



Announcement No. 03, s. 2017

ANNOUNCEMENT

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

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 Grand Regal Hotel, J.P. Laurel Avenue, Lanang, Buhangin, Davao City on February 21-23, 2017.

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.

On the other hand, through **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 concerned government employees are encouraged to participate in the said Seminar-Workshops. However, 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, 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

26 JAN 2017

Bawat Kawani, Lingkod Bayani



Seminar Workshop on

"MS ACCESS FOR RECORDS MANAGEMENT*"

Grand Regal Hotel, J.P. Laurel Avenue, Lanang, Buhangin,
 Davao City, 8000 Davao del Sur
 21-23 February 2017



Seminar Workshop on

"RM101: RECORDS MANAGEMENT FOR NEWBIES"

Grand Regal Hotel, J.P. Laurel Avenue, Lanang, Buhangin,
 Davao City, 8000 Davao del Sur
 21-23 February 2017

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00	REGISTRATION	MS ACCESS FOR RECORDS MANAGEMENT LEARNING THE BASICS	FINALIZATION OF GROUP OUTPUT
9:30	OPENING CEREMONIES LEVELLING OF EXPECTATIONS		
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	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	C O F F E E B R E A K		
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 <ul style="list-style-type: none"> • Mail Management • Files Management • Methods of Filing • Adopting a Files Plan • Standard Rules for Filing 	ORGANIZING A RECORDS UNIT <ul style="list-style-type: none"> • Legal Basis • Placement • Physical Location • Principles • Ethical Behavior
9:30	OPENING CEREMONIES LEVELLING OF EXPECTATIONS		
10:00	C O F F E E B R E A K		
10:30	INTRODUCTION <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • How to Identify Records • Records Creation and Control 	DISPOSITION PHASE <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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		