



Announcement No. 17, 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 : RM101: Records Management for Newbies and MS Access for Records Management**

The Philippine Records Management Association, Inc. will simultaneously hold two (2) live-out seminar-workshops entitled "**RM101: Records Management for Newbies**" and "**MS Access for Records Management**" at the Teachers' Camp, Baguio City on April 21-23, 2015.

The RM101: Records Management for Newbies is intended for people who have no background or training in records and information management but find themselves responsible for it within their organization, or have some other reason for acquiring a basic understanding of the subject.

On the other hand, through MS Access for Records Management, participants will learn the MS Access operations and instructions necessary to develop data entry, inquiry and update screens as well as generate reports for records keeping and eventually design and create a prototype of a computerized records management system.

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

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](mailto:prma_manila@yahoo.com.ph) or log on at <http://philrecordsmanagement.blogspot.com>.

  
**ROBERT S. MARTINEZ**  
Acting Chairman

**MAR 05 2015**

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



Seminar Workshop on

**"MS ACCESS FOR RECORDS MANAGEMENT"**

Teachers' Camp, Baguio City  
21-23 April 2015

**PROGRAM OF ACTIVITIES**

TIME	DAY 1	DAY 2	DAY 3
8:00	REGISTRATION	MS ACCESS FOR RECORDS MANAGEMENT LEARNING THE BASICS	FINALIZATION OF GROUP OUTPUT
9:30	OPENING CEREMONIES LEVELLING OF EXPECTATIONS		
10:00	C O F F E E B R E A K		
10:30	RECORDS MANAGEMENT and INFORMATION TECHNOLOGY	Hands-on TABLES AND QUERIES	PRESENTATION OF WORKSHOP OUTPUTS
12:00 NN	L U N C H B R E A K		
1:30 PM	DATABASE MANAGEMENT SYSTEMS (DBMS)	Hands-on FORMS AND REPORTS	SYSTEMS PRESENTATION
3:00	C O F F E E B R E A K		
3:30	MS ACCESS FOR RECORDS MANAGEMENT	WORKSHOP EXERCISE CREATING DATABASE APPLICATION for Records & Information Management	<ul style="list-style-type: none"> <li>PRMA SNAPCHAT ON RIM ISSUES</li> <li>DISTRIBUTION OF CERTIFICATES</li> </ul>
A D J O U R N M E N T			



Seminar Workshop on

**"RM101: RECORDS MANAGEMENT FOR NEWBIES"**

Teachers' Camp, Baguio City  
21-23 April 2015

**PROGRAM OF ACTIVITIES**

TIME	DAY 1	DAY 2	DAY 3
8:00	REGISTRATION	WORKSHOP EXERCISE	RECAP WORKSHOP EXERCISE
9:30	OPENING CEREMONIES LEVELLING OF EXPECTATIONS		
10:00	C O F F E E B R E A K		
10:30	INTRODUCTION • ISO and RM • Elements and Principles of ISO 15489	MAINTENANCE PHASE • Mail Management • Files Management • Methods of Filing • Adopting a Files Plan • Standard Rules for Filing	MANUAL AND ELECTRONIC RECORDKEEPING • Automation • Digitization
12:00 NN	L U N C H B R E A K		
1:30 PM	CREATION PHASE • How to identify Records • Records Creation and Control	WORKSHOP EXERCISE	PRESENTATION OF OUTPUTS
3:00 PM	C O F F E E B R E A K		
3:30 PM	MAINTENANCE PHASE • Registration • Classification • Indexing	DISPOSITION PHASE • Inventory Appraisal • Retention and Disposition Schedule • Disposal of Records • Records Center Operations	<ul style="list-style-type: none"> <li>PRMA SNAPCHAT ON RIM ISSUES</li> <li>DISTRIBUTION OF CERTIFICATES</li> </ul>
5:00 PM	A D J O U R N M E N T		