



GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC

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 ADDRESS 71B, Comack Drive, Sanville Subdivision, Tandang Sora, Quezon City

July 10, 2023

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

Dear Colleague in Public Service!

Records management currently has increased interest among government offices and organizations due to compliance of regulations and statutes that made the Government Records Officers Association of the Philippines, Inc. (GROAP) to continuously conducting quality records management seminars to capacitate records personnel from the government and private organizations in proper handling of records and information. This time, we will be conducting a Training and Seminar entitled: "THE CURRENT TRENDS AND APPROACHES ON INFORMATION AND RECORDS MANAGEMENT SYSTEM" on September 6-8, 2023 to be held at the Apo View Hotel, located along Camus St. corner Bonifacio St., Davao City.

It aimed that Records management professionals should adapt and be open to collaboration and working cross-functionally to develop their road-map for the identification and exploration of new sources of corporate records. Work-in-progress documents, structured or semi-structured information require governance, including protection from unauthorized access, use, deletion or disclosure across their life cycle.

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 live-in with two (2) nights' accommodation and Five Thousand, Eight Hundred Pesos (Php 5,800.00) 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,

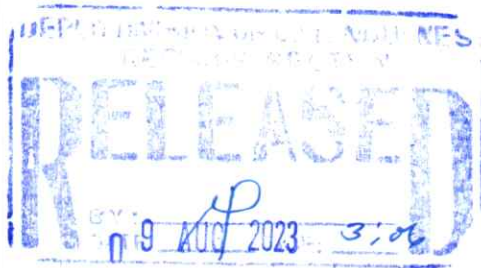
Rosemarie L. Calaranan
 President

MASTER LIST SAMPLE

No.	Name of Participant	Department	Position	Registration Fee	Contact Number
1	Kenneth C. Alvarez	Accounting Department	Accountant II	1000.00	09171452761
2	Eileen H. Hays	Office of the Director	LEND-1	1000.00	
3	Neil Sanchez	Library Services	Librarian II	1000.00	
4	Darryl Adriano	Inventory Management	Inventory Specialist	1000.00	
5	Isabel R. Roldan	General Services	Planning Officer I	1000.00	

Records Officers: Partners of the Government in Nation Building

EN 704



CS CamScanner

August 8, 2023

To: **SDO Chiefs, Section/Unit Heads**
Education Program Supervisors
Public Schools District Supervisor and In-Charge of the Districts
Elementary and Secondary School Heads, and
All Other Concerned

For Information and guidance.

SOCORRO V. DELA ROSA
 Schools Division Superintendent

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PROGRAM OF ACTIVITIES

DAY 1: September 6, 2023

- 08:00 AM - 10:30 AM ARRIVAL AND REGISTRATION
- 10:30 AM - 12:00 NN REMINDERS AND ORIENTATION
- 12:00 NN - 01:00 PM LUNCH
- 01:00 PM - 04:30 PM PRELIMINARIES | LECTURE (FIRST SESSION)

DAY 2: September 7, 2023

- 08:00 AM - 08:30 AM ICEBREAKER | PRAYER | RECAP
- 08:30 AM - 12:00 NN LECTURE (SECOND SESSION) | WORKSHOP
- 12:00 NN - 01:30 PM LUNCH
- 01:30 PM - 04:30 PM LECTURE (THIRD SESSION) | WORKSHOP

DAY 3: September 8, 2023

- 08:00 AM - 08:30 AM ICEBREAKER | PRAYER | RECAP
- 08:30 AM - 11:00 AM LECTURE (FOURTH SESSION)
- 11:00 AM - 11:30 AM CLOSING REMARKS | AWARDING OF CERTIFICATES | SOLIDARITY SONG
- 12:00 NN - ONWARDS LUNCH | HOME SWEET HOME



"Time waits for no one, so be punctual and seize the day."



LIST OF TOPICS

FIRST SESSION: BASIC RECORDS MANAGEMENT

DAY 1: September 6, 2023

- WHAT IS RECORDS MANAGEMENT?
- GOAL OF RECORDS MANAGEMENT
- PROBLEMS ENCOUNTERED IN MANAGING RECORDS
- IDENTIFICATION OF RECORDS AND NON-RECORD MATERIALS
- WHAT ARE ELECTRONIC RECORDS?
- MANAGING PAPER AND ELECTRONIC RECORDS - DIFFERENCES
- IMPORTANCE OF RECORDS
- CHARACTERISTICS OF RECORDS
- GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES
- CONCEPT OF THE LIFE CYCLE OF RECORDS
- PHASES OF THE LIFE CYCLE OF RECORDS
 - CREATION
 - MAINTENANCE AND USE
 - FILING AND RETRIEVAL
 - METHODS OF FILING
 - PROCESS OF RETRIEVAL

SECOND SESSION: RECORDS DISPOSITION

DAY 2: September 7, 2023

- INVENTORY
- APPRAISAL
- RECORDS SCHEDULING
- RECORDS DISPOSAL
- RECORDS TRANSFER
- ARCHIVES PRESERVATION
- WORKSHOP

THIRD SESSION: ELECTRONIC RECORDS MANAGEMENT

DAY 3: September 8, 2023

- OVERVIEW AND BASIC CONCEPTS OF ELECTRONIC RECORDS MANAGEMENT
- CURRENT TRENDS IN RECORDS AND INFORMATION MANAGEMENT SYSTEM
- ELECTRONIC RECORDS MANAGEMENT

FOURTH SESSION: ERM CONTINUATION

- DOCUMENT MANAGEMENT SYSTEM



Ms. ESTRELLA M. DOMINGO

- Retired Chief Archivist of the National Archives of the Philippines
- NCCA - National Committee on Archives Member



MR. JUAN PAOLO BALADO

- Licensed Librarian (Topnotcher - Tenth Placer)
- Supervising Administrative Officer of Human Settlement Adjudication Commission



"To stay relevant, you must invest in your own professional development." • Suzanne Lucas



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**See
you!**

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