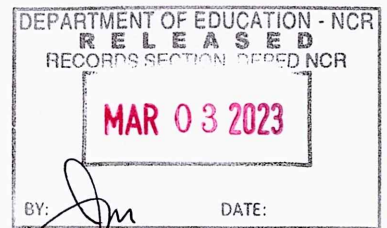




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



Advisory No. 086, s. 2023  
February 27, 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.  
(visit [www.deped.gov.ph](http://www.deped.gov.ph))

**DEFINING EFFECTIVE METHODS OF MANAGING FILES AND  
PRESERVATION OF PERMANENT RECORDS**

In reference to the attached letter from the Government Records' Officers Association of the Philippines, Inc. (GROAP, INC.). There will be a training/seminar with regard the above-mentioned activity on **March 15-17, 2023** at **Citystate Asturias Hotel, Palawan**.

This event aims to enable participants to have comprehensive knowledge of the importance of managing their office for easy access and quick retrieval when needed and to monitor all movement of records within and outside the office or department.

For more information, please contact/email:

**Ms. Rosemarie L. Calaranan**  
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Effectivity	01.26.23	Page	1 of 1





February 01, 2023

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Dear Fellow Public Servant!

The Government Records Officers Association of the Philippines, Inc. (GROAP, Inc.) humbly announces its training/seminar on **“Defining Effective Methods of Managing Files and Preservation of Permanent Records”** to be conducted on **March 15-17, 2023**. The venue will be at the **Citystate Asturias Hotel Palawan**, located along **South National Highway, Puerto Princesa City, Palawan**.

This training and seminar will enable participants to have comprehensive knowledge of the importance of managing their office files for easy access and quick retrieval when needed and to monitor all movement of records within and outside the office or department.

In view of the above-stated objective, we are cordially inviting Local Chief Executives, Vice Mayors, Sanggunian Members, Department and Division Heads, Records Officers/Custodians, Archivists, Administrative Officers/Assistants, Secretaries, Legislative Staff/Officers, as well as other personnel of your office or agency who are involved in handling records in their respective offices. The Seminar registration fee shall be collected from each participant of **Seven Thousand, Five Pesos (P7,500.00)** for live-in and **Five Thousand, Eight Hundred Pesos (P5,800.00)** for live-out, payable to Government Records Officers’ Association of the Philippines, Inc. **during the registration time at the venue.**

To **confirm your attendance** in this training and seminar, we request that you send through the above email address the master list (*excel or word format*) of the participants (*see the sample below*) and the nomination slips.

Should there be further clarifications about this training and seminar, we request that you call or text 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. Calaranan**  
President

**NOMINATION/CONFIRMATION SLIP**

Name of Employee: \_\_\_\_\_  
Position/Designation: \_\_\_\_\_  
Department/Office: \_\_\_\_\_ Date: \_\_\_\_\_  
Course Fee: Live-in / / Live-out / /  
Nominated/Approved by: \_\_\_\_\_