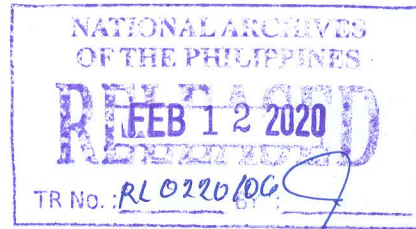


**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupan ng Pilipinas*

February 12, 2020



Sir/ Madam:

The National Archives of the Philippines as the institution/agency mandated for records management, is pleased to announce the conduct of a Seminar-Workshop on "Basic Records and Archives Management" to be held on March 24-26, 2020 at La Breza Hotel, Mother Ignacia Avenue, South Triangle, Quezon City.

This seminar-workshop is designed to provide government personnel with the knowledge and skills needed in implementing required standard policies on records creation and control, maintenance and use, and disposition. The training will involve lectures, workshops and open forum discussions.

We are inviting Department and Division Heads, Local Chief Executives, Records Officers, Managers, Custodians, Clerks, Secretaries and other personnel involved in handling/maintaining records to participate in this seminar-workshop.

This three-day live out program will only accommodate 180 participants on a first-come-first-served basis. Seminar fee of Php 3,900.00 covers kit, handouts, certificates, snacks and lunch. **Nominations must be confirmed by NAP prior to payment in cash or LDDAP/check to the National Archives of the Philippines on or before registration.** In case payment in LDDAP through Land Bank of the Philippines, Account name shall be **National Archives of the Philippines, Current Account no. 0012-1130-05**, LBP Intramuros Branch. Once payment has been made, please send thru email [gmpapa@nationalarchives.gov.ph](mailto:gmpapa@nationalarchives.gov.ph) the scanned copy of bank validated/received LDDAP and ACIC. **Payments will also be accepted at the NAP Training and Information Division, 6/F PPL Building, 1000 U.N. Avenue corner San Marcelino Street, Paco Manila.**

We request that you send us back your accomplished nomination form to **confirm** your attendance to be listed in our database before **March 20, 2020**. **However, acceptance of nominations shall be closed any time before the deadline if NAP has already reached the target number of participants. Please bring and present your approved confirmation upon registration. NAP reserves the right to refuse walk-in/unconfirmed participants.**

Very truly yours,

**VICTORINO MAPA MANALO, C.E.S.E.**  
Executive Director

By:

  
**MARIETTA R. CHOU**  
Deputy Executive Director