



Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Schools Division of Benguet

DepEd-Benguet Division  
 OCT 21 2025  
 RELEASED

**ADVISORY**  
**No. 20 s. 2025**  
 October 21, 2025

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**PAROA SEMINAR ON STRENGTHENING GOVERNMENT RECORDS  
 MANAGEMENT PROGRAMS: CORE FUNCTIONS AND STRATEGIC BEST  
 PRACTICES**

The Philippine Association of Records Officers and Archivists (PAROA) invites Records Officers, Records Administrators, Records Custodians, Archivists, Administrative Officers, Administrative Assistants/Staff, and other personnel involved in the records management program of their respective offices to participate in a Seminar-Workshop with the theme: "Strengthening Government Records Management Program: Core Functions and Strategic Best Practices."

The activity will be conducted on December 3–5, 2025, at the Crown Legacy Hotel, Corner Montinola Street, Kisad Road, Baguio City. A registration fee of Eight Thousand Eight Hundred Pesos (₱8,800.00) shall be charged to participants to cover expenses for meals, training materials, venue, and other operational costs.

Interested participants may refer to the attached invitation letter for details on registration and other relevant information. Participation in this activity is voluntary, and any expenses incurred may be charged against local funds, subject to the availability of funds and usual accounting and auditing rules and regulations. Participants are likewise enjoined to make the necessary arrangements to ensure continuous delivery of office services during the duration of the activity.

SGOD/LBA/hrds/abl

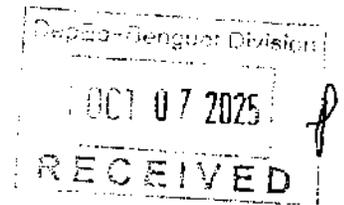


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October 07, 2025

**SDS. ESTELA P. LEON-CARIÑO EdD, CESO III**  
Schools Division Superintendent  
Benguet  
Department of Education



Dear *Ms. Carño*:

Greetings!

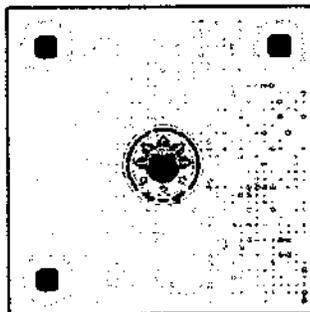
The **Philippine Association of Records Officers and Archivists (PAROA)** is pleased to announce its fourth quarter seminar/workshop with the theme: **"Strengthening Government Records Management Program: Core Functions and Strategic Best Practices"**, scheduled on **December 3, 4, and 5, 2025**, at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

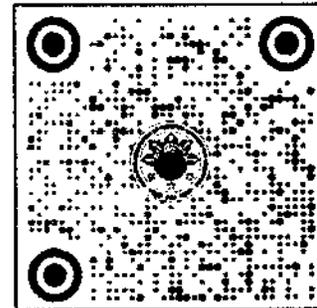
The said activity will accommodate participants on a first-come-first-served basis with a registration fee of **Eight Thousand Eight Hundred Pesos (Php 8,800.00)** for **Live-In** participants and **Six Thousand Eight Hundred Pesos (Php 6,800.00)** for **Live-Out** participants. Payment in cash or check 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://a.me-ar.com/l/RcrdsMgmt-1225LI>

**QR for Live-Out**



<https://a.me-ar.com/l/RcrdsMgmt-1225LO>

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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,

