



Republic of the Philippines
Department of Education
CARAGA REGION
J.P. Rosales Avenue, Butuan City




REGIONAL ADVISORY

No. 40, s.2018



To : Schools Division Superintendents
Division Records Officers
All others Concerned

From :  BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Subject : SEMINAR-WORKSHOP ON MANAGING RECORDS WITH THE LAW
IN MIND

Date : March 22, 2018

Attached is the letter invitation from the Philippine Records Management Association, Inc. to participate in the conduct of the seminar-workshop on "Managing Records with the Law in Mind" to be held on May 28-30, 2018 at Hotel H20, Luneta, Manila.

This advisory is issued subject to the discretion of the Division Offices to participate on the said seminar-workshop if it is found to be necessary and relevant to the functions of the concerned personnel.

For your information and guidance.



Philippine Records Management Association, Inc.

PHILGEPS Accredited Supplier (CN: 2013-96619)

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

8 March 2018

Greetings!

Managing records and documents involves laws, acts, standards and regulations. Many regulations impact every organization, from government to private to nonprofit. There are legislations recognizing the fundamental nature of the relationship of records as:

- instruments of accountability by the government to the people;
- evidence of public and private rights and obligations;
- an informational source on matters relating to the continuous administration and management of the institution;
- cultural patrimony of the nation; and
- basis for the exclusive authority to carry out records management functions and responsibilities in the entire organization.

By being aware of the statutes pertaining to records management, practitioners in the field help ensure that all records procedures are compliant with those laws.

We are pleased to invite you to the Association's live-out seminar-workshop on a seminar-workshop on "*Managing Records with the Law in Mind*" to be held at the Hotel H₂O, Luneta, Manila on 28-30 May 2018.

The registration fee of **P 5,500.00** is inclusive of training kit, lunches and snacks. Enclosed is the program of activities. You should register online by simply opening the URL (<https://goo.gl/KO9k32>) on device(s) you want to use it on.

We look forward to interacting with you in the activities as we work together towards professionalizing records management.

Very truly yours,

EMMY E. BALLEFIN
President



Philippine Records Management Association, Inc.

Seminar-workshop on

“MANAGING RECORDS WITH THE LAW IN MIND”

28-30 May 2018

Hotel H2O, Luneta, Manila

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
0800H	Registration		
	Opening Ceremonies		
0930H	SEMINAR MECHANICS LEVELING OF EXPECTATIONS	4.0 PEOPLE'S FREEDOM OF INFORMATION (Executive Order No. 2, s. 2016): Its Impacts and Demands on Records 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	OPEN FORUM	MOCK TRIAL/OPEN FORUM
1200 H	L U N C H B R E A K		
1330 H	2.0 NATIONAL CULTURAL HERITAGE ACT OF 2009 (RA10066) AND RECORDS/ ARCHIVES MANAGEMENT	5.0 DATA PRIVACY ACT (RA #10173) AND CHALLENGES TO RECORDS MANAGEMENT	
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	PRMA SNAP-CHAT ON RM ISSUES DISTRIBUTION OF CERTIFICATES
1700H	A D J O U R N M E N T		

Email: prma_manila@yahoo.com.ph

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

Please register online thru this URL: <https://goo.gl/KO9K32>