

September 8, 2022

**HON. LORMELYN E. CLAUDIO, CESO IV**

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

Dear **Hon. Claudio:**

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA) is pleased to announce its 4<sup>th</sup> Quarter, "face-to-face" Training/Seminar entitled: **"Transforming Government Operations Re: Understanding the Dynamics of Digitalization in Government Processes"**, scheduled on October 19, 20 & 21, 2022 at the La Carmela Resort/Hotel, Balabag, Malay, Aklan.

To respond to the increasing number of the transacting public with the various government agencies, transforming from the traditional service transactions into digital processes will offer convenience and ease of doing routine transactions. This will save time and effort spent queuing. This will speed up transaction. With all these, government services are improved as it provides continuity of operations despite natural and man-made disasters and even during this period of pandemic. Digitalization makes it easier for the public to access government services. It will not only benefit the public but the people working for the public as well. This will redound to a more effective and efficient public service.

In line with the Association's thrust to best equip its colleagues with quality trainings/seminars 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. All Interested participants must be fully vaccinated.

For confirmation of attendance, please contact Mesdames **ADEL** or **PAU** 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](mailto:paroa2005.inquiry@gmail.com).

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