



Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 881 s. 2024

**INVITATION TO THE TRAINING/SEMINAR ON DEVELOPING RECORDS  
MANAGEMENT OPERATIONAL MANUAL**

To: Schools Division Superintendents  
All Others Concerned

1. In reference to DM-OUHROD-2024-1395, the Philippine Association of Records Officers and Archivists (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 Operations Manual Towards Public Service Excellence" from August 20-22, 2024 at the Golden Prince Hotel and Suites, Acacia Street corner Archbishop Reyes Avenue, Cebu City.

2. This activity aims 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).

3. Anent this, 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 the DepEd funds is subject to the approval of the respective authorities and contingent upon fund availability, adhering to the usual accounting rules and regulations.

4. For more details and inquiries, you may refer to the attached communication or contact the PAROA at telephone/mobile numbers at (02) 8650-4235 or 09853011992, 09085178830, 09551802299 or email at [parao2005.inquiry@gmail.com](mailto:parao2005.inquiry@gmail.com).

5. Immediate dissemination of this memorandum is desired.

  
**TOLENTINO G. AQUINO**

Director IV

Encl.: As stated

Reference: DM-OUHROD-2024-1395

To be indicated in the Perpetual Index

Under the following subjects:

RECORDS INVITATION TRAINING/SEMINAR

AD-RS/nbb/RM\_ InvitationtotheTraining/SeminarondevelopingRMOM  
July30, 2024



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](mailto: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

DEPARTMENT OF EDUCATION  
 OFFICE OF THE SECRETARY

**R** 7/8/24 **D**  
 By: JUNIEL ZAFAR Time: 10:17  
 Doc. # LS-1A-204-07-9833

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, 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 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/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