



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

Divisional Advisory No. 004 s. 2024
January 18, 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 ozamiz.deped.gov.ph)

**EFFECTIVE PROCEDURES AND BEST PRACTICES
ON THE ESTABLISHMENT OF RECORDS MANAGEMENT PROGRAM
IN GOVERNMENT OFFICE**

Pursuant to the communication sent by Rosemarie L. Calaranan, President of the Government Records Officers' Association of the Philippines, Inc., dated December 07, 2024, this Office informs interested records officers/custodians, administrative officers/assistants and other personnel involved in handling records in the respective schools/offices on the invitation to participate in the conduct of "Effective Procedures and Best Practices on the Establishment of Records Management Program in Government Service" at Costa Palawan Resort, F. Ponce de Leon Road, Barangay San Pedro, Puerto Princesa City, Palawan on February 6-8, 2024.

Participation in this activity shall be purely voluntary and shall not hamper instructional time in compliance with the provisions of DepEd Order No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith, Section 3 of Republic Act No. 5546 (Policy on Contributions), and DepEd Order No. 66, s. 2017 (Policy on Off-Campus Activities) and the DOH prescribed health and safety standards. As such, the participants themselves shall shoulder any registration fees and travel/incidental expenses.

Should there be clarifications about this training and seminar, interested personnel may call or text in these mobile numbers; 0917145276, 09513708950 and 09486822602 or send an email through groap_2000@yahoo.com.ph.

Attached is a copy of the communication for the specific details.

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



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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

INVITATIONS PERSONNEL RECORDS MANAGEMENT WORKSHOP

SBC/DA Effective Procedures and Best Practices on the Establishment of Records

Management Program in Government Office
_____ January 18, 2024



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GROAP, INC: Records Management Training & Seminar on Feb 6-8, 2024 in Costa Palawan Resort

1 message

Y!_Mail <groap_2000@yahoo.com.ph>

Thu, Jan 4, 2024 at 10:36 AM

Dear Public Servants,

We are thrilled to extend our invitation to you for the upcoming training and seminar titled “**Effective Procedures and Best Practices on the Establishment of Records Management Program in Government Office.**” This event is organized by the Government Records Officers Association of the Philippines Inc. (GROAP) and will be held from **February 6-8, 2024, at Costa Palawan Resort, Puerto Princesa City, Palawan.**

This invitation is open to all branches of the government, including National Government Agencies (NGAs), State Universities and Colleges (SUCs), State Colleges and Community Colleges (SCCs), Government-Owned and Controlled Corporations (GOCCs), as well as local chief executives, department and division heads, records officers/custodians, archivists, administrative officers/assistants, secretaries, legislative staff/officers, and other personnel involved in records management.

The seminar aims to enhance your expertise in records management through a series of lectures, workshops, and discussions. This will be a great opportunity to learn about the latest practices and policies in the field.

To confirm your attendance, please send your nomination slips or a master list to our email address. Complete details of the event are attached herewith for your reference. For any inquiries, feel free to reach out to us at the provided contact details.

We look forward to your valuable participation and contribution to this vital training and seminar.

Yours in Public Service,

ROSEMARIE L. CALARANAN*President*

Government Records Officers' Association of the Philippines, Inc. (GROAP, INC.)

[SOCIAL MEDIA ACCOUNT](#)**2 attachments****Invitation-for-Costa-Palawan.docx**

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**Schedule of Activities - Palawan 2024.pdf**

307K



GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC

TIN: 005-849-133-000
CONTACT: 09513708950 | 09171452761
EMAIL: groap_2000@yahoo.com.ph
ADDRESS: Block 27, Lot 1, Clayton Heights, Barangay Maly, San Mateo, Rizal

December 07, 2023

Honorable Officials of the Republic
National and Local Government Authority
Republic of the Philippines

Dear Fellow Public Servant!

The Government Records Officers Association of the Philippines, Inc. (GROAP) believes that the organized records management system increases the efficiency of office operations; being able to quickly find the record you need to accomplish your assigned task. This association is incessant to its thrust and commitment to equip government personnel involved in handling records by conducting capacity enhancement, trainings and seminars on systematic records keeping. For the 1st quarter of the year 2024, a Training and Seminar on the **“Effective Procedures and Best Practices on the Establishment of Records Management Program in Government Office”** will be conducted on February 6-8, 2024 to be held at the **Costa Palawan Resort** located at F. Ponce de Leon Road, Barangay San Pedro, Puerto Princesa City, Palawan.

