistance to help cover the expenses incurred by the festival.
- *FDCP Ratings and Permits.* For official film titles of the festival that will be screened publicly in commercial theaters or public spaces.
- *Optical Media Board (OMB) Clearance.* FDCP can facilitate the import/export clearance of local/ international film titles needed for the conduct of the festival.
- *Use of Cine Lokal Theatres.* For festivals that may need venues for screenings, workshops, or other qualified purposes.
- *Educational Components.* These may be film workshops, film talks, and fora that may be attached to the festival

FPP applications may be accepted based on the application cycles. Applicants must ensure to lodge their documents before the close date of the cycle that is prior to their respective event.

FDCP will accept applications filed in the latest three (3) months before the first day of the festival. Any application filed beyond the given timeframe will not be accepted.

1st Cycle: January - March *for festivals happening in April to July.*

2nd Cycle: May - July *for festivals happening in August to November*

3rd Cycle: September - November *for festivals happening in December to March.*

| | |
|----------------------------|-----------------------------------|
| Office or Division | Film Development Support Division |
| Classification | Simple |
| Type of Transaction | G2B/G2G |

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|---|---|------------------------|------------------------|---------------------------|
| Who may avail | All applicants must satisfy all of the following: <ul style="list-style-type: none"> • The Film Festival must be registered under FDCP National Registry for Film Festivals • The organization conducting the Film Festival must be registered to the Securities and Exchange Commission (SEC). • The Film Festival must be around for at least three years already • The Film Festival must have a minimum audience count of at least 1,000 admissions | | | |
| Checklist of Requirements | | Where to Secure | | |
| Accomplished FDAP Form 1 (Application Form) | FDCP website/FDCP office | | | |
| Copy of FDCP National Registry Certificate of Registration (for Film Festivals) | | | | |
| Letter or certificate of recognition or endorsement from the LGU | | | | |
| Formal letter of request addressed to the Chairperson and Chief Executive Officer of FDCP | | | | |
| Festival Profile and Work Plan | | | | |
| Clearance form from previous FDCP partnership/s (if applicable) | FDCP office | | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The Festival Director or officer-in-charge must submit the complete requirements to FDCP within the given application cycles. Application must be submitted to: assistance@fdcp.ph and wisleta@fdcp.ph | The FDCP Technical Committee will evaluate the request. During the evaluation process, the committee may require further details if deemed necessary. The committee will decide on what forms of support the | None | 7 days | FDSD Officer |

| | | | | |
|---|--|------|---------|--------------|
| | FDCP may extend to proponents. Otherwise, the request will be disapproved. | | | |
| 2. Upon the approval of the technical committee, FDCP and the proponent will discuss and agree upon their responsibilities through a Memorandum of Agreement. | | None | 7 days | FSDS Officer |
| Total | | | 14 days | |

Distribution and Exhibition Division

Rental Cinematheque Centre Manila

The Cinematheque Centres are not only avenue to screen films. We believe that the centres can be cultural and event hub of the city. It is for this reason that we open the centres for rentals.

The inclusion of cinematheques rentals are as follow:

- Use of the airconditioned theater that can house 100 pax (120 with removable aisle seats)
- Use of lobby and gallery with exhibit set-up **subject for approval*
- Front-of-House Staff (Reception / Registration / Ticketing)
- Technical Operator (Projection Room)
- Basic Video Playback Set-up | Projector, Desktop Computer, DVD / BluRay Player
- Basic Light Set-up | Stage and Theater Lighting
- Basic Sound Set-up | Theater surround speakers, 4 wireless microphones with batteries

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|---|--|--|--------------------------|---------------------------|
| Office or Division | Distribution and Exhibition Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B/G2G | | | |
| Who may avail | Private and Government Organizations organizing film-related events | | | |
| Checklist of Requirements | | | Where to Secure | |
| Rental Form | | | FDCP website/FDCP office | |
| Letter of Request (If there are special requests outside of the rental fee inclusions) | | | | |
| Memorandum of Agreement | | | FDCP office | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The client must inquire on the availability of the dates for the events. | FDCP Staff assists the client and check the available schedule for cinematheque center. | None | 1 day | Cinematheque Officer |
| 2. Once the date has been agreed upon, the client must fill out a form and deposits a down payment of 50% to book the date. | FDCP staff will prepare the Memorandum of Agreement and receipt regarding the rental of the cinematheque center. | Use of the Cinematheque: PHP 1500 per hour Minimum of 4 hours on weekdays | 7 days | Cinematheque Officer |

| | | | | |
|--------------|---|-------------------------|--------|--|
| | FDCP staff will also explain the inclusion of the rental fee as well as the terms and conditions for the use of the facility. | and 6 hours on weekends | | |
| TOTAL | | | 8 days | |

Rental Cinematheque Centre Davao

The Cinematheque Centres are not only avenue to screen films. We believe that the centres can be cultural and event hub of the city. It is for this reason that we open the centres for rentals.

The inclusion of cinematheques rentals are as follow:

- Use of the airconditioned theater that can house 100 pax (120 with removable aisle seats)
- Use of lobby and gallery with exhibit set-up **subject for approval*
- Front-of-House Staff (Reception / Registration / Ticketing)
- Technical Operator (Projection Room)
- Basic Video Playback Set-up | Projector, Desktop Computer, DVD / BluRay Player
- Basic Light Set-up | Stage and Theater Lighting
- Basic Sound Set-up | Theater surround speakers, 4 wireless microphones with batteries

| | | | | |
|--|---|--------------------------|------------------------|---------------------------|
| Office or Division | Distribution and Exhibition Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B/G2G | | | |
| Who may avail | Private and Government Organizations | | | |
| Checklist of Requirements | | Where to Secure | | |
| Rental Form | | FDCP website/FDCP office | | |
| Letter of Request (If there are special requests outside of the rental fee inclusions) | | | | |
| Memorandum of Agreement | | FDCP office | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The client must inquire on the availability of the dates for the events. | FDCP Staff assists the client and check the available schedule for cinematheque center. | None | 1 day | Cinematheque Officer |

| | | | | |
|---|--|--|--------|----------------------|
| 2. Once the date has been agreed upon, the client must fill out a form and deposits a down payment of 50% to book the date. | <p>FDCP staff will prepare the Memorandum of Agreement and receipt regarding the rental of the cinematheque center.</p> <p>FDCP staff will also explain the inclusion of the rental fee as well as the terms and conditions for the use of the facility.</p> | <p>Use of the Cinematheque: PHP 1,000 per hour, minimum of 5 hours</p> <p>5,000 per hours 5,500 with projector Without, 4k</p> | 7 days | Cinematheque Officer |
| TOTAL | | | 8 days | |

