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**ANNOUNCEMENT**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS (LGUs); GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS (GOCCs); AND STATE UNIVERSITIES AND COLLEGES (SUCs)**

**SUBJECT : Seminar-Workshops of the Philippine Records Management Association, Inc. (PRMA)**

The Philippine Records and Management Association, Inc. (PRMA) will hold back-to-back live-out Seminar-Workshops on June 28-30, 2010 entitled *Risk Management, Business Continuity Planning and Records, and Basic Records and Archives Administration for Academic Professional* at the De Luxe Hotel, Capt. Vicente Roa St., Cagayan de Oro City.

The back-to-back live-out seminar-workshops are as follows:

a. Risk Management, Business Continuity Planning and Records Objectives:

- Identify the role of records in an organization's risk management strategy
- Outline the approaches in managing risks in records
- Understand and appreciate the risk management framework

b. Basic Records and Archives Administration for Academic Professionals Objective:

- Provide options in terms of proactive solutions and initiatives relevant to academic records and data management

A seminar fee of P3,600 will be charged inclusive of lunch and snacks, kit, handouts and certificates.

To ensure the success of the seminar-workshop all concerned government officials and employees are encouraged to attend the said activity.

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**FRANCISCO T. DUQUE III, MD, MSc**  
Chairman

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