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

Advisory No. 16, s. 2026

In compliance with DepEd Order (DO) No. 8, s. 2023
This advisory is issued not for endorsement per DO No. 28, s. 2001,
But only for the information of DepEd Officials,
Personnel/staff, as well as the concerned public.

**SEMINAR ON BASIC RECORDS and ARCHIVES MANAGEMENT
FOR GOVERNMENT AGENCIES**

The Philippine Institute of Certified Public Accountants (PICPA) - La Union Chapter in partnership with Government Association Government Association Certified Public Accountants (GACPA) - La Union Chapter will be holding a two-day face-to-face Seminar on Basic Records and Archives Management for Government Agencies at J and V Hotel and Resort, City of San Fernando, La Union on **March 19-20, 2026, 8 AM-5 PM**.

This 2-day activity is under the self-directed learning modality and has CPD units subject to the approval of the PRC CPD Council for Accountancy.

Topics include management of records particularly on the disposal of the following:

- Long-stocked and overdue records such as copies of vouchers, journals, ledgers, financial statements, audit reports, management letters, deposit slips, official receipts, bank statements, other bank records and other official communication and records that are unnecessary occupying the storage space;
- Damaged records by flood, fire or other force majeure;
- Obsolete and superseded records;
- Records with no retention requirement;
- Duplicate records; and
- Non-confidential records.

In addition, the seminar will tackle proper treatment and management of records that have retention periods, documents under court cases or with pending case as well as confidential records.

Participants of this activity are national government agencies (NGAs), corporate government agencies (CGAs), government-owned and/or controlled corporations (GOCCs), government financial institutions (GFIs), State Universities and Colleges (SUCSS) and Local Water Districts (LWDs), we cordially invite personnel and/or members of your Finance/Accounting, Budget Officer, Administrative, Property and Supply Officer and Inspection and Disposal Committees.

For other information, see attached communication letter.

For inquiries, please contact cellphone number **0905-503-0859** or at website picpalaunionchapter@picpa.net.

SGOD/HRDD/aff/ADV_PICPA
January 16, 2026



SEMINAR ON BASIC RECORDS and ARCHIVES MANAGEMENT for GOVERNMENT AGENCIES**From** PICPA NL CPD Training <picpalaunionchapter@picpa.net>**Date** Tue 13/01/2026 11:17**To** DEPED VIGAN CITY <vigan.city@deped.gov.ph>

 **Philippine Institute of Certified Public Accountants (PICPA)**
The National Organization of Certified Public Accountants
and
PICPA La Union Chapter

 In partnership with
Government Association of Certified Public Accountants (GACPA)
La Union Chapter

SEMINAR ON BASIC RECORDS AND ARCHIVES MANAGEMENT FOR GOVERNMENT AGENCIES

Self-Directed Learning:
CPD units for CPA-attendees subject to the approval of the PRC CPD Council for Accountancy

MARCH 19-20, 2026
J and V Hotel and Resort, City of San Fernando, La Union
With Resource Persons from the
National Archives of the Philippines (NAP)

Rate Pursuant to DBM Circular No. 596 for Government Personnel (Good for 2-day seminar):

P5,000 - If paid until January 31, 2026
P5,300 - If paid from February 1-28, 2026
P6,800 - If paid from March 1-19, 2026

*Walk-ins depends of slot availability

Fee includes two snacks, lunch, kits and VAT.
Accommodation not included.

PAY TO:  **LAND BANK OF THE PHILIPPINES (LBP)**
ACCOUNT NAME: **PICPA LU CHAPTER**
CHECKING ACCOUNT NO. **0202-0149-25**

SCAN THE QR CODE TO REGISTER 

OPEN TO ALL CPAs & NON-CPAs
Contact us at: 09055030859
Jam Dominguez, Training Personnel
picpalaunionchapter@picpa.net



**SEMINAR ON BASIC RECORDS
and ARCHIVES MANAGEMENT
for GOVERNMENT AGENCIES****March 19-20, 2026, 8 AM – 5 PM at J and V Hotel and Resort, City of San Fernando, La Union****Greetings!**

The Philippine Institute of Certified Public Accountants (PICPA) - La Union Chapter in partnership with Government Association Certified Public Accountants (GACPA) – La Union Chapter will be holding a two-day face-to-face **Seminar on Basic Records and Archives Management for Government Agencies on March 19-20, 2026, 8 AM – 5 PM at J and V Hotel and Resort, City of San Fernando, La Union**

This 2-day activity is under the self-directed learning modality and has CPD units subject to the approval of the PRC CPD Council for Accountancy.

