



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

---

Divisional Advisory No. 017 s. 2024  
March 14, 2024

Complying with DepEd Order No. 8, s. 2013  
this Office issues this Advisory not for endorsement per DO 28, s. 2001,  
but for the information of DepEd officials,  
personnel/staff, and the concerned public.  
(Visit [depedozamiz.net](http://depedozamiz.net))

**EFFECTIVE PROCEDURES AND BEST PRACTICES FOR ELECTRONIC  
RECORDS PROTECTION FOR GOVERNMENT OFFICES AND IMPLEMENTING  
A COMPREHENSIVE ELECTRONIC RECORDS SECURITY PROGRAM**

In reference to the communication dated March 4, 2024, sent by the Philippine Association of Records Officers and Archivists, this Office informs interested administrative officers, administrative assistants/staff and other personnel on the conduct of Effective Procedures and Best Practices for Electronic Records Protection for Government Offices and Implementing a Comprehensive Electronic Records Security Program at the Bohol Plaza Resort Hotel, Dayo Hill, Barangay Mayacabac, Dauis, Bohol on April 23, 24, & 25, 2024.

The 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.

Attached is a copy of the invitation letter for the complete details.

This Office directs the immediate and wide dissemination of this Advisory.

Encl.: As Stated  
To be indicated in the Perpetual Index  
under the following subjects:

**INVITATION                      SEMINAR                      RECORDS OFFICERS**

SBC/DA Effective Procedures and Best Practices for Electronic Records Protection for Government Offices  
and Implementing a Comprehensive Electronic Records Security Program  
\_\_\_\_\_ March 14, 2024



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: [deped1miz@gmail.com](mailto:deped1miz@gmail.com)

Our **LEARNERS: The Diamonds of the Fortress.**  
**ASENSO OZAMIZ!**

March 4, 2024

**SUPT. NIMFA R. LAGO (OIC)**

Schools Division Superintendent  
Ozamis City  
Department of Education

Dear **Supt. Lago**:

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, Davis, 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/I/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.