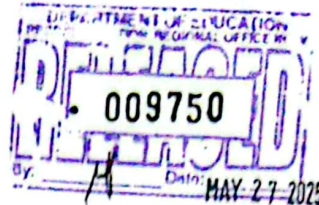


ADVISORY No. W s. 2025  
May 2027, 2025



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 Records Officers, Records Custodians, Administrative Officers, Administrative Assistants/Staff and other personnel involved in records management program to a seminar with the theme "Assessment of Digital/Manual Records Management Compliance with Quality Service on July 8-10, 2025 at the A & A Plaza Hotel, National Highway cor. Wescom Road, Puerto Princesa City, Palawan .

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

For further inquiries, please email [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com) or call/text telephone no. (02)8650-4235 and mobile numbers (TM) 0943-927-3119, (TnT) 0985-301-1592 and (Smart) 0908-517-8830, 0960-518-9048, 0997-511-4101.

Participation in this activity is on a voluntary basis only.

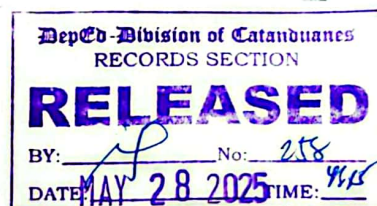
For information.

ADMIN/bmr  
05/27/25



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**



May 28, 2025

TO : OIC – Assistant School Division Superintendent  
Chief Education Supervisors  
Education Program Supervisor  
Public Schools District Supervisor/ In-Charge of the Districts  
Elementary and Secondary School Heads  
All Others Concerned

For information.

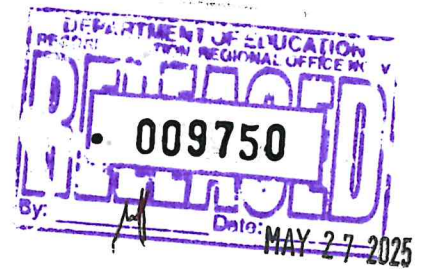
By Authority of the OIC- Schools Division Superintendent:

**DELFIN A. BONDAD**  
Assistant Schools Division Superintendent  
Officer-In-Charge



San Roque, Virac, Catanduanes  
052-8114036 / 09623505374  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrocatanduanes.com](http://www.depedrocatanduanes.com) / [www.catanduanes.deped.gov.ph](http://www.catanduanes.deped.gov.ph)

ADVISORY No. 114 s. 2025  
May 2027, 2025



In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
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Participation in this activity is on a voluntary basis only.

For information.

ADMIN/bmr  
05/27/25



## DEPED V BICOL REGION

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**From:** Aira kathleen <aira.paroa2005@gmail.com>  
**Sent:** Thursday, 22 May 2025 11:50 am  
**To:** DEPED V BICOL REGION  
**Subject:** Invitation Letter for Training/Seminar  
**Attachments:** DR. GILBERT T. SADSAD.pdf

You don't often get email from [aira.paroa2005@gmail.com](mailto:aira.paroa2005@gmail.com). [Learn why this is important](#)

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Greetings!

Attached herewith is the PAROA Invitation Letter (Please see attached file) for the Training/Seminar entitled: **"Assessment of Digital/Manual Records Management Compliance with Quality Service and Data Protection Regulatory Requirements"**, scheduled on **July 8, 9, & 10, 2025** at the **A&A Plaza Hotel**, National Highway cor. Wescom Road, Puerto Princesa City, Palawan.

Should you have any inquiries regarding the above-mentioned event, kindly contact us at any of the numbers listed in the letter. Thank you so much and we hope to see you at this upcoming event!

Yours,  
Aira Kathleen Oca



**PAROAOfficial\_2005**

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May 22, 2025

**DR. GILBERT T. SADSAD**  
Regional Director  
Region V

Dear Mr. Sadsad:

Greetings!

The **Philippine Association of Records Officers and Archivists (PAROA)**, is pleased to announce its second quarter conduct of a seminar with the theme "**Assessment of Digital/Manual Records Management Compliance with Quality Service and Data Protection Regulatory Requirements**", scheduled on **July 8, 9, & 10, 2025** at the **A&A Plaza Hotel**, National Highway cor. Wescom Road, Puerto Princesa City, Palawan.

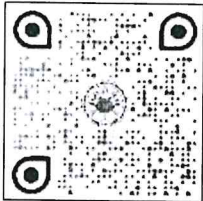
Effective Digital Records Management is essential for organizational value creation, regulatory compliance, and information security. This training program is tailored for officers and staff responsible for overseeing, developing, and operating digital/manual records management systems. It emphasizes quality service and the safeguarding of data privacy, confidentiality, process integrity, system availability, and accountability - key legal and organizational priorities in digital record-keeping. The program equips participants with the knowledge and tools necessary to confidently build their capabilities, ensuring they "get it right the first time" when demonstrating service quality, data privacy, and information security in core record management processes.

This seminar aims to enhance the competence of government personnel by providing them with the latest techniques on how to implement quality service indicators, ensure regulatory compliance, incorporate data privacy requirements, conduct privacy impact assessments, implement security controls, and develop breach response protocols for trusted digital record management systems. We aim to develop and operate secure, compliant digital record management systems with robust privacy and security controls.

In line with this, we are cordially inviting Local Chief Executives, Records Officers, Records Administrators, Records Custodians, Archivists, Administrative Officers, Administrative Assistants/Staff, and other personnel, be it from the National Government Agencies, Local Government Units, State Colleges and Universities, who are involved in the records management program of their respective offices.

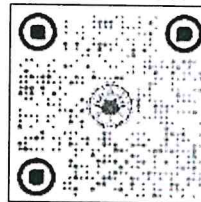
The three-day activity will accommodate participants on a first-come-first-served basis with a registration fee of **Eight Thousand Eight Hundred Pesos (Php 8,800.00) for live-in participants** and **Six Thousand Eight Hundred Pesos (Php 6,800.00) for live-out participants**. Payment in cash or check 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 via our QR Codes/Link below.

QR for Live-In



<https://qr.me-qr.com/I/PAROA25-07dgtlcrds-LI>

QR for Live-Out



<https://qr.me-qr.com/I/PAROA25-07dgtlcrds-LO>

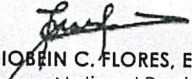
**Important Note:** You may be directed to an Advertisement Page. All you need to do is to tap on "**Skip Advertisement**" and you'll get straight to the form.

For confirmation, further inquiries, and clarifications, you may call our telephone no. (02) 8650 - 4235 or call and text our mobile nos. (TM) 0943-927-3119, (TnT) 0985-301-1592, (Smart) 0908-517-8830, 0960-518-9048, 0997-511-4101, and look for Mesdames Grace, Aira, and Adel. You may also 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,

  
**DIODEN C. FLORES, EdD, DPA, PhD**  
National President