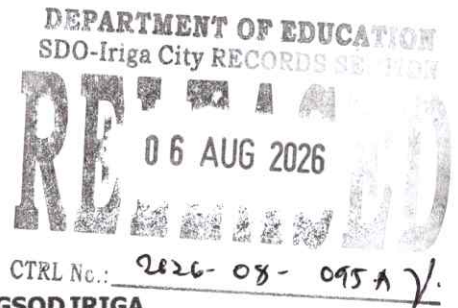




Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA



ADVISORY NO. as, 2026
JULY 14, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2021 but only for the information of DepEd officials, personnel/staff, as well as the concerned public.

**"INVITATION LETTER FROM PHILIPPINE ASSOCIATION
OF RECORDS OFFICERS AND ARCHIVISTS (PAROA)"**

The Philippine Association of Records Officers and Archivists (PAROA) invite interested personnel to attend the technical training and capacity enhancement program entitled **"From Creation to Disposal: Practical Records Management for LGUs and NGAs"** to be held on **August 18-20, 2026** at the **Axiaa Hotel, 135 West Avenue, Quezon City, Metro Manila**.

Registration details and other relevant information are provided in the attached invitation letter and may also be obtained through the contact details indicated therein.

For further inquiries, you may call or text **(02) 8352-1235, 0908-517-8830 (Smart)**, or **0985-301-1592 (TNT)**.

Please note that participation in this event is purely **voluntary** and subject to applicable office policies and approval requirements.

For information and guidance of all concerned.

Digitally signed by Brioso
Maria-Magnolia Fajardo
Date: 2026.07.29 11:50:49
+08'00'

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent

Encls.:
As stated.



**IRIGA
SPRINGS**

Sa Serbisyang Tapat at Mangap,
Edukasyon ang Dekalidad!



Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



ADVISORY No. 188 s. 2026
July 2, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.

**INVITATION LETTER FROM PHILIPPINE ASSOCIATION OF
RECORDS OFFICERS AND ARCHIVISTS (PAROA)**

The Philippine Association of Records Officers and Archivists (PAROA) is inviting
for a technical training and capacity enhancement entitled: "FROM CREATION TO
DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR LGUs and NGAs" on August
18 to 20, 2026 at the Axiaa Hotel, 135, 1105, Project 7, Quezon City, Metro Manila.

Registration details and other information are found in the attached basic
communication.

For further inquiries, please call/text telephone no. (02)8650-4235 and mobile
number (Smart) 0908-517-8830/(TnT) 0985-301-1592.

Participation in this activity is on a voluntary basis only.

For information.

ADMIN/bmr
07/02/26

DEPED V BICOL REGION

From: PAROA Email <loren.paroa2005@gmail.com>
Sent: Tuesday, 30 June 2026 3:31 pm
To: DEPED V BICOL REGION
Subject: PAROA QC August 2026 Records Seminar Invitation
Attachments: DR. GILBERT T. SADSAD.pdf

Greetings!

Due to the overwhelming response to our previous training and the numerous requests we received from government agencies, we are pleased to announce the opening of the **2nd Batch** of our technical training and capacity enhancement entitled: **"FROM CREATION TO DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR LGUs AND NGAs – BATCH 2"** on **August 18, 19, & 20, 2026** at the **Axiaa Hotel**, 135, 1105 West Ave, Project 7, Quezon City, Metro Manila. Attached herewith is the PAROA Invitation Letter (Please see attached file) .

For inquiries, you may call our telephone no. **(02) 8650 - 4235** or call and text our mobile nos. **(TnT) 0985-301-1592/ (Smart) 0908-517-8830 / 0943-9273119** (Sun). You may also reply to this email for your convenience.

Thank you, and we hope to see you at the event!

Warm regards,



PHILIPPINE ASSOCIATION OF
RECORDS OFFICERS AND ARCHIVISTS

PAROAOfficial_2005

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute, or copy this email. Please notify the sender immediately by e-mail if you have received this email by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.



