



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

€ 355  
 Advisory No. \_\_\_\_\_, s. 2023  
 September 19, 2023

In compliance with DepEd Order No. 8, s. 2013  
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**THE EFFECTIVE METHODS AND ENABLING POLICY OF MANAGING  
 RECORDS DISPOSITION PROGRAM IN GOVERNMENT OFFICE**

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 **October 17-19, 2023** at **Tagaytay Country Hotel**, located along Emilio Aguinaldo Highway, Silang Junction, Tagaytay City, Cavite.

This event aims to increase the awareness and enhance the competence of participants of a sound records disposition practices and proper identification and preservation of permanent records with reference to the relevant records retention schedule and disposal authority.

For more information, please contact/email:

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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	01.26.23	Page	1 of 1



**GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC**

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August 30, 2023

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

Dear Colleague in Public Service!

The Government Records Officers' Association of the Philippines (GROAP) would like to announce the conduct of a Training & Capacity Enhancement Seminar on the **"The Effective Methods and Enabling Policy of Managing Records Disposition Program in Government Office"** on **October 17-19, 2023** at the **Tagaytay Country Hotel**, located along Emilio Aguinaldo Highway, Silang Junction, **Tagaytay City, Cavite**.

This training & seminar is designed to increase the awareness and enhance the competence of participants of a sound records disposition practices and proper identification and preservation of permanent records with reference to the relevant records retention schedule and disposal authority. This will redound to the reduction in the volume of unnecessary records kept in storage areas to create spaces for new and frequently used records and most important is the minimization of an agency's expenditures for records management.

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, Liga ng mga Barangay Presidents/Secretaries/Barangay Council, as well as other personnel of your office/agency who are involved in handling records and information in their respective offices. The Seminar registration fee of **Seven Thousand, Eight Hundred Pesos (P7, 800.00)** for those participants who opted for **live-in** that includes two (2) nights' accommodation (October 17 & 18) and **Five Thousand Eight Hundred Pesos (P5, 800.00)** for those who choose for **live-out**, shall be collected payable to Government Records Officers' Association of the Philippines, Inc. during the registration time at the venue.

To **confirm your attendance** in this capacity enhancement training, 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

MASTERLIST SAMPLE

No.	Name of Participants	Department	Position	Registration Type	Contact Number
1	Kareline Crawford	Accounting Department	Accountant II	LIVE IN	09171452761
2	Kateem Banks	Office of the Secretariat	LI SO 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

*Records Officers: Partners of the Government in Nation Building*