Rental Cinematheque Centre Iloilo

The Cinematheque Centres are not only avenue to screen films. We believe that the centres can be cultural and event hub of the city. It is for this reason that we open the centres for rentals.

The inclusion of cinematheques rentals are as follow:

- Use of the airconditioned theater that can house 100 pax (120 with removable aisle seats)
- Use of lobby and gallery with exhibit set-up **subject for approval*
- Front-of-House Staff (Reception / Registration / Ticketing)
- Technical Operator (Projection Room)
- Basic Video Playback Set-up | Projector, Desktop Computer, DVD / BluRay Player
- Basic Light Set-up | Stage and Theater Lighting
- Basic Sound Set-up | Theater surround speakers, 4 wireless microphones
- *[(Wireless microphone batteries shall be provided by the event organizers (2 AA batteries per microphone)]*

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|----------------------------|--------------------------------------|
| Office or Division | Distribution and Exhibition Division |
| Classification | Simple |
| Type of Transaction | G2B/G2G |
| Who may avail | Private and Government Organizations |

| Checklist of Requirements | | Where to Secure | | |
|---|---|----------------------------|-----------------|----------------------|
| Rental Form | | FDCCP website/FDCCP office | | |
| Letter of Request (If there are special requests outside of the rental fee inclusions) | | | | |
| Memorandum of Agreement | | FDCCP office | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The client must inquire on the availability of the dates for the events. | FDCCP Staff assists the client and check the available schedule for cinematheque center. | 1500 for 2 hours | 1 day | Cinematheque Officer |
| 2. Once the date has been agreed upon, the client must fill out a form and deposits a down payment of 50% to book the date. | FDCCP staff will prepare the Memorandum of Agreement and receipt regarding the rental of the cinematheque center. FDCCP staff will also explain the inclusion of the rental fee as well as the terms and conditions for the use of the facility. | | 7 days | Cinematheque Officer |
| Total | | | 8 days | |

Cinelokal Cinema Booking

The program's goal is to showcase independently produced films and to provide producers with the platform for a wider theatrical release in major commercial cinemas. The program's inclusion to be provided by FDCCP are ratings and booking coordination with commercial cinemas.

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|----------------------------|--------------------------------------|
| Office or Division | Distribution and Exhibition Division |
| Classification | Simple |
| Type of Transaction | G2B |
| Who may avail | Producers/Production Companies |

| Checklist of Requirements | | Where to Secure | | |
|---|---|--------------------------|-----------------|--------------------|
| Application Form | | FDCP website/FDCP office | | |
| Letter of Request | | | | |
| Memorandum of Agreement | | FDCP office | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The producer submits the application along with their film to FDCP. | FDCP reviews the film and recommends to screen the film under Cinelokal. A meeting is set with the filmmaker on schedule and marketing plans. | None | 7 days | DED Officer |
| 2. Once both parties have reached an agreement, the producer will enter into a MOA with FDCP. | <p>Once both parties have reached an agreement, FDCP will draft and sign a MOA with the producer.</p> <p>If the film does not have a MTRCB or has an expired MTRCB permit the film is then forwarded to our Ratings Unit for FDCP's permit to Exhibit.</p> <p>Once rating and permit has been secured FDCP secures a commercial cinema for exhibition and a booking contract between the cinema and FDCP is drafted and signed.</p> | None | 7 days | DED Officer |
| TOTAL | | | 14 days | |

International Relations Division

International Film Festival Assistance Program (IFFAP)

Year by year, more and more Filipino films and filmmakers are being chosen by established and prestigious international film festivals all over the world to compete with films from other countries. Since 2016, more than 100 films have been showcased as part of the lineup of these film festivals either to be in competition or exhibition.

With the Film Development Council of the Philippines' goal to promote Philippine Cinema internationally and provide opportunities for filmmakers to represent the country in the international scene, the Agency's International Film Festival Assistance Program (IFFAP) is aimed at providing travel and financial support to Filipino filmmakers whose films have been selected in international film festivals.

The following are the support and assistance provided by FDCP once approved:

- **Travel Assistance.** FDCP can provide roundtrip economy flights to filmmakers participating in FIAPF-accredited film festivals or FDCP partnered festivals.
- **Stipend.** If applicable, FDCP provides a stipend of 300USD - 500USD depending on the category & film festival participated. Qualified expenses include Philippine travel tax, accommodation, meals, and transportation.
- **Visa Assistance.** FDCP can issue visa endorsements to support the filmmakers' application. The approval of the applicant's visa, however, is still at the full discretion of the Embassy concerned and it is the filmmakers' responsibility to secure an appointment and prepare the documents required by the Embassy.

In addition, an endorsement letter issued by FDCP is not a guarantee that the application will be expedited.

