

II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION:

As a designated acting records officer of CENRO Brooke's Point, I learned a lot from this virtual learning program because it's my first time to attend this kind of training and be trained in records management. I learned a lot from the different speakers from their learnings and actual experiences as records managers in their respective agencies/ associations.

III. RECOMMENDATIONS:

The participant recommends to attend another seminar/workshop related to managing records that tackles the legal aspects of every document to be kept or released by the office. Have another seminar also for identifying specific documents that will fall under the Freedom of Information (FOI).

IV. POST LEARNING ACTION PLAN/PROPOSAL:

Proposed Plan/Activity/Output	Time Frame
Re-echo the activities, experiences and learnings in the 3-day virtual learning program in other DENR personnel	Third Quarter of 2021
Start to do the inventory of records	3 rd week of August 2021

Part 2 (To be prepared by the Supervisor)

How will you support the post Learning Action/Proposal?

Provide time and resources to accomplish the action plan

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training?

yes

Would you be willing to send him/her again to other training/seminar/conference?

Yes ☒ No ☐ Others ☐

If yes, please specify courses.

Training / Seminar pertaining to records management

Submitted by:


CYNTHIA A. EYALA
Attendee

August 26, 2021
Date

Noted/Confirmed by:


CONRADO M. CORPUZ
OIC-CENRO