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SEMINAR-WORKSHOP ON MANAGEMENT OF ELECTRONIC RECORDS

The National Archives of the Philippines (NAP) will hold the Seminar-Workshop on Management of Electronic Records on August 17-19, 2010 at the Grand Men Seng Hotel, Magallanes-Anda Streets, Davao City.

The workshop aims to design sound and electronic recordkeeping practices within the organization in order to develop an affordable, manageable, and effective electronic records access program in each government agency.

The participants to this activity are the department and division heads, local chief executives, records officers, records custodians, clerks, secretaries and other personnel involved in handling/maintaining records.

A registration fee of Three Thousand Nine Hundred Pesos (PhP3,900.00) will be charged each participant inclusive of course materials, lunch, snacks and Certificate of Completion. This is a live-out seminar. Payment in cash or checks shall be payable to NAP on or before the registration. Payments will also be accepted at the NAP Training and Information Division, TNL Building, T.M. Kalaw Street, Ermita, Manila.

Nomination form can be obtained through telefax no. (02) 525-1828. Nomination of participants must be sent to NAP **on or before August 13, 2010** for evaluation. Nomination/s received within this date will be approved and confirmed provided the maximum number of participants has not yet been reached.

For more information, please contact Ms. Marietta R. Chou, Executive Director, NAP Training and Information Division, TNL Building, T.M. Kalaw Street, Ermita, Manila at telephone nos.: (02) 521-6830/(02)524-2054/(02)525-1828/(02)522-8418; e-mail address: [phinatarch@yahoo.com/training and information@yahoo.com](mailto:phinatarch@yahoo.com/training%20and%20information@yahoo.com) or website: www.nationalarchives.gov.ph.