- **Visa Fees.** FDCP can reimburse the visa fees of the filmmaker (usually director) participating in international film festivals (up to twice a year).
- **Passport Application/Renewal Assistance.** As a government agency, the FDCP can draft endorsements that vouches for Filipino filmmakers and attendees to the Department of Foreign Affairs.
- **FDCP Endorsement for OMB Export/Import Clearance.** Through the FDCP's partnership with the Optical Media Board (OMB), the FDCP can draft endorsements for an omnibus permit to be released by the OMB to facilitate the import and export of the copy of the film to and from the international film festival concerned.
- **Philippine Embassy or Consulate Support.** FDCP can coordinate with the Philippine posts in the country where the concerned film festival is located in order to give support to Filipino filmmakers for their participation. FDCP the Ambassador and executives.
- **Printing of Collaterals.** FDCP can print collateral materials that the filmmakers will bring to the film festival to promote their films, screenings, and participation.
- **Publicity and Promotion Support.** The FDCP can provide and release press releases and conduct press-events to help promote the country's participation in the concerned international film festival.

| | | |
|----------------------------|---|--------------------------|
| Office or Division | International Relations Division | |
| Classification | Simple | |
| Type of Transaction | G2C | |
| Who may avail | <p>Grantees of IFFAP can be the directors, producers, actors or production crew who are part of the film. However, only the producer or director can lodge the initial application. If the applicant is a producer, he/she must seek endorsement from the director allowing the producer to apply on his/her behalf. For producers of co-productions with other countries, please secure a special certificate from your co-producers should you include screening of the films as part of your Return Of Service Agreement.</p> <p>The film must originate from the Philippines and/or the film festival recognizes the Philippines as the film's nationality. For co-productions, Philippines must be identified/recognized in all festival executions including but not limited to the festival brochures and the festival's official website.</p> <p>FDCP support can be availed of up to two (2) times a year per film. Filmmakers with multiple films participating in various accredited festivals can apply as long as they are cleared from the previous FDCP assistance granted to them.</p> <p>The applicant must be a Philippine passport holder who exits and returns to Manila for the festival. He or she must also be based in the Philippines for the return of service.</p> <p>The applicant must be a member of FDCP National Registry.</p> <p>The applicant must have a clear record with the Agency and must not have any outstanding clearance issues from other FDCP assistance program.</p> | |
| | Checklist of Requirements | Where to Secure |
| | Pre-festival Requirements | FDCP website/FDCP office |
| | MOA with FDCP | FDCP website/FDCP office |
| | Letter of Support from FDCP | FDCP website/FDCP office |
| | Dossier stating acceptance of grantee to perform return of service. | FDCP website/FDCP office |
| | Three (3) tickets for FDCP during film screening if there are FDCP personnel present in the festival. | FDCP website/FDCP office |

| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
|---|--|------------------------|------------------------|--|
| <p>1. The complete pre-festival requirements must be submitted via e-mail within five (5) days after receipt of the confirmation letter or notice from the festival or up to 3 weeks before the first day of the festival.</p> <p>- These must be sent to assistance@fdcp.ph with the subject IFFAP <space> Festival Name <space> Film Name.</p> | <p>IRD Officer shall compile all requirements sent by the applicant and the documents should be reviewed and evaluated by the Technical review Committee. shall coordinate with the Technical Review Committee for the approved assistance for the applicant and further clarifications.</p> | None | 5 days | <p>International Relations Officer International Relations Lead Officer</p> |
| <p>2. A letter shall be issued by FDCP to the applicant stating the support that will be provided by the Assistance Program. Only the support specified in the letter shall be honored.</p> <p>- For approved assistance, the letter will state the return of service that should be rendered by the grantee of assistance. Upon acceptance of this letter, FDCP and grantee will enter into a memorandum of agreement.</p> | <p>IRD Officer shall coordinate with the Technical Review Committee for the approved assistance for the applicant and further clarifications.</p> | None | 5 days | <p>International Relations Officer International Relations Lead Officer Office of the Executive Director Office of the Chairperson and CEO</p> |
| <p>3. After approval of the application, in order for the grantee to avail of the support, the following must be</p> | <p>IRD Office shall prepare the Memorandum of Agreement of the Return of Service</p> | None | 2 days | <p>International Relations Officer</p> |

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| submitted to the IFFAP Secretariat: - SIGNED Memorandum of Agreement between FDCP and grantee. - SIGNED dossier stating acceptance of grantee to perform return of service. - Three (3) tickets for FDCP during film screening if there are FDCP personnel present in the festival. | between FDCP and the applicant. | | | |
| 4. Coordinate with IFFAP Officer regarding the availment of the approved support. (i.e. travel support, stipend, visa endorsement letter, certificate of nationality, etc.) | IRD Officer shall coordinate with the applicant for their preferred flight details. If time permits IRD Officer shall coordinate with BAC Secretariat for the applicant's flight booking. | N/A | | International Relations Officer International Relations Lead Officer FDCP BAC Secretariat |
| TOTAL | | | 14 days | |

Philippine Embassies Assistance Program (PEAP)

In partnership with the Department of Foreign Affairs Office of Strategic Communications and Research, the Philippine Embassies Assistance Program (PEAP) provides assistance to Philippine Embassies around the world for film related events and cultural activities. Through this program, FDCP partners with the Philippine posts in creating a platform for Filipino films to be showcased abroad.

The following are the assistance and support that FDCP will provide:

- Curation and Programming. Embassies can choose from FDCP's list of films. The list is released and updated every year which contains films that FDCP has the full, partial, or non-exclusive rights to and a selection of films that it can acquire at a discounted screening fee rate.
- Coordination. For films outside of the FDCP film list, FDCP can facilitate coordination between the Embassy and producers involved. Screening fees will not be covered by FDCP. For Philippine embassy-led festivals, FDCP can also facilitate coordination between local suppliers for DCP mastering and subtitling.

****Subtitling and Translation.** If needed, subtitling and translation of films to the applicable language/s may be provided.

****Financial Assistance.** For Philippine embassy-led festivals, FDCP may provide up to PHP 250, 000.00 in financial assistance which may be utilized for the screening fees of the films, subtitling and translation costs and transmittal of the films to and from the producer.

