January 18, 2022

MS. LORMELYN E. CLAUDIO
OIC, Regional Executive Director
Department of Environment
And Natural Resources (DENR)
Regional Office IV-B

Dear *Ms. Claudio:*

Greetings!

In line with the Philippine Association of Records Officers and Archivists (PAROA) efforts during this time of pandemic is to deliver virtual information to our previous participants who are inquiring and requesting for us to conduct a virtual training. The Association believes in the potential of digital platforms which have not only helped ease the fears and feeling of isolation in a different community, but it has also more importantly become instrumental in providing information, mobilizing help and directing efforts where it is needed.

We are glad that both the National and Local Government entities are pushing hard to broaden the employee's access to various technological platforms in these trying times. PAROA, in its efforts to provide you with the needed information is having its CY-2022 first quarter virtual seminar, entitled: **"Virtual Training/Seminar on Electronic Records Management System for the Local Government with the "*Devolved Basic Services*" and How to Operationalize the Electronic Records Management Policy in this Context".** By determining, describing, analyzing, and demonstrating the policies, procedures, and evidences of quality electronic records management system, guaranteed service delivery in the devolved national services procedures shall be ensured. Said virtual training is scheduled on **March 2-4, 2022**.

With the issuance of Executive Order (EO) No. 138, series of 2021 by His Excellency Pres. Rodrigo Roa Duterte, the long-cherished goal of Local Government Units (LGUs) to finally implement the full devolution of powers and resources mandated by the 1991 Local Government Code can be seen through. Under the full devolution, many good things are coming our LGUs' way, such that LGUs are given local autonomy, more powers, authority and the corresponding financial resources, among others. However, with devolution comes greater responsibilities to our LGUs, such as, how can they become more accessible to the general public with the transfer of basic services and facilities to them. They need to adopt certain mechanisms such as conversion to electronic transactions to ensure the continuous and prompt delivery of public services.

We are cordially inviting Local Chief Executives, Department Heads, Administrative Officers, Budget Officers, Records Officers, Information Officers and other personnel/staff in-charge in the provision of frontline public services to attend this virtual training.

Please note though that due to the pandemic, and in effect, there are various restrictions put in place by the government, but, we assure you that all the materials for the said seminar will be provided thru email.

For confirmation of attendance, please contact Tel. No. (02)8650-4235 and for further inquiries and clarification regarding the details of the seminar, you may get in touch with us through our mobile numbers 0916-1750007 and 0917-7034968. You can also email us at paroa2005.inquiry@gmail.com. Please be assured that we are one with your aspirations for the professionalization and development of personnel in your offices/agencies.

The three-day activity will accommodate participants on a first come-first served basis with a registration fee of Two Thousand Three Hundred Pesos **(**Php **2,300.00)** per participant. Payment in cash and/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 will be very grateful if you can confirm your attendance ahead of time.

Thank you so much and more power.

Very truly yours,   Noted:

HENRY P. TOMALABCAD, J.D.   **JOEL A. OCAY, MBA**
National President   Executive Director