

HRD PLAN IMPLEMENTATION MATRIX

Calendar Year 2017

#4. ENHANCING RECORDS MANAGEMENT AND STRATEGIES

Desired Outcome	Outputs to be produced	Learning Objectives	Proposed HRD Intervention	Target Learners			Planned Schedule												Support Requirements					
				Number	Office(s)	Position(s)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Financial	Human Resource	Logistics	Executive Sponsorship	Other	Source of Funds
							Male	Female																
At the end of the seminar-workshop the participants shall be: 1. More proficient and efficient in the management of records 2. Achieved optimum value for all stakeholders	1. Adopt a comprehensive records management programs. 2. Present enabling mechanisms in Records Management	1. Give impact to the effectiveness of an organization's day-to-day operations. 2. Safeguard sensitive informaton from internal an extenal threats. 3. Enhance regulatory compliance	Seminar-workshop on Enhancing Records Management & Strategies	2 Representatives from each office preferably handling records. Maximum of 50 pax	All	Level 1 & 2			X									80,000	2 Resource Person Documenter Secretariat	LCD Projector & Wide Screen, Laptop, Venue and Training Supplies Meals and Snacks,Printing and Reproduction	Travel Orders, PTLOS, Memo Order, Activity Design	Contingencies	HRDP	