****Pursuant to the agreed-upon guidelines of FDCP and the government agency involved****

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|--|--|--------------------------|--|---|
| Office or Division | International Relations Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2G | | | |
| Who may avail | All Philippine Embassies around the world may apply for this program. | | | |
| Checklist of Requirements | | Where to Secure | | |
| Application Form (PEAP Form) | | FDCP website/FDCP office | | |
| Event or festival briefer | | | | |
| Clearance form from previous FDCP partnership/s (if applicable) | | FDCP website/FDCP office | | |
| MOA | | FDCP Office | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The embassy must submit the corresponding requirements to FDCP within the given timeframe. The requests must be submitted before the embassy reaches out to the respective producer/filmmaker. Costs of the screening fees for requests done prior to the application to and approval of the FDCP Technical Review Committee will be shouldered by the embassy. | IRD shall compile the pre-festival/event requirements, evaluate the request and submit a recommendation form to the Technical Review Committee for approval. | None | The process may take 7-14 working days from the time of submission of COMPLETE requirements. FDCP will accept applications filed at the latest two (2) months before the festival or event. If the request is received later than the prescribed time frame, FDCP will not be able to guarantee the timely delivery of the film. | International Relations Officer International Relations Lead Officer |

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| 2. The FDCP Technical Committee will evaluate the request. During the evaluation process, the committee may require further details if deemed necessary. The committee will decide on what forms of support the FDCP may extend. | IRD shall coordinate with the Technical Review Committee and the embassy for further clarifications and concerns regarding the request. | None | | International Relations Officer International Relations Lead Officer Office of the Executive Director Office of the Chairperson and CEO |
| 3. Upon approval of the application, the embassy must commit to comply with the post-festival/event requirements. | IRD shall assist the embassy with the film curation, programming and coordination of suppliers for subtitling and translation, pursuant to the agreed-upon commitments of FDCP and the embassy. | None | A period of at least two to three months before the festival/event must be allotted for the coordination process. | International Relations Officer |
| TOTAL | | | 2-3 months and 14 days | |

Film Cultural Exchange Program (FCEP)

The Film Cultural Exchange Program has been created under the Film Development Council of the Philippines to provide support and assistance to foreign embassies and diplomatic institutions in the Philippines for film-related and cultural events, and bilateral programs.

For embassy-led film-related events, FDCP offers:

- FDCP Ratings - films to be showcased can be exempted from the MTRCB Ratings, and will instead go through our FDCP ratings free-of-charge pursuant to MTRCB and FDCP agreed upon guidelines.
- OMB Clearance – FDCP can facilitate the release of this clearance which is needed to ship the films to the Philippines through customs.

- One (1) initial coordination meeting at FDCP office two (2) months before the event.
- Attendance of FDCP officials during the reception night.

For FDCP-partnered events (upon prior approval), FDCP offers:

- FDCP Ratings - films to be showcased can be exempted from the MTRCB Ratings, and will instead go through our FDCP ratings free-of-charge pursuant to guidelines.
- OMB Clearance – FDCP can facilitate the release of this clearance needed to ship the films be shipped through Philippine customs can avail the service
- Cinematheques – For applicable areas, FDCP can provide its Cinematheques as venues for film screenings and events pursuant to Cinematheque requirements and guidelines.
- Two (2) coordination meetings at FDCP office, the first one taking place one month before the event.
- Attendance of FDCP officials during the press launch and/or reception night.

Optional:

- One (1) FDCP-organized reception at FDCP Cinematheques.
- One (1) FDCP-organized educational event at FDCP Cinematheques.

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| Office or Division | International Relations Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B | | | |
| Who may avail | All foreign embassies and recognized diplomatic institutions in the Philippines can avail of the FCEP. | | | |
| Checklist of Requirements | | Where to Secure | | |
| Application Form (IR-FCEP Form No. 1) | | FDCP website/FDCP office | | |
| MOA with FDCP | | FDCP Office | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The embassy should must the application form (IR-FCEP Form No. 1) to FDCP within the given timeframe. | IRD shall compile the pre-festival/event requirements, evaluate the request and submit a recommendation form to the Technical Review Committee for approval. | None | The process may take 7-14 working days from the time of submission of COMPLETE requirements. FDCP will be open for initial applications | International Relations Officer International Relations Lead Officer |

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| 2. The FDCP Technical Committee will evaluate the request. During the evaluation process, the committee may require further details if deemed necessary. The committee will decide on what forms of support the FDCP may extend. | IRD shall coordinate with the Technical Review Committee and the embassy/institution for further clarifications and concerns regarding the request. | None | twice a year every October (for January to June events of the following year) and March (for July to December events). Only those who applied during the period may be considered by the FDCP. | International Relations Officer International Relations Lead Officer Office of the Executive Director Office of the Chairperson and CEO |
| 3. Upon approval of the application, the embassy must commit to comply with the pre-festival/event and post-festival/event requirements. | IRD shall coordinate with the embassy/institution based on the agreed upon commitments of FDCP and the embassy/institution. | None | A period of at least two to three months before the festival/event must be allotted for the coordination process. | International Relations Officer |
| TOTAL | | | 2-3 months and 14 days | |

Film Rating (Sineng Pambansa Program)

The Film Review and Classification Unit facilitates the review and classification of films under its partnership with the MTRCB for the Sineng Pambansa Program.

