



Republic of the Philippines

**Presidential Communications Operations Office**  
**INTERNATIONAL PRESS CENTER**  
**News and Information Bureau**



National Press Club Bldg. G/F, Magallanes Drive,  
Intramuros Manila, Philippines 1002

E-mail: [intlpresscenter@gmail.com](mailto:intlpresscenter@gmail.com)  
[maro@pcoo.gov.ph](mailto:maro@pcoo.gov.ph)  
[rose\\_jacoba@yahoo.com](mailto:rose_jacoba@yahoo.com)  
Telephone : +632) 734-5889

**LIST OF REQUIREMENTS FOR IPC ACCREDITATION**

1. Fully accomplished accreditation form
2. Note Verbale from the Foreign Ministry of the visiting delegation indicating the media representative as an official delegate; or a letter of endorsement from their respective Embassy for visiting journalists or new applicants representing their respective media organizations
3. 2 pcs 2x2 colored picture, white background for each media representative
4. Copy of contract of employment (for local hire)
5. Photocopy of passport (pages 1 and 2) and latest arrival stamp in Manila
6. List of equipment
7. List of crew members and their designation
8. Media itinerary
9. Visa for journalists issued by the FSP with jurisdiction over the media representative's country

**Additional requirements for new applicants:**

1. Five (5) by-lined photos (published not later than 3 months)
2. Five (5) by-lined articles (published not later than 3 months)
3. Five (5) consecutive issues of newspaper or magazine, for publications/print media (published not later than 3 months)

Contact Person:

Ms. Rose Coni

Office: Media Accreditations and Relations Office (MARO)

Presidential Communications Operations Office, Malacañan, Manila



**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE  
INTERNATIONAL PRESS CENTER  
2016 Press Accreditation Form**

Attach two colored 2x2 ID photo w/ white background

RENEWAL 2015 IPC # \_\_\_\_\_  
 FOCAP       VISITING JOURNALIST       NEW APPLICANT      Date of application \_\_\_\_\_

<b>Name</b>		Family Name	First Name	Middle Name	Nickname
<b>Media Agency</b>					
<b>Designation/Position in agency (indicate if freelance)</b>					
<b>NAME OF HEAD OF OFFICE:</b>			<b>PERSONAL DATA:</b>		
<b>OFFICE ADDRESS:</b>			Citizenship:		
Tel. No.:		Fax No.:		Birth Date:	
Home/Hotel Address in the Philippines/Tel. No.:			Birth Place:		
<b>E-mail Address:</b>		Mobile Phone No.		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<i>Please check type of media organization you represent</i>  <input type="checkbox"/> Newspaper <input type="checkbox"/> Magazine <input type="checkbox"/> News Agency <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Photo Agency <input type="checkbox"/> Documentary <input type="checkbox"/> Others (Specify) _____		Passport No.		Status: <input type="checkbox"/> Married, spouse name _____	
		Issued at		<input type="checkbox"/> Single	
		Issued on		<input type="checkbox"/> Separated/Divorced	
		Expiry date		Height (ft/m) _____ Weight (lb/k) _____	
		Visa No./Status		<p align="center"><b>ACCREDITATION REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Accreditation forms properly filled up.</li> <li>2. Letter of endorsement from respective agencies</li> <li>3. 2 pcs. 2"x2" colored pictures with white background</li> <li>4. Copy of contract of employment (for local hire)</li> <li>5. Photo copy of passport (pages 1&amp; 2)</li> <li>6. Letter / Endorsement from their respective embassy (for visiting journalists and new applicants).</li> </ol>	
		Length of stay			
		Expected places to visit in the Philippines			
Contact person in case you are out of town Name: _____ Tel. No. _____					
<p><i>I hereby certify all above information are true and correct</i></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p align="center">Signature of applicant</p>					
<p><b>ADDITIONAL REQUIREMENTS FOR NEW APPLICANTS</b></p> <ol style="list-style-type: none"> <li>1. 5 bylined photos (published not later than 3 mos.)</li> <li>2. Five (5) bylined articles (published not later than 3 mos.)</li> <li>3. Five (5) consecutive issues of newspaper or magazine (for new publications not later than 3 mos.)</li> </ol>					
<p><b>Note: ID's not claimed within two months after approval will no longer be released.</b></p>					

*This part to be accomplished by accreditation officer*

Received By: \_\_\_\_\_

Date received \_\_\_\_\_

Media       Media Services  
 2016 C.N. \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Expiry date \_\_\_\_\_