June 30, 2026

DR. GILBERT T. SADSAD
Regional Director
Region V - Bicol Region
Department of Education (DEPED)



Dear Dr. Sadsad:

Warm greetings!

Due to the overwhelming response to our previous training and the numerous requests we received from government agencies whose representatives were **unable to secure slots during the 1st Batch** because of limited participant capacity, the **Philippine Association of Records Officers and Archivists, Inc. (PAROA)**, in coordination with the **Government Association of Records and Archives Administrators, Inc. (GARAA)**, is pleased to announce its conduct of a technical training and capacity enhancement entitled: **"FROM CREATION TO DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR LGUs AND NGAs – BATCH 2"** on **August 18, 19, & 20, 2026** at the **Axiaa Hotel, 135, 1105 West Ave, Project 7, Quezon City, Metro Manila**.

This capacity-building activity aims to enhance the competencies of records officers, administrative personnel, and document custodians in the proper creation, maintenance, safekeeping, retention, and lawful disposal of government records in accordance with existing laws, rules, and regulations, in compliance with **Republic Act No. 9470 and relevant policies of the National Archives of the Philippines (NAP)**, while **addressing common audit observations and preventing potential Commission on Audit (COA) disallowances arising from improper records handling, retention, and disposal practices**. It shall likewise provide practical guidance on the establishment of effective filing systems, records inventory management, and the preparation of Records Disposition Schedules (RDS). Participants will be equipped with ready-to-use templates, action plans, and compliance tools that may be directly applied in their respective offices to further promote institutional preservation, continuity, and efficient public service delivery through sound records management practices. The activity shall feature practical workshops, technical discussions, and guided exercises facilitated by practitioners and subject matter experts in the field of records and archives management.

The activity is highly recommended for Heads of Offices, Division Chiefs, Records Officers, Records Custodians, Administrative Officers and Administrative Aides, Human Resource and Finance Personnel, Barangay Secretaries, as well as personnel directly handling official documents and institutional records.

Registration Details:
Seminar Fee:

P8,800.00 – Live-In

Inclusive of:

- 3 Days & 2 Nights Training Sessions
- Accommodation
- Meals and Snacks
- Training Kit and Materials
- Use of LED Wall & Projectors
- Certificate of Participation and Appearance

P6,800.00 – Live-Out

Inclusive of:

- 3 Days & 2 Nights Training Sessions
- AM/PM Snacks and Lunch
- Training Kit and Materials
- Use of LED Wall & Projectors
- Certificate of Participation and Appearance

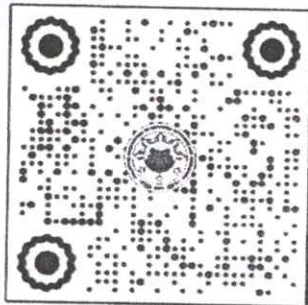
Payment shall be made payable to:

Account Name: **Philippine Association of Records Officers and Archivists, Inc. (No abbreviation)**

Account Number: **200036322941**

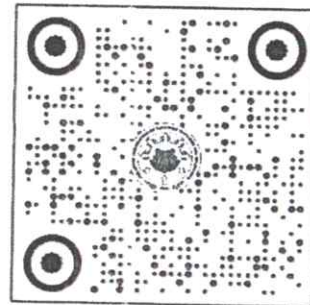
Bank: **EASTWEST BANK (Quirino Hi-way, Talipapa, Novaliches, Quezon City)**

QR for Live-In



<https://qr.me-qr.com/I/8RCRDS-LI26-B2>

QR for Live-Out



<https://qr.me-qr.com/I/8RCRDS-LO26-B2>

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.

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.

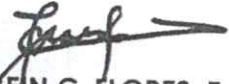
Important Notice: We would like to remind everyone that PAROA and GARAA are committed to providing every participant with a **professional, organized, and high-quality seminar experience**. Participant registration shall be strictly on a **FIRST-COME, FIRST-SERVED basis**. **Walk-in participants are 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,


DIOSBERTO C. FLORES, EdD., DPA, PhD
National President