



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

NO. 024-0713
 DATE 18 MAR 2024

SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
 Superintendent

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

Name	TARA GAY S. DAPAT
Position/Designation	AO IV (Records)
Permanent Station	
Purpose of Travel (must be supported by attachments)	Seminar on "Effective Procedures and Best Practices for Electronic Records Protection for Government Offices & Implementing a Comprehensive Electronic Records Security Program"
Host of Activity	Philippine Association of Records Officers and Archivists (PAROA)
Period Covered (Inclusive of Travel Time)	April 23-25, 2024
Venue/Destination	Bohol Plaza Resort Hotel, Dayo Hill, Brgy. Mayacabac, Dausi, Bohol
Fund Source	Division Office/Local Funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.



TARA GAY S. DAPAT

March 15, 2024

Name and Signature of Requesting Employee

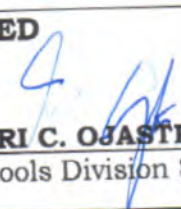
Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein.


LANI B. YURONG
 Administrative Officer V

_____ Date

APPROVED


NERI C. OJASTRO EdD, CESO V
 Schools Division Superintendent

3/18/24

_____ Date



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
 Telephone Nos. (035) 225-2838/225-2838/225-2376/422-7644

 Deped Tayo SDO Negros Oriental

 depednegor.net

Paroa 2nd Quarter Training/Seminar Invitation

Adelina Dela Vega <adel.paroa2005@gmail.com>
To: negros.oriental@deped.gov.ph



Mon, Mar 4, 2024 at 8:36 AM

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, Dauis, Bohol.


Thank you so much and more power!

Yours,
Adelina Dela Vega
Training Specialist
PAROA



PAROAOfficial_2005

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 SUPT. NERI C. OJASTRO.pdf
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March 4, 2024

SUPT. NERI C. OJASTRO

Schools Division Superintendent
Negros Oriental
Department of Education

Dear **Supt. Ojastro**:

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, Dausi, 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.

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. DOBEIN C. FLORES, EdD., DPA
National President