

10th
Year

March 28, 2015

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DEPED-CITY OF SAN JOSE DEL MONTE
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THE DIRECTOR
DepEd- Region 3
Maimpis, City of San Fernando, Pampanga

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 **Seminar-Workshop on the "Core Functions of Records Management: Standards and Best Practices"** scheduled on May 19- 21, 2015 at the Hotel Supreme Convention Plaza, 113 Magsaysay Ave., Baguio City.

The seminar-workshop will focus on the best practices and standards for managing records and its importance. Also, there will be in-depth discussion on the relationship of information technology to records management as well as its application which will enable participants to have a clear overview of the importance of a sound records management program and for their respective offices to have easy access to their records which will redound to better policy and decision-making.

In view of the above, we are cordially inviting Department and Division Heads, Local Chief Executives, Records Officers/Managers/Custodians, Archivists, Administrative Officers/Assistants, Information Officers, Clerks, Secretaries and other personnel involved in handling and maintaining the records of your agency/office to attend this seminar-workshop.

The three-day activity will accommodate participants on a first come-first served basis. A registration fee of Php4,900.00 for live-in and Php3,600.00 for live-out participants will cover kits, handouts, meals/snacks and certificates. Payment in cash or check shall be payable to the PAROA on or before registration.

To ensure that slots are held for interested participants, we will be very grateful if you can confirm your attendance two weeks before the scheduled date. For confirmation, further inquiries and clarifications, you may call telephone no. (02) **525-4802** or mobile nos. **09161750007/09301510479**.

Thank you so much and more power.

DepED RO III Advisory No. 4, s. 2015

This ADVISORY is issued for the information of the Schools Division Offices, Officials and Personnel. Strict compliance with Regional Memorandum No. 130, series 2014 is hereby enjoined, citing item numbers 1 to 5, requiring the Division Office to evaluate said programs / projects.

09
RIZALINO JOSE T. ROSALES
Officer-In-Charge
Office of the Regional Director

Very truly yours,

[Signature]
JOEL A. OGAY, MBA
PAROA Founding President
NCCA-NCA/ Member
Chief, DOJ Central Records

NOMINATION/CONFIRMATION SLIP

Name of Employee: _____ Position/Designation: _____
Department/Office: _____ Course Fee: _____
Nominated by: _____ Approved by: _____

"Partners of the Government in Nation Building"

DEPED R.O. III
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