



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**

Office of the Schools Division Superintendent

March 8, 2021

**DIVISION MEMORANDUM**

No. 133 s, 2021

**CULTURAL MAPPING WRITING GUIDE FOR CULTURAL MAPPERS AND EDITORS**

**ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**

**CID & SGOD CHIEF**

**EDUCATION PROGRAM SUPERVISORS**

**MUNICIPAL CHIEF IMPLEMENTERS**

**MUNICIPAL CULTURAL MAPPING TEAM**

**ALL OTHERS CONCERNED:**

1. The writing and editing of the finalized mapping icons for each domain will be done after the gathering of the data. Our cultural mapping editors were also trained on editing the mapped icon scripts of our cultural mappers. To have a common understanding on the technicalities of writing the icons, this office hereby released the Cultural Mapping Writing Guide for our Cultural Mapping Writers and Editors.
2. The Municipal Chief Implementers/(PSDSS) and Coordinators are requested to provide a copy of this guide to each member of the cultural mapping team.
3. Please see attached copy of this writing guide
4. For your information and guidance.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent



Address : 050 L. Chatto Drive, Barangay Cogon District, Tagbilaran City  
Tel. No. : (038) 501-7550, Telefax No. : (038) 501-7537  
Website : [www.depedbohol.org](http://www.depedbohol.org) Email Address: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)



**Bohol Cultural Mapping Project**  
**Cultural Mapping Guide for Mappers/Editors<sup>1</sup>**

**1. For editors:**

- 1.1. Use the comment tab of the word file program to write your comments. Do not directly edit the work! To give your comments or editing notes, use the comment function for the word file.
  - Click the item/put your cursor in the part of manuscript which you want to comment on.
  - Go to the insert tab, scroll (or point cursor) to “Comment” and click.
  - Type your comment/s.
- 1.2. Continue with the rest of the manuscript.
- 1.3. Do not forget to save you editing work using the suggested “saving format”

**2. For Mappers and Editors, save the file using the format like this:**

Mapper’s Level:	CD1Tagbilaran_1A_Ely Hill_v1
Municipal Editor’s Level:	CD1Tagbilaran_1A_Ely Hill_munedit1 <sup>2</sup>
Congressional District Editor’s Level:	CD1Tagbilaran_1A_Ely Hill_cdedit1

**A. Name /Entry Basics**

- Check if the mapper used the right form.
- The name should reflect local naming (toponymy); language used; variations translations (if applicable, unless asked in the background information).
- Check if footer is complete.

**B. Photo**

- Check if photo highlights heritage
- Check for citation/source: Have a common citation format for photos. Include year
- Mapping form is not an album. Avoid making a collage unless specified in the form.
- Check for photo quality.
- Check if there are children in the background.

<sup>1</sup> Abridged version of *Cultural Mapping Editor’s Guide* by Arvin Manuel L. Villalon

<sup>2</sup> The “number” would refer to the sequence of editing for the item. For example if you are editing it for the second time after the writer corrected it, you save the file as: **CD1Tagbilaran\_1A\_Ely Hill\_munedit2**



- Municipal editors should ask if the respondents gave their consent for the photo.

### C. Photo: Nuances

- Land/Water/Protected areas: Highlight the site, its beauty
- Plant: Follow the collage type
- Animal: Avoid animals in captivity, Check for DENR regulations
- Built: contains interior, exterior & environs
  - Photo may contain reference point
  - comparison photos are welcome. e.g., House circa 1950 and at 2021
  - Movable: Use of reference points
  - additional photos for interesting features
- ICH: Photo should be the element in action (e.g., not the picture of the healer; but the healing ritual) except cuisine (which should look inviting)
- Photos ideally should be contained in a movable heritage. Ex. I would get a photo of *humba* in clay pot or beautiful *bandehado* rather than a plastic ware
- Personalities: Picture of person during highlight of one's career. You can have two photos (young and older example)
- Institution: Picture of the office, or group of people; or logo, or the organization in action

### I. Background Information

- Introduces the basic data to the reader by further identification of its sub-domain
- Locates the heritage in the municipality,
- Forms as a basis for ascertaining if it is a heritage (based on age)
- Establishes jurisdiction, ownership, and geographical range (for ICH)
- Common errors:
  - Ticking the type/subtype
  - Consistency in measurement: Use **metric system (cm/m)**
  - Address/Location: include coordinates for heritage with wide scope
  - Scientific names (format).. Genus, species, family?
    - *Ex. Mangifera indica* (italicized, first letter of Genus is capital, species is small)
  - Estimating the age for tangible heritage
  - Declaration/legislation for built
  - Geographical range & related domain for ICH

