



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

Advisory No. ~~123~~, s. 2025

10 JUN 2025

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 officials,  
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**ASSESSMENT OF DIGITAL/MANUAL RECORDS MANAGEMENT COMPLIANCE  
WITH QUALITY SERVICE AND DATA PROTECTION REGULATORY  
REQUIREMENTS**

The Philippine Association of Records Officers and Archives (PAROA) will conduct its 2<sup>nd</sup> quarter seminar with the theme **"ASSESSMENT OF DIGITAL/MANUAL RECORDS MANAGEMENT COMPLIANCE WITH QUALITY SERVICE AND DATA PROTECTION REGULATORY REQUIREMENTS"** on July 8-10, 2025 at the A&A Plaza Hotel, National Highway cor. Wescom Road, Puerto Princesa, Palawan.

This seminar aims to enhance the competence of government personnel by providing them with the latest techniques on how to implement quality service indicators, ensure regulatory compliance, incorporate data privacy requirements, conduct privacy impact assessment, implement security controls, and develop breach response protocols for trusted digital records management systems. Also, it aims to develop and operate secure, compliant digital record management systems with robust privacy and security controls.

Target participants are Local Chief Executives, Records Officers, Records Administrators, Custodians, Archivists, Administrative Officers, Administrative Assistants/Staff, and other personnel.

Participation of public and private schools shall be subject to the non-disruption-of-classes policy as stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged On-Task and Ensuring Compliance therewith.

Attached is a copy of the Regional Advisory No. 58 s. 2028 and invitation from Philippine Association of Records Officers and Archives (PAROA) for reference.

For registration and other queries, contact:

**MESDAMES GRACE, AIRA AND ADEL**

Contact Numbers: 09439273119, 09853011592, 09085178830 and  
09975114101

Telephone No.: (02) 8650-4235

Email Address: [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com)

2508410/rml/Advisory-PAROA  
June 10, 2025



DepEd Batac City



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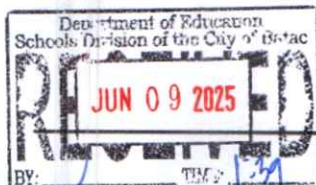
[www.csdbatac.com](http://www.csdbatac.com)

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SDCB RECORDS UNIT

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**Department of Education**  
REGION I

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Target Participants are Local Chief Executives, Records Officers, Records Administrators, Custodians, Archivists, Administrative Officers, Administrative Assistants/Staff, and other personnel.

The three-day activity will accommodate participants on a first-come-first-serve basis with a registration 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 to the Philippine Association of Records Officers and Archivists, Inc.

For registration and other queries, please contact:

**MESDAMES GRACE, AIRA AND ADEL**

Contact Numbers: 09439273119, 09853011592, 09085178830, and  
09975114101

Telephone No.: (02) 8650-4235

Email Address: [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com)

AD-RS/nbb/ADV/SeminarPAROA  
May 27, 2025

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Doc. Ref. Code	RO-CLMD-F045	Rev	00
Effectivity	11.07.2024	Page	1 of 1



May 22, 2025

**TOLENTINO G. AQUINO**  
Regional Director  
Region I - Ilocos Region

Dear Mr. Aquino:

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA), is pleased to announce its second quarter conduct of a seminar with the theme "**Assessment of Digital/Manual Records Management Compliance with Quality Service and Data Protection Regulatory Requirements**", scheduled on **July 8, 9, & 10, 2025** at the **A&A Plaza Hotel**, National Highway cor. Wescor Road, Puerto Princesa City, Palawan.

Effective Digital Records Management is essential for organizational value creation, regulatory compliance, and information security. This training program is tailored for officers and staff responsible for overseeing, developing, and operating digital/manual records management systems. It emphasizes quality service and the safeguarding of data privacy, confidentiality, process integrity, system availability, and accountability - key legal and organizational priorities in digital record-keeping. The program equips participants with the knowledge and tools necessary to confidently build their capabilities, ensuring they "get it right the first time" when demonstrating service quality, data privacy, and information security in core record management processes.

This seminar aims to enhance the competence of government personnel by providing them with the latest techniques on how to implement quality service indicators, ensure regulatory compliance, incorporate data privacy requirements, conduct privacy impact assessments, implement security controls, and develop breach response protocols for trusted digital record management systems. We aim to develop and operate secure, compliant digital record management systems with robust privacy and security controls.

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.

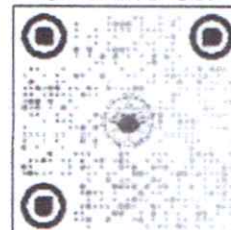
The three-day activity will accommodate participants on a first-come-first-served basis with a registration fee of **Eight Thousand Eight Hundred Pesos (Php 8,800.00) for live-in participants** and **Six Thousand Eight Hundred Pesos (Php 6,800.00) for live-out participants**. Payment in cash or check 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 our QR Codes/Link below.

QR for Live-In



<https://qr.me-qr.com/l/PAROA25-07dgtlrcrds-LI>

QR for Live-Out



<https://qr.me-qr.com/l/PAROA25-07dgtlrcrds-LO>

**Important Note:** You may be directed to an Advertisement Page. All you need to do is to tap on "**Skip Advertisement**" and you'll get straight to the form.

For confirmation, further inquiries, and clarifications, you may call our telephone no. (02) 8650 - 4235 or call and text our mobile nos. (TM) 0943-927-3119, (TnT) 0985-301-1592, (Smart) 0908-517-8830, 0960-518-9048, 0997-511-4101, and look for Mesdames Grace, Aira, and Adel. You may also 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,

  
**DIODEN C. FLORES, EdD, DPA, PhD**

