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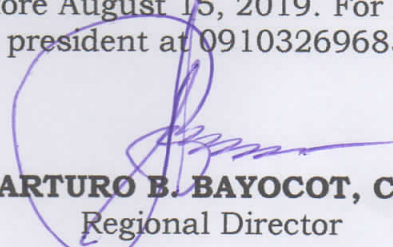
This Advisory is issued for the information of DepEd Officials,
Personnel/ staff, and the concerned public.
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**INVITATION TO A TRAINING-WORKSHOP ON BASICS OF RECORDS
MANAGEMENT, PRESERVATION, AND CONSERVATION
OF ARCHIVAL DOCUMENTS**

The Misamis Occidental Information Managers and Libraries Association, Inc. (MOIMLAI), invites information managers, librarians, archivists, library in charge, records in charge and secretaries to the training workshop scheduled at the Function Hall, Costa del Sol, Oroquieta City, on September 12-13, 2019.

The participants are charged with a registration fee of Four Thousand Two Hundred Pesos (P4,200.00) if live-in and Three Thousand Pesos (P3,000.00) if live-out.

Due to the limited slots, interested parties may send their reservation and prepayment on or before August 15, 2019. For more details, please contact Rogelyn Serino, MOIMLAI president at 09103269685.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director

Enclosure: Letter from MOIMLAI

Admin/records



MISAMIS OCCIDENTAL INFORMATION MANAGERS AND LIBRARIES ASSOCIATION, INC. (MOIMLAI)
c/o Misamis Occidental Provincial Library and Information Center
Capitol Drive, Lower Lamac, Oroquieta City
Misamis Occidental 7200
Philippines

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June 17, 2019

DR. ARTURO B. BAYOCOT, CESO V
Regional Director
Department of Education - Region X
Masterson Avenue, Zone 1, Upper Balulang
Cagayan de Oro City

Dear Dr. Bayocot:

The Misamis Occidental Information Managers and Libraries Association, Inc. (MOIMLAI) in partnership with Philippines Librarians Association, Inc. Northern Mindanao Region Librarians Council (PLAI-NMRLC) and National Library of the Philippines (NLP) will organize a "TRAINING-WORKSHOP ON BASICS OF RECORDS MANAGEMENT, PRESERVATION AND CONSERVATION OF ARCHIVAL DOCUMENTS" on September 12-13, 2019 at Function Hall, Costa del Sol, Oroquieta City.

In this connection, we would like to request your kind office for an issuance of a circular to Region X Higher Education Institutions to allow their information managers, librarians, archivist, library in-charge, records in-charge, and secretaries to participate in the said event. The Training-Workshop aims to:

1. explore the concept of records management and archiving;
2. identify strategies on how to evaluate records and when to dispose documents;
3. identify the strategies on how to file records, how to arrange and describe forms;
4. explore the cultural heritage collections of libraries;
5. identify strategies on how to manage heritage collections;
6. identify strategies on how to preserve paper-based library/office collections;
7. identify strategies on how to mend/bind soft cover books/documents; and
8. impart knowledge on records management and preservation as required by R.A. 9470, otherwise known as the National Archives Law of the Philippines.

The registration fee is P4,200.00 for LIVE IN. This covers registration fee, accommodation (1 night, dorm type), meals (1 Breakfast, 1 Dinner, 2 Lunches and 4 snacks), seminar kits, handouts, and certificate of participation. P3,000.00 for LIVE OUT. This covers registration fee, meals and snacks, seminar kits, handouts, and certificate of participation.

CPD units are being applied in the seminar-workshop. CHED & DepEd Memorandum Orders are on the process.

Slots are limited so we would appreciate it if you can send in your reservation and pre-payment on or before August 15, 2019.

For further information, please contact me at 09103269685.

Attached is the program of activities. We look forward to your active participation and support.

Thank you very much for your continued support to our association.

Sincerely,

ROGELYN SERINO
President, MOIMLAI

Noted:

MONALIZA C. MUGOT
BOT Chair, MOIMLAI