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|----------------------------|--|
| Office or Division | International Relations Division |
| Classification | Simple |
| Type of Transaction | G2B |
| Who may avail | Film Producers/Production Companies FDCP grants release of permits for films under FDCP events and programs, including partnerships under FCEP, FPP, SPP and FDAP among others. |

| Checklist of Requirements | | Where to Secure | | |
|---|--|--------------------------|---|--------------------|
| Accomplished Event/Festival Info Sheet (FRACForm-1) | | FDCP website/FDCP office | | |
| Letter request addressed to FDCP Chairperson and CEO Mary Liza Diño | | | | |
| Complete summary of film list (FRACForm-2) | | FDCP website/FDCP office | | |
| Copy of films for review | | | | |
| Official Movie Poster and/or Film Stills (Digital Copy shared through Google drive) | | | | |
| Copy of expired MTRCB permit to exhibit, if applicable | | | | |
| Copy of previous FDCP permit and/or supporting documents, if applicable | | | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The applicant must submit complete list of requirements. | Evaluation of request by the Technical Committee | None | 6 days | Team Lead |
| 2. The applicant must submit of copy of films for review with relevant details. | Reviewing of films | None | 19 days- 70 days <i>(depending on the number of films)</i> | Team Lead |
| 3. The applicant receives the permits. | Release of permits and advisory letters | None | 5 days | Team Lead |
| TOTAL | | | 30 days - 81 days | |

OMB Clearance

Pursuant to the mandate of the Optical Media Board (OMB), all optical media materials for import or export are required to secure permits from the agency. These include hard drives and other storage materials with films.

In the interest of supporting the film industry and the promotion of Philippine cinema, Film Development Council of the Philippines (FDCP) and Optical Media Board (OMB) have entered into a partnership that assists in the processing of OMB Clearance at a discounted rate for films for import and export for film and cultural exchange.

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|--|---|---|--------------------------|---------------------------|
| Office or Division | International Relations Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may avail | This assistance can be availed by the FDCP partners including Film Cultural Exchange Program (FCEP) and Philippine Embassy Assistance Program (PEAP), and Filipino filmmakers with films participating in international film festivals or submitting their films and materials for consideration. | | | |
| Checklist of Requirements | | | Where to Secure | |
| Application Form (IRDForm-01) | | | FDCP website/FDCP office | |
| Letter of request addressed to FDCP Chairperson and CEO Mary Liza B. Diño. | | | | |
| Invitation or letter of confirmation from festival organizer for filmmakers invited in international film festivals. | | | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| The applicant must submit complete requirements. | FDCP will transmit a recommendation to OMB for processing. The applicant will be notified once the clearance is ready for pick up. | OMB will collect a processing fee from One Hundred Fifty pesos (150 php) to Two Hundred Fifty pesos (250 php) depending on the copies released. | 2 working days | IRD Officer |
| An authorized person as specified in the application form must pick up the clearance with | OMB will collect a processing fee from One Hundred Fifty pesos (150 php) to Two | None | 3-7 working days | OMB Liaison |

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| a valid ID at the OMB office at Scout Limbaga Ext. Diliman Quezon City, Metro Manila. | Hundred Fifty pesos (250 php) depending on the copies released. For urgent request, FDCP cannot guarantee the timely release of the clearance. | | | |
| TOTAL | | | 7-9 days | |

Endorsement to MTRCB for Discounted Rate

In accordance with the Movie and Television Review and Classification Board (MTRCB) Memorandum Circular No. 07-2011, the FDCP provides endorsement letter to independent films in order to avail the Special rate for Independent Films of MTRCB.

FDCP's Endorsement letter/certificate will enable the approved applicants to avail the 75% discount of MTRCB for Independent films

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|----------------------------------|--|
| Office or Division | International Relations Division |
| Classification | Simple |
| Type of Transaction | G2B |
| Who may avail | Endorsement may be granted for producers of independent films that satisfy the following: <ul style="list-style-type: none"> ● Not associated with any major film outfit (ABS-CBN, GMA, TV5, VIVA Entertainment, Regal Entertainment) ● Cast and production crew is composed of at least seventy-five percent (75%) Filipino citizen ● Producer and director are members of the FDCP national registry (Registration to the FDCP National Registry may be concurrent with the application for endorsement to MTRCB) |
| Checklist of Requirements | |
| Where to Secure | |
| Accomplished FRACform-4 | FDCP website/FDCP office |

| Letter of request addressed to FDCP Chairperson and CEO Mary Liza B. Diño | | | | |
|--|---|------------------------|------------------------|---------------------------|
| Copy of government issued ID of the producer | | | | |
| Copy of government issued ID of the director | | | | |
| Notarized undertaking that the film is not associated with any major film outfit (ABS-CBN, GMA, TV5, VIVA Entertainment, Regal Entertainment) | | | | |
| Copy of film poster and other materials | | | | |
| List of cast and production crew with notarized undertaking that the production crew is composed of at least seventy-five percent (75%) Filipino citizen | | | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The applicant will submit complete requirements. | Evaluation of request by the technical committee. | None | 4 days | Team Lead |
| 2. The applicant will receive a notification regarding the approval/disapproval of request. For approved requests, a letter will be released. | Release of endorsement letter/certificate | None | 3 days | Team Lead |
| TOTAL | | | 7 days | |

Philippine Film Archive

Film Deposit

The Film Deposit is one of the programs of PFA to preserve, conserve and restore the film heritage of the country.

The following are the services/support provided by PFA for the deposited films:

- Properly store the deposited collection in an environment that is at par with generally acceptable international archiving standards.
- Perform conservation actions and treatment to improve and/or at the very least stabilize the quality and condition of the deposited materials.

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|--|---|------------------------|--|-------------------------------------|
| Office or Division | Philippine Film Archive | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C/G2B | | | |
| Who may avail | Producers/Production Companies | | | |
| Checklist of Requirements | | | Where to Secure | |
| Request Letter | | | PFA website/PFA office | |
| Inventory of Films | | | | |
| Recommendation Form | | | PFA office | |
| Address and Location Map | | | | |
| Inventory Inspection sheet | | | PFA Office | |
| Film Deposit Agreement | | | PFA Office | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| The client wishing to deposit to the PFA shall submit a letter informing his intention to deposit his audio-visual collection to the PFA. He must attach to the letter the inventory of all AV Materials subject of the deposit. | | None | 5 minutes | T PFA – Officer of the day eam Lead |
| | The PFA shall submit a recommendation letter to the OCECEO for the approval of the acquisition. | None | 2 days (1 day AT PFA and 1 day at OCCEO) | PFA Head and OCCEO |

