



Announcement No. 24, s. 2014

ANNOUNCEMENT

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

SUBJECT : Seminar-Workshop on Developing Controlled Vocabulary for Records Management

The Philippine Records Management Association, Inc. will hold a three-day live out seminar-workshop entitled "Developing Controlled Vocabulary for Records Management" on June 17-19, 2014 at the Skylight Hotel, Puerto Princesa City, Palawan.

This seminar-workshop aims to:

- Describe the function of a controlled vocabulary and how it is created;
- Discuss the different types of controlled vocabulary and some examples of them; and
- Explain the relationship of taxonomies, classification schemes and thesaurus for recordkeeping.

This course is designed for records and information management practitioners, archivists and other staff faced with the challenge of achieving consistency in the description of records/information content.

All concerned government employees are encouraged to participate in the said seminar-workshop.

A registration fee of Four Thousand Pesos (Php4,000.00) shall be charged per participant.

For more information, you may contact the Philippine Records Management Association, Inc. at telefax no. (049) 536-2526 or email: prma_manila@yahoo.com.ph or log on at <http://philrecordsmanagement.blogspot.com>.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

APR 24 2014

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service