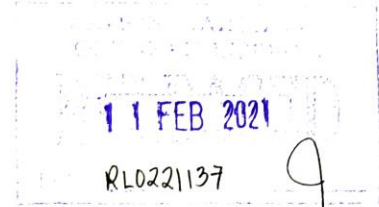




NATIONAL ARCHIVES OF THE PHILIPPINES

Pambansang Sinupan ng Pilipinas

February 8, 2021



Sir/ Madam:

The National Archives of the Philippines (NAP) as the institution/agency mandated for records management, is pleased to announce the conduct of the Webinar on Basic Records and Archives Management to be held on March 22-26, 2021, 8:00am – 12:00nn via Zoom.

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.

The five-day online training program will only accommodate 200 participants, maximum of two (2) per agency, **on a first-come-first-serve basis**. Seminar fee of Php 3,900.00 will cover e-certificates, and other logistics. **IMPORTANT: Interested participants should first REGISTER BEFORE PAYMENT through LDDAP and bank deposits at NAP Account:**

Account Name	:	NATIONAL ARCHIVES OF THE PHILIPPINES
Account Number	:	0012-1130-05
Branch	:	LBP Intramuros

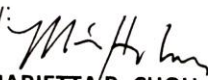
Once payment is made, please send thru email nap_training@nationalarchives.gov.ph the scanned copy of bank validated/received LDDAP and ACIC and other deposit slips with your registration details (*complete name of registrant*) to be confirmed of your attendance and to be listed in our database.

Confirmed participants will receive the zoom link upon compliance of the above requirements. However, confirmation of registrations shall be closed any time if NAP has already reached the target number of participants. NAP reserves the right to deny acceptance of unconfirmed participants in the virtual link.

To register, kindly click <http://training.nationalarchives.gov.ph/registration?id=410>

Very truly yours,

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

By: 
MARIETTA R. CHOU
Deputy Executive Director