



**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: <https://forms.gle/fm5JTRMNaLzdqT378>  
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.



# IN-HOUSE SEMINAR-WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM)

*July 30–31, 2024*  
*VSU Convention Center*

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You are cordially invited

# PROGRAM

## DAY 1: July 30, 2024

### I. Preliminaries

08:00-08:30	Registration
08:31-09:00	Opening Program
Invocation	AV
Welcome Remarks & Overview of the Activity	<b>Atty. Rysan C. Guinocor</b> 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
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### 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	<b>Dr. Elwin Jay V. Yu</b> VP for Admin and Finance
VSU Hymn	AV

Master of Ceremonies: **Mr. Jonathan Eduard S. Cabal**