



Tanggapan ng Kalihim
Office of the Secretary

February 1 2000

DECS MEMORANDUM
No 38 s 2000

SEMINAR WORKSHOP ON STARTING AN ARCHIVES

1 The Society of Filipino Archivists, Inc (SFA), in coordination with the National Commission for Culture and Arts (NCCA) Committee on Archives will conduct the Second Phase of its Continuing Education Program on Archives Administration through a live-in Seminar Workshop Series on "Starting an Archives" at the Villa Caceres Hotel, Magsaysay Avenue, Naga City on 27-30 March 2000. It is intended for provincial, city and municipal governments and other sectors, including the academic, ecclesiastical/religious, hospital/medical and business/corporate institutions.

2 The Seminar Workshop aims to encourage institutions in embarking on well-planned records and archives program. A step-by-step guide to establishing an archive will be provided.

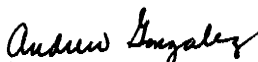
3 The following professionals may be allowed to attend on official time: archivists, records officers, librarians handling rare books/special collections/archives and other personnel involved in records keeping and archives activities.

4 For more information on the above-mentioned Seminar Workshop, please coordinate with

Ms Emma M Rey
House of Representatives
Tel/Fax 951-4322, 931-5566
Tel 931-5864

Ms Emilia C Calonge
House of Representatives
Tel/Fax 932-7195
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5 Immediate dissemination of this Memorandum is desired.


ANDREW GONZALEZ, FSC
Secretary

Reference None
Allotment 1 -(D O 50-97)
To be indicated in the Perpetual Index
under the following subject

SEMINARS