



MINISTRY OF
NATURAL RESOURCES

2 May 1983

SPECIAL ORDER

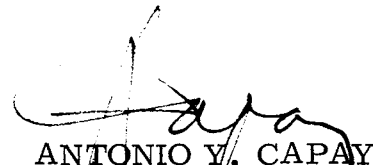
No. 169
Series of 1983

SUBJECT: Authorizing Mesdames LIGAYA C. DE CASTRO and VILLAROSA C ABEN to attend the Conference-Workshop on Improved Records Management: Systems and Procedures to be held at the Teachers Camp, Baguio City on June 1-3, 1983

In the interest of the service and in response to the invitation from the President, Philippine Records Management Association, Malacañang, the above-mentioned personnel are hereby authorized to attend the 3-day Conference-Workshop on Improved Records Management: Systems and Procedures to be held at Teachers Camp, Baguio City from June 1-3, 1983.

This Conference-Workshop will be conducted in cooperation with the Philippine Records Management Association (PRMA).

Seminar fees, transportation expenses and other incidental expenses to be incurred shall be chargeable against OMIN subject to the usual accounting and auditing procedures.


ANTONIO Y. CAPAY
Assistant Secretary

/

REPUBLIC OF THE PHILIPPINES
OFFICE OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

August 17, 1982

Mr. Melquiades T. de la Cruz
President
Philippine Records Management
Association
Administration Building
Malacañang, Manila

S i r :

This pertains to your request for authority to hold and invite government participation at a series of regional conference-workshop in the theme "Improved Records Management: Systems and Procedures", as follows:

<u>REGIONS</u>	<u>DATES</u>	<u>VENUE</u>
X	X	X
IV and NATIONAL CAPITAL REGION	June 1,2 & 3, 1983	Baguio City
X	X	X

In view of the significance of the regional conference-workshops to the cost reduction and communication effectiveness in management programs of the government, authority is hereby granted subject to the following conditions:

1. Participation shall be limited to the head of the Records Section/Unit of an agency whose function involves records management.
2. The fees shall not exceed ₱100 per day or ₱50 per half day per participant pursuant to the provisions of Sec. 13, General Provisions, PSI for CY 1981; hence the conference-workshop fee per participant shall not exceed the total of ₱300.00. This shall cover expenses for registration fee, meal and snacks, handouts, chargeable against the participant's respective agency.
3. Within 30 days after the termination of each conference-workshop, the participants of each agency shall submit an evaluation report to the heads of the respective agency.
4. Availability of funds and compliance with accounting and auditing requirements.

Very truly yours,

(SGD.) ALBINA MANALO-DANS
Commissioner
Civil Service Commission

(SGD.) MANUEL S. ALBA
Minister of the Budget



Philippine Records Management Association

ADMINISTRATION BLDG, MALACANANG, M.L.A. Tel. 47-21-31 Loc. 350

APR 12 1983

Manila, April 4, 1983

Sir/Madam:

RECORDS & DOCUMENT SECTION

This is to invite your Records Officers or those involved in records-keeping activities and/or members of the Philippine Records Management Association (PRMA) to participate in the conference-workshop on "Improved Records Management: Systems and Procedures", sponsored by this Association, on June 1-3, 1983 at the Teachers' Camp, Baguio City.

The Association is committed to regionalize the records management role in the cost reduction and communication effectiveness in management improvement programs of the government. The Conference-Workshop is primarily aimed to solve the following common records management problems in government agencies:

1. Lack of uniform classification and filing system;
2. Loss and misfiling of vital and essential records;
3. Difficulty in retrieval and document tracking;
4. Undue maintenance of obsolete and valueless records; and
5. Absence of records disposition schedules.

The Conference-Workshop hopes to be able to come up with models of a Functional Classification and Filing System for government documents, a Retrieval and Document Tracking Procedures Design, and a Records Disposition Schedule for agency records holdings.

Please be informed that the Office of Budget and Management and the Civil Service Commission have granted the holding by PRMA of this conference-workshop in its letter dated August 17, 1982 and authorized payment of ₱300.00 as conference fee, copy attached.

Enclosed, for accomplishment, is the Participant's Data Sheet, plus pre-conference-pointers and the course outline for the information and guidance of the participant.

Very truly yours,

Hon. Teodoro Q. Pena
Ministry of Natural Resources
Quezon City


MELQUIADES T. DE LA CRUZ
President

"Professionalize Records Management"