



Announcement No. 59, s. 2016

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 : Managing Social Media Records and Information

The Philippine Records Management Association (PRMA), Inc. will hold a live-out seminar-workshop on **"Managing Social Media Records and Information"** on December 6-8, 2016 at the Subic Peninsular Hotel, Canal Rd., Subic Bay Freeport Zone, Zambales.

The Course is designed to enable participants to craft social media records management policies and systems to capture and store records from social media platforms used by their organizations.

All concerned government employees are encouraged to participate in the said event. 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 (PRMA), Inc.** at telefax no. (049) 536-2546 or email at prma_manila@yahoo.com.ph or visit <http://philrecordsmanagement.blogspot.com>.


ROBERT S. MARTINEZ
Commissioner

08 NOV 2016

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



Philippine Records Management Association, Inc.

Seminar-workshop on

“MANAGING SOCIAL MEDIA RECORDS AND INFORMATION”

Subic Peninsular Hotel, Canal Rd, Subic Bay Freeport Zone, 2200 Zambales

6-8 Dec 2016

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
0800H	Registration Opening Ceremonies	3.0 RECORDS MAINTENANCE PHASE <ul style="list-style-type: none"> Best Practices on the Official Use of Social Media Indexing and Access 	6.0 SOCIAL MEDIA AND THE LAW <ul style="list-style-type: none"> Cybercrime Law RA #10173 Impact of Cybercrime Law and Data Privacy Act to Records Management
0930H	SEMINAR MECHANICS LEVELING OF EXPECTATIONS		
1000 H	C O F F E E B R E A K		
1030 H	1.0 SOCIAL MEDIA AND RECORD KEEPING <ul style="list-style-type: none"> Records management in the Facebook Generation Social Media Tools Benefits and Risks of Social Media 	4.0 RECORDS DISPOSITION PHASE <ul style="list-style-type: none"> Social Media Archiving and its Benefits Retention and Preservation 	OPEN FORUM
1200 H	L U N C H B R E A K		
1330 H	2.0 RECORDS CREATION PHASE <ul style="list-style-type: none"> Designing social media policies How to capture social media records 	WORKSHOP EXERCISE	PRMA SNAP-CHAT ON RM ISSUES DISTRIBUTION OF CERTIFICATES
1500H	C O F F E E B R E A K		
1530H	WORKSHOP EXERCISE	5.0 DESIGNING SOCIAL MEDIA POLICIES	
1700H	A D J O U R N M E N T		

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Philippine Records Management Association, Inc.

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* is inclusive of kit, meals and seminar materials <input type="checkbox"/> Check/Cash Enclosed <input type="checkbox"/> PMO <input type="checkbox"/> Upon Registration			
9. Participant's Signature			8a. Approving Authority
			10. Date

* As indicated in the invitation letter

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

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