



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

Advisory No. **100**, s. 2025

June 19, 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 DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR
LGUs AND NGAs**

The Philippine Association of Records Officers and Archivists (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**”, with the following particulars:

DATE	VENUE	REGISTRATION FEE
July 7, 8 and 9, 2026	Axiaa Hotel, 135, 1105 West Ave. Project 7, Quezon City, Metro Manila	Php 8,800.00 for Live-in Php 6,800.00 for Live-out

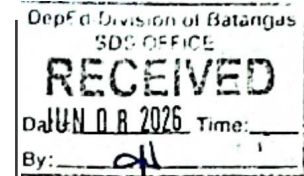
Kindly see the attachment for you information.

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.

IGG/DA_PAROA&GARAA-FROM CREATION TO DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR LGUs
AND NGAs
S2-114605/June 19, 2026



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May 29, 2026

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

Dear Supt. Ibañez:

Warm greetings!

The **Philippine Association of Records Officers and Archivists (PAROA)**, in coordination with the **Government Association of Records and Archives Administrators (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”** on **July 7, 8, & 9, 2026** at the **Axiaa 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:

₱8,800.00 – 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

₱6,800.00 – 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



<https://qr.me-qr.com/I/7RCRDS-LI26>

QR for Live-Out



<https://qr.me-qr.com/I/7RCRDS-LO26>

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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.

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 (main) or 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,


DIIBEIN C. FLORES, EdD., DPA, PhD
National President