

Bulwagang Recoletos: Management and Operations Manual



Bulwagang Recoletos
81 Alondras St. Miranila Homes Subd.
Congressional Ave. Ext. Quezon City, Philippines

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Management and Operations
Manual**

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Foreword

This Management and Operations Manual is written to document processes and procedures of activities and transactions within the Bulwagan Recoletos complex.

Since its construction and until the present time, the complex has evolved. Today, it serves various aspects and facets of life and activities of the Province of St. Ezekiel Moreno. The Fray Victor Lluç Atrium accommodates clients needing spaces for celebrations. It is the usual venue for receptions of ordinations, professions and anniversary celebrations of the religious and of the province. The Fray Francisco Sáada, OAR Conservation and Restoration Laboratory is in its usual mode to preserve artifacts and documents valuable to the Recoletos and to other clients. St. Augustine library reaches out beyond the confines of RST by putting online its rich collections of theological journals. The San Juan de la Concepción Archivo Recoletos caters to researchers of the Recoletos School of Theology and other history inclined researchers. The St. Ezekiel Moreno Museum is no longer locked out in the dark but initiates activities to propagate the rich historical and cultural story of the Recollect movement in this part of the globe.

This Management and Operational Manual is never terminal. It is to evolve as operations, standards and demands change. Thus, it is the hope of this manual to continuously update as Bulwagan Recoletos Complex innovates to serve the Province and the Church.

Bulwagan Recoletos: Concept and Rationale

Concept

Bulwagang Recoletos is an establishment that provides custody and conservation manuscripts and artifacts, promotes exhibits and foments the procurement, acquisition principally of Recollect religious and historical memorabilia including writings, books, documents, articles of activities and related to our churches, missionaries, communities, apostolates and missions. Connected with the theological and formation centers of the Province of St. Ezekiel Moreno, it provides venues for theological fora, gatherings and activities of the Province and is the center for the theological-cultural-and-historical resource of the Recoletos School of Theology.

Rationale

The Philosophy of the establishment of the Bulwagang Recoletos is based on the Recoletos' need to deepen awareness of her roots and identity in order to be an inspiration for a renewed fervor for new evangelization. This monumental complex that houses the provincial archives, museum, conservation and theological library is an act of gratitude to the Almighty, a tribute to our Recollect heroes who gave their lives for the sanctification of souls and building of Filipino Nation and an inspiration to many Recolecto religious and constituents to carry on spreading the message of Jesus alive in specific cultural and social context.

Bulwagang Recoletos: Central office of the Commission on History, Culture and Heritage- Recoletos

The Province St. Ezekiel Moreno has created the CoHCH-R whose functions coincided with the principles and Rationale of the Bulwagang Recoletos which was established earlier when still a vicariate under the Province of San Nicholas de Tolentino. Since the CoHCH-R has defined its functions, roles and services it is but wise to have the Bulwagang Recoletos as the central office of the Commission. Consequently, Bulwagang Recoletos adopts the vision, mission and core values of the Commission.

Vision:

The Bulwagang Recoletos, as the central office of 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, the Bulwagang Recoletos, together with the CoCHC-R aims:

- To be an information center, advisory commission, and implementing arm,
- To create programs and activities promoting New Evangelization,

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- To preserve and promote the continuing legacy of St. Ezekiel Moreno Province and the Order,
- To host Provincial initiated activities (theological, social and/or cultural) and
- To serve as intellectual resource for the theological development of the RST.

Core Values:

- Historical Integrity
- Multi-Culturality
- Authentic Fidelity

Roles and Responsibilities of Heads of the Bulwagang Recoletos Services

Head: Division on History and Archives (DHA)

The head of DHA is responsible for the preservation of historical and archival records of the province's life. Likewise, his office is the think-tank for historical events, landmark celebrations and data-bank for historical records and archival material. The Specific roles of this office are identified in Article III of the By-laws of the CoHCH-R. As an archivist, he is to accommodate requests made by recollect or non-recollect researchers relative to the Augustinian Recolects history, culture and heritage.

