

# **Commission on History, Culture, and Heritage— Recoletos (CoHCH-R)**

## **By-laws**



### **Bulwagang Recoletos**

81 Alondras St. Miranila Homes, Congressional Avenue Extension,  
1101 Quezon City, Philippines.

**Administration:**

Commission on History, Culture and Heritage-Recoletos  
Bulwagang Recoletos Complex  
81 Alondras St. Miranila Homes, Congressional Avenue Ext.  
1101 Quezon City, Philippines  
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**Chairman**

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1101 Quezon City, Philippines

# By-laws



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## Foreword

The Commission is thankful to the Prior Provincial and Council for the speedy approval of the By-laws, the Quadrennial Goals and Programs, the Biennial Plans and Projects, and the Guidelines for the Writing of *Cosas Notables*. These fundamental documents serve as road maps for the commission's service, commitment, and responsibilities to the Province of St. Ezekiel Moreno, to the Order, and the Local and Universal Church.

This document is not original. It continues and in a way updates the works of the previous commission heads. This document is indebted much to the directions and formulated guidelines of the prior commissions. Likewise, this document is a product of the coordinated works, inputs, and suggestions of the present membership of the commission during the general assembly held last July 24, 2018 at the Bulwagang Recoletos Complex.

With the fundamental document in place and the responsibilities, goals and objectives defined, the commission now sails to what the Prior Provincial in his approval document calls, "helping us tread the path of revitalization and restructuring."



## Article I

### Name, Seat, Seal

The name of the commission is Commission on History, Culture, and Heritage – Recoletos (CoHCH-R)[pronounced as cor]. The Commission's official address and office are at:

**Commission on History, Culture, and Heritage—Recoletos**  
Bulwagang Recoletos  
81 Alondras St. Miranila Homes, Congressional Avenue Extension,  
1101 Quezon City, Philippines

It has a logo:



**The Augustinian Recollect HEART** – Our history, culture and heritage are rooted in the context of our communitarian existence and practice formed in the spirit of our founder, St. Augustine.

**The tri-formed flames** – symbolic of our burning desire to live our charism as Augustinian Recollects, the tri-formed flames are the identifying marks of our history, culture and heritage.

**The baybayin script of DIWA** – the word *diwa* means spirit, adapted from its cultural equivalent is simply cultural spirit. Likewise, *diwa* rightly places its significance in the realm of our spiritual identity, it simply is recollection, a *balik-diwa* in our Filipino language. Every Filipino Rekoleta has to imbibe the cultural spirit of appreciation, preservation and restoration—in our history, culture and heritage.



## **Article II**

### **Vision, Mission, Core Values, and Objectives**

#### **Vision:**

The Commission on History, Culture, and Heritage–Recoletos (CoHCH-R) envisions to contribute to new evangelization through the promotion of awareness, appreciation, preservation, and conservation of Augustinian Recollect History, Culture, and Heritage.

#### **Mission:**

Relative to the Order's and the Province's history, culture, and heritage, CoCHC-R aims:

- To be an information center, advisory commission, and implementing arm,
- To create programs and activities promoting New Evangelization, and
- To preserve and promote the continuing legacy of St. Ezekiel Moreno Province and the Order.

#### **Core Values:**

- Historical Integrity
- Multi-Culturality
- Authentic Fidelity

#### **Objectives:**

CoHCH-R aims to fulfill the following:

- To promote, support, enhance the study and research on Augustinian Recollect History, Culture, and Heritage,
- To publish and disseminate researches related to Augustinian

Recollect history, Culture and Legacy,

- To organize and/or support activities that promote the valuing of Augustinian Recollect History, Culture, and Heritage as means of the New Evangelization.
- To support the collection and organization of objects, artifacts, and materials related to Augustinian Recollect History, Culture, and Heritage,
- To sustain efforts in actual preservation and conservation of Augustinian Recollect, History, Culture and Heritage.
- To link and collaborate with the General Curia of the Order and related commissions of other Provinces,
- to link and collaborate with government and non-government organizations of related interest.

## Article III

### Divisions of the CoCHC-R

The commission is made up of three divisions to delineate the functions and responsibilities of the Commission to the Province and to the Order. The three divisions and their corresponding objectives are as follows:

#### Division on History and Archives

The division takes charge of the preservation of historical and archival records of the province's life. Likewise, it serves as the think-tank for historical events, landmark celebrations and data-bank for historical records and archival materials. Specifically, this division takes charge of the following:

- Calendars and establishes all historical anniversary celebrations of the Province and of the Order,
- Collaborates in the preparations of historical event celebrations through data dissemination,
- Collects and preserves copies of the books of noteworthy events (*cosas notables*) of all communities,
- Promotes research on Recollect History, legacy and culture,
- Documents the events for posterity purposes,
- Collects Recollect-related published materials (books, magazines, journals, media),
- Preserves memorabilia and documentations of deceased Recollect Religious and helps in their possible elevation to state of holiness.

#### Division on Culture and Heritage

This division is concerned with the life and tradition of the Order, in general, and of the Province, in particular, in relation to history, culture, and heritage. Thus, this division is responsible for the following:

- Promotes the Recoletos Provincial Museums, and collaborate with regional Recollect museums,
- Creates programs for the promotion of the Recollect museums (provincial and regional),
- Draft and implement regulations relative to the acquisition of artifacts

and memorabilia, and the transfer of the same from regional or satellite museums to the Provincial museum,

- Collects religious and secular artifacts from Recollect administered areas of Apostolates,
- Collects Recollect contributions to arts, culture, education, and spiritual development of societies,
- Organize activities to promote the cultural, spiritual and social contributions to society,
- Collaborate with other divisions in events commemorating milestones anniversary celebrations (i.e. centennial, triennial, quadrennial) of Recollect founded communities, houses, buildings, etc.
- Publishes proceedings of seminars and conventions on history,
- Collects material relative to the Establishments, events and personalities for the museum or archives,
- Campaigns for the establishment of historical markers to honor the Recollect footprints in the annals of community development, cultural preservation and promotion, and establishment of historical landmarks.

