



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

Advisory No. **129**, s. 2025  
October 13, 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))

**Strengthening Government Records Management Program: Core Functions  
and Strategic Best Practices**

The Philippine Association of Records Officers and Archivists (PAROA)  
invites everyone involved in records management to attend the seminar/workshop  
on Strengthening Government Records Management Program: Core Functions and  
Strategic Best Practices with the following particulars:

DATE	VENUE
December 3-5, 2025	Crown Legacy Hotel, Corner Montinola St., Kisad Road, Baguio City, Benguet

Kindly see the attachment for further details and for your information.

For further concerns, you may contact them at 0960-518-9048, and  
09439273119 or at [paroaofficialcommunication@gmail.com](mailto:paroaofficialcommunication@gmail.com).

IGG/DA\_ PAROA-STRENGTHENING GOVERNMENT RECORDS MANAGEMENT PROGRAM: CORE FUNCTIONS  
AND STRATEGIC BEST PRACTICES  
S2-112354/October 13, 2025



October 02, 2025

**SDS. MARITES A. IBANEZ**  
Schools Division Superintendent  
Batangas  
Department of Education

OCT 06 2025  
52-112354

Dear **Ms. Ibanez**:

Greetings!

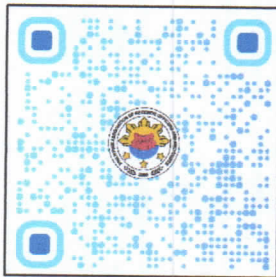
The **Philippine Association of Records Officers and Archivists (PAROA)** is pleased to announce its fourth quarter seminar/workshop with the theme: "**Strengthening Government Records Management Program: Core Functions and Strategic Best Practices**", scheduled on **December 3, 4, and 5, 2025**, at the **Crown Legacy Hotel**, Corner Montinola St., Kisad Road, Baguio City, Benguet.

The effective management of government records is essential to strengthening transparency, accountability, and the efficient delivery of public service. Government records serve as the backbone of decision-making, policy implementation, and institutional memory; yet, many agencies continue to face challenges in organizing, safeguarding, and providing timely access to vital information. Gaps in creation, maintenance, storage, and disposition practices hinder compliance with national standards and weaken the long-term preservation of valuable public records. This 3-Day Seminar/Workshop is designed to equip government personnel with the knowledge, skills, and strategies to build, improve, and sustain a strong and future-ready Records Management Program (RMP). This activity will provide a comprehensive understanding of the core functions of records management—creation, classification, maintenance, disposition, archiving, storage, security, monitoring, and compliance—while introducing proven best practices and practical tools that agencies can immediately apply to protect, organize, and preserve public records in support of effective and accountable governance.

In line with this, we are cordially inviting Local Chief Executives, Records Officers, Records Administrators, Records Custodians, Archivists, Administrative Officers, Administrative Assistants/Staff, and other personnel, be it from the National Government Agencies, Local Government Units, State Colleges and Universities, who are involved in the records management program of their respective offices.

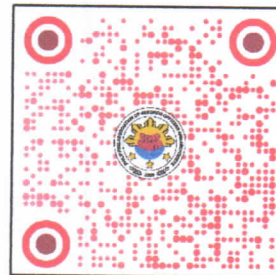
The said activity will accommodate participants on a first-come-first-served basis with a registration fee of **Eight Thousand Eight Hundred Pesos (Php 8,800.00)** for **Live-In** participants and **Six Thousand Eight Hundred Pesos (Php 6,800.00)** for **Live-Out** participants. Payment in cash or check 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 ahead of time via the QR Code or the Link below.

**QR for Live-In**



<https://q.me-qr.com/I/RcrdsMgmt-1225LI>

**QR for Live-Out**



<https://q.me-qr.com/I/RcrdsMgmt-1225LO>

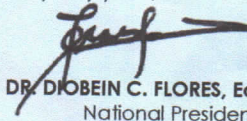
**Important Note:** You may be directed to an Advertisement Page. All you need to do is to tap on "**Skip Advertisement**" and you'll get straight to the form.

For confirmation, further inquiries, and clarifications, you may call our telephone no. (02) 8650 - 4235 or call and text our mobile nos. (Smart) 0960-518-9048/ (Sun) 0943-927-3119. 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 addresses that 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,

  
**DR. DIOBEIN C. FLORES, EdD., DPA, PhD**  
National President