



Announcement No. 67, 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 : Seminar-Workshop on "Formulating and Writing a Record-keeping Policies and Procedures Handbook"**

The Philippine Records Management Association, Inc. shall be conducting the subject event on December 1-3, 2015 at the Regent Hotel, 63 Elias Angeles St., Naga City, Camarines Sur.

All concerned government employees are encouraged to participate in the said Seminar-Workshop.

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

09 OCT 2015