



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Advisory No. 026, s. 2025

February 11, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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Philippine Records Management Association, Inc. Seminar-Workshop for 2025

The Philippine Records Management Association, Inc. is inviting everyone
in the field to the following events:

SEMINAR- WORKSHOP/EVENT	DATE	VENUE
Bring 'Sexy Back' to Records Management	April 1-3	Baguio City
Are Your Records Healthy? (AKA Healthcare Records Management)	June 24-26	Asturias Hotel, Puerto Princesa, Palawan
RM101: Records Management for Newbies	June 24-26	Asturias Hotel, Puerto Princesa, Palawan
Here Comes the Guide: Write Your records Management Manual Right	September 2-4	Avior Hotel, General Santos City
Leveraging Records Management with Data Analytics and Dashboard	November 25-27	Hotel Lucky Chinatown, Binondo, Manila

Kindly see the attachment for further details and for your information.

For further concerns, you may contact 09959579046 or prma_manila@yahoo.com.ph.

IGG/DA_ Philippine Records Management Association, Inc.
S2-109603/February 11, 2025



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Philippine Records Management Association, Inc.

PHILGEPS Accredited Supplier (CN: 2013-96619)

Member, National Committee on Archives, National Commission for Culture and the Arts (NCCA)

Member, National Association of Government Archives and Records Administrators (NAGARA) of the United States of America

9 Jan 2025

Greetings!

Records management is an often overlooked and underrated procedure at many businesses, from government to private to nonprofit. Poor records management has very negative effects, both legally and for the well-being of an organization.

We are pleased to invite your staff to the Association's live-out seminar-workshops that will update their competencies to keep up with new technologies, tools, or methods required to perform their records management duties.

SEMINAR-WORKSHOP/EVENT	DATE	VENUE
Bring 'Sexy Back' to Records Management	1-3 Apr	Baguio City
Are Your Records Healthy? (AKA Healthcare Records Management)	24-26 Jun	Asturias Hotel, Puerto Princesa, Palawan
RM101: Records Management for Newbies	24-26 Jun	Asturias Hotel, Puerto Princesa
Here Comes the Guide: Write Your Records Management Manual Right	2-4 Sep	Avior Hotel, General Santos City
Leveraging Records Management with Data Analytics and Dashboard	25-27 Nov	Hotel Lucky Chinatown, Binondo Manila

The registration fee of P6,000.00 is inclusive of training kit, lunch and snacks. Participants should register online by simply opening the URL (<https://goo.gl/KO9k32>) on device(s) they want to use it on. Payment can be made by check or thru bank deposit or LLDAP-ADA to:

ACCOUNT NAME: PHILIPPINE RECORDS MANAGEMENT ASSOCIATION (PRMA), INC.

Account Number: 3092-1000-64

Depository Bank: Land Bank of the Philippines, Malacañang Branch

and proof of payment (copy of bank validated/received LDDAP-ADA and/or deposit slip) has been submitted.

Thank you very much for your support to the Association in its cause to professionalize records and information management.

Very truly yours,

EMMY E. BALLEFIN

President