

July 8, 2022

HON. LORMELYN E. CLAUDIO

OIC, Regional Executive Director
Region IV-B
Department of Environment and Natural Resources

Dear **Honorable Claudio**:

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA) is pleased to announce its 3rd Quarter, "face-to-face" Training/Seminar entitled: **"Integration of Relevant Legislation in the Establishment of a Comprehensive Records Management Program"**, scheduled on August 23, 24, 25, 2022 at the Golden Prince Hotel & Suites, Acacia Street, Cebu City.

The legal bases in the formulation of policies, i.e. administrative, financial and legal are the information an organization must keep as significant records; the procedures for managing those records, i.e. being mindful of their retention periods to ensure their general protection, providing for their storage as well as their eventual disposition. They shall also serve as the organization's "institutional memory" because it will provide an essential framework that will enable the National and Local Government Records Offices to perform with authority in its dealings.

It is unfathomable for an office trying to function without them. That is how important policies are. There is no way for one legal system to cover every situation because circumstances are unique. There are a wide variety of policies including laws created by legislatures, by administrative agencies and even laws created from tradition or common laws, but all of them are important to help protect us in the day-to-day function of our offices.

In line with the Association's thrust to best equip its colleagues with the quality training/seminar to enhance their capabilities, be it from the National Government Agencies, Local Government Units and Government-Owned and Controlled Corporations, we are cordially inviting Local Chief Executives, Department Heads, Secretaries, Legislative Officers and Staff, Administrative Officers, Information Officers, Records Officers and other personnel who actually handle 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 Seven Thousand Nine Hundred Pesos (Php 7,900.00) for live-in participants and Five Thousand Eight Hundred Pesos (Php 5,800.00) for live-out participants. 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.

For confirmation of attendance, please contact Mesdames Adel Dela Vega or Pao S. Cua at Tel. No. (02)8650-4235. For further inquiries and clarification regarding the details of the seminar, you may get in touch with us through mobile numbers 0916-1750007, 0916-5020185, and 0969-3920577. You can also email us at paroa2005.inquiry@gmail.com.

While under IATF Alert Level 1, government regulations require proof of vaccination for this on-site seminar/training apart from local restrictions that might be in place by the City Government of Cebu, hence, **all interested participants must be fully vaccinated.**

Be assured that we are one with you in your aspirations for the professionalization and development of personnel in your offices/agencies.

Thank you so much and more power.

Very truly yours,



HENRY P. TOMALABCAD, J.D.
National President

Noted:



JOEL A. OCAY, MBA
Executive Director