This 3-day activity is designed to provide government personnel the knowledge and skills in implementing required standard policies in records management. An effective records management program should have in place systems that can locate and retrieve records in a reliable and timely fashion. The training methodology will involve lectures, workshop and open forum discussions and presentation of work output to assess participants' acquired knowledge from the lectures of the Resource Speaker.

In view of the above-stated objective, we are cordially inviting Local Chief Executive and other elected officials, Department & Division Heads, Records Officers/Custodians, Archivists, Administrative Officers/Assistants, Secretaries, Legislative Staff/Officers, as well as other personnel of your office/agency who are involved in handling records in their respective offices. A registration fee of Seven Thousand, Eight Hundred Pesos (P7,800.00) for live-in with two (2) nights' accommodation (February 6 and 7) and Five Thousand, Eight Hundred Pesos (P5,800.00) for live-out shall be collected payable to Government Records Officers' Association of the Philippines, Inc. **(No abbreviation)**

To confirm your attendance in this training and seminar, we request that you send through the above email address the nominations slips or the master list hereunder provided.

Should there be further clarifications about this training & seminar, we request that you call or text in these mobile nos. 09171452761, 09513708950 and 09486822602 or through the above email address.

Thank you so much and we look forward to your participation!

Sincerely yours,


Rosemarie L. Calaran
President

MASTERLIST SAMPLE

No.	Name of Participants	Department	Position	Registration Type	Contact Number
1	Karolina Crawford	Accounting Department	Accountant II	LIVE IN	09171452761
2	Kaleem Burks	Office of the Secretariat	LLSO I	LIVE IN	
3	Nell Sanchez	Library Services	Librarian II	LIVE OUT	
4	Derry Ashton	Treasury Office	Tax Specialist	LIVE OUT	
5	Scarlet Wilde	General Services	Planning Officer I	LIVE OUT	

NOMINATION/CONFIRMATION SLIP

Name of Employee: _____
Position/Designation: _____
Department/Office: _____ Date _____
Course Fee: Live-in // Live-out // Contact # _____

Nominated/Approved by:

Department/Office Head



Training and Seminar on

**“EFFECTIVE PROCEDURES AND BEST PRACTICES ON THE ESTABLISHMENT OF
RECORDS MANAGEMENT PROGRAM IN GOVERNMENT OFFICE”**

**February 6-8, 2024 at Costa Palawan Resort, F. Ponce de Leon Road, Barangay San Pedro,
Puerto Princesa City, Palawan**

PROGRAMME

Date/Time	Topic	Responsible/Resource Persons
FEBRUARY 06, 2024 - DAY 1		
8:00 -11:00 AM	Arrival/Registration and Billeting of Participants	GROAP SECRETARIAT
11:00-12:00NN	Training Orientation	GROAP STAFF
12:00- 1:00PM	LUNCH BREAK	C/O Mr. Eric John Diazon
1:00PM-5:00PM	Opening Program	C/O Mr. Eric John Diazon
	<p style="text-align: center;">First Session</p> <p>Topics:</p> <p style="text-align: center;">Records Management – Overview</p> <ul style="list-style-type: none">• What is Records Management• Functions, Purposes of Records Management• Problems Encountered in Managing Records• Consequences for Poor Records Management• Benefits of Good Records Management• Record, Non-Record Definition• Importance of Records• Life Cycle of Records• Concept and Phases of the Life Cycle of Records• Characteristics of Records	<p>Ms. Estrella M. Domingo</p> <p>Retired Chief Archivist- National Archives of the Philippines (NAP)</p>
FEBRUARY 07, 2024 - DAY 2		
8:00AM-12NN	<p style="text-align: center;">Second Session</p> <p>Topics:</p> <ul style="list-style-type: none">• Defining Best Practices• What is a Records Management Program?• Establishment of a Records Management Program• Attributes of a Records Management Program• Elements of an Effective Records Management Program<ul style="list-style-type: none">• Records Inventory• Classification.• Rationale for Classifying Records• Workshop	<p>Ms. Estrella M. Domingo</p>
12: NN- 1:00PM	LUNCH BREAK	



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THE PHILIPPINES, INC**

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1:00PM – 5:00PM	Third Session Topics: <ul style="list-style-type: none">• Storage of Physical Records• Records Conversion• Records Disposition• Primary Steps in Managing a Records Disposition Program• Records Retention• Records Scheduling	Ms. Estrella M. Domingo
FEBRUARY 08, 2024 - DAY 3		
8:00-11:00AM	Fourth Session Topics: <ul style="list-style-type: none">• Vital Records Program• Disaster Management Program• Policies and Procedures	Ms. Estrella M. Domingo
11:00-12:00NN	Closing Program	
Home Sweet Home		

MR. ERIC JOHN A. DIAZON
Training Facilitator