### **Division on Conservation and Preservation**

This division works for the preservation and conservation of Recollect artifacts, memorabilia, historical and archival documents. It is also responsible, by itself or through agency, for the conservation of founded and owned heritage monuments (e.g. basilica, shrines, monuments, places and sites) and collaborates with government and private institutions for the preservation and conservation of installed historical markers. This Division is charged with the following:

- Preserves and conserves historical artifacts, memorabilia, and other materials related to Recollects' contribution to history, development of culture, and promotion of music and literature,
- Formulates guidelines in the preservation of Recollect Heritage structures and sites,
- Collaborates with government agencies for the naming of historical markers and dedication of streets and buildings,
- Documents all Recollect historical heritages
- Establish networks with public and private agencies of similar directions and advocacies,
- Collects memorabilia of Recollect friars who pass away as mementos and possible resource materials for processes related to consecration to holiness or sanctification.

## **Article IV**

### **Administration, Membership, and Responsibilities**

#### **Administration and Membership:**

The organization of CoHCH-R is made up of the Executive Committee and General membership. The Executive Committee is composed of the Chairman, directly appointed by the Prior Provincial and his council, and three Division heads, Publication Editor, the Secretary, and Treasurer. These officers are elected by the general membership and their assumption to office is approved by the Prior Provincial and his Council. The general membership, by rule is made up of the appointed chroniclers of each community.

Religious, who have special studies and trainings related to History-Culture-and-Heritage, and if they do not form part of the membership of the Commission, are considered specialized Human Resource Experts of the commission.

#### **Executive Committee**

The Executive committee performs both the administrative and executive functions of the commission. This discharges the following:

- Leads in the crafting of the quadrennial program of activities,
- Leads in the formulation of an annual plans and programs,
- Leads in the implementation of the programs and plans,
- Conducts performance evaluation of the programs and plans.
- Formulates policies and procedures relative to the fulfillment of its mission and objectives,
- Encourages the general membership in the promotion and implementation of the programs and plans,
- Meets on semestral basis or as may be necessary to organize and evaluate existing programs.

- Recommends the approval of manuals and other processes and procedures necessary for operations and the achievement of goals and objects of the commission to the Prior Provincial and Council.

### ***Chairman***

Appointed directly by the Prior Provincial and his council is responsible for the following:

- Reports to the Prior Provincial and his council developments of the commission,
- Presents to the Prior Provincial and Council for approval quadrennial and annual plans, projects, elections, budget and activities of the commission,
- Coordinates with other offices of the Province on matters of administrative and executive responsibilities,
- Monitors the upkeep of the Recoletos Museum and Archives, Conservation Office, and function rooms and facilities,
- Presides all meetings of the commission as well as the general assemblies,
- Directs all activities of the commission,
- Encourages all members (executive and general membership) to actively participate and contribute to the growth of the commission and the implementation of all its programs and plans,
- Submits for approval the annual operational budget of the Commission to the Prior Provincial and Council.

### ***Head of the Division***

- Takes a creative and innovative leadership approach in the performance of the services of the division,
- Encourages members of the division to participate actively in the crafting of programs, implementation and evaluation of the programs and plans of the division,
- Assesses the needs of the division and suggests personnel development programs,
- Implements the direction, plans and programs of division,
- Reports to the chairman, the executive committee and the general assembly of the progress and developments of the division's programs and plans,
- Creates the annual operational budget of the division,
- Formulates process and procedures to facilitate the smooth flow of responsibilities, activities and programs.

***Secretary***

Elected by the general assembly and approved by the Prior Provincial and council, he performs the following functions.

- Keeps the minutes of all meetings and other pertinent records of the commission,
- Presents to the committee minutes of previous meetings,
- Performs all other related works as determined by the executive committee.

***Treasurer***

Elected by the general assembly and approved by the Prior Provincial and Council, he performs the following functions:

- Prepares the budget of the commission based on the annual plans and projects and submits to the Executive committee for approval by the Prior Provincial and Council,
- Reports on the financial standing of the commission,
- Safeguards the assets and related financial documents of the commission,
- Performs other related functions or as may be requested by the executive committee.

***Publication Editor:***

The publication editor is in-charge of the official publication of the commission, i.e., Recollect Series. He performs the following responsibilities:

- Preserves the continuous publication of the Recollect Series--the official publication journal/serial of the commission,
- Edits all publications related to the Commission
- Publishes all proceedings, reports, projects and activities of the different Division of the Commission,
- Keep records of all publications.

***General Membership***

The General membership is composed of representatives from each community who are endorsed by the same community and appointed by the Prior Provincial. It is much preferred that they be the chroniclers and at the same time the archivist of the community. They are to perform the following responsibilities:

- Lead the local community in carrying out the programs of the

commission,

- Attend the duly convoked meetings of the commission,
- Recommend to the Commission programs and activities of the community related to the Augustinian Recollect History, Culture and Heritage,
- Record significant events of the community related to the mission of the commission, (Cosas notables),
- Choose a division to work with within the Commission,
- Is the in-charge of local or satellite regional museum or archives (of the community)
- Forward to the Recollect Provincial Museum or Archives artifacts and memorabilia as determined by the by-laws of the Museum and Archives,
- Performs other functions and duties determined by the Executive Committee.



## **Article V**

### **Meetings, Decisions and Election**

The Executive Committee may meet twice a year or as may be needed. The meeting-schedule and venue are determined by the Chairman. The general assembly will be held annually. The date will be set by the Executive Committee.

The different Heads may conduct meetings of their division in relation to the implementation and evaluation of the division's programs and plans.

#### **First General Assembly**

The first general assembly of the commission at the beginning of the quadrennium, begins with the orientation of the members of the commission on the scope of the responsibilities and functions of the commission. This includes the following:

- Presentation of the Commission's Manual and Organizational structure,
- Election of Secretary, Treasurer, and Head of Divisions, and Publication Editor,
- Creation of the membership of the different divisions,
- Crafting of the quadrennial programs and plans for the commission, and the annual programs and plans.

#### **The Succeeding Annual General Assembly**

The agenda of the succeeding general assemblies shall include the following:

- Report by the chairman,
- Evaluation Report by the Heads of the different divisions of the commission,
- Treasurer's Report,
- Crafting of the Annual Plans and Programs of the Commission,
- Preparation for the Report to the Prior Provincial and Council.

