



Announcement No. 41, s. 2015

ANNOUNCEMENT

- TO : ALL HEADS OF CONSTITUTIONAL BODIES, 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. shall be conducting the subject event on September 15-17, 2015 at the Skylight Convention Center, Puerto Princesa City, Palawan.

All concerned government employees are encouraged to participate in the said Seminar-Workshop.

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


ROBERT S. MARTINEZ
Acting Chairman

21 JUL 2015

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



Philippine Records Management Association, Inc.

CSC-Accredited Training Institution (PTI-01220-0996)

PHILGEPS Accredited Supplier (CN: 2013-96619)

Member, National Committee on Archives, National Commission for Culture and the Arts (NCCA)

REGISTRATION FORM

Seminar Name: _____

Seminar Dates: _____ Seminar Location: _____

1. Name (Last) (First) (Middle)			2. Nickname
3. Position/Designation			6. Agency Classification <i>Please mark appropriate box:</i> <input type="checkbox"/> National Offices <input type="checkbox"/> Regional Offices <input type="checkbox"/> Local Government Unit <input type="checkbox"/> GOCC <input type="checkbox"/> SUC <input type="checkbox"/> Private <input type="checkbox"/> Others
4a. Agency/Office Mailing Address		4c. Telephone No.	
4b. Office Email Address:		4d. Fax No.	
5a. Home Address		5b. Tel. No.	
5c. Personal Email Address		5d. Mobile Phone:	
7. Registration fee (P4,000) <input type="checkbox"/> Check/Cash Enclosed <input type="checkbox"/> PMO <input type="checkbox"/> Upon Registration			8a. Approving Authority
9. Participant's Signature			10. Date

Check should be payable to: PHILIPPINE RECORDS MANAGEMENT ASSOCIATION, INC.

NOTE: Deadline of Reservation – A week before the start of the seminar. You may send this form via email.



Philippine Records Management Association, Inc.

Seminar-workshop on

"DEVELOPING CONTROLLED VOCABULARY FOR RECORDS MANAGEMENT"

Skylight Convention Center, Puerto Princesa City, Palawan
15-17 Sep 2015

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00 AM	Registration Opening Ceremonies	3.0 CLASSIFICATION SCHEME <ul style="list-style-type: none"> • Methods of classifying records • Identifying functions, activities and transactions • Drafting a function-based classification plan 	5.0 DEVELOPING THESAURUS <ul style="list-style-type: none"> • Understanding thesaurus • Concepts in thesaurus construction • Overview of compiling a keyword thesaurus
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 TO ISO 15489 <ul style="list-style-type: none"> • ISO and RM • Elements and Principles 	WORKSHOP EXERCISE 2	WORKSHOP EXERCISE 4
12:00 NN	L U N C H B R E A K		
1:30 PM	2.0 CONTROLLED VOCABULARIES <ul style="list-style-type: none"> • Importance • Types • Compiling • Developing and Verifying • Maintenance 	4.0 DEVELOPING RECORDS TAXONOMY <ul style="list-style-type: none"> • History and definition of taxonomy • Advantages of taxonomy in RM • Key components of taxonomy • Taxonomy design types 	PRMA SNAP-CHAT ON RIM ISSUES INTEGRATION AND DISTRIBUTION OF CERTIFICATES
3:00 PM	C O F F E E B R E A K		
3:30 PM	WORKSHOP EXERCISE 1	<ul style="list-style-type: none"> • Building and implementing successful taxonomy • Taxonomy and thesaurus 	
5:00 PM	A D J O U R N M E N T		