



Announcement No. 23, s. 2016

## ANNOUNCEMENT

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

**SUBJECT : Managing Records with the Law in Mind**

The Philippine Records Management Association (PRMA), Inc. will hold a live-out seminar-workshop on "**Managing Records with the Law in Mind**" on June 21-23, 2016 at the Skylight Convention Center, Puerto Princesa City, Palawan.

The Course is designed to equip participants with an understanding of the legal framework governing records management.

All concerned government employees are encouraged to participate in the said event. It is discretionary on the part of the agency heads to allow their employees to attend on official/business time, as provided for under CSC Memorandum Circular No. 43, s. 1993.

Attached are the program of activities and registration form of the seminar workshop.

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

  
**ALICIA dela ROSA-BALA**  
Chairperson

06 APR 2016

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



# Philippine Records Management Association, Inc.

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> Please mark appropriate box: <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 (P4,000)</b> <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>

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

**REMINDER:** We encourage you to register in advance so we can plan for the correct number of participants. In the distribution of kits, pre-enlisted participants will be given top priority.

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



# Philippine Records Management Association, Inc.

Seminar-workshop on

## "MANAGING RECORDS WITH THE LAW IN MIND"

21-23 June 2016

Skylight Convention Center, Puerto Princesa, Palawan

### PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
0830H	Registration Opening Ceremonies		
0930H	SEMINAR MECHANICS LEVELING OF EXPECTATIONS	2.0 NATIONAL CULTURAL HERITAGE ACT OF 2009 (RA10066) AND RECORDS/ ARCHIVES MANAGEMENT	6.0 THE RULES OF EVIDENCE: IMPLICATIONS TO RECORDS MANAGEMENT
1000 H	C O F F E E B R E A K		
1030 H	1.0 RECORDS MANAGEMENT AND THE LAW <ul style="list-style-type: none"> <li>• Legal Aspects in Managing Records</li> <li>• Regulations and legislation that relate to, or have an impact on archives and records management</li> </ul>	WORKSHOP EXERCISE/OPEN FORUM	MOCK TRIAL/OPEN FORUM
1200 H	L U N C H B R E A K		
1330 H	2.0 NATIONAL ARCHIVES ACT OF THE PHILIPPINES OF 2007 (RA9470)	5.0 E-COMMERCE ACT (RA8796) AND RECORDS	PRIMA SNAP-CHAT ON RM ISSUES
1500H	C O F F E E B R E A K		
1530H	3.0 LAWS ON DOCUMENT AND INFORMATION SECURITY	WORKSHOP EXERCISE/OPEN FORUM	DISTRIBUTION OF CERTIFICATES
1700H	A D J O U R N M E N T		

Email: [prma\\_manila@yahoo.com.ph](mailto:prma_manila@yahoo.com.ph)

Web: <http://philrecordsmanagement.blogspot.com>