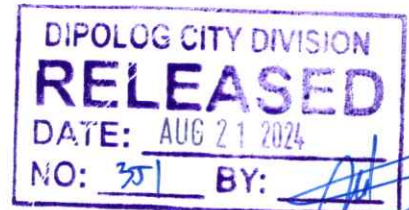




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



August 21, 2024

DIVISION MEMORANDUM

No. 351, s. 2024

INVITATION TO ATTEND TRAINING AND SEMINAR TITLED: “ENABLING POLICIES ON THE ESTABLISHMENT OF RECORDS AND ARCHIVES MANAGEMENT PROGRAM IN PUBLIC OFFICE”

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisors
Administrative Services Section
All Elementary and Secondary School Heads
All School/Administrative Officer II
All School Records Officer or Designate
All Others Concerned


1. The Government Records Officers Association of the Philippines (GROAP) shall conduct a training and seminar titled “Enabling Policies on the Establishment of Records and Archives Management Program in Public Office this coming September 25-27, 2024 at the Grand Xing Imperial Hotel at H. Montinola Corner Muelle Loney St., Brgy. President Roxas, Iloilo City, Philippines.
2. The training aims to empower government personnel with essential tools and strategies to create and sustain effective records and archive management systems and to gain invaluable insights into policy development, best practices, regulatory compliance, ensuring their offices operates at the highest level of efficiency and integrity.
3. Attached is the letter of invitation and schedule of activities for reference.
4. The following registration options are available to attend this valuable training:
 - **Live-in Package:** Includes two nights’ accommodation (September 25 and 26, 2024) on a shared-room basis with four participants per room for a fee of Php 8,000.00;
 - **Live-out Package:** For those not requiring overnight accommodation, fee is Php 5,800.00.
5. Registration, travelling and incidental expense may be charged to interested participants’ School MOOE/ Local Funds subject to its availability and to the usual accounting and auditing rules and regulations.



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City

6. For queries and concerns, you may contact the president of Government Records Officers Association of the Philippines (GROAP), Rosemarie L. Calaran, at officialmail@groap.info/groap_2000@yahoo.com.ph or thru these numbers 09171452761/09513708950/09486822602.

7. Immediate dissemination and information.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City



August 05, 2024

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



Dear Colleague in Public Service!

In our steadfast commitment to advancing public service, the Government Records Officers Association of the Philippines (GROAP) is delighted to offer an exceptional opportunity for professional growth and organizational excellence. We understand the critical role that efficient records management plays in fostering transparency, accountability, and seamless operations within government agencies. By equipping our public servants with cutting-edge skills and knowledge, we can collectively drive meaningful change and elevate the standards of governance.

To this end, we are pleased to invite you to our upcoming training and seminar titled: **"Enabling Policies on the Establishment of Records and Archives Management Program in Public Office."** This event will be held from **September 25-27, 2024** at the **Grand Xing Imperial Hotel** at H. Montinola Corner Muelle Loney St., Brgy. President Roxas, **Iloilo City**, Philippines.

This comprehensive 3-day program is designed to empower government personnel with essential tools and strategies to create and sustain effective records and archives management systems. Participants will gain invaluable insights into policy development, best practices, and regulatory compliance, ensuring their offices operate at the highest level of efficiency and integrity. Key features include expert-led lectures, interactive workshops, open forum discussions, and a holistic learning approach to foster collaboration and address common challenges.

With that, we cordially invite Local Chief Executives, elected officials, Department and Division Heads, Records Officers and Custodians, Archivists, Administrative Officers and Assistants, Secretaries, Legislative Staff and Officers, and other personnel involved in records management, along with relevant staff from National Government Agencies, State Universities and Colleges (SUCs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs), to attend our training and seminar.

To facilitate your participation in this valuable training, the following registration options are available:

- **Live-in Package:** Includes two nights' accommodation (September 25 and 26) on a shared-room basis with four participants per room for a fee of PHP 8,000.00;
- **Live-out Package:** For those not requiring overnight accommodation, the fee is PHP 5,800.00.

For your convenience, payment can be made in cash or by check. Please make checks payable to the Government Records Officers' Association of the Philippines, Inc. (please do not abbreviate). We request that payments be completed on the first day of the training seminar.

To **confirm your attendance** in this training and seminar, please send the soft copies of the nomination slips and the master list in the formats provided hereunder to the above email address. **Please note that you will not be considered an official participant without these files.**



NOMINATION SLIP



MASTERLIST

Should there be further clarifications about this training and seminar, we request that you call or text these mobile numbers—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

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



Training and Seminar on

**ENABLING POLICIES ON THE ESTABLISHMENT OF RECORDS AND ARCHIVES
MANAGEMENT PROGRAM IN PUBLIC OFFICE**

September 25-27, 2024
Grand Xing Imperial Hotel, Iloilo City

SCHEDULE OF ACTIVITIES

Date/Time	Topic	Responsible/Resource Persons
SEPTEMBER 25, 2024 - DAY 1		
8:00 -11:30 AM	Arrival/Registration and Billeting of Participants	GROAP SECRETARIAT
11:30 -12:00 NN	Training Orientation	GROAP STAFF C/O Mr. Eric John Diazon
12:00 - 1:00 PM	LUNCH BREAK	
1:00 -1:30 PM	Opening Program	C/O Mr. Eric John Diazon
1:30 - 5:00 PM	<p style="text-align: center;">First Session</p> Topics: <p style="text-align: center;">INTRODUCTION TO RECORDS AND ARCHIVES MANAGEMENT</p> <ul style="list-style-type: none">● RA 9470, purposes and scope● Public records, public archives defined● Programs and activities of government offices covered under this Act● Records Management defined● Functions, Purposes● Benefits of Proper Records Management● Potential Problems Resulting from Ineffective Records Management● Archives Administration defined● Key differences between records management and archives management● Records and Archives Management Program● Why should government offices and LGUs develop their own Records and Archives management program?● Attributes of a Records Management Program	Resource Speaker
SEPTEMBER 26, 2024 - DAY 2		
8:00AM-12:00 NN	<p style="text-align: center;">Second Session</p> Topics: <p style="text-align: center;">ESTABLISHMENT OF A RECORDS MANAGEMENT PROGRAM</p> <ul style="list-style-type: none">● Defining Best Practices● Goals of Establishing a Records Management Program● Dangers of having no program● General Activities● Critical Activities for Program Success● Steps re Establishment of a Records Management Program● Key Components of a Records Management Program<ul style="list-style-type: none">○ Policy and Procedure Development○ Records Inventory and Classification	



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

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

	<ul style="list-style-type: none">o Retention Schedulingo Records Storage and Conversion• Workshop	
12:00 – 1:30PM	LUNCH BREAK	
1:30PM – 5:00PM	<p style="text-align: center;">Third Session</p> <p>Topics:</p> <p style="text-align: center;">KEY COMPONENTS OF A RECORDS MANAGEMENT PROGRAM PART 2</p> <ul style="list-style-type: none">• Automation and Integration• Vital Records Program, Disaster Prevention and Recovery Planning• Disposition <p style="text-align: center;">ARCHIVES MANAGEMENT PROGRAM</p> <ul style="list-style-type: none">• Appraisal and Acquisition• Arrangement and Description• Access and Use• Outreach	
SEPTEMBER 27, 2024 - DAY 3		
8:00-11:00AM	<p style="text-align: center;">Fourth Session</p> <p>Topics:</p> <p style="text-align: center;">ARCHIVES MANAGEMENT PROGRAM CONTINUATION</p> <ul style="list-style-type: none">• Preservation and Conservation• Training and Professional Development	
11:00-12:00NN	Closing Program	
Home Sweet Home		

MR. ERIC JOHN A. DIAZON
Facilitator

