



Announcement No. 02, s. 2018

ANNOUNCEMENT

FOR : HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : RM101: Records Management for Newbies and MS Access for Records Management

The Philippine Records Management Association, Inc. will simultaneously hold two (2) live-out seminar-workshops entitled "**RM101: Records Management for Newbies**" and "**MS Access for Records Management**" at the Hennan Convention Center, Alona Beach, Tawala, Panglao Island, Bohol on February 27 – March 1, 2018.

The **RM101: Records Management for Newbies** is intended for people who have no background or training in records and information management but find themselves responsible for it within their organization, or have some other reason for acquiring a basic understanding of the subject.

With **MS Access for Records Management**, participants will learn the MS Access operations and instructions necessary to develop data entry, inquiry and update screens as well as generate reports for records keeping and eventually design and create a prototype of a computerized records management system.

All interested government employees may participate in this 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 is the program of activities of the 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

16 JAN 2018

Bawat Kawani, Lingkod Bayani

"MS ACCESS FOR RECORDS MANAGEMENT"**

Hennan Convention Center
Alona Beach, Tawala, Panglao Island, Bohol
27 February – 1 March 2018

**"RM101: RECORDS MANAGEMENT FOR NEWBIES"**

Hennan Convention Center
Alona Beach, Tawala, Panglao Island, Bohol
27 February – 1 March 2018

**PROGRAM OF ACTIVITIES**

TIME	DAY 1	DAY 2	DAY 3
8:00	REGISTRATION		
9:30	OPENING CEREMONIES LEVELLING OF EXPECTATIONS	MS ACCESS FOR RECORDS MANAGEMENT LEARNING THE BASICS	
10:00	C O F F E E B R E A K		
10:30	RECORDS MANAGEMENT and INFORMATION TECHNOLOGY	Hands-on TABLES AND QUERIES	FINALIZATION OF GROUP OUTPUT PRESENTATION OF WORKSHOP OUTPUTS
12:00 NN		L U N C H B R E A K	
1:30 PM	DATABASE MANAGEMENT SYSTEMS (DBMS)	Hands-on FORMS AND REPORTS	SYSTEMS PRESENTATION
3:00		COFFEE BREAK	
3:30	MS ACCESS FOR RECORDS MANAGEMENT	WORKSHOP EXERCISE CREATING DATABASE APPLICATION for Records & Information Management	<ul style="list-style-type: none"> PRMA SNAPCHAT ON RIM ISSUES DISTRIBUTION OF CERTIFICATES
5:00 PM		A D J O U R N M E N T	

***Participants are encouraged to bring own laptop/netbook installed with MS Access 2010 for the hands-on learning.**

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00	REGISTRATION	MAINTENANCE PHASE	ORGANIZING A RECORDS UNIT
9:30	OPENING CEREMONIES LEVELLING OF EXPECTATIONS	<ul style="list-style-type: none"> Mail Management Files Management Methods of Filing Adopting a Files Plan Standard Rules for Filing 	<ul style="list-style-type: none"> Legal Basis Placement Physical Location Principles Ethical Behavior
10:00		C O F F E E B R E A K	
10:30	INTRODUCTION • ISO and RM • Elements and Principles of ISO 15489	WORKSHOP EXERCISE	WORKSHOP EXERCISE
12:00 NN		L U N C H B R E A K	
1:30 PM	CREATION PHASE • How to Identify Records • Records Creation and Control	DISPOSITION PHASE • Inventory Appraisal • Retention and Disposition Schedule • Disposal of Records • Records Center Operations	PRESENTATION OF OUPUTS
3:00 PM		C O F F E E B R E A K	
3:30 PM	MAINTENANCE PHASE • Registration • Classification • Indexing	WORKSHOP EXERCISE	<ul style="list-style-type: none"> PRMA SNAPCHAT ON RIM ISSUES DISTRIBUTION OF CERTIFICATES
5:00 PM		A D J O U R N M E N T	

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