Topics include management of records particularly on the disposal of the following:

Long-stocked and overdue records such as copies of vouchers, journals, ledgers, financial statements, audit reports, management letters, deposit slips, official receipts, bank statements, other bank records and other official communication and records that are unnecessary occupying the storage space;

Damaged records by flood, fire or other force majeure;

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Records with no retention requirement;

Duplicate records; and

Non-confidential records.

Also, the seminar will tackle proper treatment and management of **records that have retention periods, documents under court cases or with pending case as well as confidential records.**

For **national government agencies (NGAs), corporate government agencies (CGAs), government-owned and/or controlled corporations (GOCCs), government financial institutions (GFIs), State Universities and Colleges (SUCSs) and Local Water Districts (LWDs)**, we cordially invite personnel and/or members of your Finance/Accounting, Budget Officer, Administrative, Property and Supply Officer and Inspection and Disposal Committees.

Also, for local government units (LGUs), we invite the following:

Personnel from the Accounting/Finance, Budget Office, Treasury, Planning and Development Council, Human Resource, Administrator, Property and Supply Officer, Inspection and Disposal Committees Liga ng mga Barangay at Sanggunian;

Barangay officials and personnel, the Punong Barangay, members of the Barangay Council, Chairman of the Committee on Appropriations, Barangay Treasurers and Barangay Secretary; and

Members of the Sangguniang Kabataan (SK), the PPSK President of the Province or ex-officio member of the Provincial Board, PPSK President of the municipality or city or ex-officio member of the City or Municipal Council, SK Chairman, SK Treasurers and the rest of the SK council.

Dates, topics of technical sessions are as follows:

First Day

Date: March 19, 2026

Time: 8 AM - 5 PM

Topic: Basic Records Management

Second Day

Date: March 20, 2026

Time: 8 AM -5 PM

Topic: Archiving of Official Records

Shown below are “per attendee” seminar fees, good for the entire activity for two days. (Note: Rates are pursuant to DBM NBC Circular No. 596 dated January 20, 2025 as specified on the guidelines on the seminar fees for government personnel.)

P5,000 - If paid until January 31, 2026

P5,300 - If paid from February 1-28, 2026

P5,600 - If paid from March 1-19, 2026

“Accommodation of WALK-IN registrants shall be subject to the availability of slots.”

Registration fee **includes** morning and afternoon snacks, lunch, kits and VAT. Accommodation is **not** included. Limited slots only.

The training and travelling expenses shall be charged against the budgeted Maintenance and Other Operating Expenses (MOOE) of the government agency pursuant to the provisions under DBM NBC Circular No. 596 dated January 20, 2025 and Executive Order No. 77, s. of 2019.

TO PAY, please refer to the BANK DETAILS below:

LAND BANK OF THE PHILIPPINES

CHECKING ACCOUNT NO. 0202-0149-25

ACCOUNT NAME: PICPA LU CHAPTER

We accept cash deposit, check deposit, auto debit to account (ADA) and List of Due and Demandable Accounts Payable (LDDAP) payment schemes.

For complete registration, your personal details and your payment must be fully verified and validated. For validation, kindly send the following information to picpalaunionchapter@picpa.net

a. Proof/Screenshot of Payment / Deposit Slip

- b. Full Name of Participant
- c. CPA No., if any
- d. Expiry Date of License, if any
- e. E-mail address
- f. Name of the Agency

"Come and visit us in the Province of La Union and experience its charm at the height of the summer season.

Explore the natural beauty of the province as you enjoy the cool sea breeze along our beaches, take an exhilarating plunge into our waterfalls, and ride the waves on a surfboard. To complete the experience, savor La Union's local grapevines and other native fruits."

