



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division  
Superintendent

July 11, 2024

**DIVISION MEMORANDUM**

NO: 469 s. 2024

**TRAINING/SEMINAR ON DEVELOPING THE AGENCY'S RECORDS MANAGEMENT  
OPERATIONS MANUAL**

TO: Assistant Schools Division Superintendent  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office hereby disseminates invitation from Dr. Diobein C. Flores, EdD, DPA, PhD, National President of the Philippine Association of Records Officers and Archivers,, the contents of which are self-explanatory.
2. Participation to the said activity is **voluntary** and payment will be charged against **personal funds**.
3. Please see attached invitation for more details.
4. Immediate and wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ftc



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# INVITATION LETTER OF TRAINING / SEMINAR

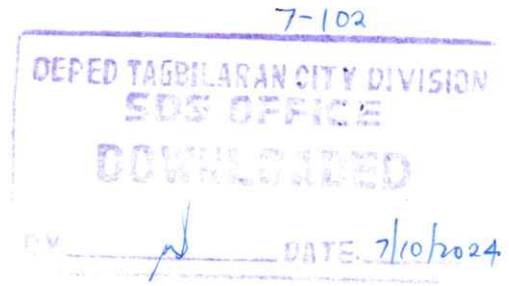
PAROA Official <paroa2005.inquiry@gmail.com>

Tue 7/9/2024 4:56 PM

To:TAGBILARANCITY DIVISION <tagbilarancity.division@deped.gov.ph>

📎 1 attachments (269 KB)

WILFREDA D. BONGALOS.pdf;



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,



**PAROA.Official\_2005**

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July 9, 2024

**WILFREDA D. BONGALOS**

Schools Division Superintendent  
Tagbilaran City

Dear **Ms. Bongalos**:

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 Five Hundred Pesos (Php 8,500.00) for live-in participants and Six Thousand Five 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: <http://tiny.cc/p18zyz>

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@gmail.com](mailto: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. DIOSDIN C. FLORES, EdD,DPA,PhD**  
National President