Head: Division on Culture and Heritage (DCH)

This office is responsible for the programming of activities, upkeep and development of the Provincial Museum and likewise to aid in the promotion of regional museums. The specific responsibilities of the said office are identified in Article III of the CoHCH-R Bylaws.

Head: Division on Conservation and Preservation (DCP)

The office takes responsibility over the operations of the Conservation office. Generally, the office is responsible for the preservation and conservation of Recolect artifacts, memorabilia, historical and archival documents. He is likewise responsible for the conservation of the Recolects heritage monuments and collaborates with government and private institutions for the preservation and conservation of all installed historical markers. The specific responsibilities of the said office are identified in Article III of the CoHCH-R Bylaws.

Atrium Manager (AM)

Is responsible for the upkeep, development, and maintenance of the Atrium services. In particular the AM is responsible for the following:

- Reviews and updates the rules and regulations of the use of the Atrium,
- Updates the fees pertinent to the services of the Atrium,
- Maintains the upkeep of the facilities for the service of the Atrium,
- Prioritizes the activities of the Province in the calendaring of events and use of the facilities,
- Reports directly to immediate and proper head regarding developments of the facility.

Head Librarian

The Head Librarian is the over-all in-charge of St. Augustine Library. He performs the following responsibilities.

- Prepares the annual budget of the library,
- Updates the rules and regulations of library use,
- Takes charge in the updating of library material (books, periodicals, journals and magazines etc),
- Keeps the library services in tip-top condition,
- Maintain discipline in the library,
- Addresses complaints, issues and concerns relative to the function of personnel and the delivery of services.

Second Level Authority of the Bulwagan Recoletos

This second level of authority of the Bulwagan Recoletos performs functions and responsibilities that flow from the major responsibilities of the head and are peculiar to the operations of the various services of the Bulwagan Recoletos. The following second level authorities and their responsibilities are the following:

Assistant Archivist

- Takes charge of the accessioning and classifying archival materials,
- Makes the necessary acquisitions of relevant documents,
- Coordinates with the conservation laboratory for necessary preservation of archival materials,
- Directs the availability of the Archives for research,
- Programs further study of documents in the Archives.
- Prepares the annual budget and submits it to direct authority for evaluation and approval by the Prior Provincial and Council.

Curator

- Receives and processes the artifacts for the museum,
- Directs the researches and studies related to the museum,
- Makes the programs for the growth and development of the museum,
- Acts as public relations officer for the museum,
- Formulates rules and regulations for the museum, and the relations with the regional museums,

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- Supervises the functions of the Museum.
- Prepares the annual budget and submits it to direct authority for evaluation and approval by the Prior Provincial and Council.

Conservator

- Performs the necessary conservation process and preparations of museum objects due for exhibition,
- Does restoration jobs on the objects when needed,
- Helps the archives through conservation and restoration,
- Coordinates with the Curator as to the projects of the Conservation Laboratory,
- May represent the Curator in special cases,
- Takes charge of the property of the Conservation Laboratory,
- Supervises the use of the museum storage (stock room for unexhibited objects).
- Prepares the annual budget and submits it to direct authority for evaluation and approval by the Prior Provincial and Council.

Librarian

- Performs the cataloguing and accession of the library materials,
- Conducts annual orientation to students,
- Helps in the crafting of the five-year and annuals plans programs and projects,
- Follows through the implementation of the long and short term goals and objectives,
- Prepares the annual budget for submission,
- Maintains the dignity and decency of the library,
- Suggests innovations and updates relative to library improvements,
- Performs other tasks and responsibilities as deemed necessary by the immediate head.

