



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3468 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

09 September 2022

MEMORANDUM NO. 32

Series of 2022

TO : All Vice Chancellors, Deans, Directors, Department Chairs and
Unit Heads

SUBJECT: Seminar-Workshop on Records Management

The Records Management Office, Office of the Vice Chancellor for Administration will conduct a seminar-workshop entitled "Records Management 101: Basic Records Management" on 27-28 September 2022, 8:00 a.m.-12:00 noon. at the ICOPED Auditorium.

This activity aims to: (a) improve the University records management in compliance with Republic Act 9470, otherwise Known as the National Archives of the Philippines (NAP) Act of 2007; (b) introduce the basic records management and its importance; (c) harmonize standard procedures on records management; (d) implement the NAP and UPLB General Records Disposition Schedules for effective and efficient methods in records keeping.

This training is designed for newly hired and/or newly designated personnel who have no formal training on records-keeping practices and standards. The target participants from different Colleges/Units must be recommended by their respective heads/supervisors.

The program of activities and the number of slots assigned per College/Unit for this seminar-workshop are attached for your reference.

Please submit the list of participants to Ms. Mary Rose Anne S. Eusebio (mseusebio3@up.edu.ph) or Ms. Anna Marie Gabatin (aggabatin@up.edu.ph) of RMO on or before 15 September 2022 and fill-out the form via <https://forms.gle/kAYCda6R4fmBRQDH8>.

For your information and proper action.

ROLANDO T. BELLO
Vice Chancellor