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| Once approved, the depositor must sign the Film Deposit Agreement and submit to PFA | The PFA shall receive the signed Film Deposit Agreement | None | 5 minutes | T PFA – Officer of the day eam Lead |
| | The PFA acquisition team shall initiate an initial inspection to determine the quality and quantity of the AV Materials and other special handling needed in the process. | None | 1 day (for scheduling) | PFA – Acquisition team |
| | Once the acquisition plan is approved, the PFA shall commence the transfer of the materials to the PFA facilities on the agreed schedule. | None | 1 day minimum (for scheduling) | PFA – Acquisition team |
| | The AV Materials shall be inspected, cleaned and transferred to a new container and inventoried. The inventory shall be submitted to the OCECEO as part of the acquisition report and a copy of which shall be given to the depositor. | None | 1 week (may extend depending on the volume of the collection) | PFA Film Handling |
| TOTAL | | | 11 days and 10 minutes | |

Film Request

The purpose of the Film Request program is to provide content to our partner festivals and agencies from the list of films preserved and restored by PFA. This Office ensures that Ownership, Copyright/license, Availability of films, Consent/permission to owner are considered when processing the request.

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|---|---|------------------------|------------------------|---------------------------------------|
| Office or Division | Philippine Film Archive | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C/G2B/G2G | | | |
| Who may avail | General Public, Private Organizations, Government Institutions | | | |
| Checklist of Requirements | | | Where to Secure | |
| Request Letter | | | | |
| Form B3 (Release and Return Form) | | | PFA website/PFA office | |
| Form B2 (Inspection Form) | | | PFA office | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| A request letter must be submitted addressed to the Chairperson providing for the following information: <ul style="list-style-type: none"> • Requesting Party • Materials requested • Purpose • Duration • Consent from the depositor (if needed) | PFA officer will receive the request letter. | None | 5 minutes | PFA – Officer of the day Team Lead |
| | The request will be forwarded to the senior archivist to find the requested elements and give his recommendation. The recommendation will be forwarded to | None | 1 day | PFA – Senior Archivist |

| | | | | |
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| | the PFA Head for confirmation and/or solution in case the element requested is not allowed for lending. | | | |
| | The request form containing the recommendation from the PFA will be forwarded to the OCECEO for approval of the Chairperson. If denied, the OCECEO must provide the reason of the disapproval. | None | 1 day | OCCEO |
| | If the material is readily available, the PFA officer will produce the requested materials outright. However, should scanning or digitization is required, the process for the request for scanning/digitization must be observed. | None | 1 day | PFA Officer |
| Once the material is ready for releasing, the requesting party will sign a release and return form before he received the requested elements. The release and return form must provide the period for the return of the elements. | | DCP – P 1,000.00 DVD Screener – P250.00 N/A | 5 minutes | PFA Officer of the day |

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| | Upon returning of the element, the material will be inspected by the archivist to determine the genuine of the material and inspect for damage or any changes in the element. | None | 5 minutes | PFA Officer of the day |
| TOTAL | | | 3 days and 15 minutes | |

Cinema Evaluation Coordination Division

Cinema Evaluation Grading

Along with FDCP's creation is the establishment of the Cinema Evaluation Board (CEB), which is delegated to grade films based on its excellence in the art and craft of film making in its totality, taking into consideration scenes of the film in context, its manner of presentation and culture. CEB was likewise established to undertake the mandate of FDCP to develop and implement an incentive and reward system for the producers to encourage the production of quality films here in the Philippines (R.A. no. 9167 Sec. 3 no. 2).

The films evaluated are given a grade of A or B, which will serve as basis for the incentive the producer will receive. It is to be noted that the said incentive is taken from the amusement tax imposed and collected on the graded films by cities and municipalities in Metro Manila and other highly urbanized and independent component cities in the Philippines pursuant to Sections 140 and 151 of Republic Act No. 7160 at the following rates:

1. For grade "A" films — 100% of the amusement tax collected on such films; and
2. For grade "B" films — 65% of the amusement tax collected on such films. The remaining thirty-five (35%) shall accrue to the funds of the Council.

| | | | | |
|--|---|--|--------------------------|---------------------------|
| Office or Division | Cinema Evaluation Coordination Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B | | | |
| Who may avail | Film Producers/Production Companies | | | |
| Checklist of Requirements | | | Where to Secure | |
| Application Form | | | FDCP website/FDCP office | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The applicant must fill up an application form and submit to CECD (CEB Secretariat) together with all other requirements/materials. | CECD will review the submitted application form together with the other requirements prior to the Board's review of the film. | Mainstream Producers Php20,000; Independent Producers Php10,000 | 1 day | Team Lead |
| | CECD will coordinate with CEB Board Member regarding the schedule of film | None | 5 days | Team Lead |

| | | | | |
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| | <p>viewing for grading.</p> <p>CECD will prepare the venue, the Board's meal and all other documents and materials needed for the film review and subsequent grading.</p> | | | |
| <p>The applicant should wait for the notification from CECD regarding the result of voting</p> | <p>CECD will tabulate the votes and announce the result to the board. The Chairman will only vote in case of a tie.</p> <p>The majority vote on the film will constitute the Board's final decision.</p> <p>The certificate of grade for the film reviewed will be sent to the producers.</p> <p>The CECD will send email blast to all cinemas on the result of the voting/grades awarded to the film</p> | <p>None</p> | <p>1 day</p> | <p>Team Lead</p> |
| TOTAL | | | <p>7 days</p> | |

FilmPhilippines (PFESO)

Film Location Engagement Desk (FLEX)

Film Location Engagement Desk (FLEX) is a program that provides service and assistance for foreign film productions in the Philippines. Under this, the Project applied for must be of foreign origin and the Producer must be a reputable foreign company. The Project must engage the services of a local line production partner and creat the content or part of it within the Philippines.

