



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Advisory No. **411**, s. 2023
 November 06, 2023

In compliance with DepEd Order No. 8, s. 2013
 This Advisory is issued not for endorsement per DO 28, s. 2001,
 but only for the information of DepEd officials,
 personnel/staff, as well as the concerned public.
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**DIGITAL RECORDS SENSITIVITY: Exploring the CARE Concepts of
 Curation, Archival Preservation, Recovery, and Electronic Data from
 Traditional Records Management**

In reference to the attached letter from the Philippine Association of Records Officers and Archivists (PAROA). There will be a seminar with regard the above-mentioned activity on **December 05-07, 2023** at the **Crown Legacy Hotel**, corner Montinola St., Kisdad Road, Baguio City.

This seminar aims to provide participants with implementable solutions which will serve as tools for electronic or digital records management in organizations. This will not only reduce the burden of records management responsibilities on individuals but will enable organizational records and information easier to access because they will be consistently managed. It will also provide participants beyond their theoretical understanding of records management with practical approaches of technology integration in traditional records management.

For more information, please contact/email:

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Philippine Association of Records Officers and Archivists, Inc.

"STRENGTHENING THE NATION THROUGH RECORDS MANAGEMENT TRAINING AND SEMINARS"

Training/Seminar on "Digital Records' Sensitivity: Exploring the CARE concepts of Curation, Archival Preservation, Recovery, & Electronic Data from Traditional Records Management"



December 5-7, 2023
The Crown Legacy Hotel, Cor. Montinola St., Kisad Rd., Baguio City.

Program of Activities

Day 1 - 12/05/2023

Time	Activity	Assigned Unit or Person
08:00 AM - 10:30 AM	Arrival & Registration	
10:30 AM - 11:30 AM	Doxology, National Anthem, & Opening Ceremony	PAROA Facilitator
11:30 AM - 01:00 PM	Lunch Break	
01:00 PM - 03:00 PM	Seminar Proper TOPIC <ul style="list-style-type: none">➤ Challenges in RM➤ Records Life Cycle➤ Exploring Records Digital Curation & Preservation of Born-Digital➤ Acquisition of Digital and Analog Records➤ Towards Digital Asset Management➤ Employing CURATE Steps in Data Curation	Resource Speaker
03:00 PM - 03:30 PM	Health Break/PM Snack	
03:30 PM - 05:00 PM	Continuation of Discussion TOPIC <ul style="list-style-type: none">➤ Agents of Deterioration and Preventive Measures➤ Records with Archival Value➤ Checklist for Appraisal of Records➤ Housing Archival Documents and Records➤ Immediate Ways of Records Preservation➤ Valuing Digitalization of Archival Records & Documents➤ Engaging to Records Digitalization Planning➤ Steps in Records Digitization/Preservation➤ Q & A (Open Forum)	Resource Speaker
06:00 PM - 08:30 PM	Dinner (Live-In Participants Only)	
	End of Day 1	

Day 2 - 12/06/2023

Time	Activity	Assigned Unit or Person
06:00 AM - 08:00 AM	Breakfast (Live-In Participants)	
08:00 AM - 10:00 AM	Opening Prayer & Energizer	PAROA Facilitator
	Seminar Proper TOPIC ➤ Saving Zoom and Other Conferencing Recordings ➤ Archival Recovery Initiatives ➤ Vital Records Plan ➤ Emergency Solution ➤ Disaster Prevention and Recovery Planning	Resource Speaker
10:00 AM - 10:30 AM	Health Break/PM Snack	
10:30 AM - 12:00 NN	Continuation of Discussion	Resource Speaker
12:00 NN - 01:30 PM	Open Forum (Q & A)	
12:00 NN - 01:30 PM	Lunch Break	
01:30 PM - 03:00 PM	Session Resume	Resource Speaker
	TOPIC ➤ Future of Records Preservation ➤ Understanding Preservation Challenges and Initiatives ➤ Tips in Employing EDRMS initiatives ➤ Unfold KRIS E-records Management System/ Wi-serf Product Demo ➤ Records Electronic, E-mail and Scanning Policy ➤ Employing Best Practice in E-Records Long-Term Preservation	
03:00 PM - 03:30 PM	Health Break/PM Snack	
03:30 PM - 04:30 PM	Continuation of Discussion	Resource Speaker
03:30 PM - 04:30 PM	Open Forum (Q & A)	
	Announcements	PAROA Facilitator
06:00 PM - 08:30 PM	Dinner (Live-In Participants Only)	
	End of Day 2	

Day 3 - 12/07/2023

Time	Activity	Assigned Unit or Person
06:00 AM - 08:00 AM	Breakfast (Live-In Participants)	
08:00 AM - 11:00 AM	Opening Prayer & Energizer	PAROA Facilitator
	Recap, Q & A, and End Notes	Resource Speaker
	Closing Ceremony & Awarding of Certificates	PAROA Facilitator
	Closing Remarks, Picture Taking, and Farewell	
11:00 AM - 12:00 NN	Early Lunch Departure	



**“To all our valued participants:
Thank you for your support and for patronizing our seminars.
We wish you a wonderful holiday, and we look forward to working
with you in 2024 Ka-PAROA!”**



#WeArePAROA

*“Strengthening the Nation
through Excellence in
Records Management
Training & Seminars.”*

PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS
2005

**#Stronger@2023
#IamPAROA
#PAROAStrong**

paroa.official2005

October 2, 2023

DR. WILFREDO E. CABRAL

Regional Director
National Capital Region (NCR)
Department of Education

Dear **Dr. Cabral**:

Greetings!

The Philippine Association of Records Officers and Archivists (PAROA), is pleased to announce its fourth quarter seminar entitled "**Digital Records' Sensitivity: Exploring the CARE Concepts of Curation, Archival Preservation, Recovery, and Electronic Data from Traditional Records Management**", on December 5, 6, & 7, 2023 at the Crown Legacy Hotel, corner Montinola St., Kidad Road, Baguio City.

The field of records management has tremendously transformed with the emergence of modern information and communication technology; from the traditional physical records keeping and retrieval to electronic creation, maintenance and use of digital format. Digitization, curation, archival preservation and e-records engagement are some of the meaningful ways that bring transformative change in terms of service enhancement. This seminar aims to provide participants with implementable solutions which will serve as tools for electronic/digital records management in organizations. This will not only reduce the burden of records management responsibilities on individuals but will enable organizational records and information easier to access because they will be consistently managed. It will also provide participants beyond their theoretical understanding of records management with practical approaches of technology integration in traditional records management.

In view of the above, we are cordially inviting Local Chief Executives, Department and Division Heads, Legislative Officers and Staff, Records Officers, Records Managers, Records Custodians, Data Curators, Document Controllers, Administrative Officers, Information Officers, Librarians, Secretaries, and other personnel who are involved in the records management activities of their respective offices.

Said 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. Cash or check payments 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 just by scanning the QR Code or accessing the link below to register.



Scan this QR Code or Access this link: <https://me-qr.com/l/PAROA-DR-CARE>

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. You can also 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,

JOEL A. OCAY, MBA
Executive Director