



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

Office of the Schools Division
Superintendent

August 7, 2025

DIVISION MEMORANDUM

NO: 526 s. 2025

RESILIENT RECORDS: BUILDING A DISASTER READY RECORDS MANAGEMENT SYSTEM

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
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, Philippine Association of Records Officer and Archivists (PAROA), content of which is self-explanatory.
2. Participation to the said training-workshop 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/ict



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PAROA Manila September 2025 Seminar Invitation for Tagbilaran City

From Aira kathleen <aira.paroa2005@gmail.com>
Date Wed 8/6/2025 4:21 PM
To TAGBILARANCITY DIVISION <tagbilarancity.division@deped.gov.ph>

1 attachment (478 KB)
WILFREDA D. BONGALOS.pdf;

8-65
DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
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BY _____ DATE: 8/6/2025
received SGOP: [Signature]
8/6/25 @ 4:57 pm

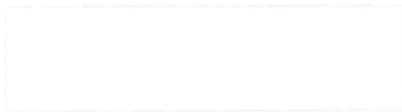
You don't often get email from aira.paroa2005@gmail.com. [Learn why this is important](#)

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Greetings!

Attached herewith is the PAROA Invitation Letter (Please see attached file) for the Training/Seminar entitled: **“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.

Should you have any inquiries regarding the above-mentioned event, kindly contact us at any of the numbers listed in the letter. Thank you so much and we hope to see you at this upcoming event!

Yours,
Aira Kathleen Oca



PAROAOfficial_2005

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August 06, 2025

WILFREDA D. BONGALOS
Schools Division Superintendent
Tagbilaran City
Department of Education

Dear **Ms. Bongalos**:

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/I/PAROA-Rdy4Dsstr-25LI>

QR for Live-Out



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

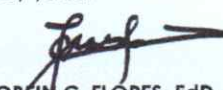
Important Note: You may be directed to an Advertisement Page. All you need to do is to tap on "**Skip Advertisement**" and you'll get straight to the form.

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 (main) or 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. DIOBERT C. FLORES, EdD., DPA, PhD
National President