

October 5, 2023

**DIR. FELIX S. MIRASOL, JR., CESO IV**  
OIC, Regional Executive Director  
Region IV-B MIMAROPA  
Department of Environment and Natural Resources

Dear **Dir. Mirasol, Jr.:**

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA), is pleased to announce its fourth quarter seminar entitled "**Digital Records' Sensitivity: Exploring the CARE Concepts of Curation, Archival Preservation, Recovery, and Electronic Data from Traditional Records Management**", on December 5, 6, & 7, 2023 at the Crown Legacy Hotel, corner Montinola St., Kisad Road, Baguio City.

The field of records management has tremendously transformed with the emergence of modern information and communication technology; from the traditional physical records keeping and retrieval to electronic creation, maintenance and use of digital format. Digitization, curation, archival preservation and e-records engagement are some of the meaningful ways that bring transformative change in terms of service enhancement. This seminar aims to provide participants with implementable solutions which will serve as tools for electronic/digital records management in organizations. This will not only reduce the burden of records management responsibilities on individuals but will enable organizational records and information easier to access because they will be consistently managed. It will also provide participants beyond their theoretical understanding of records management with practical approaches of technology integration in traditional records management.

In view of the above, we are cordially inviting Local Chief Executives, Department and Division Heads, Legislative Officers and Staff, Records Officers, Records Managers, Records Custodians, Data Curators, Document Controllers, Administrative Officers, Information Officers, Librarians, Secretaries, and other personnel who are involved in the records management activities of their respective offices.

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. Cash or check payments shall be payable only to the **Philippine Association of Records Officers and Archivists Inc.** To ensure that slots are held for interested participants, we would be very grateful if you could confirm your attendance just by scanning the QR Code or accessing the link below to register.



Scan this QR Code or Access this link: <https://me-qr.com/l/PAROA-DR-CARE>

Note: You may be directed to an Advertisement page.

All you need to do is tap on "Skip Advertisement"  
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For further inquiries and clarification regarding the details of the seminar, please contact Mesdames Adel or Paula at tel. no. (02) 8650-4235. You may also get in touch with us through mobile numbers 0985-301-1592 and 0955-180-2299. 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 agencies/offices.

Thank you so much and more power.

Very truly yours,



**JOEL A. OCAY, MBA**  
Executive Director