



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

Advisory No. **351**, s. 2023  
 September 19, 2023

In compliance with DepEd Order No. 8, s. 2013  
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**A BOOSTER FOR RECORDS MANAGEMENT**

In reference to the attached letter from the Philippine Records Management Association (PRMA), Inc.. There will be a training/seminar with regard the above-mentioned activity on **December 04-06, 2023** at **Veniz Hotel**, Session, 54 SB Building, Session Rd, Baguio, Benguet.

This seminar is intended for people whose job is to help manage their organization's records and for anybody who creates or maintains records that document his/her work and agency's business.

For more information, please contact/email:

**Ms. EMMY E. BALLESFIN**  
 0995-957-9046 (G); 0969-315-3999 (S)  
 email: [prma\\_manila@yahoo.com.ph](mailto:prma_manila@yahoo.com.ph)



Misamis St., Bago Bantay, Quezon City  
 Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <http://www.depedncr.com.ph>

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# Philippine Records Management Association, Inc.

PHILGEPS Accredited Supplier (CN: 2013-96619)

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

Member, National Association of Government Archives and Records Administrators (NAGARA) of the United States of America

15 September 2023

Greetings!

Information is power, and there is need to keep recorded information well for future reference and use. To fulfill their commitment to the public and serve as the foundation for an accountability framework, governmental organizations should adopt and uphold a healthy records management program.

Globally, COVID-19 has had a significant impact on organizations and employees, and it has sickened certain office systems. Records management work has been hampered throughout the pandemic. Routines of record generation, storage, and management are likely to leave significant knowledge gaps in the future. Many records and information-related processes and attitudes that were already in place in most organizations prior to the pandemic have been accelerated and complicated by COVID-19.

Despite the challenges brought by the pandemic, records and information management practitioners should recognize that Covid-19 means modified or improved and new ways of working and that they must keep going in their jobs.

We are pleased to invite your staff to the Association's live-out seminar-workshop on a seminar-workshop on "*A Booster for Records Management*" to be held at the Veniz Hotel Session, 54 SB Building, Session Rd, Baguio, Benguet on 4-6 December 2023.

This seminar is intended for people whose job is to help manage their organization's records and for anybody who creates or maintains records that document his/her work and agency's business.

The registration fee of P6,000.00 is inclusive of training kit, lunch and snacks. You may register online by simply opening the URL (<https://goo.gl/KO9k32>) on device(s) you want to use it on. Payment can be made thru bank deposit or LLDAP-ADA to:

ACCOUNT NAME: PHILIPPINE RECORDS MANAGEMENT ASSOCIATION (PRMA), INC.

Account Number: 3092-1000-64

Depository Bank: Land Bank of the Philippines, Malacañang Branch

The copy of bank validated/received LLDAP-ADA and/or deposit slip must be submitted on or before 24 November 2023.

Thank you for your support in our cause to professionalize records and information management.

Very truly yours,

**EMMY E. BALLESTIN**

President



# Philippine Records Management Association, Inc.

Seminar-workshop on

## “A BOOSTER FOR RECORDS MANAGEMENT”

Veniz Hotel Session, 54 SB Building, Session Road, Baguio, Benguet  
4-6 December 2023

### PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:30 AM	Registration Opening Ceremonies  SEMINAR MECHANICS LEVELING OF EXPECTATIONS	3.0 RECORDS MANAGEMENT BOOSTER - Attributes of Effective Records Management - Strategic Planning - Resource Management	5.0 RECORDS MANAGEMENT BOOSTER - Principles of Records Management Best Practices - Developing Good RM Habits
10:00 AM	C O F F E E B R E A K		
10:30 AM	1. ORGANIZATIONAL IMMUNE SYSTEM AND RECORDS	WORKSHOP EXERCISE 1	6.0 RECORDS MANAGEMENT BOOSTER - Raising Your Organization's Records Management Profile and Your Career
12:00 NN	L U N C H B R E A K		
1:30 PM	2. JOURNEY TO BETTER RECORDS MANAGEMENT • Seven Roads to Improvement	4.0 RECORDS MANAGEMENT BOOSTER - Linking Records to Information Technology - Excellence and Accountability in RM - Appropriate Access - Storage and Disposition	PRMA SNAP-CHAT ON RM ISSUES  DISTRIBUTION OF CERTIFICATES
3:00 PM	C O F F E E B R E A K		
3:30 PM	Continuation... Roads to Improvement	WORKSHOP EXERCISE 2	
5:00 PM	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>

Please register online thru this URL: <https://goo.gl/KO9k32>