



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

ADVISORY NO. 147, s. 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
The 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.

**TRAINING ON ENHANCING RECORDS EFFICIENCY: BASIC RECORDS
AND ARCHIVES MANAGEMENT (BRAM)**

This is in reference to DepEd RO1 Advisory No. 145, s. 2025, the Provincial Government of Pangasinan, through the Provincial Archives and Records Center (PARC), in partnership with the National Archives of the Philippines (NAP) shall conduct a three-day training entitled "*Enhancing Records Efficiency: Basic Records and Archives Management (BRAM)*" on November 26-28, 2025 at the Sison Auditorium, Lingayen, Pangasinan.

The training aims to enhance competencies and technical expertise of staff and personnel from the government and private sectors in the proper management, preservation, and disposal of official records and archives, in compliance with Republic Act No. 9470 (National Archives of the Philippines Act of 2007).

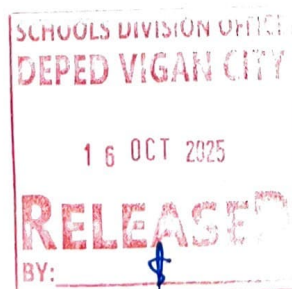
A registration fee of P4,000.00 will be collected from participants to cover the 3-day cost of meals, training materials, kits, and certificates. Please note that hotel accommodation is not included in the registration fee and shall be arranged by the participants.

Participation in the said training is on **voluntary basis**. Interested participants may register online through the registration link or QR code provided in the attached advisory. Confirmation of participation shall be made **on or before November 14, 2025**. Payment of registration may be made on-site during the event or in cash at the Provincial Archives and Records Center (PARC) at least one week prior to the training. An Official Receipt (OR) will be issued upon payment.

For registration concerns and other inquiries, you may contact **Ms. Jennifer D. Cruz or Mr. Isaac F. Bernardo** at 0950-058-3643 or (075) 634-6867.

Attached is the DepEd RO1 Advisory No. 145, s. 2025 for reference.

SGOD/pgt/ADV_BRAM
October 15, 2025



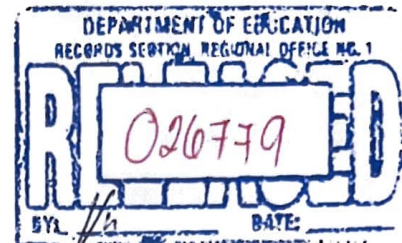
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Email Address: vigan.city@depd.gov.ph
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Your Feedback Is Important to us. Visit this link bit.ly/SDOViganCityCSM





Republic of the Philippines
Department of Education
REGION I



Advisory No. 145, s. 2025

OCT 13 2025

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personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

**TRAINING ON ENHANCING RECORDS EFFICIENCY: BASIC RECORDS AND
ARCHIVES MANAGEMENT (BRAM)**

The Provincial Government of Pangasinan, through the Provincial Archives and Records Center (PARC), in partnership with the National Archives of the Philippines (NAP), will be conducting a three-day training entitled "ENHANCING RECORDS EFFICIENCY: BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM)" on November 26-28, 2025, at the Sison Auditorium, Lingayen, Pangasinan.

The training aims to enhance competencies and technical expertise of staff and personnel from the government and private sectors in the proper management, preservation, and disposal of official records and archives, in compliance with Republic Act No. 9470 (National Archives of the Philippines Act of 2007).

A registration fee of P4,000.00 will be collected from participants to cover the 3-day cost of meals, training materials, kits, and certificates. Please note that hotel accommodation is not included in the registration fee and shall be arranged by the participants.

To facilitate participation in the training, payment of registration may be made through on-site payment. Registration will be done online through the link or qr code provided and confirmation be made **on or before November 14, 2025**.

- Participants may also pay the registration in cash at the Provincial Archives and Records Center (PARC) at least one week before the training.
- An Official Receipt (OR) will be issued upon receipt.

