

ADVISORY No. 044 s. 2025

February 25, 2025

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.

INVITATION FROM GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC.

The Government Records Officers' Association of the Philippines, Inc. invites **Local Chief Executives, Department and Division Heads, Records Officers, Custodians, Archivists, Administrative Officers, IT Personnel,** and other professionals involved in records management from **National Government Agencies, State Universities and Colleges (SUCs), Government Financial Institutions (GFIs) and Government-Owned and Controlled Corporations (GOCCs)** are invited to the training seminar, **"Ensuring Disaster Readiness and Recovery to Protect and Preserve Government Records for Business Continuity"** scheduled for **March 19-21, 2025 at the Manila Grand Opera Hotel, Santa Cruz Manila.**

For more information, see attached letter of invitation from Rosemarie L. Calaranan, President GROAP INC.

Participation is on voluntary basis only.

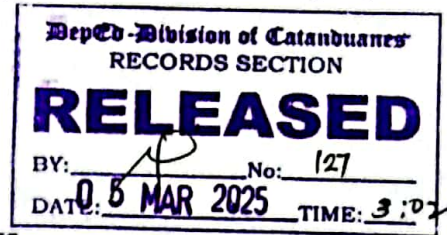
For information.



Republic of the Philippines

Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



March 4, 2025

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of Districts
Elementary and Secondary School Heads
All Others Concerned

For information.

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



January 13, 2025

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

Dear Colleagues in Public Service!

The Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.) cordially invites you to the training seminar: **"Ensuring Disaster Readiness and Recovery to Protect and Preserve Government Records for Business Continuity"** scheduled for **March 19-21, 2025**, at the **Manila Grand Opera Hotel, Santa Cruz, Manila**.

This seminar is designed to equip public officials and personnel with the necessary knowledge and tools to safeguard vital government records, ensuring their protection against disasters and their role in maintaining business continuity. Effective disaster preparedness is critical to preserving government transparency, accountability, and operational efficiency. The training will focus on the following key areas:

- **Risk Assessment:** Identify potential threats to records, including natural disasters.
- **Disaster Preparedness Planning:** Develop strategies for safeguarding records before, during, and after disasters.
- **Recovery Techniques:** Implement methods for restoring and salvaging records post-disaster.

This event is a combination of lectures, workshops, open discussions, and output presentations that will provide participants with an extensive educational experience, facilitated by knowledgeable resource persons.

We warmly invite **Local Chief Executives, Department and Division Heads, Records Officers, Custodians, Archivists, Administrative Officers, IT Personnel**, and other professionals involved in records management from **National Government Agencies, State Universities and Colleges (SUCs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs)**.

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

- **Live-in Package:** Includes two nights' accommodation (March 19 and 20) 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.

Payments may be made via cash or check (payable to the Government Records Officers' Association of the Philippines, Inc. – please do not abbreviate). Payment is requested in advance or on the first day of the seminar.

To confirm your attendance, kindly send the soft copies of the nomination slip and the master list in the required formats to the provided email address. Please ensure these documents are submitted to secure your participation.



NOMINATION SLIP



MASTER LIST



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

CONTACT: 09513708950 | 09171452761
EMAIL: officialmail@groap.info & groap_2000@yahoo.com.ph
ADDRESS: Block 27, Lot 1, Clayton Heights, Barangay Maly, San Mateo, Riz

Don't miss this opportunity to enhance the accountability, compliance, and efficiency of government operations. 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



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

TIN: 005-849-133-000
 CONTACT: 09513708950 | 09171452761
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Training and Seminar on

**ENSURING DISASTER READINESS AND RECOVERY TO PROTECT AND PRESERVE GOVERNMENT
RECORDS FOR BUSINESS CONTINUITY**

March 19-21, 2025

Manila Grand Opera Hotel, Santa Cruz, Manila

SCHEDULE OF ACTIVITIES

Date/Time	Topic	Responsible/Resource Persons
MARCH 19, 2025 - 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	First Session (INTRODUCTION) Terminology: Emergency, Incident, Hazards Understanding Disasters – their types, causes, effects and characteristics Distinction Between Hazard and Disaster Why Do We Prepare for Disasters? What is Disaster Readiness? What are Records? Why do we need to keep them? Records Disaster Disasters Affecting Records What is Business Continuity? What is Disaster Management? Phases of Disaster Management	Ms. Estrella M. Domingo <i>Chief Archivist (Ret.)</i> <i>National Archives of the Philippines (NAP)</i> Resource Speaker
MARCH 20, 2025 - DAY 2		
8:00AM-12:00 NN	Second Session (DISASTER PREVENTION) Factors to Consider in Disaster Prevention Risk Assessment <ul style="list-style-type: none"> • Process • Areas of Concern • Steps Risk Probability, Probability Categories Risk Impact, Impact Rating	



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	Suggested Prevention Methods NAP Memo Circular No. 3 (Summary: General Records Management for Disasters Provisions) IDENTIFYING VITAL RECORDS Types of Vital Records Protection Strategies for Vital Records WORKSHOP	
12:00 – 1:30PM	LUNCH BREAK	
1:30PM – 5:00PM	Third Session (DISASTER PREPAREDNESS) Preparing for Actual Disaster Steps in Disaster Preparation Establish a Disaster Response Team Establish a Records Disaster Support Network Establish a Disaster Telephone Tree Prepare Response and Recovery Supplies (DISASTER RESPONSE) Immediate, Short-term, Long-term Disaster Response Activities WORKSHOP	
MARCH 21, 2025 - DAY 3		
8:00-11:00AM	Fourth Session (DISASTER RECOVERY) Perspectives on Records Recovery Basic Stages of Recovery Drying Methods Restoration/Rehabilitation Treatment Techniques	
11:00-12:00NN	Closing Program Home Sweet Home	

MR. ERIC JOHN A. DIAZON
Facilitator



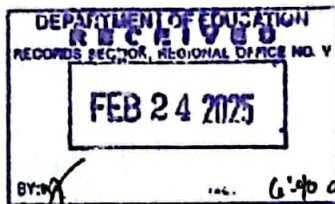
**GOVERNMENT RECORDS
OFFICERS' ASSOCIATION OF
THE PHILIPPINES, INC**

TIN: 002-042-133-000
CONTACT: 09274288807
EMAIL: officialmail@groap.info & groap_2000@yahoo.com.ph
ADDRESS: Block 27, Lot 1, Clayton Heights, Barangay Maly, San Mateo, Rizal

MASTERLIST

NAME OF AGENCY:
ADDRESS OF THE AGENCY:

No.	Name of Participants	Department	Position	Registration Type (L/IN or L/OUT)	Contact Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					





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ADDRESS: Block 27, Lot 1, Clayton Heights, Barangay Maly, San Mateo, Rizal

NOMINATION/CONFIRMATION SLIP

Name of Employee:

Position/Designation:

Date:

Department/Office:

Contact Number:

Course Fee: Live-in / / Live-out / /

Nominated/Approved by: