



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. 0973, s. 2024

SEP 18 2024

To: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

**VIRTUAL REGIONAL SEMINAR-WORKSHOP ON BASIC RECORDS AND
ARCHIVES 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 *Regional Seminar-Workshop on Basic Records and Archives Management (BRAM)*, to be held on November 11-15, 2024, from 8:00 a.m. to 12:00 nn via Zoom Video Conference.
2. This seminar-workshop is designed to provide government personnel with the knowledge, skills, and proper attitude toward systematic and economical records management activities.
3. The deadline for the registration for this five-day online training program is on or before October 31, 2024 and participants will be accommodated 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 for this activity are Records Officers, Information Officers, Document Controllers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records.
5. Enclosed is the training announcement from NAP. Please visit the NAP 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

Encl: As stated
Reference: None



2024-09-14850

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Effectivity	02.01.23	Page	1 of 2

To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE

SEMINAR

TRAINING PROGRAMS

ASD/crj
09/17/2024

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (082) 225-1151

Telefax No: (085) 342-5969

Email: caraga@deped.gov.ph

Website: caraga.deped.gov.ph



2024-09-14850

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



Certificate No.: PHP QMS
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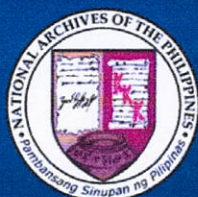


ANNOUNCEMENT

The National Archives of the Philippines (NAP), as the institution/agency mandated for records management, is pleased to announce the conduct of the **Regional Seminar-Workshop on Basic Records and Archives Management (BRAM) to be held on November 11-15, 2024, 8:00 am – 12:00 nn via Video Conference (Zoom).**

This seminar-workshop is designed to provide government personnel with the knowledge and skills as well as correct attitude towards systematic and economical records management activities. 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.



NATIONAL ARCHIVES OF THE PHILIPPINES

Pambansang Sinupan ng Pilipinas

Registration for the **Regional
Seminar-Workshop
on Basic Records and
Archives Management**
is now
Open!
#NAPBRAM2024

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 must be submitted through email **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 must be submitted at least two (2) days before the virtual seminar-workshop's conduct.

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



REGISTRATION

The five-day online training program will only accommodate **200 participants, a 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 : **Landbank of the Philippines – Intramuros**

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

Deadline of payment is on or before 31 October 2024