

**Rules and Regulations Implementing Republic Act No. 9521,  
Otherwise Known as the “National Book Development Trust Fund Act”**

The following rules and regulations implementing R. A. No. 9521, or “The National Book Development Trust Fund Act,” are hereby promulgated as follows:

**RULE I  
Statement of Policy**

**Section 1. *Title.*** These rules shall be known as the Implementing Rules and Regulations (IRR) of Republic Act No. 9521, or the “National Book Development Trust Fund Act”.

**Section 2. *Declaration of Policy.*** It is the policy of the State to promote the continuing development of the book publishing industry in all regions of the country. The National Book Development Trust Fund is established exclusively for the support and promotion of Filipino authorship and the completion of local manuscripts or research works for publication, especially in Science and Technology and in subject areas where locally-authored books are either few or nonexistent.

**RULE II  
Definition of Terms**

**Section 1. *Definition of Terms.*** As used in these rules, the terms below shall be construed to mean, except when the context clearly indicates otherwise, as follows:

- a. *Author/s.* A person, or group of persons, or an organization that has undertaken activities to produce a manuscript or research work for publication.
- b. *Board.* The National Book Development Board (NBDB).
- c. *Center of Excellence.* A college or department of a higher education institution (HEI), either public or private, which has demonstrated the highest degree or level of standards along the areas of instruction, research and extension, and declared by the Commission on Higher Education (CHED) as such after having passed set standards/criteria for academic excellence in a particular field of study/ discipline.
- d. *Contribution.* A donation or conveyance by the national government, local government units (LGUs), private institutions or private individuals of funds, materials, property and services.

- e. *Advisory Committee.* A select panel of three (3) experts who are contracted to review all manuscript proposals for a specific category, and recommend to the Board the recipients of grants and their completed works in a given year and category.
- f. *Grant.* The monetary award given by the Board to allow the author/s an opportunity to complete the writing phase of a book manuscript for publication.
- g. *Proposal.* An unfinished book manuscript project or a multimedia output project on a subject area, the completion of which is sought to be funded by a grant from the Trust Fund
- h. *Regional Distribution.* The allocation of grants to authors of winning manuscript proposals every year, regardless of the number of categories and applications, which will always be subject to a fair apportionment to all regions of the country, or as defined in these rules.

### **RULE III Funding**

**Section 1. *Fund Sources.*** The contribution of the Fund shall be sourced from the following:

- a. The amount of fifty million pesos (P50,000,000.00) shall be allotted in the annual General Appropriations Act (GAA) for the next five (5) years starting from the enactment of this law;
- b. The amount of fifty million pesos (P50,000,000.00) from the Philippine Amusement and Gaming Corporation (PAGCOR) fund at five million pesos (P5,000,000.00) per month for ten (10) months;
- c. Another fifty million pesos (P50,000,000.00) from the Philippine Charity Sweepstakes Office (PCSO) at five million pesos (P5,000,000.00) per month for ten (10) months.

**Section 3. *Fund Management.*** For the sound and judicious management of the Fund, the Board shall appoint a reputable government financial institution with a sound track record on fund management, as portfolio manager, subject to guidelines promulgated by the Board.

**Section 4. *Fund Administrator.*** The National Book Development Board (NBDB) shall be the administrator of the National Book Development Trust Fund and, as such, shall prepare guidelines and decision-making mechanisms, subject to the following:

- a. No part of the seed capital of the Fund, including earnings, thereof, shall be used to underwrite overhead expenses for the administration;
- b. There shall be an external auditor to perform an annual audit of the Fund's performance;
- c. Contributions to the Fund shall be exempt from the donor's tax and shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code of 1997, as amended; provided that the allowable deductions shall be equivalent to one hundred fifty percent (150%) of the value of such donation.

**Section 5. Local Government Support.** The Board may provide incentives for manuscripts in coordination with local government units.

