



**Centro Escolar University**  
 Professional and Continuing Education  
 In coordination with  
 CEU-Malolos College of Management and Technology

***Training on  
 Effective Records Management***

February 13, 2010 9:00am-5:00pm  
 Ada Hotel, CEU Malolos, Bulacan

**Training Description**

*Records Management is the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes of capturing and maintaining evidence of information about business activities and transaction in the form of records. This training will help the staff, clerk and secretaries, executive assistants, librarians, record managers, administrative assistants and all those involve in record keeping to systematize and keep their records well.*

**Training Objectives**

*After the training, the participants should be able to:*

- *discuss the importance, phases, objectives and elements of records management.*
- *appraise records, their characteristics and values.*
- *explain records retention, transfer and disposition of records.*
- *determine ICT implications to records management.*
- *prepare file guide, manual and index records.*

**Training Topics**

- *Importance, Phases, Objectives and Elements of Records Management*
- *Appraisal of records, their characteristics and values*
- *Records retention, transfer and disposition of records*
- *ICT implications to records management*
- *Preparation of file guide, manual and index records.*

**The Speaker**

**Dr. Nimfa D. De Vera** is at present the Coordinator of the Center for Career Development and Professional Development of Saint Paul University, Quezon City (SPUQC). She is a member of the PAASCU Executive Committee and chair of the Philosophy and Objectives Team. She is serving as the Executive Vice President of the Philippine Association of Educators in Office Administrators (PAEOA). She shares her expertise in the field of Education, Filipino language Teaching and Office Administration through the various books she has authored and training programs she has been conducting around the country.

**Training Cost: Php1, 500** per person inclusive of training kit, hand outs, meals (2 snacks and 1 lunch) and certificate.

**RESERVATION/CONFIRMATION SLIP**

**Please send to CEU Malolos Telefax No. (044) 791-6359 or call (044) 791-4717  
 CEU-PACE Telefax No. (02) 735-7072 or call 735-6861 to 71 loc. 337**

Name of School/ College/ University: \_\_\_\_\_  
 Address of School/ College/ University: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name/s of Participant/s: \_\_\_\_\_ Designation: \_\_\_\_\_  
 \_\_\_\_\_ Designation: \_\_\_\_\_  
 \_\_\_\_\_ Designation: \_\_\_\_\_

**CENTRO ESCOLAR UNIVERSITY**  
 Professional and Continuing Education

**E-mail: [pace@ceu.edu.ph](mailto:pace@ceu.edu.ph) ; [ceupace@yahoo.com](mailto:ceupace@yahoo.com) website: [www.ceu.edu.ph](http://www.ceu.edu.ph)**