



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Advisory No. **037**, s. 2025  
February 25, 2025

In compliance with Deped Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001  
but only for the information of Deped officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.deped.gov.ph](http://www.deped.gov.ph))

**DEVELOPING A COMPREHENSIVE RECORDS OPERATIONAL MANUAL: BEST PRACTICES AND PROCEDURES FOR IMPLEMENTATION IN PUBLIC OFFICES**

The Philippine Association of Records Officers and Archivists (PAROA) is inviting Local Chief Executives, Department and Division Heads, Records Officers/Managers/Custodian, Archivists, Administrative Officers/Assistants, Information Officers, Secretaries and other personnel involved in handling and maintaining the records of their agency as well as those from the National Government Agencies (NGAs), State Universities and Colleges (SUCs), Government Financial Institutions (GFIs) and Government Owned and Controlled Corporations (GOCCs) to attend the training titled **Developing A Comprehensive Records Operational Manual: Best Practices and Procedures for Implementation in Public Offices** scheduled on **March 26-27, 2025** at the **Bohol Plaza Hotel, Dayo Hill Road, Daus, Bohol**.

Attached is the official communication for other details of the training.

Dissemination of this advisory is desired.

SGOD- developing a comprehensive records operational manual: best practices and procedures for implementation in public offices  
REC88456-004048/February 25, 2025

20 February 2025

**CELEDONIO B. BALDERAS, JR.**

Schools Division Superintendent  
Tayabas City  
Department of Education

Dear **Mr. Balderas, Jr.:**

Greetings of Peace and Solidarity!

The **Philippine Association of Records Officers and Archivists (PAROA)** is pleased to announce its first quarter of the year training/seminar with the theme: **"DEVELOPING A COMPREHENSIVE RECORDS OPERATIONAL MANUAL: BEST PRACTICES AND PROCEDURES FOR IMPLEMENTATION IN PUBLIC OFFICES"**, scheduled on **March 25, 26, & 27, 2025** at the **Bohol Plaza Hotel**, Dayo Hill Road, Davis, Bohol.

In line with the Association's thrust to best equip its colleagues with quality trainings to enhance their capabilities, this training aims to provide participants with the knowledge and skills in the crafting of a standardized guide for managing an organization's records, ensuring compliance with regulatory requirements, and enhancing efficiency and effectiveness in all aspects of records management from creation, maintenance, use, and storage to retrieval and disposition. Moreover, it will define the roles and responsibilities of individuals involved in records management ensuring that all records are managed responsibly to support business continuity and that there is accountability for their safekeeping and disposition.

In view of the above, we are cordially inviting Local Chief Executives, Department and Division Heads, Records Officers/Managers/Custodians, Archivists, Administrative Officers/Assistants, Information Officers, Secretaries and other personnel involved in handling and maintaining the records of their agency as well as those from the National Government Agencies (NGAs), State Universities and Colleges (SUCs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs) to attend this seminar.

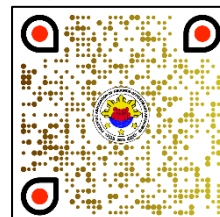
The three-day activity will accommodate participants on a first come-first served basis. A registration fee of **Php 8,800.00 for LIVE-IN** and **Php 6,800.00 for LIVE-OUT**, the amount shall cover for accommodation (For Live-In Only), kits, meals/snacks, certificates, and presentation using LED wall (Subject to Availability). Payment in cash or check shall be payable only to the **Philippine Association of Records Officers and Archivists, Inc. (Strictly No Abbreviation)** on or before registration.

QR for Live-In



Link: <https://qr.me-qr.com/I/Manual2025-03LI>

QR for Live-Out



Link: <https://qr.me-qr.com/I/Manual2025-03LO>

**Important Note:** You may be directed to an Advertisement Page. All you need to do is to tap on **"Skip Advertisement"** and you'll get straight to the form.

For confirmation, further inquiries, and clarifications, you may call our telephone no. (02) 8650 - 4235 or call and text our mobile nos. (TM) 0955-180-2299/ (TnT) 0985-301-1592/ (Smart) 0908-517-8830. You may 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,

**DIOBERTO C. FLORES, EdD, DPA, PhD**  
National President