



Announcement No. 38, s. 2016

ANNOUNCEMENT

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

SUBJECT : RM201: ISO-Compliant Records Management Processes and Control

The Philippine Records Management Association, Inc. will hold a live-out seminar-workshops entitled "**RM201: ISO-Compliant Records Management Processes and Control**" at the DeLuxe Hotel, Capt. Vicente Roa St., Cagayan de Oro, Misamis Oriental on September 13-15, 2016.

Enclosed are the Program of Activities and Registration Form.

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

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


ALICIA dela ROSA-BALA
Chairperson

08 AUG 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: _____

1. Name (Last) (First) (Middle)			2. Nickname
3. Position/Designation			6. Agency Classification <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
4a. Agency/Office Mailing Address	4c. Telephone No.		
4b. Office Email Address:	4d. Fax No.		
5a. Home Address	5b. Tel. No.		
5c. Personal Email Address	5d. Mobile Phone:		
7. Registration fee* <input type="checkbox"/> Check/Cash Enclosed <input type="checkbox"/> PMO <input type="checkbox"/> Upon Registration			
9. Participant's Signature			8a. Approving Authority
			10. Date

* As indicated in the invitation letter

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. Please send this form via email.



Philippine Records Management Association, Inc.

Seminar-workshop on

“RM201: ISO-COMPLIANT RECORDS MANAGEMENT PROCESSES AND CONTROL”

Deluxe Hotel, Capt. Vicente Roa St., Cagayan de Oro, 9000 Misamis Oriental

13-15 Sep 2016

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00 AM	Registration Opening Ceremonies		
9:30 AM	SEMINAR MECHANICS LEVELING OF EXPECTATIONS	3.0 RECORDS MANAGEMENT PROCESSES - Records Capture - Records Registration - Records Use and Tracking	5.0 RECORDS MANAGEMENT PROCESSES - Identification of Disposition Status - Implementation of Disposition
10:00 AM		COFFEE BREAK	
10:30 AM	1.0 INTRODUCTION: INTERNATIONAL STANDARD FOR MANAGING RECORDS	WORKSHOP EXERCISE 2	6.0 RECORDS MANAGEMENT PROCESSES - Metadata for Records (ISO 23081)
12:00 NN		LUNCH BREAK	
1:30 PM	2.0 ALIGNING RECORDS MANAGEMENT REQUIREMENTS AND PROCESSES	4.0 RECORDS MANAGEMENT PROCESSES - Records Classification - Vocabulary control - Indexing - Access and security classification	DISTRIBUTION OF CERTIFICATES ENVIRONMENTAL SCANNING
3:00 PM	COFFEE BREAK		
3:30 PM	WORKSHOP EXERCISE 1	WORKSHOP EXERCISE 3	
5:00 PM	ADJOURNMENT		

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