



Announcement No. 22, s. 2017

ANNOUNCEMENT

FOR : HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Philippine Records Management Association, Inc. Seminar-Workshop

The Philippine Records Management Association (PRMA), Inc. will hold a live-out seminar-workshop entitled "**Generally Accepted Recordkeeping Principles: Road to Governance**" at the Crown Regency Residences, V. Rama Avenue, Guadalupe, Cebu City on September 12-14, 2017.

Attached is the Program of Activities for your reference.

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.

For more information, you may coordinate with the **Philippine Records Management Association, Inc.** at telefax no. (049) 536-2546 or email: prma_manila@yahoo.com.ph or visit <http://philrecordsmanagement.blogspot.com>.


ALICIA dela ROSA-BALA
Chairperson
31 JUL 2017

Bawat Kawani, Lingkod Bayani



Philippine Records Management Association, Inc.

Seminar-workshop on

"GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES (GARP®)"

Crown Regency Residences, V. Rama Avenue, Guadalupe, Cebu City
12-14 September 2017

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00 AM	Registration	4.0 PRINCIPLES <ul style="list-style-type: none"> • Integrity • Protection 	7.0 INFORMATION GOVERNANCE MATURITY MODEL Evaluating Your Recordkeeping Programs and Practices
9:30 AM	Opening Ceremonies		
	SEMINAR MECHANICS LEVELING OF EXPECTATIONS		
10:00 AM	C O F F E E B R E A K		
10:30 AM	1.0 RECORDS MANAGEMENT AND GOVERNANCE	5.0 PRINCIPLES <ul style="list-style-type: none"> • Compliance • Availability 	WORKSHOP EXERCISE OUTPUT PRESENTATION
12:00 NN	L U N C H B R E A K		
1:30 PM	2.0 GARP®: GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES	6.0 PRINCIPLES <ul style="list-style-type: none"> • Retention • Disposition 	PRMA SNAP-CHAT ON RIM ISSUES INTEGRATION AND DISTRIBUTION OF CERTIFICATES
3:00 PM	C O F F E E B R E A K		
3:30 PM	3.0 PRINCIPLES: <ul style="list-style-type: none"> • Accountability • Transparency 	WORKSHOP EXERCISE	
5:00 PM	A D J O U R N M E N T		

Email: prma_manila@yahoo.com.ph

Web: <http://philrecordsmanagement.blogspot.com>

Please register online thru this URL: <https://goo.gl/KO9k32>