



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig, Metro Manila

OFFICE OF THE SECRETARY

June 27, 1997

DECS MEMORANDUM
No. 239, s. 1997

1997 NATIONAL SEMINAR ON CURRENT TRENDS IN RECORDS MANAGEMENT
AND EFFECTIVE CONTROL OF PUBLIC DOCUMENTS

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Elementary and Secondary Schools

1. The IPG Professional Advancement and Business Center of the Philippines, a training institution duly accredited by the Civil Service Commission, is conducting a two-day live-out seminar on "Current Trends in Records Management and Effective Control of Public Documents" at the Century Park Hotel, Vito Cruz, Manila on July 29-30 from 8:00 a.m. to 5:00 p.m.
2. The principal aim of this course is to introduce and reinforce the training of records officers in the principal methods of records management and the applications of various records management functions; records system development and design as prerequisite to an effective records management program; and requirements in planning for an integrated records management system. The program features a balance between lecture sessions, interactive group exercises, demos of text-based information retrieval softwares, demos on micrographics equipment with computer assisted retrieval.
3. This course does not require any technical knowledge of records management, although knowledge of basic records maintenance would be helpful. It is tailored to meet the needs of new entrants in this field of practice. Similarly, it is also suitable to experienced records officers who plan to implement records automation. The regional directors may allow at their option on official business the participation of records officers/staff, school registrars and chief librarians.
4. Registration fee is three thousand five hundred pesos (P3,500.00) per participant. This fee is inclusive of the cost of training materials, snacks, lunches and certificates. Travel allowances and seminar fee can be charged against school local funds subject to its availability and the usual accounting and auditing procedures.

5. The deadline for reservation/registration is on July 26. All participants are requested to confirm their attendance through the office of the secretariat:

IPG Professional Advancement & Business Center
of the Philippines
Suite 204 Kaimo Bldg. 101 Quezon Avenue, Quezon City 1100
(R.S.V.P.) Tel. Nos. 711-44-38; 743-01-69; 743-01-75;
743-01-72 or Fax No. 743-01-75

6. Immediate dissemination of this Memorandum is desired.


ERLINDA C. PEFIANCO
Undersecretary and Officer-In-Charge

Reference:
None

Allotment: 1-2-4--(M.O. 1-87)

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

MUSIC EDUCATION
SEMINARS
TEACHERS