



Announcement No. 13, 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 Records Management, Preservation and Conservation, Disaster Management and Establishment of Archives

The InfoManagement Specialists, Inc. will hold a Seminar-Workshop on Records Management, Preservation and Conservation, Disaster Management and Establishment of Archives on April 16-18, 2015 at Plaza del Norte Hotel & Convention Center, Laoag City, Ilocos Norte.

This seminar-workshop aims to:

1. Introduce the basic concepts and principles of records management and come out with a draft of working documents needed to establish a records management system;
2. Teach the participants the skills and practical methods of preserving and conserving records which are crucial in the life of an institution;
3. Introduce the basic concepts of establishing an institution's archives; and
4. Introduce the basic principles of disaster management.

All concerned government employees, particularly the librarians, library administrators and staff, archivists, curators, administrative officers and staff, and other information professionals are encouraged to participate in this seminar-workshop.

For more information, you may get in touch with Ms. Prudenciana Cruz at her mobile no. 0927-7671773 or email Ms. Rosemarie G. Rosali at rgrosali2@gmail.com.


ROBERT S. MARTINEZ
Acting Chairman

MAR 27 2015

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