



Announcement No. **65**, s. 2014

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 : Training-Workshop entitled "Lessons from Yolanda: Improving Records Management in the Workplace"**

The Society of Filipino Archivists, Inc. (SFA) will be conducting the subject Training-Workshop on December 10-12, 2014 at the Hotel Supreme, Magsaysay Avenue, Baguio City.

This is a follow-up program for the last June 18-20, 2014 training workshop entitled: "Disaster Recovery of Records and Library Materials".

At the end of this workshop, participants shall be able to:

- improve records practices in preparation for disasters; and
- establish a network of recovery teams within their respective regions.


All concerned government employees particularly the archivists, records officers, librarians, curators, cultural heritage workers, secretaries, administrators and their staff, and other personnel in-charge of libraries, records and archives are encouraged to attend this three-day training workshop. Registration rates are as follows:

Live-in participants: Php6,500.00 (inclusive of registration, accommodation-December 10, 2:00p.m. to December 12, 12:00noon, meals-December 10, a.m. snacks to December 12, p.m. snacks, instructional materials, training kit and other administrative expenses)

Live-out participants: Php5,500.00 (inclusive of registration, meals-am/pm snacks & lunch, instructional materials, training kit and other administrative expenses)

Note: An amount of P100.00 is added to the registration if paid in cheque issued outside Metro Manila. Participants who will check-in before 2:00 p.m. of December 18 shall pay on their own personal account.

You may register online at <http://bit.ly/1w6Ji0u>. For inquiries, please get in touch with Mr. Israelex A. Veleña at mobile no. 0917-3274175 or Mr. Mark Ryan Q. Betia at mobile no. 0927-1536169. You may also visit <http://filipinoarchivists.org> or <http://www.facebook.com/Society.of.Filipino.Archivists>.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

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