## Decisions and Resolutions

The decisions and resolutions are to be approved by absolute majority of those present (established *quorum*) during the general assembly. The Executive Committee may decide on matters that concern the internal operation of the commission. It belongs, however, to the Prior Provincial and Council to approve decisions and resolutions directly affecting and involving the Province.

### Election of Officers

#### *Chairman.*

The office of Chairman of the Commission is a direct appointment from the Prior Provincial and Council. Chairmanship is co-terminus with the office of the appointing Prior Provincial. If necessary, the chairman may choose to be the head of one of three divisions. In this case, the general assembly votes on his assistant.

#### *Election.*

Unless there is a prior appointment from the Prior Provincial and his Council, the office of the Head of the different divisions is determined by election. The Chairman nominates, at most 3 names to be voted upon by the general membership. Nominations are to be marked with expertise, competence, and leadership qualities. A candidate that gains simple majority of votes takes the responsibilities and office. The following are the offices for election:

- Division Heads,
- Secretary
- Treasurer
- Publication Editor

In case of resignation by any of the elected officer, a formal communication is to be written addressed to the Chairman of the Commission. The resignation is to be ratified by the Chairman himself or with the consent of the Executive Committee. In the following general assembly, if feasible, an election for the vacated office may be done. Otherwise, the Chairman or any members from the Executive committee may continue the vacated responsibilities. Such change is to be communicated to the Prior Provincial and Council for the necessary appointment letter.

## **Article VI**

### **Expenses for Seminars and Trainings and Seminars**

Travel expenses of commission members to and from meetings are shouldered by the respective communities. Likewise, expenses related to attendance at seminars and trainings related to the work of the commission may be charged to the personnel development of the local community.

Expenses incurred by representatives from subsidized communities will be charged to the Provincial Curia. This is to be requested ahead of time. However, once the commission's funding is stable these expenses may be shouldered by the commission.

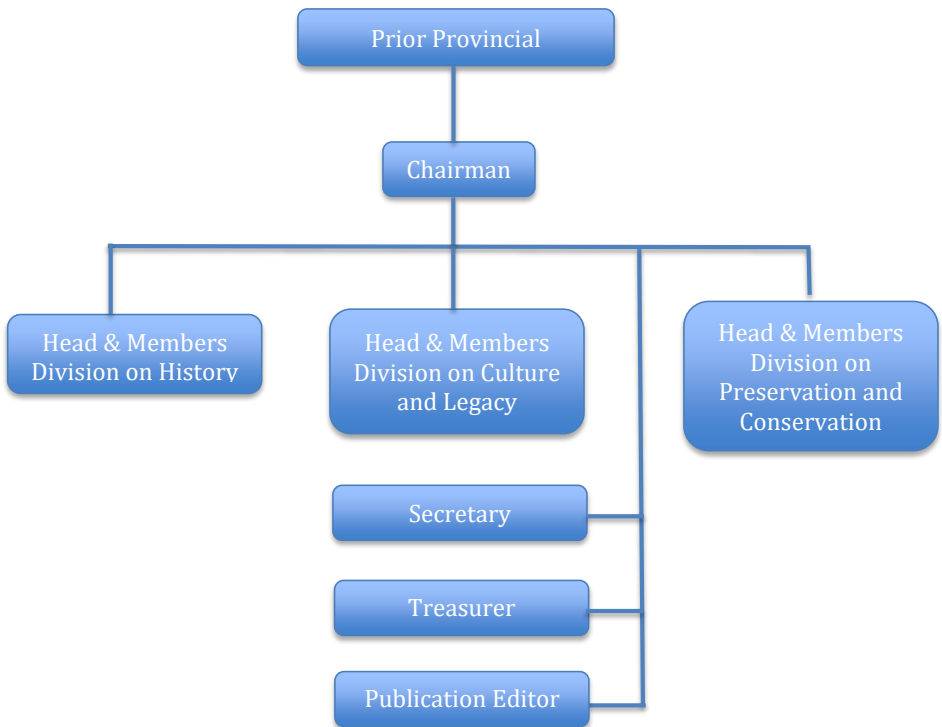
## **Article VII**

### **Effectivity and Amendments**

This by-laws will take effect upon approval by the Prior Provincial and Council and will be valid within the duration of the quadrennium 2018-2022. Any amendments to the by-laws are to be approved by the absolute majority of the quorum in the general assembly and concurred by the Prior Provincial and Council.

# Appendices

## Organizational Structure



## **Quadrennial Goals and Objectives (2018-2022)**

### **Administrative**

- Manage and organize Bulwagang Recoletos Complex as the Center for CoCHC-R.
- Organize trainings or communicate training and seminars relative to history, culture and heritage,
- Identify regional CoCHC-R museums and archives, e.g., Negros, Cebu, Palawan and Baguio.
- Craft a manual relative to Recollect Provincial Museum and Archives as well as their satellite or regional centers in collaboration with Division on Culture and Heritage,
- Tie-up with Recoletos Communications related to the use of RECOLLECT SERIES as the official publication or journal of CoCHC-R and Publish regularly the Recollect Series,
- Find ways and means to fund the activities and programs of the Commission.

### **Division on History**

- Identify and list down the different anniversary celebrations related to Augustinian Recollect History and contribution development of culture and evangelization.
- Collaborate with Recoletos School of Theology and other Recollect Institutions to promote the study and researches on Recollect history, contribution to the development of culture and heritage.
- Collect and preserve all documentations related to Recollect monuments and sites.
- Improve archives services in relation to documentation and as aid for researchers
  - Back-up copies of the Digital Archives,

- ✧ Promote a Digital catalogue archive systems that facilitate data organization, retrieval and research.

