



Announcement No. 43, s. 2017

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 : RM201: ISO-Compliant Records Management Processes and Control

The Philippine Records Management Association (PRMA), Inc. will hold a live-out seminar-workshop on **“RM201: ISO-Compliant Records Management Processes and Control”** on December 5-7, 2017 at the Naga Regent Hotel, Elias Angeles Street, Naga, Camarines Sur.

Attached is the Program of Activities for your reference.

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.

For more information, you may coordinate with the **Philippine Records Management Association, Inc.** at telefax no. (049) 536-2546 or through email at prma_manila@yahoo.com.ph or visit <http://philrecordsmanagement.blogspot.com>.


ALICIA dela ROSA-BALA
Chairperson
17 NOV 2017

Bawat Kawani, Lingkod Bayani



Philippine Records Management Association, Inc.

Seminar-workshop on

“RM201: ISO-COMPLIANT RECORDS MANAGEMENT PROCESSES AND CONTROL”

Naga Regent Hotel, Elias Angeles Street, Naga, Camarines Sur
5-7 Dec 2017

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00 AM	Registration Opening Ceremonies	3.0 RECORDS MANAGEMENT PROCESSES - Records Capture - Records Registration - Records Use and Tracking	5.0 RECORDS MANAGEMENT PROCESSES - Identification of Disposition Status - Implementation of Disposition
9:30 AM	SEMINAR MECHANICS LEVELING OF EXPECTATIONS		
10:00 AM		C O F F E E B R E A K	
10:30 AM	1.0 INTRODUCTION THE INTERNATIONAL STANDARD FOR MANAGING RECORDS	WORKSHOP EXERCISE 2	6.0 RECORDS MANAGEMENT PROCESSES - Metadata for Records (ISO 23081)
12:00 NN		L U N C H B R E A K	
1:30 PM	2.0 ALIGNING RECORDS MANAGEMENT REQUIREMENTS AND PROCESSES	4.0 RECORDS MANAGEMENT PROCESSES - Records Classification - Vocabulary control - Indexing - Access and security classification	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	WORKSHOP EXERCISE 1	WORKSHOP EXERCISE 3	
5:00 PM		A D J O U R N M E N T	

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