



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

12 June 2018

Greetings!

Sound records management is an indispensable element for good governance, effective administration, transparency, accountability and delivery of quality services. It is important to have policies and procedures guidebook to ensure that complete, accurate and comprehensive records are created and maintained, that records can easily be located and retrieved when needed, that records are not destroyed when still required and, most importantly, that records management responsibility is assigned. A guidebook seeks to facilitate standardization and consistency in the application of procedures and practices in the management of records in line with existing laws, regulations and international best practice standard (ISO 15489).

However, everyone has a particular type of fear that puts up road blocks to writing. Many are reluctant and find it difficult to write, organize their writing or decide on content. To this end, we are pleased to invite your staff to the Association's live-out seminar-workshop on **"Formulating and Writing a Recordkeeping Policies and Procedures Handbook"** to be held at the Skylight Hotel Convention Center, Puerto Princesa, Palawan on 10-12 September 2018.

The registration fee of P 5,000.00 is inclusive of training kit, lunches and snacks. Enclosed is the program of activities. Participants should register online by simply opening the URL (<https://goo.gl/KO9k32>) on device(s) they want to use it on.

Thank you very much for your support to the Association in its cause to professionalize records and information management.

Very truly yours,

EMMY E. BALLESFIN

President



Philippine Records Management Association, Inc.

Seminar-workshop on

"FORMULATING AND WRITING A RECORDKEEPING POLICIES AND PROCEDURES HANDBOOK"

Skylight Hotel Convention Center, Puerto Princesa, Palawan
10-12 September 2018

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
0800 H	Registration Opening Ceremonies	4.0 POLICIES AND PROCEDURES <ul style="list-style-type: none"> • Creation of Records • Handling Incoming & Outgoing Communications, Issuances & Directives WORKSHOP EXERCISE	PRESENTATION / PROCESSING OF OUTPUTS CONSOLIDATION OF OUTPUTS
0930 H	SEMINAR MECHANICS LEVELING OF EXPECTATIONS		
1000 H	C O F F E E B R E A K		
1030 H	1.0 RECORDS MANAGEMENT: CONFORMING TO ISO 15489	5.0 POLICIES AND PROCEDURES <ul style="list-style-type: none"> • Non-Current Records WORKSHOP EXERCISE	PRESENTATION OF PARTICIPANTS' DRAFT POLICES AND PROCEDURES HANDBOOK
1200 H	L U N C H B R E A K		
1330 H	2.0 RM HANDBOOK: A TOOL FOR COMMUNICATION	6.0 POLICIES AND PROCEDURES <ul style="list-style-type: none"> • Computerization/ Managing Electronic Records (Email Messages) WORKSHOP EXERCISE	PRESENTATION OF PRMA'S DRAFT RM POLICES & PROCEDURES HANDBOOK
1500 H	C O F F E E B R E A K	7.0 TECHNICAL WRITING	DISTRIBUTION OF CERTIFICATES
1530 H	3.0 POLICIES AND PROCEDURES <ul style="list-style-type: none"> • Characteristics of Good Policy and Procedures Documents • Components WORKSHOP EXERCISE		
1700 H	A D J O U R N M E N T		

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