



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

OFFICE OF THE SECRETARY

April 28, 1999

DECS MEMORANDUM

No. 193, s. 1999

7TH NATIONAL CONVENTION OF THE PHILIPPINE RECORDS MANAGEMENT
ASSOCIATION, INC.

To: Bureau/Service Directors
Regional Directors
Schools Division Superintendents
Private Elementary and Secondary School Principals

1. The Philippine Records Management Association, Inc. will hold its 7th National Seminar-Convention at Teacher's Camp, Baguio City on May 23-25, 1999.
2. The theme of the Convention is "Records and Information Management in the Next Millennium: Systems and Procedures." It will present different records management system designs which are existing and available in government, in the private sector and in business. These designs can be adopted to strengthen records and information management functions to help increase productivity in office operations.
3. Participants in this Convention are records officers, secretaries, IT officers, records clerks, librarians, archivists and those who are involved in records handling activities.
4. A registration fee of Three Thousand Pesos (P3,000.00) will be charged each participant to include board and lodging, kit, handouts, certificate and other seminar materials.
5. Attendance of participants from government institutions/offices may be allowed on official time only. Those coming from private institutions shall make arrangements with their respective schools.
6. For inquiries, call the Philippine Records Management Association, Inc. c/o Malacatang Records Office, Manila, Tel. No. 735-62-01, Local 6016, Telefax: 736-10-18/736-10-64.
7. Immediate dissemination of this Memorandum is desired.

Nilo L. Rosas
NILO L. ROSAS
Undersecretary
Officer-in-Charge

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

CONVENTION
SOCIETY or ASSOCIATIONS