

BSP MUSEUM TOURS

Description	:	Exhibit about Money, the BSP and the Evolution of Philippine Currency
Clients	:	General Public
Documents Required	:	Formal letter of request (with official letterhead), addressed to : <i>The Head, BSP Museum</i> <i>Bangko Sentral ng Pilipinas, Malate, Manila</i>
Schedule of Service Availability	:	Banking days, 9:00 to 4:00PM; First come, first serve basis
Contact Information	:	BSP Museum, Bangko Sentral ng Pilipinas, Tel. Nos. DL 516-7499 or 708-7701 to 38 loc. 2981/2377
Total Processing Time	:	5 banking days <i>(Issuance of permit to visit the BSP Museum within five (5) banking days upon receipt of the request.)</i>
Total fees	:	None

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT REQUIRED	DOCUMENT GENERATED
For group tours (10 persons or more)					
	Make initial request by phone or e-mail	Requests received for confirmation	Corporate Affairs Office (CORAO)		
	Submit formal letter request at least three (3) days before target tour date	Evaluates/approves/confirms request; issues permit	Corporate Affairs Office / BSP Museum	Formal letter-request	Entry permit; Accomplished booking form of the BSP Money Museum
	Proceed to BSP Museum for the tour		Designated BSP Museum tour guide	Entry permit, attendance sheet	Survey form/accomplished attendance sheet

For walk-in (less than 10 persons)				
	Inquire availability of Museum for walk-in gallery tour	Confirms availability of museum	Receptionist / Gate 3 or 6	
	Secure ID from receptionist desk, Gate 3 or 6			
	Proceed to BSP Museum for the tour		Designated BSP Museum tour guide	
END OF TRANSACTION				