### **Division on Culture and Heritage**

- Promote the provincial and regional museums (and archives) by organizing cultural awareness activities as means of New Evangelization,
- Collaborate with the Augustinian Recollect Educational Centers in the promotion of the said activities of the centers and the promotion of New Evangelization through preservation of culture and heritage,
- Create an Biennial Program on Recollect Culture and Heritage,
- Collaborate and coordinate with other cultural and heritage entities for the promotion of the Recollect programs,
- Create a manual on Processes and Procedure on acquisition of artifacts, memorabilia, etc; and the relation between the Main Recollect Museum and the satellite museums,
- Organize evangelizing events commemorating milestone celebrations of Recollect History and Contribution to Society,

### **Division on Preservation and Conservation**

- Conserve and preserve the cultural, literary, art and other documentary contributions of the Recollects to society,
- Monitor the development of the conservation of the San Sebastian Basilica,
- Preserve an inventory and documentation of Recollect movable and permanent patrimony,
- Provide guidelines relative to the collection of personal belonging of religious who passed away,
- Collect personal data of religious, SARF members and other personalities connected with the Augustinian Recollect family with fame of sanctity in view of promotion and process for the stages for holiness and sanctification.
- Create linkages with government agencies relative to the promotion of streets, plazas buildings to be dedicated to the Augustinian Recollects.
- Work on possible candidates to holiness of any member of the Recollect Family (Religious, Priest, SARF, Members of organization in the Parish, Schools, Mission Areas etc).

$$(20 - 20)$$

Department: \_\_\_\_\_

[illegible]



# Division's Annual Performance Evaluation and Gap Analysis (20\_\_ - 20\_\_)

Department: \_\_\_\_\_

PLANNED		ACTUAL	Performance Category (Implemented, partially Implemented, Not Implemented)	Performance Analysis (Reasons for the Discrepancy between planned and actual, if any)	Proposed Activities/ Strategies for S. Y. 20__-20__
Key Result Areas/Objectives	Activities/ Strategies				

## Guidelines: *Community Cosas Notables*

### Rationale

The writing of *Cosas Notables* has been one of the core traditions of the Augustinian Recollects. Through this silent and, many times, less appreciated and rewarded work, our history is recovered and retold, the contributions of our forefathers to the building of the social, cultural, and spiritual fabric of societies are documented and recorded, and acts of our past leaders together with decisions having long range effects and consequences are chronicled and learned.

This tradition, we the generation of the 21<sup>st</sup> century have to continue and have to integrate with our century's technological, technical and procedural excesses. With the creation of the Commission on History, Culture and Heritage, we hope to make our future historian's responsibility a walk in the park.

### *Cosas Notables* Writing

Like news writing, *Cosas-Notables* documentation is made up of two parts, (1) the Lead Statement and (b) Exposition or Development paragraphs.

#### **The Lead Statement.**

The lead statement is basically a summary of information and answers the five-W questions: Who, What, When, Where and Why. **Who** refers to personalities involved, **What** recalls the event, occasion, affair (e.g. an inauguration, installation), **When** is about the date and time, **Where** refers to the location, and **Why** narrates the rationale or reason of the event.

The lead statement is one single statement or paragraph containing all these elements. The arrangement of entries in the lead statement is according to importance, impact and novelty. Example, if the Pope visits RFC, then the lead statement begins with the **who**-element (Pope Francis

visits RFC, on its 100<sup>th</sup> foundation anniversary, ...); if it is about the opening of Mission in Malaysia then the **Where**-element takes precedence in the lead statement (e.g., Phitsanulok, Malaysia welcomes the Augustinian Recollect Missionaries last May 5, 2019 with ....).

### **The Exposition and Development Paragraphs**

The succeeding paragraphs after the lead statement are the narrative, the further explanations and the giving of necessary details of the five-w's. As a general rule, the sequence of the development of the five-w's is according to the sequence in the lead statement. However, creativity and novelty are also an art. One may interchange the sequence, leaving the details of the most important "w" at the end to have a sense of résumé of the narrative.

In this section, one is to think of best data, information, and or narrative to tell the future generations of how best we have lived the Recollect spirit today. It does not hurt much too if one tells of some of our foibles so they may learn from past experiences.

The **who**-element is to include other important personalities present in the event or occasion. Names may be mentioned including their position in society or ecclesiastical hierarchy. If there are speeches and homilies, or messages delivered by important personalities, then an excerpt of their message would have to be included. Especially, statements that speak well of the event or the occasion at hand. (e.g. In his homily, the Cardinal of Manila challenged the Recollect friars with the words "...")

The **Why-and-What**-sections may be joined for these are closely related. This section may narrate the timeline of decisions and events that lead to the celebration--from preparation to its fulfillment. Likewise, it is to give the rationale and importance why such occasion transpired.

The **When and Where** may include, not only the date and place but also the significance of the choice of date and the place for the occasion.

### **Titling the *Cosas Notables***

Generally, the rule of importance and impact can be applied on how to title appropriately the article, e.g., "Pope Visit RFC on its 100<sup>th</sup> Foundation Anniversary." Titles are generally short and are to catch attention. The same title of entries will be the basis for cataloguing in the Book of *Cosas Notables*.

### **Supplementary Documents**

Generally, this 21<sup>st</sup> century events, occasions, and celebrations have supplementary documents for promotion and information purposes. For archival, there is a need to have copies of such documentations relative to the events and occasions chronicled. These, too, are important data for posterity purposes and for information of the future Recollect generations. Copies both digital (pdf format) as well as hard copies need to be archived. These supplementary documents are the invitation cards, pamphlets, program of activities, photos, tarps. Speeches, homilies, adds etc.

### **Archiving *Cosas Notables***

The articles need to be archived both in the local community as well as in the Provincial Archives. The original copies are to be in the local archives while a copy have to be sent to the Provincial Archives.

### **The community's Book of Chronicles and Digital Library Archives**

The book of Chronicles is such an important document that is constantly checked by the Prior Provincial and the Prior General during official visits.

In the old practice, all details of the narrative are penned in the book of notable events. Since, most writers today use their laptop or ipods as writing medium and have lost the touch of the extensive use of pen, this document suggests that only the lead statement of *cosas-notables* article be written in the book of Chronicles.

The community, however, is to maintain a digital library archives for notable events. This library is made up of CATALOGUED CDs which contents are identified. It is highly suggested that one narrative of event is stored in one CDR. This is to facilitate easy cataloguing. To be included in the content of the CDR are the pdf format of the following: *cocas-notables* article, the brochures, invitations, stampetas, etc (all published documents, the financial documents may also be included) and photos of the event. It is highly suggested that CDR is used not the CDR-W so that there will be no changes in the entries of each article already penned.

### **Cataloguing the CDs**

There are various ways of cataloguing the CD entries. One simple way is to identify the Date and the Title of the Article e.g. December 5, 2050 "Pope Visits Recoletos Formation Center." This catalogue data is to

be reflected both in the CD as well as in the Book of Notable Events of the Community. In a way the book of chronicles may be transformed as the catalogue of the digital library archives of every community.

