



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-472

To : Assistant Schools Division Superintendent  
 Division Chiefs  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Public School Heads  
 Public School Teachers

Subject : **INVITATION FROM THE PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVIST (PAROA)**

Date : August 6, 2024

This is in reference to Regional Memorandum AD-2024-146 dated July 31, 2024, signed by Allan G. Farnazo Director IV, from **Diobien C. Flores**, President of PAROA, regarding the three-day workshop on "Leadership and Governance in Records Management: Development of an Agency's Records Operational Manual Towards Public Service," to be conducted on August 20-22, 2024, at the Golden Prince Hotel and Suites, Acacia Street corner Archbishop Reyes Avenue, Cebu City, contents are self-explanatory.

Anent to this, concerned personnel's attendance to the activity is official time only. Expenses shall be charged to personal funds.

Relevant details and information are provided in the enclosures.

For information and guidance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
 OIC-Schools Division Superintendent

*8/7/24*

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**  
 24-12558  
 DATE: AUG 09 2024 TIME: P.M.  
 BY: *[Signature]*

Enclosed: As stated.  
 SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
 | (082)553-8375



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

SCHOOLS DIVISION OF DAVAO REGION  
 RECORDS SECTION

RECEIVED 125058  
 DATE: 05 AUG 2024 TIME: 11:25  
 BY: [Signature]

Office of the Regional Director

**REGIONAL MEMORANDUM**  
 AD-2024-146

To : Schools Division Superintendents

Subject: INVITATION FROM THE PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVIST (PAROA)

Date : July 19, 2024

This has reference to the invitation dated July 8, 2024, from **Diobien C. Flores**, President of PAROA, regarding the three-day workshop on "Leadership and Governance in Records Management: Development of an Agency's Records Operational Manual Towards Public Service," to be conducted on August 20-22, 2024, at the Golden Prince Hotel and Suites, Acacia Street corner Archbishop Reyes Avenue, Cebu City, contents are self-explanatory.

Anent to this, concerned personnel's attendance to the activity is official time only. Expenses shall be charged to personal funds.

For information and guidance.

ALLAN G. FARNAZO  
 Director

[Signature]

Enclosed: As stated.

ROA6/RS-jgb

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

BY: [Signature]  
 DATE: 8.5.24 TIME: 3:57:44



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depedroxi.ph

Doc. Ref. Code	RO-KMT-F001	Rev	00
Effectivity	07.01.24	Page	1 of 1





DepEd XI Davao Region <region11@deped.gov.ph>

### INVITATION LETTER OF TRAINING / SEMINAR

1 message

PAROA Official <paroa2005.inquiry@gmail.com>  
To: region11@deped.gov.ph

DEPARTMENT OF EDUCATION ROXAS  
 MEMPHIS SECTION  
 RECEIVED  
 By: [Signature]  
 Date: 7.18.24 Time: 4:25 PM

Dear Sir/Madam:

Greetings!

Attached herewith is the PAROA Invitation Letter (Please see attached file) for the Training/Seminar entitled: **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.

Yours,



**PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS**  
 "STRENGTHENING THE NATION THROUGH EXCELLENCE IN RECORDS MANAGEMENT TRAINING AND SEMINARS"

PAROA.Official\_2005

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute, or copy this email. Please notify the sender immediately by e-mail if you have received this email by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

**ALLAN G. FARNAZO.pdf**  
269K



**PHILIPPINE ASSOCIATION OF  
RECORDS OFFICERS AND ARCHIVISTS**  
"RENGTHENING THE NATION THROUGH EXCELLENCE IN  
RECORDS MANAGEMENT TRAINING AND SEMINARS"

July 8, 2024

**ALLAN G. FARNAZO**  
Regional Director  
Region XI

Dear **Mr. Farnazo**:

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.



Scan this QR Code or Access the link: <http://tiny.cc/p18zyz>

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](mailto: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. DIOSDIN C. FLORES, EdD, DPA, PhD**  
National President

R6 N37 GSIS Hills, Tal., Novaliches, Quezon City  
SEC Registration No. CN200515541

 : [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com)



[www.facebook.com/paroa2005.official/](http://www.facebook.com/paroa2005.official/) or @paroa2005.official