

November 9, 2022

RD. LORMELYN E. CLAUDIO, CESO IV

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

Dear **Rd. Claudio**:

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA) is pleased to announce its year-end, "face-to-face" training-seminar entitled: **"Training/Seminar on Electronic Document Management Tracking System to Enhance Data Processing"**, scheduled on December 7, 8, 9, 2022 at the Crown Legacy Hotel, corner Montinola Street, Kisad Road, Baguio City.

To further strengthen the accuracy of our systems and increase the productivity of our personnel, we need to foster initiatives on the use of information technology in the workplace. As such, the manual workload of administrative activities is reduced. With an effective document management system in place, monitoring and tracking of the receipt and release of documents is made easier. Also, government offices will have a wide-range of benefits from secure environment for document storage, immediate web-based access to documents, reduced use of paper and space to increased speed of retrieving documents.

In line with the Association's thrust to best equip its colleagues with the quality trainings 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, Information Technology Officers/Personnel, Administrative/Information/Records Officers and other personnel who act as front liners in 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 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 0916-5020185 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 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.

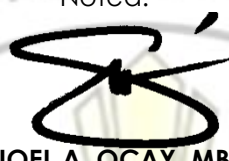
Thank you so much and more power.

Very truly yours,



HENRY P. TOMALABCAD, J.D.
National President

Noted:



JOEL A. OCAY, MBA
Executive Director