Functions and Roles of Assistants to the Second Level Authority

The Archivist, Museum, Laboratory, Atrium, and Library Aids are directly under the supervision of the Second-level authority in the Organizational Structure of the Bulwagang Recoletos. Generally, they are responsible for the following chores:

- To maintain the cleanliness and orderliness of the respective offices,
- Monitor the supplies and needs of the office,
- Purchase the office supplies and equipments needed,
- Prepare the office for whatever services it would render,
- Perform other services as required by the head of the office.

**Guidelines:
Functions and Services
of Bulwagan Recoletos
Complex**

Fray Victor Lluch, OAR Atrium

General Guideline:

The Bulwagan Recoletos Atrium is first and foremost reserved for the activities of the Province of St. Ezekiel Moreno of the Order of the Augustinian Recollects. It is likewise open to other parties needing reception space for scheduled special events, seminars and one-day recollection. The following are the general guidelines for the use of the Atrium facilities:

Proper decorum and behavior are expected from the lessee and their invited guests.

During the progress of the program decency in words and performances are much appreciated.

Reservation is basically for the first four hours for events and anniversary celebrations. Extensions with corresponding charges have to be settled with the reception office. A One-day recollection is an eight-hour reservation.

Smoking is strictly prohibited inside any reception hall. A space in the *Cassiacum* garden is provided with appropriate cigarette bud bins.

Activity reservation ends at 9:00 pm

Recoletos Atrium closes at 10:00.

For Concessionaires

- Ingress time for concessionaire is four hours prior to the event and Egress time allotment is two hours.
- During the preparation, it is the duty and obligation of the Guard to determine the lights to be opened. Light to be opened are determed according to the reserved places.
- Full lights and aircon may be put on thirty (30) minutes prior to the scheduled event.
- Request for additional hours prior and after the event has to be settled with the reception office.
- Steel Chairs and Tables must have foot rubber paddings.
- Transportation of chairs and table to and out of the reception venue should be by the use of trolley. This is to avoid the damage to tile flooring.
- Damage to any part of the venue (tiles, light bulbs, glass doors etc) due to activities of the concessionaire personnel will be charged to the concessionaire.
- Clean as you come, clean as you go.
- Segregate waste. A segregating bin is provided.
- Generally, washing of dishes is not allowed.
- A corkage charge on lights and water is added depending on the reserved halls.
- Playing of music in the pantry area is highly discouraged so as not to disturb the adjacent residences of the priets.
- Late night eggres are to be done with low tones so as not to disturb residences of the adjacent building.
- Overnight staying by the personnel of the concessionaire is discouraged. Otherwise an additional amount will be charged to the concessionaire.

Rental Fee and Payments

The following is the rate for the different reception halls and Corkage:

| Venue | Capacity | Price |
|-----------------|----------|--------|
| Bagumbayan Uno | 80 | 8,000 |
| Bagumbayan Dos | 80-100 | 10,000 |
| Intramuros Hall | 180-200 | 20,000 |

| | | |
|---------------------------|----------------|---------------|
| Zambales Hall | 150-180 | 18,000 |
| Entire Hall | 550-600 | 50,000 |
| Café 1606 | 30-50 | 3,500 |
| St. Nicholas of Tolentine | 50-70 | 5,000 |
| Cassiacum Garden | 250-300 | 20,000 |

| Venue | Corkage |
|-----------------|----------------|
| Bagumbayan Uno | 4,000.00 |
| Bagumbayan Dos | 5,000.00 |
| Intramuros Hall | 9,000.00 |
| Zambales Hall | 9,000.00 |
| Café 1606 | 1,500.00 |

- Rental per chair (monoblock) is ten pesos (Php.10.00) and round table at twenty-five pesos (Php. 25.00).
- Additional charges for extension of reservation shall be paid within the date of reservation. Otherwise a penalty of 10% of the fee shall be applied.
- A fee of one hundred pesos (Php100.00)/hour is required during set up/rehearsal and an addition two thousand five hundred pesos (Php2,500.00)/hour when air-condition is requested.
- For extra equipment/appliances, an additional charge of one hundred pesos (Php100.00) for the electricity is required, or based on the actual power consumption reading whichever is higher, shall be on the account of the lessee.
- Overtime of maintenance personnel (janitor, security or technician) after the agreed time of event shall be paid for by the lessee at seventy peso (Php70.00)/hour/head, payable to Bulwagang Recoletos Atrium.
- For a one-day recollection the rent for space is pegged at 35,000.00. This excludes retreat master, confessors and food. A bay (Bagumbayan uno) may be reserved for lunch and snacks.

