

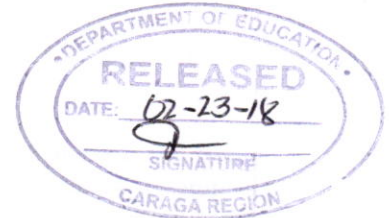


Republic of the Philippines
Department of Education
CARAGA REGION
J.P. Rosales Avenue, Butuan City

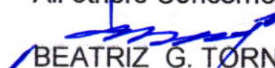


REGIONAL ADVISORY

No. 23, s.2018



To : Schools Division Superintendents
Division Records Officers
All others Concerned

From :  BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Subject : SEMINAR- WORKSHOP ON BASIC RECORDS AND ARCHIVES MGT.

Date : February 23, 2018

Attached herewith is the letter invitation from the National Archives of the Philippines to participate in the conduct of the Seminar-Workshop on "**Basic Records and Archives Management**" to be held on March 20-22, 2018 at Tagaytay International Convention Center, Aguinaldo Highway, Tagaytay City.

This advisory is issued subject to the discretion of the Division Offices to participate on the said seminar-workshop if it is found to be necessary and relevant to the functions of the concerned personnel.

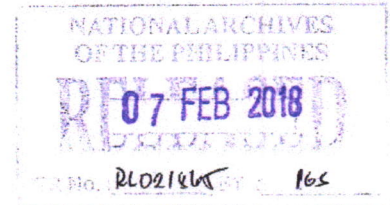
For your information and guidance.

ASD/ru/mta
2.23.18



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

February 7, 2018



Sir/ Madam:

The National Archives of the Philippines as the institution/agency mandated for records management, is pleased to announce the conduct of a Seminar-Workshop on "Basic Records and Archives Management" to be held on March 20-22, 2018 at Tagaytay International Convention Center, Aguinaldo Highway, Tagaytay City.

This seminar-workshop is designed to provide government personnel with the knowledge and skills needed in implementing required standard policies on records creation and control, maintenance and use, and disposition. The training will involve lectures, workshops and open forum discussions.

We are inviting Department and Division Heads, Local Chief Executives, Records Officers, Managers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records to participate in this seminar-workshop.

This three-day live out program will only accommodate 150 participants on a first come first served basis. Seminar fee of Php 3,900.00 covers kit, handouts, certificates, snacks and lunch. **Payment in cash or checks shall be payable to National Archives of the Philippines on or before registration. In case payment in LDDAP through Land Bank of the Philippines, Account Name shall be Bureau of the Treasury – National Archives of the Philippines 101, with Account No. 3402-2711-90, LBP Intramuros Branch. Once payment has been made, please send, thru email gmpapa@nationalarchives.gov.ph the scanned copy of bank validated/received LDDAP and ACIC. Payments will also be accepted at the NAP Training and Information Division, 3rd Floor, Juan Luna Place, Muelle dela Industria cor. Juan Luna Street, Binondo, Manila.**

We request that you send us back your accomplished nomination form to **confirm** your attendance to be listed in our database before **March 14, 2018. Please bring and present your approved confirmation upon registration. NAP reserves the right to refuse walk-in/unconfirmed participants.**

Very truly yours,

VICTORINO MAPA MANALO, C.E.S.E.
Executive Director

By:

JOCELYN G. REYES
OIC-Deputy Executive Director

NATIONAL ARCHIVES OF THE PHILIPPINES

Training and Information Division

NOMINATION FORM

SEMINAR-WORKSHOP on BASIC RECORDS and ARCHIVES MANAGEMENT to be held on
March 20-22 at Tagaytay International Convention Center, Aguinaldo Highway, Tagaytay City.

Please send back this form through fax, e-mail or mail to the Training & Information Division,
National Archives of the Philippines, 3/F Juan Luna Place, Muelle dela Industria cor. Juan Luna
Street, Binondo, Manila before **March 14, 2018**.

IMPORTANT:

Confirmation shall be sent upon receipt of your accomplished nomination form within the above stated date. We will only accommodate 150 participants on a first come first served basis. Seminar fee is Php 3,900.00. Payment in cash or checks shall be payable to National Archives of the Philippines on or before registration. In case payment in LDDAP through Land Bank of the Philippines, Account Name shall be Bureau of the Treasury – National Archives of the Philippines 101, with Account No. 3402-2711-90, LBP Intramuros Branch. Once payment has been made, please send, thru email gmpapa@nationalarchives.gov.ph the scanned copy of bank validated/received LDDAP and ACIC. Payments will also be accepted at the NAP Training and Information Division, 3rd Floor, Juan Luna Place, Muelle dela Industria cor. Juan Luna Street, Binondo, Manila. Please bring and present your approved confirmation upon registration. NAP reserves the right to refuse walk-in/unconfirmed participants.

For registration/inquiries, please call Training and Information Division at telefax no. 521-6830 or email at gmpapa@nationalarchives.gov.ph.

Name: _____ Sex: _____ Age: _____ Birthdate: _____
(Print surname, first name, middle name)

Position/Designation: _____ Nickname: _____ Civil Status _____

Home Address: _____

Agency/Office: _____

Address: _____

Region: _____

(Area Code) +Tel. No. _____ Fax. No. _____ Mobile No. _____

E-Mail Address _____

Educational Attainment: _____

Previous Records Management
Training/Seminar Attended

Date

Conducting Agency

(Use separate sheet if necessary)

Present Duties and Responsibilities:

Approving Official (Name in Print & Signature)

Position