The following are the support provided by FDCP to approved projects:

- Assistance with obtaining government permits - visas and special working permits (SWP), location permits, and others.
- Assistance with conditionally-free importation and exportation of equipment and production assets.
- Assistance with sourcing out technical facilities, crews and services, local casting agencies, professional creative services, government locations and assets and other available production and logistical support.

| | | | | |
|--|--|-------------------------------------|------------------------|---------------------------|
| Office or Division | | FilmPhilippines Office | | |
| Classification | | Simple | | |
| Type of Transaction | | G2B | | |
| Who may avail | | Film Producers/Production Companies | | |
| Checklist of Requirements | | Where to Secure | | |
| Application Form | | FilmPhilippines website | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. The applicant must download and accomplishes the application form and submit it to filmphilippines@fdcp.ph | Upon receiving application, FPO checks content / attachments and sends feedback. | None | 1-2 working days | Team Lead |
| | FPO conducts initial interview re project, requirements, timetable | None | 1-2 working days | Team Lead |
| | Based on feasibility, FPO drafts recommending memo to the Head of FDCP | None | 1-2 working days | Team Lead |
| | On approval, FPO releases General Endorsement and | None | 1-2 working days | |

| | | | | |
|--------------|--|--|-------------------|--|
| | prepares MOA for applying production | | | |
| | FPO begins coordination with involved agencies — BI, BOC, DFA, DILG, PNP, etc. regarding project requests. | | 1-2 working days | |
| TOTAL | | | 5-10 working days | |

Film Location Incentives Program (FLIP)

Film Location Incentives Program (FLIP) is a selective cash rebate for international production companies filming in the Philippines, where successful applicants may receive a 20% cash rebate of the QPPE capped at 10 Million PHP (approx. US\$ 198, 000\$).

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| Office or Division | | FilmPhilippines Office | | |
| Classification | | Simple | | |
| Type of Transaction | | G2B | | |
| Who may avail | | Film Producers/Production Companies Eligibility Requirement (Local Production Spending of at least 8 Million PHP (US\$ 157, 000 Qualifying Philippine Production Expenditure)) | | |
| Checklist of Requirements | | Where to Secure | | |
| Application Form | | FilmPhilippines website / FilmPhilippines Office (link here: http://www.filmphilippines.com/incentives/apply-now-flip) | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| Download and accomplish the application form (link here: http://www.filmphilippines.com/incentives/apply-now-flip) and submit to filmphilippines@fdcp.ph | Upon receiving application, FPO checks content / attachments and sends feedback. | None | 1-3 working days | Team Lead |

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| | Upon completion and acceptance of application FPO to screen and schedule for Deliberation | None | This depends on what date the complete application is submitted. The Deliberations are scheduled on the last month of each trimester of the calendar year. (April, August and December) | Team Lead |
| | Once scheduled, FPO will conduct deliberation and evaluate the project based on the following criteria: <ul style="list-style-type: none"> • Degree to which the work promote the Philippine culture and location • Degree to which the work contributes to the Philippine film industry • The global quality of the Project | None | 1 working day | Team Lead |
| | After the deliberation, | | Within 1-2 weeks | |

| | | | | |
|--------------|---|--|--|--|
| | FPO will inform the applicant regarding the approval or disapproval of application. | | | |
| TOTAL | | | Within 4 months from receipt of complete application | |

International Co-Prod Fund (ICOF)

International Co-production Fund, a selective fund for international co-productions with a Filipino co-producer, where successful applicants may receive a grant up to 10 Million PHP (approx. US\$ 198,000).

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| Office or Division | FilmPhilippines Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B | | | |
| Who may avail | Film Producers/Production Companies Eligibility Requirement (Local Production Spending of at least 5 Million PHP (US\$ 98,000 Qualifying Philippine Production Expenditure). | | | |
| Checklist of Requirements | | | Where to Secure | |
| Application Form | | | FilmPhilippines website / FilmPhilippines Office (link here: http://www.filmphilippines.com/incentives/apply-now-icof) | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| Download and accomplish the application form (link here: http://www.filmphilippines.com/incentives/apply-now-icof) and submit to filmphilippines@fdcp.ph | Upon receiving application, FPO checks content / attachments and sends feedback. | None | 1-3 working days | Team Lead |
| | Upon completion and acceptance of application FPO | None | This depends on what date the | Team Lead |

| | | | | |
|--|---|------------------|---|-----------|
| | to screen and schedule for deliberation. | | complete application is submitted. The Deliberations are scheduled on the last month of each trimester of the calenday year. (April, August and December) | |
| | <p>Once scheduled, FPO will conduct deliberation and evaluation of the project based on the following:</p> <ul style="list-style-type: none"> • Degree to which the work promote Philippine culture and location that contributes to the Philippine film industry • Degree to which the Filipino producer participates in the creative production of the work • The global quality and appeal of the project | Within 1-2 weeks | 1 working day | Team Lead |

| | | | | |
|--------------|---|--|--|--|
| | <ul style="list-style-type: none"> • The financial viability and potential success of the project • International distribution potential through festivals, theatrical release and platforms. | | | |
| TOTAL | | | Within 4 months from receipt of complete application | |

FDCP's Internal Services

FDCP's Internal Services

The Administrative and Finance Division of FDCP is in-charge of ensuring that the services and needs of the agency's employees whether plantilla, contract of service (COS) or job order (JO) are properly given due course. Such internal services include provision of service records, certificate of employment, certification of remittance of government benefits, and payslips.

