

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

April 20, 1979

MEC MEMORANDUM
No. 107, s. 1979

NATIONAL SEMINAR-WORKSHOP ON RECORDS MANAGEMENT

~~To:~~ Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents

1. The Ministry of Education and Culture will conduct a ~~National Seminar-Workshop~~ on Records Management for records officers on May 14-18, 1979, at the Training Center, ~~MEC Compound~~, Arroceros, Manila.
2. Records officers, or in their absence, personnel performing the job of records officer in every office, regional office and state college may attend this program.
3. Attached is a training worksheet and a list of participants from central and regional offices. Divisions which desire to send officials for training may do so.
4. Each participant will be required to pay 200 for training fee materials. All expenses incident to attendance in this program will be charged against local funds subject to the usual accounting and auditing rules and regulations.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

Incl.:
As stated

References:
None

Allotment: 1-2-3--(D.O. 1-75)

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

~~BUREAUS & OFFICES~~ ~~SEMINARS~~ ~~WORKSHOPS~~
~~OFFICIALS~~ ~~TRAINING PROGRAM~~

Training Worksheet
Records Management Seminar-Workshop
May 14-18, 1979
MEC Training Center
Arrocero, Manila

R A T I O N A L E

Records management is undoubtedly an integral part of every organization, public or private. It is the center of operation by reason of its inherent functions. Mismanagement of records may result in inefficiency and ineffectiveness of every office. Records as working tools are valuable and, therefore should be used effectively.

The creation, maintenance, retirement and disposition of records are costly hence, all officials and employees should see to it that records management activities are done with maximum economy, efficiency and effectiveness.

However, it has been found that the implementation of the Integrated Reorganization Plan in 1975 resulted in the assignment of several new Records Officers in the regional offices, majority of whom are new in the position and have had no training in Records Management. They have found themselves at a loss, more often than not when problems in records keeping and disposition occur.

This seminar-workshop has been conceived to, hopefully, create solutions to problems in records management obtaining in the central and regional offices for better coordination and effective work performance. It is intended to provide basic techniques and working guides in the field of records management to enable the participants to acquire the skills, attitudes and know-how necessary to overcome satisfactorily the everyday problems in records management.

COURSE CONTENT

This course is divided into two phases: Part I, which provides the theoretical framework of the system and Part II, which gives practical activities and opportunity to the participants to visit some offices under this Ministry. The following are the topics for the course:

1. The Role of Efficient Records Management in the Overall Government Development Program
2. What Records are, Their Importance and the High Cost of Creating Them
3. Concept of Records, Its Life Cycle and Sources
4. Need for Controls and Guides in the Maintenance and Control of Records Creation

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4.1 Major Fields in Records Creation

4.1.1 Mail Management

4.1.1.1 Strategies in Improving Mail Operations

4.1.2 Files Management

4.1.2.1 Filing and Finding Operations

4.1.2.2 Initial Preparation of an Individual's/Agency's File Classification Guide

4.2 Controls and Guides in the Maintenance and Control of Records Creation

4.2.1 Improving Mail Operations

4.2.2 Filing and Finding Operations

4.2.3 Initial Preparation of an Individual's/Agency's File Classification Guide

5. Administration of Records Disposition Activities in Line With The Records Disposition Program

5.1 Records Inventory and Appraisal (RIA)

5.2 Records Retention and Disposal Schedule (RRDS)

5.3 Transfer of Records

5.4 Initial Preparation of the Individual Agency's/Records Retention and Disposal Schedule

6. Legal Aspects Involved in Records Management

7. Standard Operating Procedure in Records Management

8. Correspondence Management

9. Security of Records

TRAINING STRATEGY

This seminar-workshop shall be conducted in nine lecture - discussion sessions. Open forum shall follow each lecture and a tour to some Records Offices under the MEC will be made at the end of the seminar-workshop. Each day's session shall commence at 8:30 a.m. and 1:30 p.m., and end at 11:30 a.m. and 4:50 p.m., respectively. Fifty-one records officers shall compose the participants. They shall be chosen in such a way that every region, unit, division or office is represented.

