



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**Division Advisory No. 032, s. 2024**  
05 March 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd SDO Capiz officials,  
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**EFFECTIVE PROCEDURES AND BEST PRACTICES FOR ELECTRONIC  
RECORDS PROTECTION FOR GOVERNMENT OFFICES AND  
IMPLEMENTING A COMPREHENSIVE ELECTRONIC  
RECORDS SECURITY PROGRAM**

Attached is the communication from Dr. Diobein C. Flores EdD, DPA,  
National President, Philippine Association of Records Officers and Archivists  
(PAROA), relative to the conduct of its second quarter seminar titled “Effective  
Procedures and Best Practices for Electronic Records Protection for  
Government Offices and Implementing a Comprehensive Electronic Records  
Security Program” on April 23, 24, 25, 2024.

Participation to said activity is voluntary.

For more information, please contact:

**MESDAMES ADEL or PAULA**

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March 1, 2024

**SUPT. MIGUEL MAC D. APOSIN**  
Schools Division Superintendent  
Capiz  
Department of Education

Dear **Supt. Aposin**:

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA), is pleased to announce its second quarter conduct of a seminar entitled: **"Effective Procedures and Best Practices for Electronic Records Protection for Government Offices and Implementing a Comprehensive Electronic Records Security Program"**, scheduled on **April 23, 24, & 25, 2024** at the **Bohol Plaza Resort Hotel**, Dayo Hill, Brgy. Mayacabac, Dauis, Bohol.

This seminar aims to enhance the competence of government personnel by providing them with the latest techniques on how to protect their records, whether they are in paper or electronic form. Official records whether in paper or electronic form are valuable information assets of any organization and must be effectively managed so that they are safe from loss, damage, and misuse. On the other hand, instituting a records security program will likewise provide organizations control over accessibility while improving overall efficiency.

In line with this, we are cordially inviting Local Chief Executives, other Elected Officials, Barangay Officials, Records Officers, Records Administrators, Records Custodians, Information Officers, 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.

Said activity will accommodate participants on a first-come-first-served basis with a registration fee of Eight Thousand Four Hundred Pesos (Php 8,400.00) for live-in participants and Six Thousand Three Hundred Pesos (Php 6,300.00) 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.



Scan this QR Code or Access the link: <https://me-qr.com/E-RecSP>

Note: You may be directed to an Advertisement Page.

All you need to do is tap on "Skip Advertisement" and you'll get straight to the form.

For further inquiries and clarification regarding the details of the seminar, please contact Mesdames Adel or Paula at tel. no. (02) 8650-4235. You may also get in touch with us through mobile numbers 0985-301-1592 and 0955-180-2299 or email us at [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com).

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,



**DR. DIOBERTO C. FLORES, EdD., DPA**  
National President

## Paroa 2nd Quarter Training/Seminar Invitation

Adelina Dela Vega <adel.paroa2005@gmail.com>

Fri 3/1/2024 5:16 PM

To:DEPED CAPIZ <capiz@deped.gov.ph>

 1 attachments (342 KB)

SUPT. MIGUEL MAC D. APOSIN.pdf;

Dear Sir/Madam:

Greetings!

Attached herewith is the PAROA Invitation Letter (Please see attached file) for the Training/Seminar entitled: "Effective Procedures and Best Practices for Electronic Records Protection for Government Offices and Implementing a Comprehensive Electronic Records Security Program", scheduled on April 23, 24, & 25, 2024 at the Bohol Plaza Resort Hotel, Dayo Hill, Brgy. Mayacabac, Dausi, Bohol.

Thank you so much and more power!

Yours,  
Adelina Dela Vega  
Training Specialist  
PAROA



PAROAOfficial\_2005

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