#### **RULE IV Advisory Committees**

**Section 1. Advisory Committee.** An advisory committee shall be created to evaluate manuscript proposals per designated category or subject matter. An advisory committee shall be organized for every category, as needed.

**Section 2. Chair of Advisory Committee.** In accordance with his/her respective expertise, a member of the NBDB Governing Board shall chair the advisory committees created.

**Section 3. Composition of Advisory Committee.** All applications per category shall be reviewed by a designated panel of experts that will comprise the various advisory committees, who shall be as follows:

- a. Two (2) representatives shall be experts in the particular field of study/discipline, or are officers or members in good standing of any of the following:
  1. Centers of Excellence in the particular field of study/discipline as declared by the Commission on Higher Education (CHED);
  2. National Institutes in the different fields of study/disciplines, such as the National Academy of Science and Technology (NAST), the National Institute for Science and Mathematics Education Development (NISMED), National Institute of Molecular Biology and Biotechnology, National Institute of Health, National Institute of Information Technology, National Historical Institute;

3. A university-based literary organization/institute or relevant professional organization with a reputable expertise in the identified categories and/or a membership that has a regional and/or national scope;
- b. Additional experts, including those from the regions or major geographical areas of the country, may be selected by the Board following the general criteria set for choosing advisory committee members.
- c. The advisory committee per assigned category shall review the proposals within a period of thirty (30) to ninety (90) days subject to the number of applications, and shall prepare a shortlist of recommended grantees for Board's approval.
- d. Advisory committee members shall maintain the integrity and confidentiality of the review and recommendation processes.
- e. Advisory committee members shall be chosen for a two-year term, which may be extended with Board's approval under meritorious cases.
- f. Expenses for advisory committee meetings, honoraria and other related expenses shall be sourced from the NBDB's Maintenance and Other Operating Expenses (MOOE) budget for the covered year.

## **RULE V**

### **Procedural Steps**

**Section 1. *Manuscript Call.*** The Board (and partner LGU if applicable) shall make public announcements on deadlines for proposals and applications for grants, which may specify the subject areas for a specific year available for funding.

**Section 2. *Registration.*** Applicants must register with NBDB, and are allowed to apply in one (1) category/subject area only.

**Section 3. *Requirements.*** Applicants must submit the following:

- a. An accomplished application form;
- b. Curriculum Vitae (in the case of an organization its SEC, BIR, DTI and/or CDA registrations, as may be applicable, and the curriculum vitas of the authors);
- c. A concept paper, no longer than five (5) pages double-spaced, including an outline discussing the rationale and significance of the proposal, budget and timelines;

- d. Either of the following:
  - i. a draft equivalent to at least twenty-five percent (25%) of the entire manuscript, research or multimedia work in progress;
  - ii. a draft of the manuscript, research or multimedia work to be rewritten or improved upon prior to publication.
- e. A sworn statement indicating that the applicant's project is an original and unpublished work.

**Section 4. Approval.** The various advisory committees shall evaluate applications per category and recommend to the NBDB Governing Board the winning proposals that merit the giving of a grant and the recommended amount for approval.

**Section 5. Announcement of Grantees** The Board shall have the authority to decide with finality the grantees in any given year and the specific amounts to be granted upon endorsement of the advisory committee concerned. The NBDB shall announce the names of winning applicants and manuscript proposals.

**Section 6. Publication of the Completed Proposal.** The Board shall encourage the publication of manuscripts completed under the Fund.

## **Rule VI Application Requirements**

**Section 1. Eligibility.** Grant applicants must be Filipino, or Filipino entities within the scope of the definition of "author".

- a. If the applicant is an organization or juridical entity, the grant shall be awarded to the identified author/s of the organization, who should be eligible as an individual author within these rules.
- b. Current members of the NBDB Governing Board, its officers and employees, as well as advisory committee members, including their relatives to the second degree of affinity and/or consanguinity, are disqualified from applying for a grant for the duration of their appointment or employment or contract of service with the Board or any Advisory Committee.

