



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 12 2024

DIVISION ADVISORY

No. 195 s. 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisor
Elementary, Secondary and SHS Heads
All others Concerned

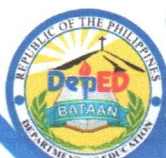
This Office informs all concerned about the **Philippine Association of Records Officers and Archivists (PAROA)** training/seminar titled "Leadership and Governance in Records Management: Development of an Agency's Records Operational Manual Towards Public Service Excellence," scheduled to take place from August 20-22, 2024, at Golden Prince Hotel and Suites, Acacia Street Corner Archbishop Reyes Avenue, Cebu City.

Participation in the said training is on **official time only**. Attached is a copy of the letter from Dr. Diobein C. Flores, National President for further details and inquiries.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

In compliance with the DepEd Order No. 8 s. 2013, this Division Advisory is issued not for endorsement per D.O. 28 s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public

SO11/mbdc



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CSC PRIME-HRM BRONZE AWARD

PHILIPPINE QUALITY AWARD



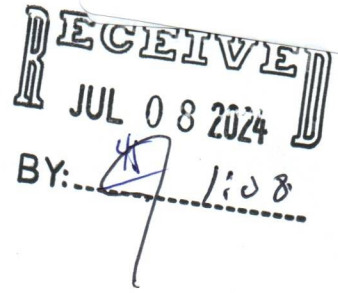
**PHILIPPINE ASSOCIATION OF
RECORDS OFFICERS AND ARCHIVISTS**

“STRENGTHENING THE NATION THROUGH EXCELLENCE IN
RECORDS MANAGEMENT TRAINING AND SEMINARS”



July 8, 2024

CAROLINA S. VIOLETA
Schools Division Superintendent
Bataan



Dear **Ms. Violeta**:

Greetings!

The **Philippine Association of Records Officers and Archivists (PAROA)** is pleased to announce its third-quarter training/seminar. **The training/seminar will focus on developing the Agency's Records Management Operations Manual. Level 1, titled "Leadership and Governance in Records Management: Development of an Agency's Records Operational Manual Towards Public Service Excellence,"** is scheduled to take place on August 20,21,22, 2024 in Golden Prince Hotel and Suites, Acacia Street Corner Archbishop Reyes Avenue Cebu City.

This 3-day seminar workshop marks the beginning of a series aiming to equip participants responsible for managing and administering public records with the essential principles, behaviors, and applications necessary to establish a robust Records Management Program (RMP). The seminar will focus on enhancing productivity and minimizing record risks within the organization, ensuring adequate data collection and information access and retrieval, including the organization's position on data privacy and confidentiality. Additionally, it will provide a refresher on fundamental legal frameworks and good governance essential for safeguarding institutional records and maintaining their integrity throughout their life cycle. The output of this seminar is the draft Records Management Operations Manual Table of Contents, which will serve as the foundation in preparation for the Level II RMP Manual Writeshop Seminar.

In line with this, we are cordially inviting all agency key officers and personnel involved in records management, be it from the National Government Agencies, Local Government Units, State Colleges and Universities, and Local Water Districts to attend this seminar to help them develop and craft their respective Agency's Records Management Operations Manual.

Said activity will accommodate participants on a first-come-first-served basis with a registration fee of Eight Thousand Four Hundred Pesos (Php 8,500.00) for live-in participants and Six Thousand Three Hundred Pesos (Php 6,500.00) for live-out participants. Payment in cash or check shall be payable only to the Philippine Association of Records Officers and Archivists Inc. To ensure that slots are held for interested participants, we would be very grateful if you could confirm your attendance ahead of time.



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Note: You may be directed to an Advertisement Page.
All you need to do is tap on "Skip Advertisement" and you'll get straight to the form.

For further inquiries and clarification regarding the seminar details, please get in touch with tel. no. (02) 8650-4235. You may also get in touch with us through mobile numbers 0985-301-1592, 09085178830 and 0955-180-2299 or email us at paroa2005.inquiry@gmail.com.

Be assured that we are one with you in your aspirations for the professionalization and development of personnel in your agencies/offices.

Thank you so much and more power.

Very truly yours,


DR. DIOBERTO C. FLORES, EdD,DPA,PhD
National President