St. Augustine Library

General Policies

The library is primarily for the use of students enrolled at Recoletos School of Theology. These students are entitled to all the use and services of the library. Non RST students may be allowed access for a fee. The following is the fee-scale: (a) Whole year--Php 1,000.00, (b) Monthly--Php 200.00, (c) Weekly--Php 100.00, Daily--Php 50.00.

The library maintains an open shelf policy. Researchers have access to the circulation and periodical sections. However, they are not allowed to re-shelf books and journals. They are to place already-read books and journals at the “books for re-shelving” bookstand located at the entrance of the circulation section.

Library users are always to log-in and log-out every library visit. This will help the library monitor the use of the library facility for reportorial purposes.

Silence in the library is sacred. It is the discipline inside the library. Likewise, eating and drinking have no place in the library. Bags are not allowed inside the reading and circulation sections, these are to be deposited at the luggage section found at the entrance of the library.

To access the Online Public Access Catalog (OPAC) services, researchers need to visit rst.edu.ph website and click “OPAC” under St. Augustine Library menu pull-down menu or when inside the library log-in to <http://192.168.2.254>. To access the e-books log-in to <http://192.168.2.254:2202>. Researchers may use their own

smartphones to access the OPAC and to locate their reading materials inside the circulation and periodical sections. Password is available from the library personnel and staff.

Book borrowing is allowed for a period of one week (7 days) inclusive of holiday. Periodicals are not included. Delays in returning of borrowed books is fined at Php 5.00 per day per book. Non enrolled students are allowed to use books and journals within the library premises.

At the end of the school year clearance will only be signed after a student has complied all penalties and obligations.

Stealing a book and/or periodical will be dealt with the stiffest punishment of ban from library use.

Library Sections and Particular Policies

Luggage Section

This section is found adjacent to the library services counter. Students, upon entrance to the library, are to deposit their bags in the cabinets provided for such purpose. A student wishing to use privately a cabinet for one semester may do so for the fee of Two hundred pesos only. The library provides a padlock for his use.

Library Services Counter

Request for photocopying, printing, binding of resources, and book borrowing and returning are done in this counter. Library Staff and personnel are stationed at the counter to address concerns of the researchers.

Professors' Book Reservation Shelf

This bookshelf within the Library Service Counter is dedicated to books and reading materials reserved by Professors for the courses of the current semester. These may be borrowed and are to be returned at the end of the day or after their use within the day. This is to give students taking the subject equal opportunity for the said required reading course materials.

Current Periodical Section

Unbounded periodicals are found in this section. Generally these are current or recent periodical releases. Students are much encouraged to read the material in this section for constant updating of recent theological issues.

Reading Section

Researchers are allowed reservations within this section. The reservation duration is only for one week unless one is in the process of writing thesis or translation work for MAT degree.

Computer Section

This section is dedicated for OPAC services and other research services. Social media access is not allowed unless related to research works.

Circulation Section

Students are highly encouraged to search for their reading materials within this section. Use of smartphones to search for reading resources is encouraged.

Periodical Section

This section holds the collection of subscribed journals and periodicals of the library. Bounded Journals and periodicals are arranged chronologically in this section. To access reading materials in this section please read the process and procedure on the Periodical Section.

Augustinian and Recollect Section

This section found in the inside part of the periodical sections is dedicated to St. Augustine and Recollect Studies collections. Likewise, a reading space is provided for studies and academic discussions.

