



BEST PRACTICES IN DIGITAL RECORD GOVERNANCE AND MANAGEMENT

FEATURING INTERNATIONAL STANDARDS IN QUALITY RECORD MANAGEMENT SYSTEM



Wednesday, Thursday & Friday, March 29, 30 & 31, 2023 * 1:30PM TO 4:45PM via **zoom**

To succeed in the 21st Century data-driven business environment, a well-run organization must have an efficient system of management and governance of records.

This training will teach your governing body and executive management the global best practices and framework on how to plan, design, develop, implement and improve the end-to-end quality management system of digital records. It will include essential topics on record processing, controls, and policies that are aligned with the data privacy law.

This comprehensive lecture will be very helpful for organizations whether they are transforming from paper to digital records or simply improving their business systems. Records are valuable resources that are useful in decision-making and as evidence in any legal issue that a private company or government institution may encounter. Enroll and improve your record management system!

Course Director & Lecturer: **John Macasio** is the trainer and consultant at the Information and Communications Technology Literacy and Competency Development Bureau of the Department of Information and Communications Technology.

He has recently done capability building of management and workforce on privacy impact assessment and privacy and security management manual with the following organizations among many others:

1. Department of Finance and some of its attached agency
2. Department of Agriculture - National Meat Inspection Services
3. Philhealth - Information Security Group
4. Light Rail Transit Authority
5. Philippine Fish Port Authority
6. MAA General Assurance
7. PHIVIDEC Industrial Authority

He co-authored the United Nations ESCAP/ APCICT published guidance on ICT Project Management - Theory and Application. The academy module has been introduced and translated in six (6) countries.

Who Should Attend:

1. Personal Information Controller (All those who set policies)
 - Business Owners, BODs
 - CEOs, GMs, administrators
 - HR Leaders
2. Board Directors
3. Key Management Officers
4. Department Heads
5. IT Officers & Practitioners
6. Chief Technology Officers
7. Data Privacy Officers
8. Business Consultants

LIMITED SLOTS ONLY
PRE-REGISTRATION REQUIRED

***Training investment inclusive of an e-certificate and a printed learning material**

- **P 7,580** (when you register and pay on or before March 1)
- **P 8,880** (when you register and pay after March 1)

***Optional:** Add P450 for a printed copy of a certificate of attendance inclusive of delivery charge

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