**Section 2. Categories.** The Board shall identify the number and specific categories prioritizing Science and Technology and those subjects where authorship is few and non-existent.

**Section 3. *Regional Distribution.*** After considering the quality of the work, the Board and advisory committees shall be guided by the following regional distinctions in the apportionment of grants to all regions annually:

- a. The author's ethnic affiliation;
- b. The manuscript's/work's language or dialect;
- c. The author's regional affiliation by birth and/or domicile;
- d. The chosen topic or subject matter; and
- e. Other factors that identify a work's regional character.

**Section 4. *Criteria.*** The following criteria shall be used by the advisory committee in reviewing the proposals:

- a. Real contribution of the work to the category in which the proposal belongs;
- b. Competence of the author in expressing ideas, concepts or information;
- c. Clear or comprehensible writing that promotes the development of knowledge;
- d. Merits of publishing the work in printed or digital formats;
- e. Accurate or truthful depiction or discussion of the subject matter;
- f. Other specific criteria the Board and/or the advisory committee may prescribe for evaluating submitted manuscript proposal as the need arises.

**Section 5. *Fund Releases.*** Absent a proposed budget, the grant shall be released in the following manner:

- a. Fifty percent (50%) of the grant shall be awarded upon selection of the author as a recipient of the grant and the submission of the required initial 25% of the work as endorsed by the designated advisory committee;
- b. The next twenty-five percent (25%), or a total of seventy-five percent (75%) of the grant, shall be awarded to the author upon submission of the bulk of the work that should total 75% of the work as endorsed by the advisory committee; and

- c. The remaining twenty-five percent (25%) of the grant shall be given upon submission of the complete manuscript and a “no objection” letter by the advisory committee to the Board. The grantee shall provide the Board a copy of the completed manuscript submitted in two forms: one (1) printed copy and one (1) electronic copy in MS Word format in CD, and the last tranche shall be paid.

**Section 6. *Duration of the Grant.*** The grant is given for a period of one (1) year from the date of the award, which period may be further extended in meritorious cases upon written request of the grantee to the Board, and upon a positive recommendation of the advisory committee concerned, which period shall not exceed two (2) years.

**Section 7. *Restrictions.*** The chairs of the advisory committees shall endorse to the Board a list of applicants who may be eligible for a grant in the next year but due to lack of resources, are wait-listed.

**Section 8. *Accountability.*** The grantee shall reimburse the Fund the total amount received in case of non-completion due to willful abandonment of the project, or non-completion within the grant period.

## **Rule VII Copyright Policy**

**Section 1. *Copyright.*** Copyright ownership shall be owned by the author, unless another agreement exists between the author and a third party. The author shall inform the NBDB of such arrangement in his proposal, furnishing the NBDB a copy of such agreement.

## **RULE VIII Sanctions**

**Section 1. *Power to Verify Claims of Authorship and Take Appropriate Action.*** The Board and the advisory committee concerned may verify the applicant’s claim of authorship of the manuscript/project written/completed under the Trust Fund, and assess any fraudulent claims of authorship of awardees, including the power to file the appropriate court action.

**Section 2. *Penalties.*** A person who has been found not to have been the author of a submitted manuscript/grant proposal shall be subject to a fine equivalent to the amount of the grant received, without prejudice to the filing of the appropriate action against the author/s, and his permanent disqualification from future grant applications.

**Rule IX**  
**Transitory and Final Provisions**

**Section 1. *Issuance of Additional Guidelines after the Effectivity of the IRR.***

The Board may, from time to time, promulgate additional issuances, policies and guidelines, for the effective implementation of the Fund and its Implementing Rules, which shall thereafter form an integral part of this Implementing Rules and Regulations.

**Rule X**  
**Effectivity**

**Section 1. *Effectivity.*** These Implementing Rules and Regulations shall take effect fifteen (15) days after publication in a newspaper of general circulation. Approved by the Governing Board of the National Book Development Board on 30 September 2009 under Board Resolution No. 01-176, series of 2009.