### **The Provincial Library Archives**

Copies of the digital data are to be forwarded to the Provincial Archives through [rec\\_archives@rst.edu.ph](mailto:rec_archives@rst.edu.ph) the official email address of the office of the Provincial Archivist or the Head of the Division on History of the COoHCH-R. The digital copy(ies) of *cosas notables*-entry with all the supplementary documents may be sent to the Provincial archives on a monthly, quarterly, semestral, yearly or as the writing of the narrative is finished. It is the duty of the Provincial Archivist to organize his own cataloguing of articles according to local communities' submission.

### **Articles for the recoletosdefilipinas web.**

The same article written for the book of noteworthy events may be submitted for web posting at the recoletodefilipinas. If one finds the article too long, one may decide to shorten it by choosing some of the paragraphs in the exposition and development section. To be included for posting are selected photos that very much speak of the event or shed significant slants and highlights to the said occasion. Articles for posting are to be sent to [provsec\\_stezekiel@yahoo.com](mailto:provsec_stezekiel@yahoo.com)—the official email address of the Head of the Commission on Communications and Publications-Recoletos.

### **Duties and Responsibilities of *Cosas-Notables* Writers**

Based on the above proposed (later, established) guidelines, two basic responsibilities are placed on the shoulders of the community chronicler and archivist.

As chronicler, one is to always have his smart phone (or pocketbook) to record speeches, messages, homilies, interviews and to take photos during important events and occasions. One may, at special occasions, create an *ad hoc* committee to do precisely these important responsibilities.

After having worked out the chronicle for the event, he sends his chronicles (*in toto* or abridged) and some photos to the Head of the Commission on Communications and Publications—Recoletos for posting

in the website. If there is a different secretary of the community assigned, he may coordinate with that office best possible practice.

As the local archivist, one takes the responsibility of creating and maintaining a digital library for the community and establishing a catalogue system appropriate for easy access and retrieval of data.

He, likewise determines a schedule of forwarding the chronicles to the Provincial Archives in coordination with the Head of the Division on History of the CoHCH-R.

# **Manual on Community and Institutional Milestone Celebrations**

## **Rationale**

This manual on Community and Institutional milestone celebrations is one of the implementing guidelines of the Commission on History, Culture, and Heritage-Recoletos. Specifically, this is a handbook for the Division on Culture and Heritage to cover institutional and community anniversary celebrations. The same manual may also be used for anniversary celebrations of Saints and Blessed of the Order. Personal anniversary celebrations of religious related to vows, ordinations to priesthood, and brotherhood are not covered by this manual.

The manual is written to organize, standardize and professionalize preparations for events of historical importance and significance. Not everything pertinent to preparations may be covered by the manual or not everything in the manual may be applicable to every event celebration, thus organizers are to prudently seek how this manual may serve best in the preparatory stage of event management.

It is also recommended that the choice of leadership in event management be based on capacities and experience, technical skills and capabilities over and above sheer friendships and simple trust.

## **General Guideline on Community Milestone Celebrations**

### **25 Anniversary**

One-Year Observance, with a monthly or quarterly thematic celebration. One-day celebration on the feast day itself or as may be determined by the Executive or Ad hoc Committee

### **50th and 75th Anniversary**

Three-year Observance, with a semestral or quarterly thematic celebration. A three-day celebration culminating on the feast day itself or on a date specified by the Executive Committee.

### **Centennial Anniversaries**

Three-Year Observance, with a semestral or quarterly thematic celebration. A Week-long celebration culminating on the feast day itself or on a date specified by the Executive committee.

Celebrations within these determined milestones, will be upon the discretion of the Prior Provincial and his Council, taking into consideration the impact, importance and significance of the anniversary celebration to the province, to the Order, and to the Philippine Church.

## **Process and Procedure on Anniversary Celebration from Preparation to Evaluation**

The process and procedure from preparation to the evaluation stage of the event are as follows:

- The Prior of the House and the Chairman of CoHCH-R meet initially to see the possibility of the anniversary celebration, (or)
- The community headed by the Prior, with or without the presence of the Chairman of CoHCH-R convokes a meeting to seek the approval of the Prior Provincial and his Council to propose a particular Anniversary Celebration. The letter of proposal is to include the following:
  - ✧ The name of Title of the Celebration,
  - ✧ The Theme of the Celebration,
  - ✧ Goals and Objectives,
  - ✧ The Dates and Duration of the Event,
  - ✧ List of Possible Activities,
  - ✧ The letter, addressed to Prior Provincial and Council, is to be signed by the Prior of the community. Depending on the presence or absence of the Chairman of the CoHCH-R, the letter may or may not be co-signed by the latter.
- If the project finds enough justification, on the part of the Prior



Provincial and his Council, the Prior Provincial communicates to the Prior of the House and the Chairman of the CoHCH-R the following:

- ✧ The approval of the initially proposed anniversary celebration,
- ✧ The creation of the Executive Committee (as mandated by the Manual)
- ✧ The initiation of the preparations for the event,
- The Prior of the house convenes a community meeting together with the Chairman of the CoHCH-R to create the Executive Committee and may suggest some names for the membership of the different committee,
- The Prior of the house, this time the Chairman of the Executive Committee, communicates to the Prior Provincial, requesting a letter or appointment for all heads and members of the different committees for the said anniversary celebration.
- The first meeting is to be convoked by Chairman of the Executive Committee to signal formal beginning of the preparation for the anniversary celebration.
- Sequence of Meeting contents:
  - ✧ Finalization of the Theme, and Sub-themes, Goals and Objective,
  - ✧ Schedule of the Event
  - ✧ Activities of the event,
  - ✧ Budget Preparation,
  - ✧ Creation of Timelines for Committees schedule of preparations, (based on the committees responsibilities relative to the different activities)
  - ✧ Creation of the Committees Checklist
- Regularly scheduled follow-up meetings
- At the end of the Activity:
  - ✧ Submission of all Reports and evaluation of the preparation in order to improve the process and procedure of the preparation schedules,
  - ✧ Liquidation of all expenses,
  - ✧ Submission of all paraphernalia to the Executive Committee
  - ✧ A Thanksgiving Prayer or Mass and Meals

## **Commandments to Event Management Success**

### **Play the Role**

Event management is governed by step-ladder hierarchy of authority. The over-all authority is the Prior Provincial acting as the

Honorary President. However, in the implementation stage it is the Prior of the house or his delegate acting as the Chairman of the Executive Committee and takes full and immediate responsibility. He is aided by the Chairman of the CoHCH-R and the President or Director or Principal or Parish Priest of the celebrating institution. All heads of the committees and the secretariats are his collaborators. Each personality in this web of responsibility is to know his role and contribution to make the event a success. Each is to respect the hierarchy of responsibilities and to give his very best to make the event a resounding success.

