

May 16, 2022

HON. LORMELYN E. CLAUDIO

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

Dear **OIC, Regional Executive Director CLAUDIO**:

The Philippine Association of Records Officers and Archivists (PAROA) is pleased to announce the conduct of a **Seminar on Republic Act No. 9184 and its 2016 Revised IRR: Key Concepts and Practical Tools on Procurement Planning, Procedures and Documents Control System**", scheduled on June 20 - 22, 2022 at the EON Centennial Resort Hotel and Waterpark in Alta Tierra Village, Jaro, Iloilo City.

This training/seminar is designed to capacitate government procurement personnel whether from the National Government Agencies, Local Government Units, State Universities and Colleges, Government Financial Institutions, and Government-Owned and Controlled Corporations with the knowledge and skills needed in the implementation of the required standard processes on public procurement.

The proposed three-day seminar will also cover project costing, determination of ABC (Approved Budget for the Contract), and technical specifications writing. Participants will be equipped with the use of the streamlined procurement processes for a more responsive and prompt public service.

We are cordially inviting Administrative Officers, Supply Officers, Administrative Staff, and other personnel preferably those who are actually handling and maintaining the procurement processes, procurement records, and documentation of their respective agencies/offices to attend and participate in the seminar.

Said 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. You may access the link below or scan the QR Code to register:

[Registration form](#)



For further inquiries and clarification regarding the details of the seminar, please contact Mesdames Adel or Pao at Tel. No. (02)8650-4235. You may also get in touch with us through mobile numbers 09165020185, 09693920577, and 0916-1750007. You can also email us at paroa2005.inquiry@gmail.com.

While under IATF Alert Level 1, government regulations require proof of vaccination for this onsite seminar apart from local restrictions that might be in place by the City Government of Iloilo, 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,

JOEL A. OCAY, MBA
Executive Director

Noted:

HENRY P. TOMALABCAD, J.D.
National President