### II. Description

- Core content in mapping form. Establishes historicity and facts. We need "thick" descriptions. The basic information being asked about the heritage element is written in the text placed in parentheses, so mappers should not delete it.
  - For caves, start describing the entrance first before what is inside
  - For rivers, describe the source of the water and then to where it flows down, where is the widest point or the narrowest, the river banks, the flora and fauna found on the river, water quality, the river bed etc
- Check for accuracy of the data (esp. municipal editors)
- If data is secondary, there should be in-text citation



- Sometimes description may include photos to demonstrate specific data, processes
- For ICH, it contains cross references for movable and natural
- Common errors for Description:
  - “copy and paste” for plant morphology without evaluating what is copied
  - Architectural designs, measurements for built (require technical know-how), going beyond generic descriptions of the interior and exterior
  - Movable should describe the object, markings, designs, use, period
  - ICH should describe processes, “how” the history of the practice aside from culture bearers (not biography of key informant) & mode of transmission
  - ICH & cross-references to natural and movable are common errors
  - Personality: a tendency to copy and paste if there is secondary data
  - Institutions: mostly secondary data, a tendency for bias reviews and data

### III. Stories and Narratives

- The “human” aspect of mapping
- Contains three types of data related to stories
  - A. Historical/factual (you can do periodization for this according to history)
    - Accounts of everyday life/activities in the area or with the cultural heritage in earlier time periods
    - Stories of social events that happened related to the natural/cultural heritage element
  - B. Mythical/symbolic/supernatural
    - Myths, legends, folk stories related to the cultural heritage element
    - Stories of supernatural beliefs/events, ghost stories
  - C. Anecdotal: trivia about the heritage, additional facts, comments from the community
    - Possible rituals, traditions, and/or customs done in the area, related with the cultural heritage element
    - Certain seasonal/regular celebrations done in the area
- Common errors:
  - A tendency to miss this part out
  - Some put the data under this section, when in fact it should be under description
  - A tendency to focus on the supernatural
  - Please check if the data can hurt sensibilities of people in the community (e.g. passing the house as “haunted”, includes gossips; data that are not verified)

### IV. Significance

- Establishes/justifies why the item is a heritage
- Becomes a basis if it should be protected, preserved or safeguarded
- It is the mappers first attempt at analysis of what they gathered from the field
- When written it should be substantiated
- Common errors
  - Formulaic way of answering
  - The claim of its significance is not substantiated
  - A tendency of mappers to copy & paste from other sections of the form
- Comparative Criteria for movable heritage:
  1. Provenance – history of how ownership was passed



2. Representativeness- object features in line with the standards for the object
3. Rarity – is it a good find? Why? Explain
4. Interpretative Potential – what learnings can we take

## V. Conservation /Assessment of the Practice

- Section ascertains if the heritage will last
- Movable heritage: Assess physical condition, threats, conservation measure, built: status/ condition of structure; integrity of structure; constraints/threats/ conservation, cross referencing for movable
- ICH: condition of the practice, threats, measures of safeguarding
- Institutions: assessment **whether the institution will continue and thrive, if there are problems in membership**
- Do not suggest conservation or safeguarding measures
- Each domain has its peculiarities:
  - Natural: status of protection (laws, scientific assessment)
  - Immovable: status/integrity of structure; Movable: physical assessment of the state of the object; threats
  - Intangible: condition of the practice
  - Institution: condition or status of the institution
- All domains (except personalities) will ask the writer to write the threats. The usual error is to write only about physical threats. There are other possible threats and ask them to explain not just enumerate the threats
- The writer will have to enumerate and explain the conservation or safeguarding practices from the local to national or international levels.
- As editor try to check if this is a recommendation. We discourage recommendation in the mapping form since this will be reserved for the analysis

## VI. References

- Naming the Key informant  
(**Make sure to write the name of the key informant, age and short background ex. “owner of the house”, “Barangay Kagawad” etc.)**)
- References (Citation style)
- Name of mappers
- If several fieldwork dates were done by the mappers, it should reflect in the “Date Mapped”
- Every time the form is updated, the mapper should put the date when it was updated/revised.

## Formatting

- Check agreed font style and font size<sup>3</sup>:

<sup>3</sup> The NCCA mapping forms use **Calibri size 11 font.**

