Businessmaker® ACADEMY

TRAINING INVITATION

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Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

VITAL RECORDS: DISASTER & CONTINGENCY PLANNING
Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____
(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:
- Pls visit https://businessmaker-academy.com/training-schedule/

WEBINAR:
- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1606B & 1607A West, Tektite Towers, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:
- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:
☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
☐ Paypal: pls contact us
☐ Dragonpay: pls contact us
☐ Gcash: pls use QR code below



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www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



VITAL RECORDS: DISASTER & CONTINGENCY PLANNING

"Securing Critical Information & Essential Records Before, During and After Disasters"

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

Vital records are essential to an organization's ability to sustain critical operations, establish rights and obligations, meet applicable legal and regulatory requirements, and recover from disruption. When records are damaged, lost, corrupted, or inaccessible, the consequences may include interrupted services, financial and operational losses, compliance risks, and reduced public or stakeholder trust. This training program equips participants with the knowledge and tools to identify and prioritize vital records, assess hazards and vulnerabilities, apply preventive safeguards, and develop a workable disaster and contingency plan. Participants will explore relevant Philippine legislation and records management guidance, alongside recognized industry practices in business continuity, information security, backup management, and recovery planning.

WHO SHOULD ATTEND:

Records officers and custodians, administrative personnel, department representatives, IT and information security personnel, DRRM and facilities teams, compliance and privacy officers, business continuity coordinators, supervisors, managers, and other employees responsible for protecting or accessing essential records.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Identify and classify vital records according to operational criticality, sensitivity, retention requirements, and recovery priority.
- Assess major hazards and vulnerabilities that may affect physical and electronic records.
- Recommend preventive safeguards, backup arrangements, access controls, and alternate storage measures.
- Develop key components of a Vital Records Disaster and Contingency Plan, including response roles, activation criteria, communications, and recovery procedures.
- Prioritize the restoration of records and essential services using business impact analysis and appropriate recovery objectives.
- Apply safe, documented procedures for records recovery, restoration, and integrity verification.
- Recommend testing, corrective actions, and implementation steps to strengthen organizational readiness.

COURSE TOPIC HIGHLIGHTS:

1. Identifying Vital, important, active, archival, & routine records
2. Physical, electronic, cloud-hosted, & hybrid records
3. Consequences of records loss or inaccessibility
4. Philippine Legal and Records Management Foundations
5. Retention schedules, legal holds, access controls
6. Public-sector requirements vs private-sector obligations
7. Vital Records Inventory & Criticality
8. Criticality classification & recovery priorities
9. Risk Assessment & Preventive Controls
10. Disaster Preparedness & Coordination
11. Activating the Contingency Plan
12. Business Impact Analysis & Recovery Priorities
13. Contingency Plan Components
14. Damage Assessment & Records Recovery
15. Digital Restoration & Records Integrity
16. Implementation & Accountability

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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