



ASSOCIATION OF SPECIAL LIBRARIES OF THE PHILIPPINES

The National Library

Rm. 301, T.M. Kalaw St., Ermita, Manila 1000

Tel.: 523-0068

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March 19, 2007

Sir/Madam:

Greetings!

The Association of Special Libraries of the Philippines (ASLP) would like to invite librarians, library administrators, archivists, record managers, record officers, teachers and students of Library & Information Science, and other information specialists to a three-day seminar-workshop on "**RECORDS AND INFORMATION RESOURCE MANAGEMENT**" on April 25-27, 2007 at El Cielito Inn, Baguio City.

The objectives of this seminar-workshop are to:

1. Increase awareness on the benefits of a well-organized and well-managed records;
2. Learn the importance of retention schedules and identifying and protecting vital records;
3. Develop the skills and knowledge of the current procedures, technologies and applications in records and information resources; and
4. Apply the best practice applicable in the respective workplace.

The seminar fees:

- ₱ 4,800.00 – for live-in participants (includes hotel accommodation for 3 days and 2 nights, meals, kits, handouts and certificates)
- ₱ 4,000.00 – for live-out participants (includes meals, kits, handouts and certificates)
- ₱ 4,000.00 – for live-in accompanying guest (includes hotel accommodation for 3 days and 2 nights and meals)
- ₱ 4,600.00 – for **early birds** who will pay not later than April 15, 2007 and/or paid ASLP 2006 members

Payments may be made in cash, check or Postal Money Order payable to Association of Special Libraries of the Philippines (ASLP) or Cash/Checks deposited to our Land Bank Savings No. 1771-0359-70 BSP Branch, Mabini St., Manila.

For reservation and further inquiries, please contact the following:

Ma. Luz S. Verdejo (DFA-FSI) Tel.No. 834-3214 Fax No. 831-5983
Shirley I. Cruz (CA) Tel. No. 834-2709
Edith Dumo (NEDA) Tel. No. 631-3757
Cefy I. Andaya (PNB) Tel. No. 526-3131 loc. 4411

Thank you and looking forward in seeing you at the seminar.

Yours truly,

Ceferina I. Andaya
Vice President/Conference Chair

Noted by:

Maria Luz S. Verdejo
President



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RECORDS AND INFORMATION RESOURCE MANAGEMENT

April 25-27, 2007

El Cielito Inn

50 North Drive, Baguio City.

REGISTRATION FORM

1. NAME (Please Print)	2. Position title
(Last) (First) (Middle)	
3. Agency & Address	4. Tel. No. (Landline and Cell phone No.)
5. E-mail address	6. Fax No.
7. Seminar fees are:	
<u>Live in participants</u> – P 4,800.00 inclusive of hotel accommodation for 3 days and 2 nights, meals, kits, handouts and certificates <u>Live-out participants</u> – P 4,000.00 inclusive of meals (snacks, lunches and 1 dinner) kits, handouts and certificates <u>Accompanying guest</u> – P 4,000.00 inclusive of hotel accommodation for 3 days and 2 nights and meals <u>Early birds</u> – P 4,600.00 those who will pay not later than April 15, 2007 <u>Paid 2006 ASLP members</u> – P 4,600.00 (Live-in participants) P 3,800.00 (Live-out participants)	
<input type="checkbox"/> Enclosed <input type="checkbox"/> Cheque <input type="checkbox"/> PMO	<input type="checkbox"/> Will pay upon registration <input type="checkbox"/> Cheque <input type="checkbox"/> Cash
8. Participant's Signature & Date	

Please accomplish form and return to:

LUZ SALTING-VERDEJO DFA Tel. No: (02) 834-3214 Fax No: (02) 831-5983, (02) 834-4355 Email: luz.fsilib@yahoo.com	CEFERINA I. ANDAYA Philippine National Bank Tel. No: (02) 526-3131 loc. 4411	SHIRLEY I. CRUZ Commission on Appointments Tel. No: (02) 834-2709 Fax No: (02) 832- 9830 Email: ca_library@camappt.gov.ph	EDITA DUMO NEDA Tel. No: 631-3757 E-mail: emdumo@neda.gov.ph
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Location Map

El Cielito Inn Baguio
50 North Drive, Baguio City

Fare:

(For those coming from Metro Manila)

Victory Liner

Cubao to Baguio	P380.00
Calocan to Baguio	P390.00
Pasay to Baguio	P390.00



RECORDS AND INFORMATION RESOURCE MANAGEMENT

April 25-27, 2007
El Cielito Inn, Baguio City

SEMINAR COVERAGE AND SCHEDULE

<u>DAY 1</u>	<u>DAY 2</u>	<u>DAY 3</u>
8:00 Registration	8:30 Recap/Energizer	8:30 Conversion from Manual to Computerized Records
9:00 Opening Ceremonies	Records Disposition <ul style="list-style-type: none">➤ Importance of Records Retention Program, Records Inventory, Records Disposition Program, Records Center Creation	10:00 Break
10:00 Break		10:30 Database Development
10:30 Video Clip		12:00 Lunch
Introduction to Records Management <ul style="list-style-type: none">➤ Definition/Concepts, Benefits/Importance, Responsibilities, Principles, Life Cycle	10:00 Break	1:30 Continuation
12:00 Lunch/Check-In	10:30 Workshop	3:00 Closing Ceremonies
1:30 Energizer	12:00 Lunch	
Records Creation <ul style="list-style-type: none">➤ Cost, Guidelines	1:30 Presentation of Workshop Output	
3:00 Break	3:00 Break	
3:30 Records Maintenance <ul style="list-style-type: none">➤ Cost, Activities, Basics of Filing system, Laws of File Management, Reducing Misfiles	3:30 Relationship of Information Technology to Records Management	
7:00 Dinner/Fellowship		