### **Collaborate**

Communication is heart of collaboration. No committee can stand on its own without the help from other committees. Thus communication and collaboration are to be vibrant values in this endeavor.

### **Meet Deadlines**

Each committee is to make a timeline of responsibilities in relation to the program of activities set by the executive committee as agreed by all. Let it be a cardinal virtue to all to deliver responsibilities and obligations within the set deadline.

### **Be Ready for Contingencies**

When things do not happen as planned because of external and unavoidable circumstances, every member of the committee must listen to the decision of the Chairman of the Executive Committee, and immediately deliver the necessary changes. One voice, one heart.

### **Resolve Issues and Conflicts the soonest**

Conflicts both personal and professional can easily be expected. These have to be resolved the soonest time possible. The following procedures may be applied:

#### ***Conflict within the committee:***

The head of the committee is to step in to resolve it.

#### ***Conflict between or among Heads of committee:***

The chairman of the Executive Committee is to pacify the issue.

#### ***Conflict within the Executive Committee:***

The Chairman resolves it.

***Conflict against the Chairman of the Executive Committee***

The President or the Prior Provincial settles the conflict.

**Avoid shady talks and unsavory criticism**

Every head and committee member is to think positively of each other—trust in the skills, competencies and capabilities of eachone.

**Celebrate together**

At the end of every event managed, whatever is the outcome, the team is to celebrate. These may be done during the final evaluation and submission of all reports and paraphernalia. Celebrate the lessons learned, the delivery of a successful event management and, most specially, the friendship, camaraderie, and sharing of talents, service, and life.

**The Event Committees and Secretariat****Duties and Responsibilities****The Executive Committee**

<b>Honorary President</b>	Prior Provincial
<b>Chairman</b>	Prior of the House or his Representative
<b>Vice Chairmen</b>	President of the Commission on History, Culture, and Heritage-Recoletos President/ Director/Principal of the Academic Institution or Parish Priest
<b>Members</b>	Head of the Different Committee and Event Secretariat

The executive committee is responsible for the coordination of all committees so that the program of activities progress smoothly and successfully. The committee is headed by the Local Prior (of the Anniversary Celebrating Community or his appointed delegate community member.) The Executive Committee performs the following functions:

- Finalizes the theme of the Anniversary Celebration taking into consideration: Cause orientation, Pastoral Relevance, and Theological Significance,

- Validates the goals and objectives of the celebration,
- Drafts a program of Activities for the said celebration taking into account the number of days of the festivities.
- Identifies the sub-themes leading to the fulfillment of the main theme of the anniversary celebration (if necessary and if a prolonged celebration e.g. three-year celebration)
- Presents to the Honorary President the Program of Activities for the Anniversary Celebration,
- Forwards to the different committees and Event Secretariat details of the celebration,
- Assigns Heads and Members to the different committees,
- Delegates to the committees particular responsibilities relative to the celebration,
- Identifies and determines the Master of Ceremonies,
- Conducts follow-up meetings to determine the progress of the preparation,
- Reports to the Honorary President of the Executive Committee developments and updates of the preparation.
- Conducts a post evaluation activity and makes a final report to the Prior Provincial and Council.

## **Committees and Responsibilities**

### **General Responsibilities of the Heads of the Different Committees**

Genrally, committee heads have to take the following over arching responsibilities:

- Secure a copy of the programme of activities for the whole event from the Event Secretarial as guide for the committees involvement,
- Have copies of the media kit, participants kit, and other promotional materials and literature as basis for committees actions,
- Create a committee budgetary outlay for the dispensation of the agreed responsibilities and assignments for the success of the event,
- Coordinate with other committee where it is necessary, share notes, share responsibilities,
- Attend all meetings called by the Executive Committee and make progress report regarding the preparations conducted by the

committee,

- Coordinate with the Event Secretariat where it is necessary,
- Create a checklist of things to do and things to prepare (cf. appendix)
- Create a timeline for the progress of the committee preparatory activities.

## Specific Responsibilities and Role of Committees

### **Liturgical Committee**

#### ***Liturgy***

- \* Makes the appropriate budget for the financial cost of the liturgical requirements of the event,
- \* Determines the appropriate liturgical celebration(s)
- \* Prepares the liturgical guides (lauds, vespers, day time prayer, Eucharist guide book, novena prayer booklets)
- \* Prepares the liturgical vestments and paraphernalia for the liturgical activities of the event
- \* Prepares the venues for the liturgical celebration,
- \* Determines the appropriate seating arrangements following proper ecclesiastical hierarchy succession,
- \* Appoints readers and commentators, gift offerers and servers for the liturgical celebration, altar servers, ushers and usherettes, and lay Eucharistic ministers.
- \* If there are confessions, identifies areas for confessions and provide the necessary vestments.
- \* Where possible provide electric fans for confessors and penitent.
- \* Prepares a checklist of activities involvement and the needed equipments and paraphernalia (cf. appendix for sample checklist)
- \* Formulates prayer if necessary e.g. prayers of the faithful

#### ***Choir***

- \* Coordinates with the liturgical committee so as to prepare appropriate songs for the liturgy,
- \* Conduct regular practices so as to master all liturgical song,
- \* Secures permission from copyrighted songs,
- \* Prepares a PowerPoint guide for the lyrics of all songs so as to

- promote active participation of the liturgical attendees.
- \* Presents to the liturgical committee musical scores and lyrics of songs to be used for the liturgy so these may be included in the liturgical guides,
- \* Determines the uniform of the choir and seating arrangements and place during liturgical celebrations.
- \* Prepares all the necessary instrumentations and instrumentalists,
- \* Coordinates with the technical committee for technical support for voice and instrument enhancement,
- \* Determines the call time of every engagements.

