



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



REGIONAL ADVISORY

No. 05, s.2018



To : Schools Division Superintendents
Division Records Officers
All others Concerned

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

Subject : SEMINAR-WORKSHOP ON RECORDS DISPOSITION
ADMINISTRATION

Date : May 4, 2018

Attached is the letter invitation from the National Archives of the Philippines to participate in the conduct of the seminar-workshop on "Records Disposition Administration" to be held on June 5-7, 2018 at L' Fisher Hotel, Bacolod 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.



Philippine Records Management Association, Inc.

Seminar-workshop on

"MANAGING RECORDS WITH THE LAW IN MIND"

28-30 May 2018

Hotel H2O, Luneta, Manila

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
0800H	Registration	4.0 PEOPLE'S FREEDOM OF INFORMATION (Executive Order No. 2, s. 2016): Its Impacts and Demands on Records Management	6.0 THE RULES OF EVIDENCE: IMPLICATIONS TO RECORDS MANAGEMENT
	Opening Ceremonies		
0930H	SEMINAR MECHANICS LEVELING OF EXPECTATIONS		
1000 H	C O F F E E B R E A K		
1030 H	1.0 RECORDS MANAGEMENT AND THE LAW	OPEN FORUM	MOCK TRIAL/OPEN FORUM
1200 H	L U N C H B R E A K		
1330 H	2.0 NATIONAL CULTURAL HERITAGE ACT OF 2009 (RA10066) AND RECORDS/ARCHIVES MANAGEMENT	5.0 DATA PRIVACY ACT (RA #10173) AND CHALLENGES TO RECORDS MANAGEMENT	PRIMA SNAP-CHAT ON RM ISSUES DISTRIBUTION OF CERTIFICATES
1500H	C O F F E E B R E A K		
1530H	3.0 LAWS ON DOCUMENT AND INFORMATION SECURITY	WORKSHOP EXERCISE/OPEN FORUM	
1700H	A D J O U R N M E N T		

Email: prma_manila@yahoo.com.ph

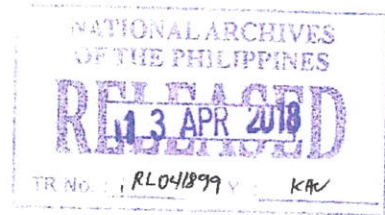
Web: <http://phlrecordsmanagement.blogspot.com>

To register online, go the URL: <https://goo.gl/KO9k32>



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

April 13, 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 **"Records Disposition Administration"** to be held on **June 5-7, 2018 at L' Fisher Hotel, Bacolod City.**

This seminar-workshop is designed to provide government personnel with the knowledge and skills needed in implementing required standard policies on records 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.

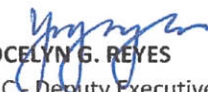
This three-day live out program will only accommodate 150 participants on a first-come-first-served basis. Seminar fee of Php 3,900.00 covers kit, handouts, certificates, snacks and lunch. **Nominations must be confirmed by NAP prior to payment in cash or LDDAP/check to the National Archives of the Philippines on or before registration.** In case payment in LDDAP through Land Bank of the Philippines, Account name shall be **National Archives of the Philippines, Current Account no. 0012-1130-05, 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 Building, Juan Luna St., cor. M. Dela Industria St., Binondo, Manila.**

We request that you send us back your accomplished nomination form to **confirm** your attendance to be listed in our database before May 25, 2018. **However, acceptance of nominations shall be closed any time before the deadline if NAP has already reached the target number of participants. 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 RECORDS DISPOSITION ADMINISTRATION to be held on
June 5-7, 2018 at L' Fisher Hotel, Bacolod City

Please send back this accomplished nomination form to confirm your attendance to be listed in our database through fax, e-mail or mail to the Training & Information Division, National Archives of the Philippines, 3/F Juan Luna Building, Juan Luna St. cor. M. Dela Industria St., Binondo, Manila. However, acceptance of nomination forms shall be closed any time before the deadline if NAP has already reached the target number of participants before **May 25, 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. Nomination must be confirmed by NAP prior to 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 National Archives of the Philippines 101, with Account No. 0012-1130-05, 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 Building, Juan Luna St., cor M. Dela Industria St., 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