Binding Section

This library service is located in the Atrium, at the basement of the Bulwagang Recoletos building. This office performs the binding of the journal and periodical collections of the library.

The Library Administrative Office

The library Administrative Office is found inside the library itself. This serves as the heart of the library operations from decision makings related to revisions of manual, purchase of new library resources, updating of OPAC services, receiving addressing of complains, resolution of suggestions and comments and other administrative considerations.

Processes and Procedures

Library Use

- Deposit bags at the luggage section,
- Fill-out the log-in book. There is no need to deposit the ID in the library.
- Upon leaving the library, show whatever things brought out from the library, even if these are personal belongings.
- Sign the log-out book.

Wifi Services

- Secure wifi password from any of the library staff,
- Do not share the password to any person not connected with RST or not enrolled at RST.
- The administrators reserve the right to change passwords as may be needed.
- Use the wifi services for research and for OPAC access; social media use is highly discouraged.

Borrowing and Returning of Books

To borrow books, the researcher is to present his ID and the intended books for borrowing to library staff at the library service counter. The library staff performs the book-borrowing procedure through the library system and informs the researcher of the due date.

Books borrowed should not be used inside the library otherwise they have to be returned first.

To return books, the researcher is to present his ID to the library staff. The staff performs the returning of book-process via the library system. If there are penalties incurred the researcher is immediately informed.

The books are to be left at the library service counter. The library staff will take charge in re-shelving the books.

Accession of Resources from the Periodical Section

- Access OPAC through [www:\rst.edu.ph](http://www.rst.edu.ph) or <http://192.168.2.254>
- Encode the title or theme for research in the OPAC,
- Know the title of the journal or periodical and determine the official journal code from which the article is written,
- Consult the Journal List Folder. This determines the shelf number the journal in question is to be found.
- Search for the shelf number assignment of the journal title.
- Search for the journal article intended by determining the volume and date of publication of the article.

Accession of Books from the OPAC

- Access OPAC through [www:\rst.edu.ph](http://www.rst.edu.ph)
- Encode the Book tile or theme to search
- Search for the books in the circulation section of the library.

Fray Francisco Sádaba, OAR Conservation and Restoration Laboratory

General Policies

As a general rule, St. Magdalena of Nagasaki Conservation and Restoration Laboratory is in service of the needs of the artifacts, images and archival documents of the owned and possessed by the Province of St. Ezekiel Moreno. Thus its main aim is to conduct a regular inspection of these for conservation purposes.

The same laboratory is in service to the local, national and universal church. When the needs of any of these sectors arises, the laboratory has to lend a hand. Only that there is a need to go through proper channels of communication.

Likewise individuals or families needing the assistance of the laboratory services (conservation and restoration) have to go the proper channels.

Finances generated by the laboratory are to be recorded and submitted to the Provincial Procurator and the receipt of the Province is to be issued.

The laboratory, by itself or in collaboration with other departments of the Bulwagan Recoletos Complex may initiate or organize seminars related to its functions and services. Planning and collaboration have to be established and religiously done.

The laboratory has to produce its own inventory and continuously update it.

It has to comply its long-term and yearly plans and projects. And at the end of each term or year, it has to make its own evaluation and gap analysis for reportorial purposes.

It has to produce its own brochures for promotion purposes.

Processes and Procedures for Conservation and Restoration

The following are the processes and procedure of the conservation and restoration activities of said laboratory.

Conservation Activities:

Artifacts

Mechanical Cleaning.

