



4 December 2019

MEMORANDUM NO. 418
Series of 2019

T O: All VPs, Dean, Directors, Department/Unit/Office Heads, DRC, dDRCs, Alternate DRCs

R E: Seminar Workshop on Records Matrix and NAP Form-1 Completion

As we are gearing towards the Phase 2 ISO 9001:2015 Certification on January 27-29, 2020, all assigned DRC, dDRCs and alternate DRCs are required to conduct inventory of your respective records following the required formats sent by the QAC (FM-QAC-14) and the National Archive of the Philippines (NAP) Form-1. This must be duly accomplished and completed prior to the Phase 2 certification.

In this regard, please allow your DRC, dDRCs and alternate DRCs to attend the "Seminar-Workshop on Records Matrix and NAP Form-1" on December 13, 2019 (8:00-5:00 pm) at the CCE 1st Floor. This workshop is conducted to be fully guided on how to fill-up and complete the forms. Please bring your laptop along with the lists of your records, records series and its volume in cubic meter for the said workshop.

Your attendance is highly anticipated in this activity.


EDGARDO E. TULIN
President