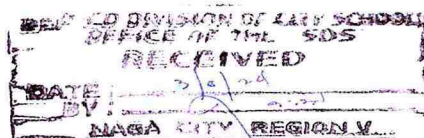


March 1, 2024

SUPT. SUSAN S. COLLANO
Schools Division Superintendent
Naga City
Department of Education



Dear Supt. Collano:

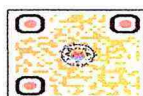
Greetings!

The Philippine Association of Records Officers and Archivists (PAROA), is pleased to announce its second quarter conduct of a seminar entitled: **"Effective Procedures and Best Practices for Electronic Records Protection for Government Offices and Implementing a Comprehensive Electronic Records Security Program"**, scheduled on April 23, 24, & 25, 2024 at the Bohol Plaza Resort Hotel, Dayo Hill, Brgy. Mayacabac, Davao, Bohol.

This seminar aims to enhance the competence of government personnel by providing them with the latest techniques on how to protect their records, whether they are in paper or electronic form. Official records whether in paper or electronic form are valuable information assets of any organization and must be effectively managed so that they are safe from loss, damage, and misuse. On the other hand, instituting a records security program will likewise provide organizations control over accessibility while improving overall efficiency.

In line with this, we are cordially inviting Local Chief Executives, other Elected Officials, Barangay Officials, Records Officers, Records Administrators, Records Custodians, Information Officers, 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.

Said activity will accommodate participants on a first-come-first-served basis with a registration fee of Eight Thousand Four Hundred Pesos (Php 8,400.00) for live-in participants and Six Thousand Three Hundred Pesos (Php 6,300.00) 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.
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For further inquiries and clarification regarding the details of the seminar, please contact Mesdames Adel or Paula at tel. no. (02) 8650-4235. You may also get in touch with us through mobile numbers 0985-301-1592 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. DOBEIN C. FLORES, EdD., DPA
National President



 paroa2005.inquiry@gmail.com

R6 N37 GSIS Hills, Tal., Navallches, Quezon City
SEC Registration No. CN20051554

 www.facebook.com/paroa2005.official/ or @paroa2005.official



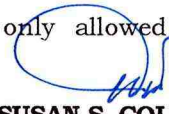
Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 4, 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

For information. The participants are only allowed to attend the activity on **official time**.


SUSAN S. COLLANO CESO V
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
📧 naga.city@deped.gov.ph



Page 1 of 1



**PHILIPPINE ASSOCIATION OF
RECORDS OFFICERS AND ARCHIVISTS**

"STRENGTHENING THE NATION THROUGH EXCELLENCE IN
RECORDS MANAGEMENT TRAINING AND SEMINARS"

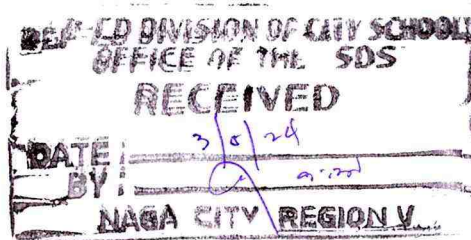
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06 MAR 2024