Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
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3-DAY SEMINAR WORKSHOP ON FLOOD-RESILIENT RECORDS MANAGEMENT

The Philippine Association of Records Officers and Archivists (PAROA) in partnership with the Government Association of Records and Archives Administrators (GARAA) will be conducting a **3-day Seminar Workshop on Flood-Resilient Records Management** focusing on the protection, recovery, preservation, and continuity of government records before, during, and after flooding and other disasters, scheduled on **December 2, 3, and 4, 2026** at the **Axiaa Hotel**, 135, 1105 West Avenue, Project 7, Quezon City, Metro Manila.

The seminar-workshop will provide practical knowledge on disaster preparedness, pre-preservation of vital and pertinent records, emergency response, assessment and recovery of flood-damaged records, preservation, digital backup, and records continuity. Particular emphasis will also be given to COA-related concerns involving pertinent supporting records affected by calamity of force majeure, including proper documentation, due diligence, accountability, and coordination with concerned offices and the COA Auditor.

Target participants to this seminar-workshop are the Records Officers and Custodians, Administrative Officers, Accountants, Budget and Procurement Personnel, Property and Supply Officers, Legal Officers, ICT Personnel, Disaster Risk Reduction personnel, Internal Control personnel, Supervisors and other government employees responsible for the creation, custody, protection, and accountability of government records.

For registration and other queries, please contact:

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National President
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ASD-RS/nbb/ADV_3daySeminarWorkshop
November 9, 2026

PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS (PAROA)

GOVERNMENT ASSOCIATION OF RECORDS AND ARCHIVES ADMINISTRATORS (GARAA)

November 4, 2026

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO.1
NOV 04 2026
BY: TIME: 9:47

DIR. ESTELA L. CARIÑO
Regional Director
Regional Office I - Ilocos Region
Department of Education (DepEd)

Dear *Dir. Cariño*:

Warm Greetings from the **Philippine Association of Records Officers and Archivists (PAROA)**, in partnership with the **Government Association of Records and Archives Administrators (GARAA)**!

In response to the continued interest and demand from government agencies, we are pleased to announce the conduct of the **2nd Batch** of the **"Seminar/Workshop on Flood-Resilient Records Management,"** focusing on the protection, recovery, preservation, and continuity of government records before, during, and after flooding and other disasters. The three (3)-day activity is scheduled on **December 2, 3, & 4, 2026**, at the **Axiaa Hotel, 135, 1105 West Avenue, Project 7, Quezon City, Metro Manila.**

In this regard, we respectfully invite your agency to nominate concerned personnel to participate in this capacity-building activity.

Government records are indispensable evidence of public transactions, financial and property accountability, official decisions, programs, and the delivery of government services. Their protection and availability are therefore essential to **government continuity, transparency, accountability, audit readiness, and legal protection**.

The seminar-workshop will provide practical knowledge on disaster preparedness, **pre-preservation of vital and pertinent records**, emergency response, assessment and recovery of flood-damaged records, preservation, digital backup, and records continuity. Particular emphasis will also be given to **COA-related concerns involving pertinent supporting records affected by calamity or force majeure**, including proper documentation, due diligence, accountability, and coordination with concerned offices and the COA Auditor.

KEY AREAS OF DISCUSSION

- Flood risk assessment and disaster preparedness for government records;
- Identification, prioritization, and **pre-preservation of vital and pertinent records**;
- Emergency handling, salvage, recovery, stabilization, and preservation of flood-damaged records;
- Applicable records management and disaster recovery requirements under **RA 9470 and NAP guidelines**;
- **COA requirements and accountability concerns** on pertinent records affected by calamity and force majeure;
- Documentation of records loss, damage, and recovery;
- Digitization, backup, records continuity, and disaster recovery; and
- Development of an **Office Records Disaster Preparedness, Recovery, and Continuity Action Plan.**

The seminar-workshop is particularly recommended for Records Officers and Custodians, Administrative Officers, Accountants, Budget and Procurement Personnel, Property and Supply Officers, Legal Officers, ICT Personnel, Disaster Risk Reduction personnel, Internal Control personnel, Supervisors, and other government employees responsible for the creation, custody, protection, and accountability of government records.

PAROA and GARAA believe that **records protection is an institutional responsibility and a fundamental component of good governance**. Preparing government offices to protect and recover their records before disaster strikes is an investment in the continuity, integrity, and accountability of public service.

In line with the significant increase in hotel accommodations, food, transportation, supplies, and other operational costs, an adjustment in the registration fee has become necessary. Despite these increases, we continue to provide our participants with the most reasonable and considerate rate possible, while maintaining the quality and inclusions of the seminar. We sincerely value both our new and long-standing participants and remain committed to offering a fair and affordable registration fee.

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Registration Details:
Seminar Fee:

₱9,100.00 – Live-In
Inclusive of:
- 3 Days & 2 Nights Training Sessions
- Accommodation
- Meals and Snacks
- Training Kit and Materials
- Use of Full Amenities, LED Wall, & Projectors
- Certificate of Participation and Appearance

₱7,100.00 – Live-Out
Inclusive of:
- 3 Days & 2 Nights Training Sessions
- AM/PM Snacks and Lunch
- Training Kit and Materials
- Use of Selected Amenities, LED Wall, & Projectors
- Certificate of Participation and Appearance

Payment shall be made payable to:
Account Name: **Philippine Association of Records Officers and Archivists, Inc. (No abbreviation)**
Account Number: **200036322941**
Bank: **EASTWEST BANK (Quirino Highway, Talipapa, Novaliches, Quezon City)**

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In this regard, we respectfully request your approval for the participation of your designated personnel on Official Business, subject to the usual accounting and auditing rules and regulations. Participation in this activity shall support your office's compliance initiatives under R.A. 9470, COA Circular No. 2020-006, and Civil Service Commission policies on continuing professional development and organizational capability enhancement.

Important Notice: We would like to remind everyone that **PAROA and GARAA** are committed to providing every participant with a **professional, organized, and high-quality seminar experience.** Participant registration shall be strictly on a **FIRST-COME, FIRST-SERVED basis. Walk-in participants are strongly discouraged** to ensure proper venue preparations, workshop materials, meals, and certificates. Participants are highly encouraged to register and confirm at the earliest opportunity, as registration automatically closes once all available slots have been filled.

For confirmation, further inquiries, and clarifications, you may call our telephone no. **(02) 8650 - 4235** or call and text our mobile nos. **(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 address with which 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,

DIOBEIN C. FLORES, Ed.D., D.P.A., Ph.D., MPSA
National President