### **Program Committee**

- \* Creates budgetary outlay for the committee,
- \* Designs and manages the smooth flow of program of activities and planned,
- \* Invites stage and floor director
- \* Invites hosts and co-hosts for the day,
- \* Gives proper orientation to participants to the programmed activities,
- \* Organize rehearsals,
- \* Assigns persons who can do the recap on a daily basis,
- \* Invites interpreters if the program of activities demand Multi language translations,
- \* Guides the direction of the Program
- \* Directs the Master of Ceremonies relative to the beginning and End of the Program
- \* Decides on minor changes to the approved program
- \* Monitors the progressive development and success of program
- \* Acts as stage manager during the program,
- \* Coordinate with the Secretariat regarding Awards and Recognition items (trophies, plaques, medals, and certificates etc.),

### **Accommodation Committee**

- \* Coordinates with the Invitation and Registration Committee to determine the number of delegates needing accommodation,
- \* Determines places of the accommodation of participants,

- \* Prepares budget outlay for accommodation expenses and coordinates with the finance committee,
- \* Gives specific instructions to participants related to the going out and going into places of program activities,
- \* Gives specific instructions and schedules regarding flying in and out of the city where the activity is held.
- \* Takes special responsibilities to speakers and VIP's of the events,
- \* Creates linkages with travel agencies for possible discounts and special tour packages,
- \* Coordinates with Transportation and Mobility Committee for availability of transportation to ferry delegates from hotel to venues of activities and vice versa,
- \* Organizes host families as alternative accommodation facilitation,

### **Finance Committee**

#### ***Ways and Means***

- \* Studies the budget allocations of the Executive Committee and the Secretariat,
- \* Designs fundraising activities to achieve the maximum financial outlay of the activity (e.g. Breakfast for a cause, Lunch for a Cause, fun run, Zumba for a cause, Ball room dancing for a cause, Pledging sessions, Exhibition games, Battle of Champion, Concert for a Cause, Birthday dinner for a cause).
- \* Designs, prints and disseminates solicitation letters with corresponding control numbers and a list of corresponding collectors/solicitors.
- \* Designs individual and corporate sponsorship scheme, e.g.
  - ☐ Patron 1 Million and above
  - ☐ Partner 500,000 and above
  - ☐ Principal Sponsor 250,000 and above
  - ☐ Sponsor 100,000 and above
  - ☐ Donor 50,000 and above
- \* Seeks for sponsorships and advertisers

#### ***Disbursement, Accounting and Audit***

- \* Creates a special account (dollar and peso) for the said activity

- to facilitate accountability and auditing,
- \* Designs a system of accounting and disbursement (official receipt, acknowledgement receipts, receipts, petty cash voucher, cash voucher, check voucher)
- \* Keeps a book keeping work
- \* Keeps track of liquidation of disbursements, actual expenses and receivables
- \* Follows up pledges
- \* Assigns auditors (internal and external)

### **Technical Committee**

#### ***Lights and Sounds***

- \* Assigns event sound technician and assistant,
- \* Assigns event light technician and assistant,
- \* Coordinates with the program committee relative to the light and requirements of the event,
- \* Coordinates with the program committee for the details and light and sound requirements for the event,
- \* Determines the appropriate light and sounds facilities for the event.
- \* Manages the technical support aspect of the event,
- \* Prepares standby Generator(s) in case of emergency,
- \* Collaborates with the finance department with regards to the financial cost rentals and other purchases.

#### ***Video Coverage***

- \* Designates technical support for the video coverage for the event,
- \* Assigns photographers,
- \* Determines strategic location for videographers, photographers, crane, scaffolding, platforms and the station of the technical committee.

### **Physical and Decoration Committee**

- \* Coordinates with the finance committee related to expenses in the discharge of the duties and responsibilities
- \* Takes charge of the venues and stage decorations,
- \* Manages seating arrangements,
- \* Monitors cleanliness and up keep of program venues and



- provides garbage bins at strategic locations,
- \* Maintains cleanliness of restrooms and portalets,
- \* Does the electrical, carpentry, janitorial works,
- \* Prepares the venue for practices and general rehearsals

### **Media and Press Relations Committee**

- \* Creates a budgetary outlay for the delivery of responsibilities of the committee,
- \* Designates a media liaison officer
- \* Designs media kit, participant and delegate kit (cf. appendix...) to be forwarded to the Secretariat for editing, approval and printing,
- \* Designs communication plan for TV, radio, print, social media, and folk media with proper calendaring of production schedule, meeting with business communicators (PR persons) or representatives of media networks,
- \* Presides over press conferences and press releases,
- \* Produces and disseminates Audio-Video productions for TV ads/spots
- \* Takes charge of audio production for radio advertisement spots
- \* Takes charge of informal plugging for TV, radio, print, and social media,
- \* Maximizes media exposure through billboards, LED billboard, and mobile advertisement vans,
- \* Identifies the Media Station/Media Desks for live reporting and coverage
- \* Invites and orients TV and radio hosts for annotators for live coverage,
- \* Assigns content editor, floor director for TV
- \* Provides media kit to media partners,
- \* Provides tokens and honoraria for hosts, annotators, guests, reporters, and crew,
- \* Works for the promotion of the event and celebration,
- \* Determines dates for press releases
- \* Creates linkages with media outfits
- \* Maximizes the use of social media in the promotion of the event,
- \* Adheres to the theme, goals and objectives of the celebration

and maintains thematic consistency,

- \* Creates a checklist of activities and responsibilities,

### **Web and Social Media Committee**

- \* Uses the Official Website of the province as means of presence in the net world,
- \* Creates a web page particular to the event, where information about the event maybe accessed like:
  - Primer (FAQs),
  - The Name and nature of the Event,
  - the goals and objective,
  - the theme,
  - the logo and theme song,
  - means of registrations and payments,
  - The date, place and possible venues
  - The programme of activities,
  - Other information disseminated by the different committees,
- \* Maximizes social media as means of information dissemination,
- \* Posts updates of the event celebration,
- \* Posts recaps, previous talks, and conferences, pictures, video coverages of the event,

### **Food and Reception Committee**

- \* Coordinates with the Invitation and Registration committee to determine the participants,
- \* Identifies the scope of food preparation (breakfast, lunch, snacks, merienda)
- \* Creates a budget out lay for food and reception expenses,
- \* Designs a system of food distribution including those needing special attention (PWDs)
- \* Coordinates with the secretariat for the design and distribution of food stubs.
- \* Prepares a separate place for VIPs, dignitaries, foreign delegates, government officials, Ecclesiastic Hierarchies, speakers and special guests,
- \* Coordinates with the Physical and Decoration Committee for the upkeep and cleanliness of the dining places.

