

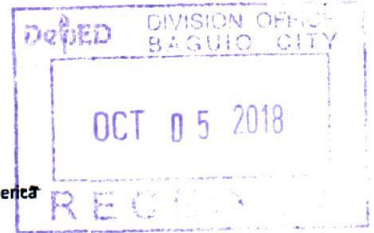


Philippine Records Management Association, Inc.

PHILGEPS Accredited Supplier (CN: 2013-96619)

Member, National Committee on Archives, National Commission for Culture and the Arts (NCCA)

Member, National Association of Government Archives and Records Administrators (NAGARA) of the United States of America



17 Sep 2018

Greetings!

Existing records holdings which have been built up over years and decades may have no documentation associated with them, or have different levels of quality of documentation. Examining the existing documentation, one can come to realize that different departments, or areas, of the organization called the same records by different names. There are also instances that the description of the records prepared by the same person may actually change over the years.

When we talk, we speak in "natural language." The most effective communication occurs when all parties involved agree on the meaning of the terms being used. But when we organize our information and label it, this natural language has so much variability that makes it difficult to find information that we know exists. Therefore, it is of prime importance to use a controlled vocabulary that ensures everyone is using the same word to mean the same thing. It imposes some order to ease the finding of the stored information and reduces the duplication of effort that arises because existing information cannot be found since they were labeled differently.

We are pleased to invite your staff to the Association's live-out seminar-workshop on **"Developing Controlled Vocabulary for Records Management"** to be held at the Subic Bay Travellers Hotel & Events Center, Corner Aguinaldo - Raymundo Streets, Subic Bay Freeport Zone, Zambales on 4-6 December 2018.

The registration fee of P 5,000.00 is inclusive of training kit, lunches and snacks. Enclosed is the program of activities. Participants should register online by simply opening the URL (<https://goo.gl/KO9k32>) on device(s) they want to use it on.

Thank you very much for your support to the Association in its cause to professionalize records and information management.

Very truly yours,

EMMY E. BALLEFIN
President



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet



ADVISORY

September 24, 2018

TO: **SCHOOLS DIVISION SUPERINTENDENTS
ALL DIVISIONS
ALL CONCERNED**

For information and dissemination. In compliance with **DepEd Order No. 9, s. 2005** entitled **"Instituting measures to increase engaged time-on-task and ensuring compliance therewith"**.

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)

FOR YOUR INFORMATION & APPROPRIATE ACTION

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MAY B. ECLAR, Ph.D., CESO V
Regional Director

FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent