



PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS, INC.

*"Strengthening the Nation through
Excellence in Records Management
Trainings & Seminars"*

May 18, 2023

RED. LORMELYN E. CLAUDIO, CESO IV

Regional Executive Director

Region IV-B MIMAROPA

Department of Environment and Natural Resources

Dear **Regional Executive Director Claudio:**

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA), an institution that specializes in records management is pleased to announce the conduct of a Training/Seminar entitled: **"Best Practices on Filing, Retrieval, and Disposition of Records in Government Offices Towards Efficiency and Credibility of Services"**, scheduled on **July 5, 6, and 7, 2023** at the **APO View Hotel, 150 J. Camus Ext., Poblacion District, Davao City**.

Government offices shall give utmost priority to safeguarding, protecting, and preserving its records and other documents, not only as fundamental instruments for efficient and effective governance but also as essential tools for preserving the country's history and cultural memory. A record is evidence of transactions between people or organizations and has legal authority. A key factor in making accurate decisions is the presence of records in a legible and presentable format. The importance of records is realized when they are complete, authentic, and accessed within the shortest possible time when needed and these can be assured when the necessary, important, and basic skills in managing records are acquired and applied accordingly.

Our goal is to equip participants with the knowledge and practical skills to effectively manage paper and electronic records in an organization; to determine whether to destroy or archive records as well as develop an effective plan that meets compliance standards and maintains control over all of their records and to reduce the volume of unnecessary records kept in storage areas, opening for new and frequently used records to cut the agencies expenditures for records management.

In view of the above, we are cordially inviting Local Chief Executives, Department and Division Heads, Legislative Officers and Staff, Administrative Officers, Information Officers, Records Officers/Custodians, Secretaries, Clerks, and other personnel who actually handle the records management program 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 would be very grateful if you could confirm your attendance by accessing the link below or scanning the QR Code to register.

qrify.com/p/Best_Practices03



For further inquiries and clarifications 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 0985-3011-592 and 0955-180-2299. You can also email us at paroa2005.inquiry@gmail.com.

Be assured that we are one with you in your aspirations for the professionalization and development of personnel in your respective agencies/offices.

Thank you so much and more power.

Very truly yours,

HENRY P. TOMALABCAD, J.D.

National President

Noted:

JOEL A. OCAY, MBA

Executive Director

