



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

7 January 2019

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OFFICE
BACOLOD CITY
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Greetings!

Records management functions are broadly changing with increasing business, regulatory, community and technological demands and a range of new standards to meet. Records and information management practitioners need to be armed with the appropriate skills and knowledge to:

- effectively support business and meet organizational goals
- implement best practice and ensure accountability, and
- comply with the requirements of the National Archives Act of the Philippines and the international standard for managing records

We are pleased to invite your staff to the Association's simultaneous live-out seminar-workshops on "Records Management for Newbies" and "MS Access for Records Management" to be held at the L'Fisher Hotel, 14th Lacson Street, Bacolod City, Negros Occidental on 4-6th March 2019.

"RM101: Records Management for Newbies" is intended for people who have no background or training in records and information management but find themselves responsible for it within their organization, or have some other reason for acquiring a basic understanding of the subject.

Everyone in an organization should be able to focus on performing assigned jobs rather than wasting time and money, looking for documents that should be accessible in seconds. With "MS Access for Records Management", participants will learn the MS Access operations and instructions necessary to develop data entry, inquiry and update screens as well as generate reports for recordkeeping and eventually design and create a prototype of a computerized records management system. Participants signing up to this course are encouraged to bring own laptop/netbook installed with MS Access 2013 for the hands-on learning. Knowledge about computer applications/programming is not required.

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

EMYTE. BALLEFIN
President

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



ADVISORY

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

For information and dissemination.

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
January 14, 2019

FOR YOUR INFORMATION & APPROPRIATE ACTION

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



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Very truly yours,

EMMY E. BALLEFIN

President



Seminar Workshop on

“MS ACCESS FOR RECORDS MANAGEMENT”**

L’Fisher Hotel

14th Lacson Street, Bacolod City, Negros Occidental

4-6 March 2019

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00	REGISTRATION	MS ACCESS FOR RECORDS MANAGEMENT LEARNING THE BASICS	FINALIZATION OF GROUP OUTPUT
9:30	OPENING CEREMONIES LEVELLING OF EXPECTATIONS		
10:00	C O F F E E B R E A K		
10:30	RECORDS MANAGEMENT and INFORMATION TECHNOLOGY	Hands-on TABLES AND QUERIES	PRESENTATION OF WORKSHOP OUTPUTS
12:00 NN	L U N C H B R E A K		
1:30 PM	DATABASE MANAGEMENT SYSTEMS (DBMS)	Hands-on FORMS AND REPORTS	SYSTEMS PRESENTATION
3:00	C O F F E E B R E A K		
3:30	MS ACCESS FOR RECORDS MANAGEMENT	WORKSHOP EXERCISE CREATING DATABASE APPLICATION for Records & Information Management	<ul style="list-style-type: none"> PRMA SNAPCHAT ON RIM ISSUES DISTRIBUTION OF CERTIFICATES
5:00 PM	A D J O U R N M E N T		

***Participants are encouraged to bring own laptop/netbook installed with MS Access 2013 for the hands-on learning.**



Seminar Workshop on

“RM101: RECORDS MANAGEMENT FOR NEWBIES”

L’Fisher Hotel

14th Lacson Street, Bacolod City, Negros Occidental

4-6 March 2019

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00	REGISTRATION	MAINTENANCE PHASE <ul style="list-style-type: none"> Mail Management Files Management Methods of Filing Adopting a Files Plan Standard Rules for Filing 	ORGANIZING A RECORDS UNIT <ul style="list-style-type: none"> Legal Basis Placement Physical Location Principles Ethical Behavior
9:30	OPENING CEREMONIES LEVELLING OF EXPECTATIONS		
10:00	C O F F E E B R E A K		
10:30	INTRODUCTION <ul style="list-style-type: none"> ISO and RM Elements and Principles of ISO 15489 	WORKSHOP EXERCISE	WORKSHOP EXERCISE
12:00 NN	L U N C H B R E A K		
1:30 PM	CREATION PHASE <ul style="list-style-type: none"> How to Identify Records Records Creation and Control 	DISPOSITION PHASE <ul style="list-style-type: none"> Inventory Appraisal Retention and Disposition Schedule Disposal of Records Records Center Operations 	PRESENTATION OF OUTPUTS
3:00 PM	C O F F E E B R E A K		
3:30 PM	MAINTENANCE PHASE <ul style="list-style-type: none"> Registration Classification Indexing 	WORKSHOP EXERCISE	<ul style="list-style-type: none"> PRMA SNAPCHAT ON RIM ISSUES DISTRIBUTION OF CERTIFICATES
5:00 PM	A D J O U R N M E N T		

Please register online thru this URL:
<https://goo.gl/KO9k32>