

Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 58

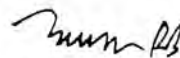
**AUTHORIZING ATTENDANCE AT THE ANNUAL CONFERENCE
SPONSORED BY THE PHILIPPINE RECORDS MANAGEMENT
ASSOCIATION, INC. (PRMA).**

The Philippine Records Management Association, Inc. (PRMA), a CSC - Accredited Training Institution on Records Management and an Association of records officer and other personnel involved in records and information management, will hold its Annual Conference on the theme "**RECORDS AND INFORMATION MANAGEMENT IN THE IT SOCIETY**" on June 26-28, 2000 at the Manila Midtown Ramada Hotel, Ermita, Manila.

The Conference will focus on new trends in information technology available to records management operations which would provide an integrated records management and information system to all levels of administrative services to improve and hasten delivery of basic and frontline services; explore IT resources which can empower records officers, office secretaries and others performing document management activities with skills and technical know-hows to work productively and competitively in today's IT-driven society.

All heads of departments, bureaus and offices, including government-owned and/or controlled corporations (GOCCs) and their subsidiaries, government financing institutions and local government units (LGUs) are encouraged to authorize their records officers, secretaries and others performing document and records management functions to attend the Conference on official time with expenses allowable at rates prescribed in accordance with current COA, CSC, and DBM policies, chargeable against the funds of their respective offices, subject to the usual accounting and auditing rules and regulations.

By authority of the President:



RONALDO B. ZAMORA
Executive Secretary



Manila, May 11, 2000