



Republic of the Philippines
Department of Education
CARAGA REGION

MARCH 31, 2026

REGIONAL MEMORANDUM
NO. 0304 , 2026

To: Schools Division Superintendents
Division Records Officers
All Others Concerned

**PARTICIPATION IN THE 2026 SEMINAR-WORKSHOPS OF THE NATIONAL
ARCHIVES OF THE PHILIPPINES**

1. In view of the 2026 Training Calendar released by the National Archives of the Philippines (NAP), all concerned personnel are hereby enjoined to participate in the scheduled seminar-workshops on records management as detailed in the attached NAP communication.
2. These training activities aim to enhance competencies and ensure alignment with national standards in records and archives administration, which will cover the following topics:
 - a. Basic Records and Archives Management (BRAM)
 - b. Records Disposition Administration (RDA)
 - c. Establishment of a Records Center
3. Participants are the Regional and Division Records Officers, Registrars, School Records Custodians, Document Custodians, and other personnel involved in handling and maintaining records.
4. The seminar fee per participant, which covers training kits, handouts, certificates, lunch and snacks, may be charged to local MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Please visit the NAP official website and Facebook page for more information.
6. For your information and guidance.

MARIA INES C. ASUNCION
Director IV
Regional Director

ASD/crj
3/27/2025



National Archives of the Philippines

★ Favorites · October 20 at 9:00 AM · 🌐



The National Archives of the Philippines (NAP) is pleased to announce its Training Calendar for CY 2026!

This series of **Seminar-Workshops** covers essential aspects of **Records and Archives Management**:



Regional Seminar-Workshops



Basic Records and Archives Management (BRAM)



10–12 March 2026, Tagaytay City



Records Disposition Administration (RDA)



12–14 May 2026, Iloilo City



Establishment of a Records Center (ERC)



11–13 August 2026, Davao City



Basic Records and Archives Management (BRAM)



17–19 November 2026, Clark Freeport Zone

By Invitation Only:



Seminar-Workshops on Basic Records and Archives Management (BRAM)

for **Strategically-Challenged Areas**



21–22 April 2026, Occidental Mindoro



15–16 September 2026, Zamboanga del Sur

Join us as we continue to promote effective records management and strengthen archival practices across the nation!



National Archives of the Philippines added 7 new photos from March ...

★ Favorites · March 18 at 3:00 PM · 🌐 · 🌐

 **The National Archives of the Philippines (NAP)** announces its Learning Management System (LMS) Training Calendar for **February–June 2026!**

These online programs aim to boost awareness of RA 9470 and improve Records and Archives Management across Government agencies.

 Seminar on Awareness and Compliance with RA 9470

 23–27 February 2026 – Region I (Ilocos Region)

 Seminar on Awareness and Compliance with RA 9470

 24–27 March 2026 – Cordillera Administrative Region (CAR)

 Seminar-Workshop on Basic Records & Archives Management (BRAM)

 06–17 April 2026

 Short Course on Records Inventory and Appraisal

 20–25 May 2026 – Region VII (Central Visayas)

 Seminar on Awareness and Compliance with RA 9470

 03–08 June 2026 – Region VI (Western Visayas)

 Short Course on Records Inventory and Appraisal

 16–22 June 2026 – Region X (Northern Mindanao)

We invite you to join us in advancing effective records management, ensuring compliance with archival laws, and strengthening information governance across the public sector.

To express your interest in attending the NAP Learning Management Seminars for CY 2026, kindly accomplish the Expression of Interest (EOI) Form through the link provided below.

<https://bit.ly/lms2026eoi>



National Archives of the Philippines
Pambansang Sinupan ng Pilipinas



Seminar – Workshop on Basic Records and Archives Management (BRAM)



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CLARK FREEPORT ZONE

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National Archives of the Philippines
Pambansang Sinupan ng Pilipinas



Seminar – Workshop on Establishment of a Records Center (ERC)



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DAVAO CITY

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National Archives of the Philippines
Pambansang Sinupan ng Pilipinas



Seminar – Workshop on Records Disposition Administration (RDA)



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National Archives of the Philippines
Pambansang Sinupan ng Pilipinas



Seminar – Workshop on Basic Records and Archives Management (BRAM)



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National Archives of the Philippines
Pambansang Sinupan ng Pilipinas



2026

TRAINING CALENDAR

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