



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
**REGIONAL OFFICE XI**  
Loyola St., Obrero, Davao City



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**MEMORANDUM FROM THE REGIONAL DIRECTOR**  
**No. 121, Series of 2022**

To : **PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS IN REGION XI**

Subject : **Face-to-Face Training/ Seminar on "Integration of Relevant Legislation in the Establishment of a Comprehensive Records Management Program"**

Date : **August 10, 2022**

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", this Office announces the abovementioned undertaking, which will be conducted by the Philippine Association of Records Officers and Archivists on August 23-25, 2022 at the Golden Prince Hotel & Suites, Acacia St., Cebu City.

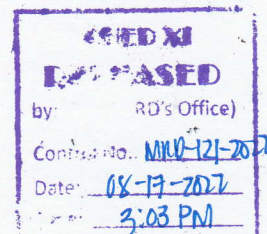
Attendance of Higher Education Institutions (HEIs) to this Training/Seminar is **Voluntary**.

Attached is the letter from National President, Henry P. Tomalabcab, J.D. for your reference.

For information and guidance.

  
**MARICAR R. CASQUEJO, Ph.D, CESO III**  
Director IV

Control #: 2022-07-20-002871  
Enclosed: As stated  
Cc: Records/ File/lcs







# PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS

"PARTNERS OF THE GOVERNMENT IN NATION BUILDING"

July 20, 2022

**COMMISSION ON HIGHER EDUCATION ROXI**  
Davao City

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA) is pleased to announce its 3<sup>rd</sup> Quarter, "face-to-face" Training/Seminar entitled: **"Integration of Relevant Legislation in the Establishment of a Comprehensive Records Management Program"**, scheduled on August 23, 24, 25, 2022 at the Golden Prince Hotel & Suites, Acacia Street, Cebu City.

The legal bases in the formulation of policies, i.e. administrative, financial and legal are the information an organization must keep as significant records; the procedures for managing those records, i.e. being mindful of their retention periods to ensure their general protection, providing for their storage as well as their eventual disposition. They shall also serve as the organization's "institutional memory" because it will provide an essential framework that will enable the National and Local Government Records Offices to perform with authority in its dealings.

It is unfathomable for an office trying to function without them. That is how important policies are. There is no way for one legal system to cover every situation because circumstances are unique. There are a wide variety of policies including laws created by legislatures, by administrative agencies and even laws created from tradition or common laws, but all of them are important to help protect us in the day-to-day function of our offices.

In line with the Association's thrust to best equip its colleagues with the quality training/seminar to enhance their capabilities, be it from the National Government Agencies, Local Government Units and Government-Owned and Controlled Corporations, we are cordially inviting Local Chief Executives, Department Heads, Secretaries, Legislative Officers and Staff, Administrative Officers, Information Officers, Records Officers and other personnel who actually handle 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 Seven Thousand Nine Hundred Pesos (Php 7,900.00) for live-in participants and Five Thousand Eight Hundred Pesos (Php 5,800.00) for live-out participants. Payment in cash and/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 will be very grateful if you can confirm your attendance ahead of time.

For confirmation of attendance, please contact Mesdames Adel Dela Vega or Pao S. Cua at Tel. No. (02)8650-4235. For further inquiries and clarification regarding the details of the seminar, you may get in touch with us through mobile numbers 0916-1750007, 0916-5020185, and 0969-3920577. You can also email us at [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com).


While under IATF Alert Level 1, government regulations require proof of vaccination for this on-site seminar/training apart from local restrictions that might be in place by the City Government of Cebu, hence, **all interested participants must be fully vaccinated.**

Be assured that we are one with you in your aspirations for the professionalization and development of personnel in your offices/agencies.

Thank you so much and more power.

Very truly yours,

  
**HENRY P. TOMALABCAD, J.D.**  
National President

Noted:  
  
**JOEL A. OCAY, MBA**  
Executive Director