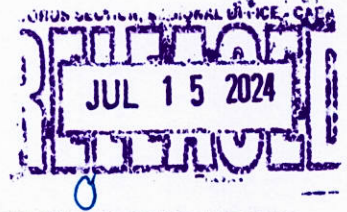




Republic of the Philippines
Department of Education
CARAGA REGION



July 8, 2024

REGIONAL MEMORANDUM

No. 0688, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS
ALL CONCERNED
This Region

**VIRTUAL REGIONAL SEMINAR-WORKSHOP ON ELECTRONIC
RECORDS MANAGEMENT TO BE CONDUCTED BY THE
NATIONAL ARCHIVES OF THE PHILIPPINES**

1. The field is hereby informed that the National Archives of the Philippines (NAP), as the institution/agency mandated for records management will conduct the Virtual Regional Seminar-Workshop on Electronic Records Management (ERM) to be held on August 12-16, 2024, 8:00 am – 12:00 nn via Zoom Video Conference.
2. This seminar-workshop is designed to provide government personnel with the knowledge and skills to manage E-records and develop an effective Electronic Records Management Program in their respective organizations.
3. The deadline of the registration to this five-day online training program is on or before July 19, 2024 and will accommodate participants on a first-come-first-serve basis. The seminar fee of P 3,900.00 per participant shall be charged to MOOE funds subject to the usual accounting and auditing rules and regulations.
4. Target participants to this activity are Records Officers, Information Officers, Document Controllers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records.
5. Please visit the National Archives official website and Facebook page for more information.
6. For your information, guidance, and compliance.

MARIA INES C. ASUNCION
Director III
Officer In-Charge
Office of the Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
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2024-07-10923

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2



Certificate No.: PHP QMS
24 93 0191

Encl: Training Announcement from the National Archives of the Philippines
Referenc: Training Announcement from the National Archives of the Philippines
To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE

TRAININGS

SEMINAR

ASD/crj
07/8/2024



Address: J.P. Rosales Avenue, Butuan City
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Republic of the Philippines
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NATIONAL ARCHIVES
OF THE PHILIPPINES



PAMBANSANG SINUPAN
NG PILIPINAS

ANNOUNCEMENT

Registration for the Virtual Regional Seminar-Workshop on Electronic Records Management (ERM) is **NOW OPEN!**

The National Archives of the Philippines (NAP) as the institution/agency mandated for records management, is pleased to announce the conduct of the Virtual Regional Seminar-Workshop on Electronic Records Management (ERM) to be held on August 12-16, 2024, 8:00 am - 12:00nn via Video Conference (Zoom).

This seminar-workshop is designed to provide government personnel with the knowledge and skills to manage E-records and develop an effective Electronic Records Management Program in their respective organizations. The training will involve lectures, workshops, and open forum discussions. We are inviting Department and Division Heads, Local Chief Executives, Records Officers/Managers, Information Officers, Document Controllers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records to participate in this seminar-workshop.

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<https://nationalarchives.gov.ph>



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REGISTRATION

The five-day online training program will only accommodate **200 participants, maximum of five (5) per agency**, on a **first-come-first-served basis**. The seminar fee of Php 3,900.00 per participant will cover e-certificates, and other logistics.

IMPORTANT: Interested participants should **REGISTER first BEFORE PAYMENT** through LDDAP and bank deposits at NAP Account:

Account Name: **NATIONAL ARCHIVES OF THE PHILIPPINES**
Account Number: **0012-1130-05**
Branch: **Land Bank of the Philippines - Intramuros**

Training slots shall only be confirmed upon full payment of the seminar fee. Once payment is made, please send through email at:

nap_training@nationalarchives.gov.ph / meabunales@nationalarchives.gov.ph

the scanned copy of bank validated/received LDDAP and ACIC and other deposit slips with your registration details (complete name of registrant) to be confirmed of your attendance.

The deadline of registration is on or before 19 July 2024.

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REGISTER NOW!

Confirmed participants will receive the zoom link upon compliance of the above requirements. However, confirmation of registrations shall be closed any time if NAP has already reached the target number of participants. NAP reserves the right to deny acceptance of unconfirmed participants in the virtual link.

A written request for cancellation shall be submitted through email at nap_training@nationalarchives.gov.ph at least one (1) week before the actual date of conduct. Substitution of participant/s for the same course is allowed. In case of substitution, a written request shall be submitted at least two (2) days before the conduct of the virtual seminar-workshop.

To register, kindly Scan the QR Code
or click the link on the description



For more inquiries, you may call telephone number 8521-6830.

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