



2605-1911

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

Advisory No. 11, s. 2026

09 JUN 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.

**FROM CREATION TO DISPOSAL: PRACTICAL RECORDS MANAGEMENT FOR
LGUs AND NGAs**

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.

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.

Attached is a copy of the invitation for information.

For more information and registration details, please contact:

DIOBEIN C. FLORES. EdD, DPA, PhD
National President
Email: paroa2005.inquiry@gmail.com
Mobile No.: **0908-517-8830/0943-927-3119**

SGOD/aff/ADV_PAROA
June 8, 2026



📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
☎ (077) 722-20-23 / (077) 632-05-33
✉ vigan.city@deped.gov.ph
🌐 www.depedviganacity.com

PAROA QC July 2026 Records Seminar Invitation for Supt. Eda

From PAROA Email <loren.paroa2005@gmail.com>
Date Fri 29/05/2026 10:04
To DEPED VIGAN CITY <vigan.city@deped.gov.ph>

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1 attachment (575 KB)
SUPT. VILMA D. EDA.pdf;

You don't often get email from loren.paroa2005@gmail.com. [Learn why this is important](#)

Greetings!

Attached herewith is the PAROA Invitation Letter (Please see attached file) for the 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.

For inquiries, you may call our telephone no. **(02) 8650 - 4235** or call and text our mobile nos. **(TnT) 0985-301-1592/ (Smart) 0908-517-8830 / 0943-9273119** (Sun). You may also reply to this email for your convenience.

Thank you, and we hope to see you at the event!

Warm regards,



PAROAOfficial_2005

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May 29, 2026

SUPT. VILMA D. EDA

Superintendent
Region I - Vigan City
Department of Education (DEPED)

Dear Supt. Eda:

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.

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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/l/7RCRDS-LI26>

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<https://qr.me-qr.com/l/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,


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