Service Records (SR) / Certification of Employment (COE)

| | | | | |
|----------------------------------|--------------------------------|---|------------------------|--|
| Office or Division | | Administrative and Finance Division (Human Resource Unit) | | |
| Classification | | Simple | | |
| Type of Transaction | | Service Records (SR) / Certification of Employment (COE) | | |
| Who May Avail | | FDCP Plantilla and Contract of Service Personnel (CoS) | | |
| Checklist of Requirements | | Where to Secure | | |
| Client Initiated Letter Request | | | | |
| Client Steps | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
| Submit Letter Request | Prepare documents | None | 1 working day | Admin Officer for HR |
| | Document for Signature | | 1 to 3 working days | Chief Admin Officer (for Plantilla Personnel) Supervising Admin Officer (for CoS Personnel) |
| | Release to Requesting Employee | | 1 working day | Admin Officer for HR |
| TOTAL | | | 4 working days | |

Certification of Remittance of Government Benefits

| | |
|----------------------------|---|
| Office or Division | Administrative and Finance Division (Accounting Unit) |
| Classification | Simple |
| Type of Transaction | Certification of Remittance of Government Benefits |

| | | <ul style="list-style-type: none"> • GSIS, Philhealth, Pag-ibig for Plantilla Personnel • SSS, Philhealth, Pag-ibig for CoS Personnel | | | | | | | | | | | | | |
|----------------------------------|--|---|------------------------|------------------------|---------------------------|------|---------------------|------------------------------|---------------|-----------------------|---------------|------------------------------|--------------|--|----------------|
| Who May Avail | FDCP Plantilla and Contract of Service Personnel (CoS) | | | | | | | | | | | | | | |
| Checklist of Requirements | Where to Secure | | | | | | | | | | | | | | |
| Client Initiated Letter Request | | | | | | | | | | | | | | | |
| Client Steps | Agency Action | <table border="1"> <thead> <tr> <th>Fees to be Paid</th> <th>Processing Time</th> <th>Person Responsible</th> </tr> </thead> <tbody> <tr> <td rowspan="3">None</td> <td>1 to 2 working days</td> <td>Admin Officer for Accounting</td> </tr> <tr> <td>1 working day</td> <td>Head, Accounting Unit</td> </tr> <tr> <td>1 working day</td> <td>Admin Officer for Accounting</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>4 working days</td> </tr> </tbody> </table> | Fees to be Paid | Processing Time | Person Responsible | None | 1 to 2 working days | Admin Officer for Accounting | 1 working day | Head, Accounting Unit | 1 working day | Admin Officer for Accounting | TOTAL | | 4 working days |
| Fees to be Paid | Processing Time | Person Responsible | | | | | | | | | | | | | |
| None | 1 to 2 working days | Admin Officer for Accounting | | | | | | | | | | | | | |
| | 1 working day | Head, Accounting Unit | | | | | | | | | | | | | |
| | 1 working day | Admin Officer for Accounting | | | | | | | | | | | | | |
| TOTAL | | 4 working days | | | | | | | | | | | | | |
| Submit Letter Request | Prepare documents | | | | | | | | | | | | | | |
| | Document for Signature | | | | | | | | | | | | | | |
| | Release to Requesting Employee | | | | | | | | | | | | | | |
| TOTAL | | 4 working days | | | | | | | | | | | | | |

Payslips

| | | | | |
|--|---|------------------------|--|------------------------------|
| Office or Division | Administrative and Finance Division (Accounting Unit) | | | |
| Classification | Simple | | | |
| Type of Transaction | Payslips | | | |
| Who May Avail | FDCP Plantilla and Contract of Service Personnel (CoS) | | | |
| Checklist of Requirements | Where to Secure | | | |
| Employees Electronic Mail (e.mail) Addresses | | | | |
| Client Steps | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
| n/a | Prepare Payslips | None | 1 to 2 working days after Salaries and Wages are credited to the employee Bank account | Admin Officer for Accounting |
| | Send Payslips to Employees via Electronic Mail (e.mail) | | 1 working day | Admin Officer for Accounting |
| TOTAL | | | 3 working days | |

Feedback and Complaints Mechanism

| Feedback and Complaints Mechanisms | |
|---|---|
| How to send a feedback | <p>Answer the feedback client form and drop it at the drop box at the lobby of FDCP's Cinematheques.</p> <p>Contact information Telephone No.: (02) 256 9908 / (02) 256 9948 Fax No.: (02) 708 7920 Email: info@fdcp.ph</p> |
| How feedback is processed | <p>Every Friday, the FDCP Information Officer opens the drop box and compiles and records all the feedback submitted.</p> <p>Feedback requiring answers are forwarded to appropriate divisions and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the division is then related to the citizen.</p> <p>For inquiries and follow ups, the client may contact the following telephone number: Telephone No.: (02) 256 9908 / (02) 256 9948 Fax No.: (02) 708 7920 Email: info@fdcp.ph</p> |
| How to file a complaint | <p>Answer the Client Complaint Form and drop it at the drop box at the lobby of FDCP's Cinematheques.</p> <p>Complaint may also be filed through telephone or email. Make sure to provide the following information: Name of [person being complained]: Incident: Evidence:</p> <p>For inquiries and follow ups, the client may contact the following telephone number: Telephone No.: (02) 256 9908 / (02) 256 9948 Fax No.: (02) 708 7920 Email: info@fdcp.ph</p> |

| | |
|-------------------------------------|---|
| <p>How complaints are processed</p> | <p>The FDCP Information Officer opens the drop box on a daily basis and evaluates each complaint.</p> <p>Upon, evaluation, the Complaint Officer will conduct an investigation and forward the complaint to the relevant division for their explanation.</p> <p>The Complaints Officer will write a report after the investigation to be submitted to the Head of FDCP for appropriate action.</p> <p>The FDCP Information Officer will give the feedback to the client.</p> <p>For inquiries and follow ups, the client may contact the following telephone number: Telephone No.: (02) 256 9908 / (02) 256 9948 Fax No.: (02) 708 7920 Email: info@fdcp.ph</p> |
| <p>FDCP's contact information</p> | <p>Address: 855 T.M. Kalaw, Ermita Manila Website: http://www.fdcph.ph/ Email: info@fdcp.ph Telephone No.: (02) 256 9908 / (02) 256 9948 Fax No.: (02) 708 7920 Email: info@fdcp.ph</p> |