To register, click here:

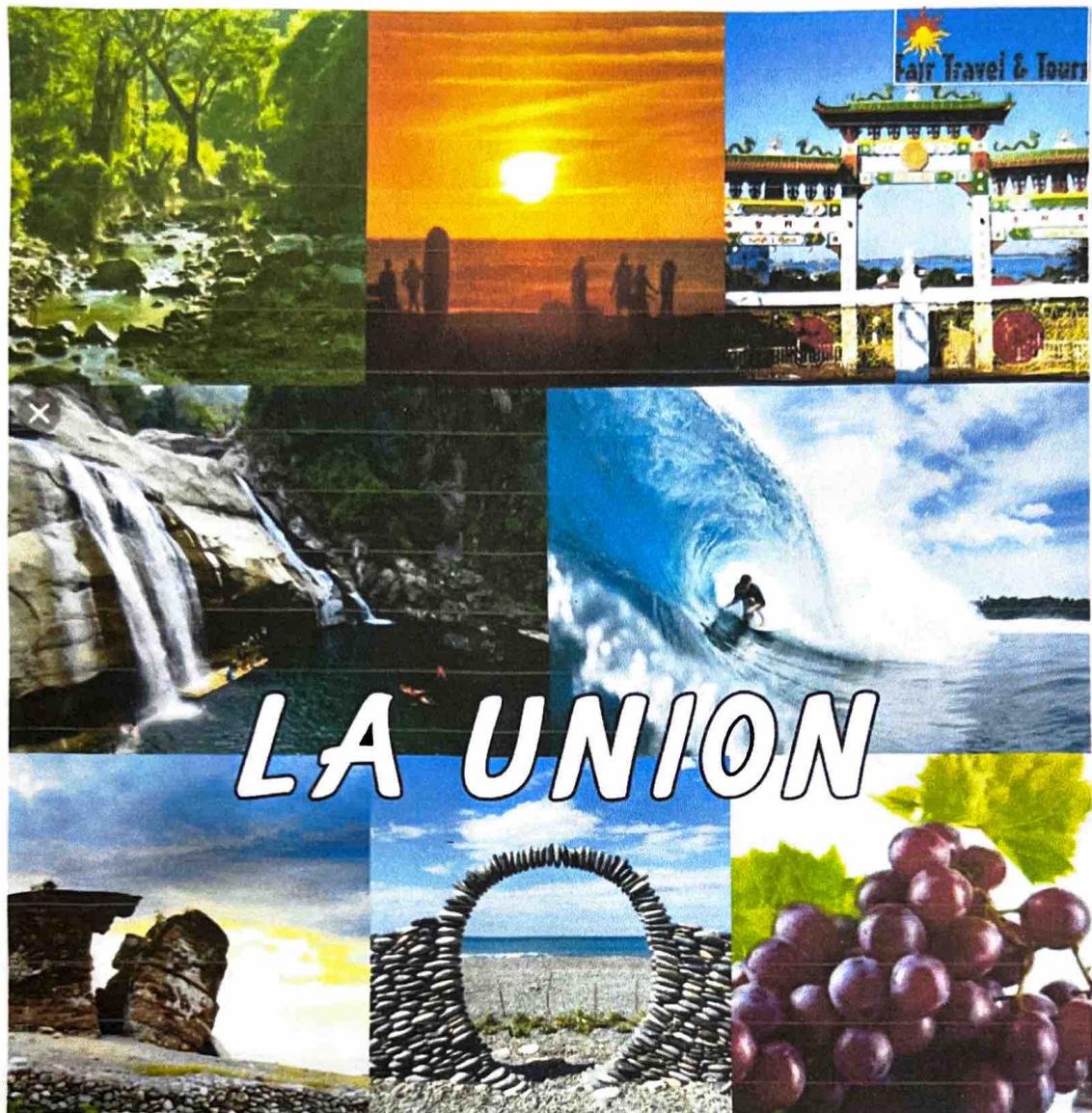
<https://forms.gle/e6strjgatGTnuVho7>

For inquiries, you may reach us at picpalaunionchapter@picpa.net or 09055030859.

Thank you very much.

Respectfully yours,

PICPA La Union Chapter



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