**Transportation and Mobility Committee**

- \* Provides budget for the provisions of transportation and mobility of participants to organized events,
- \* Provides shuttle uses, vans and other means of transportation to participants,
- \* Ferries from airports to hotels of VIPs and vice versa
- \* Secures vehicle and car pass as demanded by the security committee,
- \* Provides stand-by vehicles for transporting VIPs, delegates, and guests,
- \* Provides stand-by vehicle for errands,
- \* Coordinates with LGU for traffic rerouting,

**Documentation and Souvenir Program Committee**

- \* Collects copies (digital and hard) of talks, conferences, homilies, messages, welcome address, opening remarks, keynote address, speeches and lectures, reactors, workshop papers, conferences, official statements etc.
- \* Transcribes salient points of panel discussions, open forum, group discussions, resolutions approved and disapproved,
- \* Gathers all published biodata of speakers, Guest lecturers, formal interactors
- \* Secures photos and video clips of the anniversary celebration,
- \* Have copies of the recaps and summary proceedings,
- \* Collates copies of flyers, brochures, promotional materials and literature,
- \* Publishes Proceedings of the event in a book, magazine, or journal proceedings (either or hardbound or e-book format), and/or
- \* Submits all materials to the Chairman of the Commission on History, Heritage and Culture-Recoletos for publication purposes.

**Security and Risk Reduction**

- \* Designs and devices a security plan for the pre-event, event and post event,
- \* Mobilizes and coordinate with the LGU and police officers,
- \* Does intensive intelligence gathering,

- \* Identifies a secret command center,
- \* Clears venues a day before the event,
- \* Identifies, monitors, and investigates possible threats,
- \* Coordinates with LGU, PNP and Anti Terrorism, MMDA or CITOM for security assistance,
- \* Secures entrance and exit areas, VIP lounges, restrooms, portalets and surrounding areas, stage, grandstand, church, conference areas,
- \* Secures cellphones, cameras, laptops and other equipments used by media by preregistering all electronic gadgets (name of owner, type of gadget, brand and serial no,
- \* Dispatches quick response team to possible troubles
- \* Organizes and mobilizes security marshals equipped with headsets, radio sets and communicators,

### **First Aid**

- \* Prepares budget for the medical and para-medical team,
- \* Identified location of emergency clinic,
- \* Coordinates with ambulance owners, ambulance driver, and the nearest hospitals,
- \* Mobilizes and coordinates attendance of doctors, nurses, nursing aids and paramedics and assign designated shifting,
- \* Provides first aid facilities: stretchers, wheelchairs etc,
- \* Provides first aid medicines, and first aid treatments.

### **Event Secretariat**

#### ***Communication***

- \* Contacts resource persons, presenters, reactors, and other guests,
- \* Sends out formal invitations to guests, VIPs, dignitaries, and other prominent persons,
- \* Designs and formulates Memoranda (understanding and agreements) with local officials, and government units,
- \* Formulates contracts with individual and corporate partners and sponsors, specifying sponsorship classification with corresponding rates and x-deals in return,
- \* Keeps track of official communications (invitation letters, request, requisition letters, letters of permission, acceptance letters, acknowledgment letter, thank you letters, receipts

and responses of invited guests, speakers, VIPs, letters of certifications and endorsements,

- \* Manages hotline numbers for inquiries,

### ***Program Design***

- \* Creates appropriate logo,
- \* Assigns a theme song, and determine the story line of the event,
- \* Writes all scripts for the whole program event,
- \* Determines the sequence and organization of events and activities,
- \* Establish the consistency of message, the logical continuity of scripts, and the achievability of goals and objectives set by the Exec Com,
- \* Presents to the Exe Com all scripts written, logo and theme song for comments and approval,
- \* Provides copies of all scripts to the Secretariat for dissemination to all other committees.
- \* Contacts and organizes team of talents, hosts, scriptwriters, script editors, directors, assistant for the production of Ads bumpers, fillers, for both TV and Radio.
- \* Determines specific venues for the event,
- \* Creates the overall program of the event celebration.

### ***Invitation and Registration***

- \* Creates and Designs the invitation cards,
- \* Disseminates the program invitations to expected guests (local and international)
- \* Determines the probable participants to the events,
- \* Creates a master list of participants with corresponding appropriate personal information details (name, occupation, address, contact details)
- \* Prepares, if needed, certificate of attendance to participants,
- \* Designs ways to distribute the certificate effectively and efficiently,
- \* Submits to the Exe Com Committee all paraphernalia and listings, at the end of the celebrations.
- \* Designs and prints IDS with a security QR code hologram, name, role, and access,

- \* Classifies IDs according to Committees and Access Restrictions,
- \* Designs and prints media pass, VIP pass, Exe com pass.
- \* Takes responsibility in the distribution of IDs

### ***Publication and Production***

- \* Designs and Prints a Primer of the Even (FAQs, Quick Facts, Historical Timelines,
- \* Prints media kit, participants kit, liturgical guide,
- \* Designs promotional materials,
- \* Designs tarpaulin, streamers, posters, flyers, brochures, Pamphlets, and other printed materials for maximum information dissemination,

### ***Token, Gifts and Freebies Committee***

- \* Designs and produces souvenirs, freebies, e.g. T-shirt, stickers, ballers, bags, luggage labels, notebooks, pens, stationaries, umbrella, medals, badge etc.
- \* Designs and produces trophies, awards, plaque of appreciation and recognition, certificates, religious statuettes of value, symbolic tokens of appreciation,

Prepared by:

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With in-inputs from Commission on Communications and

Notes of Fr. Ferdinand Hernando, MB on Religious Event Management

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(Quadrennium 2018-2022)**

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