



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Advisory No. 087, s. 2025

23 APR 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
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**SEMINAR ON BASIC RECORDS AND ARCHIVES MANAGEMENT FOR
GOVERNMENT AGENCIES**

The Philippine Institute of Certified Public Accountant (PICPA)-La Union will be holding a two-day face to face seminar, titled "**SEMINAR ON BASIC RECORDS AND ARCHIVES MANAGEMENT FOR GOVERNMENT AGENCIES**" on May 29-30, 2025, 8:00AM-5:00PM at 3rd Floor, Main Hall, Hotel Ariana, Bauang, La Union.

Personnel from the Accounting/Finance, Budget Office, Treasury, Planning and Development Council, Human Resource, Administrator, Property and Supply Officer, among others are the participants.

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

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

Attached is a copy of the Regional Advisory No. 42, s. 2025 and a letter from Philippine Institute of Certified Public Accountant (PICPA) for reference.

For registration and other queries, please contact:

PICPA LA UNION CHAPTER

Contact Number: 09437043474

Email Address: picpalaunionchapter@picpa.net

2500250/JPM/Advisory-SeminarPICPA
April 23, 2025



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

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City of Batac, Ilocos Norte
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Republic of the Philippines
Department of Education
REGION I



Advisory No. 42, s. 2025
APR 21 2025

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

The Philippine Institute of Certified Public Accountant (PICPA)-La Union Chapter will be holding a two-day face to face seminar, titled **"SEMINAR ON BASIC RECORDS AND ARCHIVES MANAGEMENT FOR GOVERNMENT AGENCIES"** on May 29-30, 2025, 8 AM-5 PM at 3rd Floor, Main Hall, Hotel Ariana, Bauang, La Union.

The 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.

Target Participants are personnel from the Accounting/Finance, Budget Office, Treasury, Planning and Development Council, Human Resource, Administrator, Property and Supply Officer, among others.

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

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. 2019.

For registration and other queries, please contact:

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AD-RS/nbb/ADV_SeminarPICPA
April 21, 2025



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



Self-Directed Learning:

CPD units for CPA-attendees subject to the approval of the PRC CPD Council for Accountancy

SEMINAR ON BASIC RECORDS AND ARCHIVES MANAGEMENT FOR GOVERNMENT AGENCIES

May 29-30, 2025

3rd Floor, Main Hall, Hotel Ariana, Bauang, La Union

With Resource Persons from the National Archives of the Philippines (NAP)

Rate Pursuant to DBM Circular No. 596 for
Government Personnel

(VAT inclusive):

P5,000 - If paid on or before April 30, 2025

P5,200 - If paid for the period of May 1-15, 2025

P5,600 - If paid for the period of May 16-29, 2025



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: 09437043474
Mr. Jervy A. Baklayan, Chapter President
picpalaunionchapter@picpa.net



[CLICK HERE TO
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Greetings!

The Philippine Institute of Certified Public Accountants (PICPA) - La Union Chapter will be holding a two-day face-to-face **Seminar on Basic Records and Archives Management for Government Agencies on May 29-30, 2025, 8 AM – 5 PM at 3rd Floor, Main Hall, Hotel Ariana, Bauang, 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.

Our Resource Persons/Speakers are from the National Archives of the Philippines, the agency that mandates on the enhancement of records and archives/disposal management skills of the government sector.

Topics includes management of records particularly on 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 brought by flood, fire and other forced majeure;**
- **Obsolete and superseded records;**
- **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 (SUCs) and Local Water Districts (LWDs),** we cordially invite your 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 which includes 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) which includes 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.

Topics, Dates, Technical Sessions and Resource Speakers are as follows:

Ms. Maita E. Abunales and Ms. Gina M. Papa, Training Specialist from the NAP

Date: May 29, 2025

Time: 8 AM - 5 PM

Topic: Basic Records Management

Mr. Marvin Erwin M. Supan, Records Management Analyst II & Ms. Jhoana Marie M. Ong, Senior Records Management Analyst from the NAP

Date: May 30, 2025

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 of on the seminar fees for government personnel.)

P5,000 - If paid on or before April 30, 2025

P5,200 - If paid for the period of May 1-15, 2025

P5,600 - If paid for the period of May 16-29, 2025

"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 here in the Province of La Union and enjoy the visit before the summer season ends.

Explore the beauty of our Province and breathe the cold breeze of our beaches. Take a big jump to our falls and ready your energy in a surfboard. And of course, enjoy the local grape vines and other native fruits.

To register, click here:

<https://forms.gle/A1H9cP5qPL3ZSZJL6>

For inquiries, you may reach us at picpalaunionchapter@picpa.net or 09437043474.

Thank you very much.

Respectfully yours,

PICPA La Union Chapter

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NARRATIVE DESCRIPTION AND PROGRAM

I. Background/ Rationale:

Proper Records Management not only promotes organizational efficiency but more importantly it is required by law as embodied in RA 9470 (National Archives of the Philippines Act of 2007). Since every organization deals with enormous amount of records, they should be properly maintained to avoid risk of legal, accountability and financial penalties. It is then essential that those who are responsible for any type of records become familiar with the requirements and process of records management. The organization must learn how to handle records so that they can be used as needed. Thus, records must be managed from the time they are created and maintained until they are finally disposed or permanently stored for future reference.

This course is designed for records custodians/ records keepers whose responsibilities include the management of records in an office environment from the creation until their final disposition. Every employee as part of the organization must know why records management matters to them and why it is so important to the organization.

It is within this context that the series of seminar-workshop on records and archives management is conducted regularly by the National Archives of the Philippines (NAP). This two day training is designed to provide a basic overview of records management technologies, terminologies, concepts, rules and regulations and procedures to successfully manage records in today's office environment.

I. Goals of the Training

By the end of the two-day training the participants will be able demonstrate knowledge, skills, attitudes and values accorded to the implementation of a sound records management.

I. Enabling Goals

1. Know the role of Records Officers
2. Understand and apply the concept and principles of Records and Archives Management Program (RAMP)
3. Know about the importance of RAMP in an agency
4. Understand and appreciate the salient features of RA 9470
5. Appreciate the life-cycle of records management
6. Differentiate records from non-records materials
7. Know the handling of incoming/outgoing mails
8. Develop a file classification guide or scheme based on its organization and functions for a uniform filing system (Functional Subject Alphabetic Classification System (FSACS)
9. Illustrate the steps in preparing file classification guide
10. Discuss the different values attached to records, its retention period and disposal
11. Protect and secure public records in its custody

I. Methodology

Participants are expected to actively participate in the discussions and group activities. Throughout the course, there will be opportunities for participants to explore issues and share concerns and experiences on records management activities with the other participants and the resource speakers. Likewise, participants are encouraged to enrich their learning process by asking relevant question/s for clarification.

I. Course Content / Program

Day 1

8:00 am – 12nn

Republic Act 9470

Introduction to Records Management

Records and Archives Management Program (RAMP)

Records Creation and Control

1:00 pm – 5:00 pm

Mail Management

Workshop

Files Management

Workshop

Day 2

8:00 am – 12:00 nn

Records Disposition Administration

Workshop

1:00 pm – 5:00 pm

Records Center Administration

Archives Administration

Security of Records

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