



## **MEMORANDUM CIRCULAR NO. 158**

Series of 2024

TO: All Deputy Document Records Controllers (dDRCs),

Alternate Deputy Document Records Controllers (AdDRCs) and

**Clerks of Visayas State University** 

RE: Attendance to the L&D activity entitled "In-House Seminar-Workshop on Basic

Records and Archives Management (BRAM)"

FROM: **DR. PROSE IVY. G YEPES** 

**University President** 

DATE: **July 19, 2024** 

You are hereby enjoined to attend the L&D activity entitled "In-House Seminar-Workshop on Basic Records and Archives Management (BRAM)" on July 30-31, 2024; 8:00AM-5:00PM at the VSU Convention Center. This program is designed to equip participants with the fundamental knowledge and skills necessary to design, implement, and maintain an effective records and archive management system.

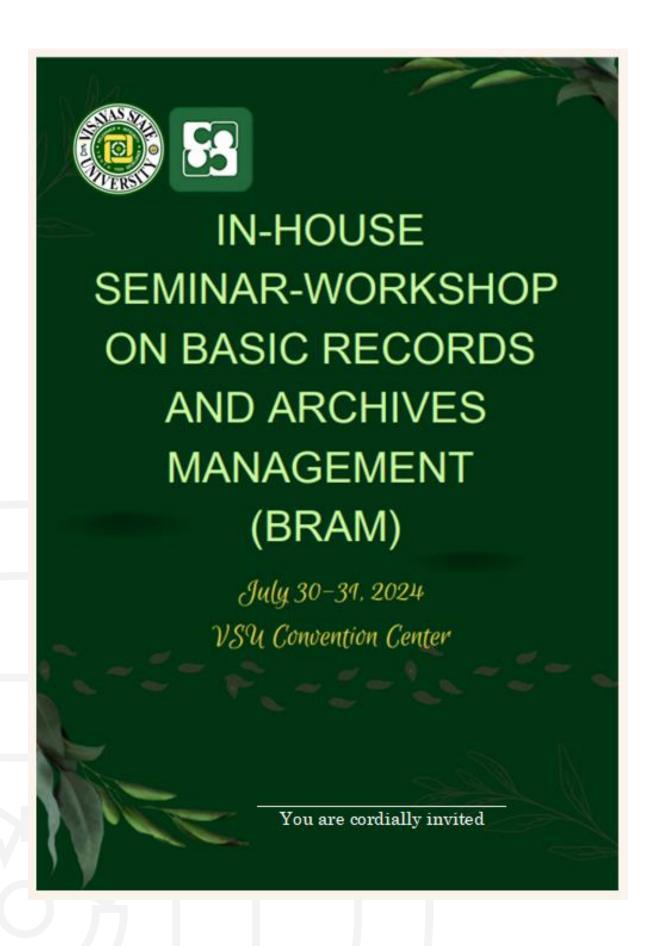
Please confirm your attendance through this link: <a href="https://forms.gle/fm5JTRMNaLzdqT378">https://forms.gle/fm5JTRMNaLzdqT378</a>
This pre-registration also serves for logistical purposes on snacks reservation and certificate preparation.

Your dedication to learning and improving your skills is crucial for enhancing our institutional capacity to manage records in compliance with relevant regulations, thus supporting our institution's commitment to delivering efficient, accountable, and secure services.

For your guidance and compliance.



No 24-158



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

No. 24-158

## **PROGRAM**

DAY 1: July 30, 2024

Preliminaries

08:00-08:30 Registration

08:31-09:00 Opening Program

Invocation AV

Welcome Remarks & Atty. Rysan C. Guinocor Overview of the Activity Director, ASO

II. Program Proper

09:01-12:00 RA 9470, Introduction to Records

Management, Records & Archives Management Program (RAMP), and

Records Creation and Control

12:01-01:00 Lunch Break

01:01-05:00 Records Maintenance & Use

Mail Management and

Files Management/Workshop

DAY 2: July 31, 2024

I. Preliminaries

08:00-08:30 Registration & Recap

II. Program Proper

08:31-12:00 Records Disposition Admin. / Workshop

12:01-01:00 Lunch Break

01:01-05:00 Records Center Administration,

Archives Adm. & Security of Records

Closing Program

Closing Remarks Dr. Elwin Jay V. Yu

VP for Admin and Finance

VSU Hymn AV

Master of Ceremonies: Mr. Jonathan Eduard S. Cabal

Vision: Mission: