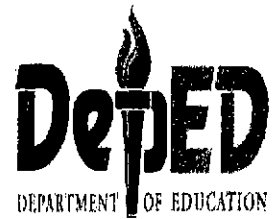




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



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DepED MEMORANDUM
No. 204, s. 2004

MAY 05 2004

SEMINAR ON RECORDS MANAGEMENT

To: Bureau Directors
Regional Directors
Directors of Services, Centers and Heads of Units
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Government Records Officers' Association of the Philippines (GROAP) in coordination with the Records Management and Archives Office will hold a two-day Seminar on Records Management on May 26-27, 2004 at Skyrise Hotel, Baguio City.
2. The objectives of this Seminar are the following:
 - a. to study/review the importance of records, effective filing system, archives administration and the guidelines in the disposal of records in the government;
 - b. to understand the role of records officers/custodians in the government;
 - c. to organize themselves with common mission and vision of promoting welfare of records officers; and
 - d. to promote sound records management in the government as part of nation building.
3. Participants to this Seminar are administrative officers, records officers, records custodians, clerks, secretaries or other personnel involved in handling records in their respective offices/schools/divisions/regions.
4. A registration fee of Two Thousand Four Hundred Pesos (Php2,400.00) shall be charged per participant which includes seminar kits, course materials, lunch, snacks and Certificate of Participation. Payment in cash or in checks shall be payable to Government Records Officers Association of the Philippines on or before registration. Enclosed is the Nomination Form for the Seminar.
5. For more information, please contact Mr. Ricardo F. Eugenio, Founding President, GROAP at 953 Lerma St., Sampaloc, Manila at telefax no. (02) 704-4824; and cellphone no. 0916-5420729.
6. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Reference: DepED Memorandum: No. 415, s. 2003

Allotment: 1—(D.O. 50-97)

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

CONFERENCES

OFFICIALS

SEMINARS

WORKSHOPS

Draft by: Sally-RecordsMgt.Seminar
May 3, 2004