



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepED MEMORANDUM
No. **308**, s. 2003

**SEMINAR-WORKSHOP OF THE PHILIPPINE RECORDS
MANAGEMENT ASSOCIATION**

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. The Philippine Records Management Association (PRMA) Inc., will conduct a seminar-workshop on "Preparing a Classification and Filing Guide/Scheme" from September 29 to October 1, 2003 at the Punta Villa, Sto. Niño, Arevalo, Iloilo City.
2. The seminar-workshop aims to: (a) create an awareness of the different kinds of classification systems, their features and suitability of use; (b) enable participants to face the challenge of developing classification guides/schemes suited for their records; (c) gain knowledge in the use of the classification system for the systematic file control arrangements of documents and files; and (d) exchange ideas on classification guide and index to classification pattern preparation.
3. Expected participants to this seminar-workshop are records officers, administrative officers and others involved in the management of documents. Participants from public institutions are allowed to attend on official time only. Those coming from private institutions may make arrangements with their respective administrators.
4. The registration fee of Three Thousand Nine Hundred Pesos (PhP3,900.00) shall be charged each participant to cover board and lodging, handouts, seminar kits and certificates. Deadline for reservation is September 24, 2003.
5. For further inquiries, please contact Ms. Aurora T. Aquino at tel. no. (02) 735-6201 local 6016 or telefax no. (02) 736-10-18.
6. Immediate dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

SEMINARS
SOCIETY or ASSOCIATIONS
WORKSHOPS