



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

**Office of the Schools Division Superintendent**

**July 31, 2025**

**DIVISION MEMORANDUM**

SGOD-2025-577

To: Assistant Schools Division Superintendent  
Division Chiefs (CID & SGOD)  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
Public School Teachers  
All Others Concerned

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

This is in reference to Regional Memorandum HRDD-2025-207 dated August 7, 2025, signed by Allan G. Farnazo, Director IV, re: **Invitation to a Seminar from the Philippine Association of Records Officers and Archivist (PAROA)**, with a theme "Resilient Records: Building a Disaster Ready Records Management System" on **September 16-18, 2025** at **Manila Prince Hotel, San Marcelino St., Ermita Manila**.

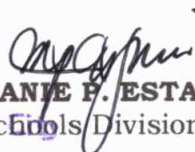

In view of the foregoing, interested participants are hereby informed that attendance is voluntary, and in adherence to D.O. 030, s. 2021, on the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for teaching, teaching-related and non-teaching personnel shall be strictly observed.

Interested participants may email [paroa2025.inquiry@gmail.com](mailto:paroa2025.inquiry@gmail.com) and [paroaofficialcommunication@gmail.com](mailto:paroaofficialcommunication@gmail.com) or call (02) 8650-4235 for inquiries.

Relevant details and information are provided in the enclosures.

Immediate dissemination of this Memorandum is desired.

Enclosed: As stated.  
SGOD/jsa

  
**MELANIE F. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent  
RECORDS SECTION  
**RELEASED**  
DATE: AUG 27 2025 TIME: 1:11 PM  
BY: 



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



RECORDS

120274



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



August 7, 2025

REGIONAL MEMORANDUM  
HRDD-2025-207

INVITATION TO A SEMINAR FROM THE PHILIPPINE ASSOCIATION OF RECORDS  
OFFICERS AND ARCHIVISTS (PAROA)

To: Assistant Regional Director  
Schools Division Superintendents

1. Attached is the invitation from the Philippine Association of Records Officers and Archivists on a seminar with the theme "Resilient Records: Building a Disaster Ready Records Management System" on September 16-18, 2025 at Manila Prince Hotel, San Marcelino St., Ermita Manila.
2. In view of the foregoing, interested participants are hereby informed that attendance is voluntary, and in adherence to D.O. 030, s.2021, on the Multi-Year Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Fund for teaching, teaching-related and non-teaching personnel shall be strictly observed.
3. Interested participants may email [paroa2025.inquiry@gmail.com](mailto:paroa2025.inquiry@gmail.com) and [paroaofficialcommunication@gmail.com](mailto:paroaofficialcommunication@gmail.com) or call (02)8650-4235 for inquiries.
4. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director IV-7 8

Encl.: As stated  
ROHS/mbt

RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
Date: *August 08, 2025*  
120274



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







August 06, 2025

**ALLAN G. FARNAZO**  
Regional Director  
Region XI  
Department of Education

Dear RD. Farnazo:

Greetings!

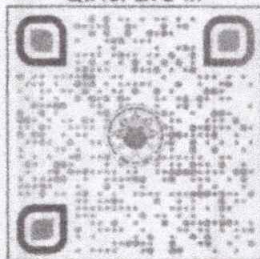
The **Philippine Association of Records Officers and Archivists (PAROA)** is pleased to announce its third quarter seminar with the theme **"Resilient Records: Building a Disaster Ready Records Management System"**, scheduled on **September 16, 17, and 18, 2025**, at the **Manila Prince Hotel**, San Marcelino St., Ermita, Manila.

The Philippines is highly vulnerable to the effects of climate change, which is already affecting everyone and everything, including records and archives. That is why there is a need to protect government records from climate change-related disasters by implementing a strong disaster recovery plan. This seminar aims to enable participants to be proactive in developing measures to protect public records to ensure business continuity. There are various steps to mitigate the impacts of disasters within which agencies and offices can invest on such as focusing on the preservation of digital copies, creating back-up copies, implementing climate-resilient infrastructure, providing secure storage both for physical and digital archives, and foremost, training personnel on emergency procedures. These steps are essential to minimize the potential damage of disasters such as water and fire.

In line with this, we are cordially inviting Local Chief Executives, Records Officers, Records Administrators, Records Custodians, Archivists, Administrative Officers, Administrative Assistants/Staff, and other personnel, be it from the National Government Agencies, Local Government Units, State Colleges and Universities, who are involved in the records management program of their respective offices.

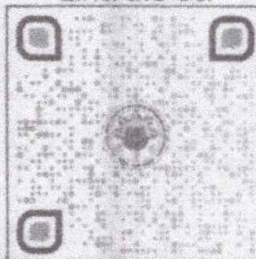
The said activity will accommodate participants on a first-come-first-served basis with a registration fee of **Eight Thousand Eight Hundred Pesos (Php 8,800.00)** for **Live-In** participants and **Six Thousand Eight Hundred Pesos (Php 6,800.00)** for **Live-Out** participants. Payment in cash or check 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 via the QR Code or the Link below.

QR for Live-In



<https://qr.me-qr.com/1/PAROA-Rdy4Dsstr-25LI>

QR for Live-Out



<https://qr.me-qr.com/1/PAROA-Rdy4Dsstr-25LO>

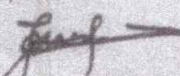
**Important Note:** You may be directed to an Advertisement Page. All you need to do is to tap on "Skip Advertisement" and you'll get straight to the form.

For confirmation, further inquiries, and clarifications, you may call our telephone no. (02) 8650 - 4235 or call and text our mobile nos. (SMART) 0960-518-9048/ (Tnt) 0985-301-1592/ (Smart) 0908-517-8830 / 0943-9273119 (Sun). You may also email us at [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com) (main) or [paroaofficialcommunication@gmail.com](mailto:paroaofficialcommunication@gmail.com) (alternate email), as well as the email addresses that you received this communication/invitation.


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

R5 N37 ISSIS Hills, Tal., Navaliches, Quezon City  
SEC Registration No. CN20051554

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

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