



Announcement No. 32, s. 2015

## ANNOUNCEMENT

**TO : ALL HEADS OF CONSTITUTIONAL BODIES, NATIONAL GOVERNMENT AGENCIES (NGAs), LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS (GOCCs), AND STATE UNIVERSITIES AND COLLEGES (SUCs)**

**SUBJECT : PRMA's National Convention-Seminar**

The Philippine Records Management Association, Inc. will hold its National Convention-Seminar with the theme "What's Trending in Records and Information Management?" on June 23-25, 2015 at the Citystate Tower Hotel, 1315 Mabini St., Ermita, Manila.

Heads of agencies may allow attendance of their respective employees on official business/time.

For more information, you may contact the Philippine Records Management Association, Inc. at telefax no. (049) 536-2546 or email: [prma\\_manila@yahoo.com.ph](mailto:prma_manila@yahoo.com.ph) or log on at <http://philrecordsmanagement.blogspot.com>.

  
**ROBERT S. MARTINEZ**  
Acting Chairman

03 JUN 2015

*In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*



# Philippine Records Management Association, Inc.

CSC-Accredited Training Institution (PTI-01220-0996)

PHILGEPS Accredited Supplier (CN: 2013-96619)

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

## REGISTRATION FORM

Seminar Name: \_\_\_\_\_

Seminar Dates: \_\_\_\_\_ Seminar Location: \_\_\_\_\_

<b>1. Name</b> (Last) (First) (Middle)			<b>2. Nickname</b>
<b>3. Position/Designation</b>			<b>6. Agency Classification</b> <i>Please mark appropriate box:</i> <input type="checkbox"/> National Offices <input type="checkbox"/> Regional Offices <input type="checkbox"/> Local Government Unit <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> Private <input type="checkbox"/> Others
<b>4a. Agency/Office Mailing Address</b>		<b>4c. Telephone No.</b>	
<b>4b. Office Email Address:</b>		<b>4d. Fax No.</b>	
<b>5a. Home Address</b>		<b>5b. Tel. No.</b>	
<b>5c. Personal Email Address</b>		<b>5d. Mobile Phone:</b>	
<b>7. Registration fee*</b> is inclusive of kit, meals and seminar materials <input type="checkbox"/> Check/Cash Enclosed <input type="checkbox"/> PMO <input type="checkbox"/> Upon Registration			<b>8a. Approving Authority</b>
<b>9. Participant's Signature</b>			<b>10. Date</b>

\* As indicated in the invitation letter

Check should be payable to: PHILIPPINE RECORDS MANAGEMENT ASSOCIATION, INC.

**NOTE:** Deadline of Reservation – A week before the start of the seminar. You may send this form via email.



# Philippine Records Management Association, Inc.

National Convention-Seminar on

## “What’s Trending in Records and Information Management?”

Citystate Tower Hotel, 1315 A. Mabini St., Ermita, Manila

23 -25 Jun 2015

### PROGRAM OF ACTIVITIES

23 Jun	8:30am	Session 3	8:30am	Session 7
	7:30am	REGISTRATION		E-Government Initiatives in the Philippines
	9:30	OPENING CEREMONIES		COFFEE BREAK
		<ul style="list-style-type: none"> <li>• Invocation</li> <li>• National Anthem</li> <li>• Welcome Remarks</li> <li>• Introduction of Keynote Speaker</li> <li>• Keynote Address</li> </ul>	10:00	COFFEE BREAK
	10:30	Convention Mechanics	10:30	Session 8
		Records Management in the Movie		RIM Updates and Latest Technological Solutions
	12:00nn	LUNCH	12:00nn	LUNCH
	1:30pm	Session 1	1:30pm	General Membership Meeting and Networking Hour
		Changing an Organization’s Culture Thru RIM		COFFEE BREAK
	3:00	COFFEE BREAK	3:00	Distribution of Certificates
	3:30	Session 2	3:30	Adjournment
		Keeping Up with the Transforming RIM Landscape		
24 Jun			25 Jun	