



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Records-RM-2024-536

By: [Signature] Date: 8/8/2024

07 August 2024

Regional Memorandum

No.536 s.2024

INVITATION TO THE TRAINING/SEMINAR ON DEVELOPING RECORDS MANAGEMENT OPERATIONS MANUAL

To : **Schools Division Superintendents
All Others Concerned**

1. Attached is Memorandum No. DM-OUHROD-2024-1395, s. 2024, from Wilfredo E. Cabral and Atty. Revsee A. Escobedo, Regional Director and OIC for Human Resource & Organizational Development, and Undersecretary for Operations, respectively, informing this Region of the Invitation to the Training/Seminar on Developing Records Management Operations Manual, Level 1 entitled **“Leadership and Governance in Records Management: Developing of an Agency’s Records Operational Manual Towards Public Service Excellence”** to be held at The Golden Prince Hotel and Suites, Acacia Street corner Archbishop Reyes Avenue, Cebu City on August 20-22, 2024.
2. In this regard, the Officers and personnel involved in records management associated with the Department of Education may choose to attend provided that their participation does not interfere with the conduct of classes in schools.
3. Travel expenses relative to this activity are subject to the approval of the respective authorities and contingent upon fund availability, subject to the usual accounting and auditing rules and regulations.
4. For more information, you may contact the Philippine Association of Records Officers and Archivists (PAROA) at (02) 8650-4235 or 09853011992, 09085178830, and 09551802299 or email at paroa2005.inquiry@gmail.com or refer to the attached communication.
5. Immediate dissemination of this Memorandum is earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085



ORD-UM01-2024-661

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1395

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **INVITATION TO THE TRAINING/SEMINAR ON DEVELOPING RECORDS MANAGEMENT OPERATIONS MANUAL**

DATE : 17 July 2024

The **Philippine Association of Records Officers and Archivist (PAROA)** will be conducting a training/seminar focusing 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**" from 20 to 22 August 2024 at The Golden Prince Hotel and Suites, Acacia Street corner Archbishop Reyes Avenue, Cebu City.

Key officers and personnel involved in records management associated with the Department of Education may choose to attend the activity, provided their participation does not interfere with the conduct of classes in schools. The use of DepEd funds is subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting and auditing rules and regulations.

For more details and further inquiries please refer to the attached communication from PARA or call them at (02) 8650-4235 or 09853011992, 09085178830 and 09551802299 or email paroa2005.inquiry@gmail.com.



PHILIPPINE ASSOCIATION OF
RECORDS OFFICERS AND ARCHIVISTS
"STRENGTHENING THE NATION THROUGH EXCELLENCE IN
RECORDS MANAGEMENT TRAINING AND SEMINARS"

July 8, 2024

SARA Z. DUTERTE
Vice President and Secretary
Office of the Secretary

Dear **Ms. Duterte**:

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, Anacia 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 Four Hundred Pesos (Php 8,500.00) for live-in participants and Six Thousand Three 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/pl8zyz>

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.

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

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
7/8/24
By: [Signature] Date: 7/10/24
Doc. # 10-07-9833