

Dear **Supt. Dela Rosa**:

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. Mayacobac, Daulis, 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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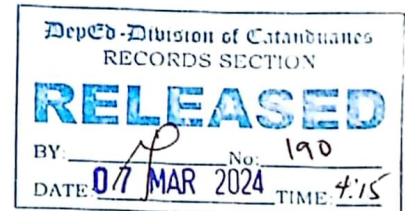
For further inquiries and clarification regarding the details of the seminar, please contact Mesdames Adel or Paula at tel no. (02) 8650-4235. You may also get in touch with us through mobile numbers 0985-301-1592 and 0955-180-2299 or email us at paar@paroa.com.

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



March 7, 2024

To: Division Chiefs
Public Schools District Supervisors
Secondary and Elementary School Heads
All Others Concerned

For information, guidance and compliance.


SOCORRO V. DELA ROSA
Schools Division Superintendent



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