- Brushing with soft bristle or conservation brush,
- Wiping with cottons or soft cloth to take out dusts and markings,
- Vacuum cleaning

Chemical Cleaning

- Application of furniture cleaners,
- Application of Benzine to eradicate insects infiltration,
- Application of Silica Gel crystals to absorb moisture for dehumidifying purposes,

Saltwater treatment of wood artworks infested with boring insects

- For large images these would have to be brought to the sea shore
- For smaller ones, these may be soa

Documents and Books (Paper-based Documents)

Mechanical

- Brushing with soft bristle or conservation brush,
- Vacuum cleaning with screen protection,

Chemical Cleaning

- Evaluate document's level of acidity,
- Interliving of pages with onion skin paper impregnated with deacidifier,
- Wrapping gassine paper for safekeeping

Parchments and Leather

Mechanical

- Brushing with soft bristle or conservation brush,

Chemical

- Use of blotting paper sprayed with 70% alcohol to avoid growth of molds,

Paintings

Mechanical

- Brushing with soft bristle or conservation brush, or use of feather duster,
- Vacuuming with screen protection,

Chemical

- Acid extraction using methyl cellulose paste with Chiangmai tissue,
- Wrap with bubble wrap for safekeeping

Restoration Activities

Documents and Books (Paper-based Documents)

Initial Photo documentation

- Photographing the document
- Determining document size, shape and
- Pagination of document

Test and analysis

- Ink solubility testing
- Acid level testing (ph level testing)
- Fiber testing

Dismantling and removal of previous repairs,

Mechanical Conservation

- Dusting with soft bristle brush,

Chemical Cleaning

- Diacidification (aqua or non-aqua)
- Cleaning with grated art gum eraser

Physical Stabilization

- Lining with Japanese tissue,
- Pulp peeling,
- Flattening
- Sizing with application of thin methyl cellulose

Aesthetic Unity

- Removal of spots, stains and other unnecessary markings,
- Minimal retouching,

Rebinding (for Books)

Final Photo Documentation

- Done to compare the state of the document prior and after conservation works,

Digital Filing of Final Photo Documentations

Parchments and Leathers

Initial Photo documentation

- Photographing the document
- Determining document size, shape and

Test and analysis

- Ink solubility testing
- Acid level testing (ph level testing)

Dismantling and removal of previous repairs,

Mechanical Conservation

- Dusting with soft bristle brush,

Chemical Cleaning

- Cleaning with grated art gum eraser

Restoration

- Soaking with 95% alcohol,
- Drying with the use of blotting paper
- Flattening

Final Photo Docuvvmentation

- Done to compare the state of the document prior and after conservation works,

Digital Filing of Final Photo Documentations

Paintings

Initial Photo documentation

- Photographing the painting
- Determining painting size, year painted and artist,

Assessment of Deterioration

Test and analysis

- Ink solubility testing
- Acid level testing (ph level testing)
- Fiber testing,

Dismantling and removal from frame and stretchers, Mechanical Conservation

- Dusting with soft bristle brush,

Chemical Cleaning

- Use of painting cleaner,
- Use of chemical solution (concentration level 1, 2 & 3),
- Use of neutral solution to reduce acid level of the painting,
- Acid extraction with the use of methyl cellulose and Chiang mai tissue,

Consolidation and Restoration

- Use of Japanese tissue paper with fish glue gel,
- Ironing with fish glue gel to close out cracks,
- Removal of excess fish glue gel with hot water,
- Relaxing the canvas,
- Lining of canvas with the use of beva d-8,
- Relaxing of the canvas,
- Removal of the Japanese tissue with hot water,
- Application of gesso on cracks,

Aesthetic Unity

- Minimal retouching,
- Stretching
- Glazing
- Varnishing

Final Photo Documentation

- Done to compare the state of the document prior and after conservation works,

Digital Filing of Final Photo Documentations

Other Maintenance Activities

Regulation of Stockroom and Museum Temperature

- Maintenance of dehumidifier
- Monitoring of hygrometer readings,
- Use of exhaust fan or stand fan to allow air ventilation and/or circulation,

Inspection of Artifacts due for Restoration,

- As per recommendation from the Archivist or Curator,
- Regular Monitoring of Artifacts at SMdN Stockroom
- Regular Monitoring of Museum Exhibits
- Regular Monitoring of Archival Materials

