

March 8, 2022

MS. LORMELYN E. CLAUDIO

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

Dear **Ms. Claudio:**

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA) is pleased to announce its 2nd Quarter, "face-to-face" hybrid training-seminar entitled: **"Seminar/Training on the Effective Approach in Records, Information and Data Management System: Standards and Best Practices for Business Continuity in the New Normal in Correlation to the Data Privacy Act (R.A. 10173) of 2012"**, scheduled on April 20 to 22, 2022, to be held at the Crown Legacy Hotel, corner Montinola Street, Kisad Road, Baguio City.

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, Information, Records Officers, Personal Information Controllers/Processors and other personnel who actually handle the records management program of their respective offices as well as that in-charge in the collection and processing of personal information.

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 or Pao 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 and 0917-7034968. 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 Baguio, 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