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MIMAROPA Region
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INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

Name of Participant:	CYNTHIA A. EYALA
Office/Service:	CENRO Brooke's Point, Palawan/ Planning and Support Unit
Training Title:	VIRTUAL LEARNING PROGRAM IN RECORDS MANAGEMENT (BATCH 2)
Learning Providers:	HUMAN RESOURCE DEVELOPMENT SERVICE-RECORDS MANAGEMENT DIVISION / DENR CENTRAL OFFICE
Inclusive Dates:	AUGUST 16-18, 2021
Venue:	VIRTUAL

I. EVALUATION OF THE COURSE:

- **Technical Content:** The objectives presented in the virtual learning program are the following: (1) to discuss basic principles and policies on records management (2) to be familiarized on the basic tools and standard procedures on records management (3) to introduce techniques on electronic records management and (4) to discuss measures on how to deal with records after catastrophes.
- Ma'am Jane Baustista introduced the topics on the basic principles and policies on records management. She presented the simplest definition of records management as the application of systematic and scientific control to recorded information which is required in the operation of an organization's business. She discussed the basic roles and responsibilities of a records officer, the filing system, inventory of records, and handling of issuances and policies. As a new acting records officer, I learned that records should be filed using a system and equipment for quick access and control of the records. I learned the phases of records management from records creation, records maintenance and use and records disposition.
- Ma'am Maribel Garcia discussed about Document Action Tracking System (DATS)- a web-based application that handles office documents within the DENR and Records Management Information System (RMIS) – a web based application that is designed for the use, storage and archival of records for compliance and service continuity. I am familiar with the system of DATS because we are already using this in our office. On the other hand, the RMI Sytem is not yet being used by the field offices but I hope that this system would be adopted by our office someday to easily retrieve the records using soft data.
- Ma'am Christin Licopit is a speaker from the National Archives Records Disposition Administration. She discussed the Republic Act 9470, the stages of Records: Records Creation, Records Maintenance and Control and Records Disposition.; the appraisal of records by identifying and separating permanent records from temporary; how to compute the volume of records; different modes of disposal and schedule of disposal.
- Ma'am Maita Abunales discussed the different measures on how to deal with records after catastrophes/ disasters like typhoon, storm surge, floods, volcanic eruption, earthquake. We had a workshop on risk assessment.
- Ma'am Patricia Marri Maranan and Ma'am Dianne M. Gammad talked about the FOI and eFOI. They discussed regarding the filing of request and list of FOI exceptions.

Impression/Comments:

To the speakers, they've done a good work on discussing their topics in a very clear and informative way. The basic knowledge, principles and rules of records management are well explained. It helped me to learn more on the strategies in management of records.