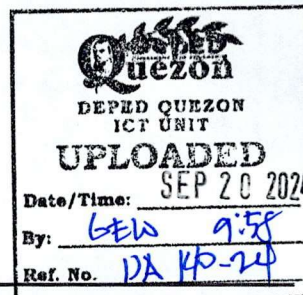




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



DIVISION ADVISORY NO. 140, s. 2024

September 19, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013, this advisory is issued not for the information of DepEd officials, personnel/staff, as well as the concerned public.

(Visit www.deped.gov.ph)

INVITATION TO RESILIENCY AND SUSTAINABILITY IN ADDRESSING RECORDS: BEST PRACTICES IN RECORDS MANAGEMENT

The Philippine Association of Record Officers and Archivists invites all interested participants to the training/seminar on Resiliency and Sustainability in Addressing Records: Best Practices in Records Management on October 15-17, 2024 at AXIAA Hotel, Quezon City.

Please be advised that participation to the said program should be **voluntary**, and other related costs which may be incurred by the applicants shall be on **personal expense**. They are also reminded to **strictly observe Time-On-Task Policy**, and **strict compliance to No Disruption of Classes Policy of the Department as stipulated in DepEd Order No. 09, s. 2005**.

For further details on the conduct of the said program, please see attached document for reference.

4.

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OK

DEPEDQUEZON-TM-SDS-04-011-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321

September 11, 2024

ROMMEL C. BAUTISTA
Schools Division Superintendent
Quezon



Dear **Mr. Bautista**:

Greetings of Peace and Solidarity!

The Philippine Association of Records Officers and Archivists (PAROA), an institution that specializes in records management is pleased to announce the conduct of Training/Seminar on "**RESILIENCY AND SUSTAINABILITY IN ADDRESSING RECORDS: BEST PRACTICES IN RECORDS MANAGEMENT**" scheduled on October 15, 16, & 17, 2024 at the AXIAA Hotel located at No. 135 West Avenue, Barangay. Bungad, Quezon City (Near EDSA), Metro Manila, 1105.

In line with the Association's thrust to best equip its colleagues with quality training to enhance their abilities, this training aims the participants to 1). Understand the importance of archiving and vital records protection, 2). Gain insights into disaster risk management and preservation planning, 3). Identify and assess risks in records management, 4). Familiarize concepts and strategies in records digitization, and 5). Learn how to prepare, respond, and recover after a records disaster.

In view of the above, we are cordially inviting Department and Division Heads, Local Chief Executives, Records Officers/Managers/Custodians, Archivists, Administrative Officers/Assistants, Information Officers, Clerks, Secretaries, and all other personnel involved in handling and maintaining the records of your agency/office to attend this seminar-workshop.

The three-day activity will accommodate participants on a first-come-first-served basis. A registration fee of Php **8,500.00 for LIVE-IN** and Php **6,500.00 for LIVE-OUT** participants will cover kits, handouts, meals/snacks, and certificates. Payment in cash or check shall be payable only to the **Philippine Association of Records Officers and Archivists, Inc. (strictly no abbreviation)** on or before registration.

To ensure that slots are held for interested participants, we will be very grateful if you can confirm your attendance in advance before the scheduled date. For confirmation, kindly scan the QR Codes or access the link below for your respective Registration Type of choice:

QR for Live-In



Link: <https://me-qr.com/l/rcrdsmgmt-LI>

QR for Live-Out



Link: <https://me-qr.com/l/rcrdsmgmt-LO>


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 further inquiries, and clarifications, you may call telephone no. (02) 282-1289 or mobile nos. (globe) 0916-1750007/ (smart) 0998-361-2551/ (sun) 0932-3175015 or email us at paroa2005.inquiry@gmail.com. For those interested in attending, you may request from PAROA through text for the invitation just give us your email address so we can send it to you via email.

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. DIOBAIN C. FLORES, EdD,DPA,PhD
National President