Inspection Monitoring and Cleaning Schedules

| Activities | Schedule |
|--------------------------------------|-------------------------|
| Museum Display Artifacts and Objects | Mons. Thurs Morning |
| SMdN Stored Artifacts and Paintings | Tues. Fris. Morning |
| pages and Minature Atrium Displays | Weds and Sats (Morning) |

Restoration Activities

OAR Owned Artifacts

Bulwagang Recolecto Based Collection

- Log-in of to-be-restored artifacts of documents,
- Conservation or Restoration Works
- Log-out of Restored artifacts and documents

Non-Bulwagan Recolecto Owned

- Log-in of to-be-restored artifacts of documents (Title of Doc and other details, Name of Owner, Date Entered for Restoration Works, Date Finished, Name and Signature of Claimant)
- Conservation or Restoration Works
- Log-out of Restored artifacts and documents

Non-Recollect Owned Artifacts

- Log-in of to-be-restored artifacts of documents (Title of Doc and other details, Name of Owner, Date Entered for Restoration Works, Date Finished, Name and Signature of Claimant)
- Accomplishment of Job Order Request Form
- Assessment of object for restoration to determine cost, (see. Assessment Form)
- Conservation and Restoration Works,
- Release of Restored Objects (use of St. Ezekiel Moreno's Official Receipt)

Trainings and Seminars:

Attend National and/International

- Application letter addressed to CoHCH-R Chairman
- Budget appropriation (see. Approved Annual budget)
- Documentation Report after the seminar attended

Facilitation/Organizing

- Submission of Invitation Letter to CoHCH-R Chairman
- Budget appropriation (special budget--when needed)
- Documentation Report after the seminar attended

Fray Juan de la Concepción Archivo Recoleta

General Policies

- ◇ The researcher is required to have a working knowledge of the Spanish language since documents from the archives are in Spanish,
- ◇ Only printed documents will be released from the Archivo Recoleta. No digital document will be released from the archives,
- ◇ The archive administrator reserves the right to determine which picture(s) would be made available to the researcher,
- ◇ A research fee of one hundred pesos (Php 100.00) is charged after every research schedule,
- ◇ Printing of requested digital files is pegged at 10.00 per page,
- ◇ Xerox copying is done at the St. Augustine Library.
- ◇ The Archivo Recoleta requests that it be provided with a copy of the research output (thesis, dissertation, articles etc.),
- ◇ Researchers are required to fill out a research form to be provided by the administrator,
- ◇ A photocopy of any valid ID has to be made available to the administrator for the researcher's file.

Research Procedures

Setting up a Schedule for Archival Research with Archive Administrator

- call (02) 951-2861 (62) or send email via archivo@rst.edu.ph identifying among many others (name of researcher, research topic, purpose of the research, possible research schedules)
- Consult catalogue of archive recoleto digital archives (www.rst.edu.ph) page (History, Culture and Heritage-Recoletos)
- Send via email requested documents identifying the specifics: legajo number, folder number, year, description of the folder.

Conduct of the Research

- Research will be conducted at the research area in the Archivo Recoleta,
- Eating and Drinking in the research area is highly discouraged,
- Identified legajos will be provided to the researcher by the administrator,
- Printed documents from the legajos will be provided by the administrator,
- Photocopying of hardcopy documents will be at St. Augustine Library,

Termination of archival Research

- Original copies of research materials requested will have to be turned over to the administrator,
- All printed documents sourced from the archivo Recoletos needs to be authenticated by the administrator.

