



# PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS

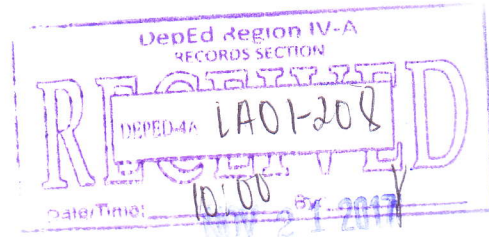
"PARTNERS OF THE GOVERNMENT IN NATION BUILDING"

October 27, 2017

## THE DIRECTOR

Department of Education (Region IV-A)  
Karangalan ES, Karangalan Village,  
Cainta, Rizal

S I R / M A D A M:



The Philippine Association of Records Officers & Archivists (PAROA) joined the advocacy of the Philippine Government in promoting accountability in governance by continuously conducting trainings and seminars to personnel who are involved in documentation of government transactions. This 4<sup>th</sup> quarter of the year, the Association will focus on Training/Seminar entitled "**EFFECTIVE FORMULATION OF MANUAL FOR OFFICE OPERATIONS AND PROVISION OF PROPER SECURITY TO ALL RECORDS FOR ACCOUNTABLE GOVERNANCE**", scheduled on December 6-8, 2017 at Crown Legacy Hotel, Corner Montinola Street, Kisdad Road, Baguio City.

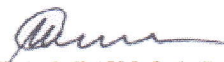
This training/seminar is aimed to equip participants both from the local and national government with the proper manual formulation for operations in the office and addressing security issues on every records handled by different agencies or offices to deliver accountable and sustainable governance. In addition, they will have a hands-on exercise in preparing the organizations' Office Operation Manuals and Security Plans using the prescribed system and tools in Records Management.

We are cordially inviting Local Chief Executives, Vice Mayors, Sanggunian Members, Department & Division Heads, Records Officers and Staff, Archivists, Administrative Officers/Assistants, Secretaries, Legislative Staff/Officers, as well as the other personnel of your office/agency who are involved in the formulation of manual for office operations and providing proper document security. The seminar registration fee of Five Thousand Five Hundred Pesos (Php 5,500.00) for live-in inclusive of two (2) nights accommodation (December 6 and 7) and Three Thousand Nine Hundred Pesos (P3,900.00) for live-out participants shall be collected payable to PAROA on or before the seminar. For live-in participants, please be informed that room assignment will be provided after the registration process. Calls and text messages are only for confirmation of attendance.


Please be advised that should you wish to attend, you are encouraged to confirm thru call or text. For confirmation of attendance, further inquiries and clarification regarding the details of the seminar, you may call mobile numbers 0916-1750007, 0955-7683211 and 0927-7730020.

Thank you so much and we look forward to your participation.

Very truly yours,

  
MELA C. BAYOG, MPA  
Regional President for Mindanao  
Execon Member, NCCA-NCA

Noted:

  
JOEL A. OCAY, MBA  
PAROA-Founding President  
Member, NCCA-NCA