SEMINAR-WORKSHOP ON RECORDS MANAGEMENT
 TENTATIVE SCHEDULE
 MAY 14-18, 1979

	May 14	May 15	May 16
8:15 - 8:30	O P E N I N G C E R E M O N Y S		
8:30 - 9:30	The Role of Efficient Records Management in the Overall Government Development Program	Need for Control and Guides in the Maintenance and Control of Records Creations	Administration of Records Disposition Activities in Line with the Records Disposition Program
9:30 - 10:00	O	P	O
10:00 - 10:20	B	R	T
10:20 - 11:20	What Records are Their Importance and the High Cost of Creating Them	CONTINUATION	CONTINUATION
11:20 - 11:50	O	P	R
12:00 - 1:30	L	U	B
1:30 - 2:30	Concept of Records Its Life Cycle and Courses	PRACTICUM	PRACTICUM
2:30 - 3:00	O	P	O
3:00 - 3:20	B	R	T
3:20 - 4:20	CONTINUATION	PRACTICUM	PRACTICUM
4:20 - 4:50	OPEN FORUM	CLEARING HOUSE	CLEARING HOUSE
4:50 - 5:00			

May 17	May 18
Legal Aspect Involved in Records Management	Correspondence Management
R	M
M	R
CONTINUATION	PRACTICUM
U	M
E	K
Standard Operating Procedures in Records Management	Tour to the Different MBG Records Offices
M	
R	R
Security of Records	Submission of Practicum Output
OPEN FORUM	Wrapping-up Session
	CLOSING CEREMONIES

EXPECTED OUTPUTS

After completion of the five-day seminar-workshop the participants, with at least 95% success shall be able to:

1. Realize the role and importance of efficient records management in the overall government development program.
2. Further familiarize with the nature of records, their importance and the high cost of creating them.
3. Prepare an agency's file classification guide.
4. Fully apply the records management techniques as a whole in everyday work.

PARTICIPANTS

This seminar-workshop is intended for records officers or, in their absence, personnel performing the job of a records officer whose names appear below:

1.	Mr. Cirilo D. Enriquez	- Records Officer V	- MEC
2.	Mr. Ruben G. Felix	- do -	III - MEC
3.	Mr. Reynaldo T. Seludo	- do -	III - MEC-NCR
4.	Miss Felicitas F. de Lina	- do -	III - EDPITAF
5.	Miss Nieves O. Cirillo	- do -	II - ME
6.	Mr. Mario Idos	- do -	II - MEC-Reg. I
7.	Mr. Mariano Collantes	- do -	II - do -II
8.	Mr. Dionisio M. Bagang	- do -	II - do -III
9.	Mr. Florencio H. Hernandez	- do -	II - do - IV
10.	Mr. Renato S. Angeles	- do -	II - do - V
11.	Miss Lilia Doligosa	- do -	II - do - VI
12.	Mr. Numeriano Calayag	- do -	II - do -VII
13.	Mrs. Remedios G. Hidalgo	- do -	II - do -VIII
14.	Miss Virginia C. Amirundin	- do -	II - do - IX
15.	Miss Belen R. Tompkins	- do -	II - do - X
16.	Mr. Joselito P. Garaygay	- do -	II - do - XI
17.	Miss Alicia Go	- do -	II - do - XII
18.	Mr. Angel G. Dolores	- do -	II - BEE
19.	Mr. Romeo A. Salcedo	- do -	I - BSE
20.	Mrs. Candelaria D. Deanon	- do -	I - BEE
21.	Mrs. Simeona F. Guinto	- do -	I - NETC
22.	Mrs. Felicidad B. Calustro	- do -	I - NRDCTE
23.	Miss Flor E. Tarraga	- do -	I - TNL
24.	Miss Norida H. Caido	- do -	I - TNL
25.	Mrs. Adelaida V. Labitag	- do -	I - CYRC
26.	Mrs. Lucrecia G. Salazar	- do -	I - INL
27.	Mrs. Lucia Perez	- do -	I - INL