Sustainability Programs

Sustainability Programs

The operations of the Bulwagan Recoletos have progressed as years come and go.. With the increased services and functions financial requirement to sustain operations have proportionately grew. These increased services and the consequent financial operations of the Bulwagan demand not only synergy among offices but likewise innovations on the processes and procedures of the operations so as to synchronize activities and pool fund resources. This section of the manual articulates the possible ways with which the Bulwagan Recoletos can help generate funds to sustain its own operations. The following are the desired activities for the said purpose:

A Reception Venue for Celebrations

For the past years the Atrium has been a host to many celebrations be they birthdays, baptism, weddings and anniversaries and the like. These have helped financially the provincial coffers in maintaining the financial operations of the Bulwagan Recoletos

A Venue for One-day Recollection and Seminars

The Atrium may also actively campaign for its possible use as venues for one-day Recollection or venue for seminars and the like. Promotional materials are needed to dissemination information

about the availability of the services of to catholic school and other institutions.

Museum Tours

Museum exhibits. This can also be pursued not only for financial purposes but primarily for the promotion of culture and heritage.

Conservation and Restoration Works

Although the Conservation and Restoration Laboratory primarily functions in favor of the Province's owned artifacts and documents, it could also serve the needs of non-Recollect clients. This also is service to art and culture and a contributes to the maintenance and upkeep of the laboratory.

Organizing Training and Seminars for Conservation and Restoration Works

The same laboratory may organize trainings and seminars relative to the art and techniques of conservation and restoration works. These may be held for a fee in the Atrium.

Library Fees and Related Services

Library services need constant updating to serve well its clientele. Likewise fee rationalization needs regular review.

Annual or Biennial Planning, Evaluation and Implementation: Processes and Procedures

Nature and Purpose

The whole cycle of evaluation, planning and implementation of programs, plans, and projects for CoHCH-R is an annual or biennial exercise to continuously update and develop the goals and objectives, projects and plans of the Commission for a better service to the Province and the Order.

Annual Performance Evaluation and Gap Analysis

The process begins with Annual Performance Evaluation and Gap Analysis of the previous year. This is done by the Heads of the different sections of the CoHCH-R, in coordination with the members and is to be reported during the annual assembly of the Commission.

In the process of evaluation, if there are new goals and objectives to be done in the upcoming year. These may be indicated and articulated as designed in the evaluation Matrix.

Presentation of Performance Evaluation and Gap Analysis of the Previous Year by the different offices.

Each section, in a plenary session, is to present in a very summarized form its performance and gap analysis of the previous year. The presenter highlights the implemented programs and give rationale for the non-implementation of some projects.

Members of the plenary session interpellate in a positive and respectful manner, present observations, comments, and suggestion to improve the services of the office.

Annual Planning

The second phase is the planning for the upcoming year. During this phase, the different division craft programs and activities to address important concerns and innovations of the division and of the Commission.

Crafting of the Annual Programs Plans and Projects by the Different Sections.

The different Divisions and their members set plans and projects for the upcoming year. Likewise they are to indicate the projected budget for every activity.

Presentation of the Crafted Annual Programs, Plans and Projects in Plenary Session.

When all divisions have made their annual programs, plans and projects, these are to be presented to all participants during a plenary session.

Critique, Evaluation, and Suggestion.

Participants are invited to present observations and suggestions in order to improve the services of the different divisons.

Approval of the Annual Programs, Plans and Project of the Offices.

The approval by the body is to be done viva voce or by raise of hands. Once the annual programs and plans are approved, these are to be prepared to be submitted to the Prior Provincial and Council for final approval.

The annual plans and projects are to be posted in the page of the CoHCH-R. This subsumed under the www.rest.edu.ph website.

Implementation of Annual Operational Plans and Projects

The implementation phase of the Annual operational programs, plans and projects is during the whole calendar year. The head of the division takes on a very important role in the implementation of the plans and projects of the division. An implementing schedule is to be drawn and this needs to be followed as much as possible

Towards the end of the implementation period, the different head of the division are to make a summary evaluation of the performance and be ready for the presentation in the up-coming scheduled institutional Performance Evaluation and Gap Analysis activities.

APPENDIX

Organizational Structure



