

#### 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 PESTACIO, PhD, CESO VI

OIC-Schools Division Superintendent

DepEd Schools Division of Digos City

DATE: ALLC O

1 (082) 553-8375

Enclosed: As stated. SGOD/jsa









### Republic of the Philippines

**DAVAO REGION** 

Department of Education LATE:

0 5 AUG 2024 TIME: 11:05

MED SCHOOLS LIVISION OF DIGUS LIV RECORDS SECTION

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

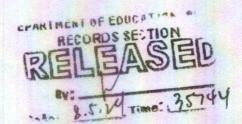
This has reference to the invitation dated July 8, 2024, from Diobien C. Flores, President of PAROA, regarding the three-day workshop on "Leadership and Governance in Records Management: Development of an Agency's Records Operational Manual Towards Public Service," to be conducted on August 20-22, 2024, 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.

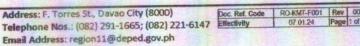
Enclosed: As stated.

ROA6/RS-jgb

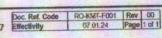








Website: www.depedroxi.ph







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

EDUCATION ROXI

# INVITATION LETTER OF TRAINING / SEMINAR

1 message

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.

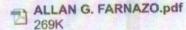


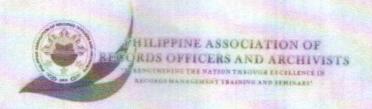
HILIPPINE ASSOCIATION OF ORDS OFFICERS AND ARCHIVISTS

RENGTHENING THE NATION THROUGH EXCELLENCE IN RECORDS MANAGEMENT TRAINING AND SEMINARS\*

#### PAROA.Official\_2005

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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: <a href="http://tiny.cc/p18zyz">http://tiny.cc/p18zyz</a>
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@amail.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. DIOSEIN C. FLORES, Edd, DPA, PhD National President