



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

Advisory No. **132**, s. 2026

July 24, 2026

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.  
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**FROM CREATION TO DSIPOSAL: PRACTICAL RECORDS MANAGEMENT FOR  
LGUs AND NGAs - BATCH 2**

The Philippine Association of Records Officers and Arhivists, Inc. (PAROA), in coordination with Government Association of Records and Archives Administrators (GARAA) announces the conduct of technical training and capacity enhancement entitled: **“FROM CREATION TO DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR LGUs AND NGAs – BATCH 2”**, with the following particulars:

| DATE                     | VENUE                                                                 | REGISTRATION FEE                                      |
|--------------------------|-----------------------------------------------------------------------|-------------------------------------------------------|
| August 18, 19 & 20, 2026 | Axiaa Hotel, 135, 1105 West Ave. Project 7, Quezon City, Metro Manila | Php 8,800.00 for Live-in<br>Php 6,800.00 for Live-out |

Kindly see the attachment for more information.

For further concerns, you may contact them at 02-8650-4235, 0985-301-1592, 0908-517-8830 (Smart) and 0943-927-3119 (Sun) or email at [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com).

IGG/DA\_ PAROA&GARAA-FROM CREATION TO DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR LGUs AND NGAs – BATCH 2  
S2-114779/July 24, 2026



June 30, 2026

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JUL 01 2026  
52-14779

SUPT. MARITES A. IBAÑEZ  
Superintendent  
Region IVA - Batangas  
Department of Education (DEPED)

Dear Supt. Ibañez:

Warm greetings!

Due to the overwhelming response to our previous training and the numerous requests we received from government agencies whose representatives were **unable to secure slots during the 1st Batch** because of limited participant capacity, the **Philippine Association of Records Officers and Archivists, Inc. (PAROA)**, in coordination with the **Government Association of Records and Archives Administrators, Inc. (GARAA)**, is pleased to announce its conduct of a technical training and capacity enhancement entitled: **"FROM CREATION TO DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR LGUs AND NGAs – BATCH 2"** on **August 18, 19, & 20, 2026** at the **Axlax Hotel, 135, 1105 West Ave, Project 7, Quezon City, Metro Manila**.

This capacity-building activity aims to enhance the competencies of records officers, administrative personnel, and document custodians in the proper creation, maintenance, safekeeping, retention, and lawful disposal of government records in accordance with existing laws, rules, and regulations, in compliance with **Republic Act No. 9470 and relevant policies of the National Archives of the Philippines (NAP)**, while **addressing common audit observations and preventing potential Commission on Audit (COA) disallowances arising from improper records handling, retention, and disposal practices**. It shall likewise provide practical guidance on the establishment of effective filing systems, records inventory management, and the preparation of Records Disposition Schedules (RDS). Participants will be equipped with ready-to-use templates, action plans, and compliance tools that may be directly applied in their respective offices to further promote institutional preservation, continuity, and efficient public service delivery through sound records management practices. The activity shall feature practical workshops, technical discussions, and guided exercises facilitated by practitioners and subject matter experts in the field of records and archives management.

The activity is highly recommended for Heads of Offices, Division Chiefs, Records Officers, Records Custodians, Administrative Officers and Administrative Aides, Human Resource and Finance Personnel, Barangay Secretaries, as well as personnel directly handling official documents and institutional records.

Registration Details:  
Seminar Fee:

**P8,800.00 – Live-In**

Inclusive of:

- 3 Days & 2 Nights Training Sessions
- Accommodation
- Meals and Snacks
- Training Kit and Materials
- Use of LED Wall & Projectors
- Certificate of Participation and Appearance

**P6,800.00 – Live-Out**

Inclusive of:

- 3 Days & 2 Nights Training Sessions
- AM/PM Snacks and Lunch
- Training Kit and Materials
- Use of LED Wall & Projectors
- Certificate of Participation and Appearance

Payment shall be made payable to:

Account Name: **Philippine Association of Records Officers and Archivists, Inc. (No abbreviation)**

Account Number: **200036322941**

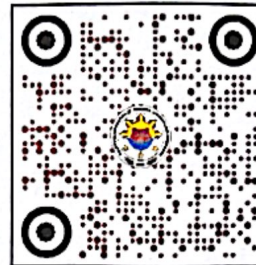
Bank: **EASTWEST BANK (Quirino HI-way, Talipapa, Novaliches, Quezon City)**

QR for Live-In



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QR for Live-Out



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In this regard, we respectfully request your approval for the participation of your designated personnel on Official Business, subject to the usual accounting and auditing rules and regulations. Participation in this activity shall support your office's compliance initiatives under R.A. 9470, COA Circular No. 2020-006, and Civil Service Commission policies on continuing professional development and organizational capability enhancement.

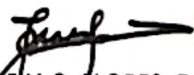
**Important Notice:** We would like to remind everyone that PAROA and GARAA are committed to providing every participant with a **professional, organized, and high-quality seminar experience**. Participant registration shall be strictly on a **FIRST-COME, FIRST-SERVED basis**. **Walk-In participants are strongly discouraged** to ensure proper venue preparations, workshop materials, meals, and certificates. Participants are highly encouraged to register and confirm at the earliest opportunity, as registration automatically closes once all available slots have been filled.

For confirmation, further inquiries, and clarifications, you may call our telephone no. **(02) 8650 - 4235** or call and text our mobile nos. **(Smart) 0908-517-8830 / 0943-927-3119 (Sun)**. You may also email us at [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com) (main) or [paroaofficialcommunication@gmail.com](mailto:paroaofficialcommunication@gmail.com) (alternate email), as well as the email address with which you received this communication/invitation.

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,

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

R6 N37 GSIS Hills, Tal., Novaliches, Quezon City  
SEC Registration No. CN200515541

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