



Republic of the Philippines  
Department of Education  
REGION VIII - EASTERN VISAYAS

Advisory No. **209**, s. 2023  
November 6, 2023

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,  
personnel/staff, as well as the concerned public.  
(Visit [deped.in/region8.deped.gov.ph](http://deped.in/region8.deped.gov.ph))

**DIGITAL RECORDS' SENSITIVITY: EXPLORING THE CARE CONCEPTS OF  
CURATION, ARCHIVAL PRESERVATION, RECOVERY, AND  
ELECTRONIC DATA FROM TRADITIONAL  
RECORDS MANAGEMENT**

Attached is a letter from Mr. Joel A. Oca, MBA, Executive Director of Philippine Association of Records Officers and Archivists, announcing the conduct of the seminar titled Digital Records' Sensitivity: Exploring the CARE Concepts of Curation, Archival Preservation, Recovery, and Electronic Data from Traditional Records Management on December 5-7, 2023 at the Crown Legacy Hotel corner Montinola St., Kisad Road, Baguio City.

This seminar aims to provide the participants with implementable solutions which will serve as tools for electronic/digital records management in organizations.

The target participants are Department and Division Heads, Records Officers, Records Managers, Records Custodians, Data Curators, Document Controllers, Administrative Officers, Information Officers, Librarians, and Secretaries.

The participation of both public and private schools shall be subject to the no-disruption of classes policy stipulated in DepEd Order No. 9 s,2005 titled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.

More information, refer to the attachment.

Considering that this is an Advisory, the Schools Division Superintendents are given the discretion to act on this matter.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director



AD-AVC





# PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS

"PARTNERS OF THE GOVERNMENT IN NATION BUILDING"

October 2, 2023

**DR. EVELYN R. FETALVERO**  
Regional Director  
Region VIII  
Department of Education

Dear **Dr. Fetalvero**:

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., Kisdad 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/1/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.

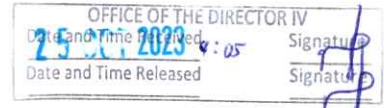
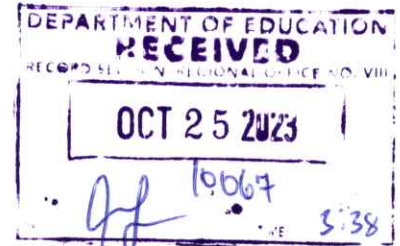
For further inquiries and clarification regarding the details of the seminar, please contact Mesdames Adel or Paula at tel. no. (02) 8650-4235. You may also get in touch with us through mobile numbers 0985-301-1592 and 0955-180-2299. You can also email us at [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com).

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,

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



DWO imml  
10/25/23



**Philippine Association of  
Records Officers and  
Archivists, Inc.**  
"STRENGTHENING THE NATION THROUGH EXCELLENCE IN  
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**

<b>Day 1 - 12/05/2023</b>		
<b>Time</b>	<b>Activity</b>	<b>Assigned Unit or Person</b>
<b>08:00 AM - 10:30 AM</b>	<b>Arrival &amp; Registration</b>	
<b>10:30 AM - 11:30 AM</b>	<b>Doxology, National Anthem, &amp; Opening Ceremony</b>	<b>PAROA Facilitator</b>
<b>11:30 AM - 01:00 PM</b>	<b>Lunch Break</b>	
<b>01:00 PM - 03:00 PM</b>	<b>Seminar Proper TOPIC</b> <ul style="list-style-type: none"><li>➤ <b>Challenges in RM</b></li><li>➤ <b>Records Life Cycle</b></li><li>➤ <b>Exploring Records Digital Curation &amp; Preservation of Born-Digital</b></li><li>➤ <b>Acquisition of Digital and Analog Records</b></li><li>➤ <b>Towards Digital Asset Management</b></li><li>➤ <b>Employing CURATE Steps in Data Curation</b></li></ul>	<b>Resource Speaker</b>
<b>03:00 PM - 03:30 PM</b>	<b>Health Break/PM Snack</b>	
<b>03:30 PM - 05:00 PM</b>	<b>Continuation of Discussion TOPIC</b> <ul style="list-style-type: none"><li>➤ <b>Agents of Deterioration and Preventive Measures</b></li><li>➤ <b>Records with Archival Value</b></li><li>➤ <b>Checklist for Appraisal of Records</b></li><li>➤ <b>Housing Archival Documents and Records</b></li><li>➤ <b>Immediate Ways of Records Preservation</b></li><li>➤ <b>Valuing Digitalization of Archival Records &amp; Documents</b></li><li>➤ <b>Engaging to Records Digitalization Planning</b></li><li>➤ <b>Steps in Records Digitization/Preservation</b></li><li>➤ <b>Q &amp; A (Open Forum)</b></li></ul>	<b>Resource Speaker</b>
<b>06:00 PM - 08:30 PM</b>	<b>Dinner (Live-In Participants Only)</b>	

**End of Day 1**

**Day 2 - 12/06/2023**

Time	Activity	Assigned Unit or Person
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**06:00 AM - 08:00 AM**

**Breakfast (Live-In Participants)**

**08:00 AM - 10:00 AM**

**Opening Prayer & Energizer**

**PAROA Facilitator**

**Seminar Proper**

**Resource Speaker**

**TOPIC**

- **Saving Zoom and Other Conferencing Recordings**
- **Archival Recovery Initiatives**
- **Vital Records Plan**
- **Emergency Solution**
- **Disaster Prevention and Recovery Planning**

**10:00 AM - 10:30 AM**

**Health Break/PM Snack**

**10:30 AM - 12:00 NN**

**Continuation of Discussion  
Open Forum (Q & A)**

**Resource Speaker**

**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  
Open Forum (Q & A)**

**Resource Speaker**

**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	

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**"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!"**

