



Announcement No. 74, 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 "Managing Electronic Records"**

The National Archives of the Philippines will be conducting the subject seminar-workshop on November 24-26, 2015 at the Crown Regency Residences-Cebu, V. Rama Avenue, Fuente Osmeña, Cebu City.

This seminar-workshop introduces participants to the designing of sound electronic recordkeeping practices within the organization in order to develop an affordable, manageable and effective electronic records access program in their respective government agencies.

All concerned government employees are encouraged to participate in this seminar-workshop. Registration fee of Php3,900.00 shall be charged per participant inclusive of course materials, meals and Certificate of Completion.

For more information, you may contact the Training and Information Division, National Archives of the Philippines at telephone numbers (02) 521-6830; (02) 525-1828/524-2054 or email: [nationalarchives@nationalarchives.gov.ph](mailto:nationalarchives@nationalarchives.gov.ph) / [gmpapa@nationalarchives.gov.ph](mailto:gmpapa@nationalarchives.gov.ph) / [mpamagsino@nationalarchives.gov.ph](mailto:mpamagsino@nationalarchives.gov.ph).

  
**ALICIA dela ROSA-BALA**  
Chairperson

NOV 26 2015