For registration and other queries, please contact:

MS. JENNIFER D. CRUZ/MR. ISAAC F. BERNARDO

Contact Number: 0950-058-3643

Telephone Number: (075) 634-6867

AD-RS/nbb/ADV TrainingPARC
October 13, 2025



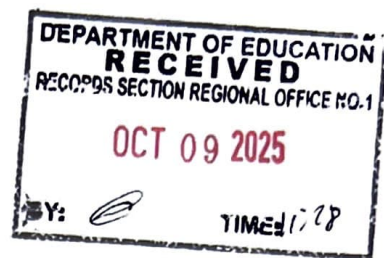
Flores St., Catbangan, City of San Fernando, La Union
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Doc. Ref. Code	RO-CLMD-F045	Rev	00
Effectivity	11.07.2024	Page	1 of 1





Republic of the Philippines
Province of Pangasinan
Office of the Governor
Lingayen, Pangasinan



October 6, 2025

The Honorable
RD TOLENTINO G. AQUINO
Regional Director
Department of Education
Regional Office I
Don Flores St., Catbangen
City of San Fernando, La Union 2500

Dear Regional Director Aquino:

Greetings!

The Provincial Government of Pangasinan, through the Provincial Archives and Records Center (PARC), in partnership with the National Archives of the Philippines (NAP), cordially invites your agency to participate in the three-day training entitled, **"Enhancing Records Efficiency: Basic Records and Archives Management (BRAM)"** on **November 26–28, 2025**, at the **Sison Auditorium, Lingayen, Pangasinan**.

This training aims to enhance the competencies and technical expertise of staff and personnel from both government and private sectors in the proper management, preservation, and disposal of official records and archives, in compliance with Republic Act No. 9470 (National Archives of the Philippines Act of 2007).

A registration fee of ₱4,000.00 will be collected from participants to cover the 3-day cost of meals, training materials, kits, and certificates. Please note that hotel accommodation is not included in the registration fee and shall be arranged by the participants.

Payment of the registration fee may be made through **on-site payment**.

- Participants may also pay the registration fee in cash at the Provincial Archives and Records Center (PARC) at least one week before the training
- An Official Receipt (OR) will be issued upon payment.

For convenience, registration will be done **online** through this link <https://forms.gle/8K7TtC9eo3LufSK79> or you may also scan the QR code below then click "Open QR Code" when prompted. We kindly request that confirmation be made on or before **November 14, 2025**.

We encourage your office to send participants directly involved in records keeping, records management, and archiving to maximize the benefits of the seminar. For more details, you may contact Ms. Jennifer D. Cruz or Mr. Isaac F. Bernardo at the following telephone numbers (075) 634 -6867 and /or mobile number 0950-058-3643.



We look forward to your active participation in this important capacity-building activity that will strengthen records and archives management across Pangasinan and government agencies.

Thank you very much.

Very truly yours,

For and By Authority of the
Governor:

MR. MANUEL O. LUIS, JR.
Provincial Administrator



PANGASINAN
angGaling!

Program at a Glance

Enhancing Records Efficiency: Basic Records and Archives Management (BRAM) Seminar

November 26–28, 2025 | Sison Auditorium, Lingayen

Day	Activity / Module
DAY 1 – November 26, 2025	• Registration of Participants • Opening Program and Welcome Message • Module 1 - Republic Act 9470 - Introduction to Records Management - Records and Archives Management Program (RAMP) - Records Creation and Control • Module 2 - Mail Management - Workshop - Files Management - Workshop
DAY 2 – November 27, 2025	• Module 3 - Records Disposition Administration - Workshop • Module 4 - Records Center Administration - Archives Administration - Security of Records
DAY 3 – November 28, 2025	• Closing Program - Presentation of Action Plan - Synthesis - Closing Remarks - Awarding of Certificates - Photo Opportunities

For updates and further details about the training, please follow our official Facebook page through this link: <https://www.facebook.com/PARCPangasinan/> or you may also scan the QR code below then click "Open QR Code" when prompted.



FB Account Name:
PARC Pangasinan (Archives and Records Center)