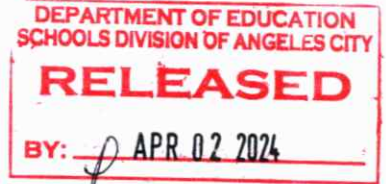




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



Advisory No. 035 s. 2024

April 1, 2024

In compliance with DepEd Order (DO) No. 8 s. 2023,
This advisory is issued not for endorsement per DO No. 28 s. 2001, but only for the
information of DepEd Officials, personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

**SEMINAR ON POLICY-GUIDED STRATEGIES FOR DEVELOPING EFFECTIVE
RECORDS DISPOSITION IN PUBLIC OFFICES**

Please be informed that the Government Records Officers' Association will be
conducting a seminar titled, "Policy-Guided Strategies for Developing Effective
Records Disposition in Public Offices" on May 8-10, 2024 at the Crown Legacy
Hotel, Baguio City. Attached is the letter of invitation.

For your information and guidance.

Encl.: As stated

MCS/AOV/April 1, 2024 [Signature]



Jesus St., Brgy. Pulungbulu, Angeles City 2009
(045) 901-9498/angeles.city@deped.gov.ph



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

March 01, 2024

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

Dear Colleague in Public Service!

Public records are essential to the administration and operation of all government offices, whether national or local, including GOCCs and government financial institutions. The most important process of managing records is the Disposition, thus, our association will be conducting the next training and seminar entitled **"Policy-Guided Strategies for Developing Effective Records Disposition in Public Offices"** on **May 8-10, 2024** to be held at the **Crown Legacy Hotel**, located at corner **Montinola Street, Kisad Road, Baguio City**.

This training and seminar are 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.

As such we are cordially inviting Local Chief Executives, Vice Mayors, Sanggunian Members and Other Elected Officials, Department and Division Heads, Records Officers/Custodians, Archivists, Administrative Officers/Assistants, Secretaries, Legislative Staff/Officers, as well as other personnel of your office/agency who are involved in handling records 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 (May 8 and 9) 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	Karelna Crawford	Accounting Department	Accountant II	LIVE IN	09171452761
2	Kaleem Burks	Office of the Secretariat	LLSO1	LIVE IN	
3	Nell Saachez	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