



Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim



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REGION VII, EASTERN VISAYAS

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OUA MEMO 00-0322-0179
MEMORANDUM
 22 March 2022

For: **Regional Directors**
Schools Division Superintendents
All Others Concerned

Subject: **INVITATION TO THE GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES (GROAP) FACE-TO-FACE TRAINING SEMINAR**

The Government Records Officers' Association of the Philippines (GROAP) is inviting the Department of Education personnel to send participants to the following training programs:

1. Webinar titled 'The Effective Approach of Organizing Files and Records in Government Office' to be held on March 23-25, 2022 (Wednesday to Friday) via Zoom.

This will be a three-day training program that will enable the participants to have a comprehensive knowledge on classifying and organizing files for easy access and quick retrieval and to be able to monitor all the movements of records within and outside of the office.

2. Seminar titled 'The Establishment of Records Disposition Program in Government Office' to be held at the Holiday Inn located along Legarda Road, Baguio City on April 6-8, 2022 (Wednesday to Friday).

This is the first face-to-face training program designed to increase the awareness and enhance the competence of participants in records disposition, proper identification and preservation of permanent records with retention schedule and disposal authority.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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For further information of all concerned, attached is the invitation of GROAP. Registration, travel and other incidental expenses of the participants may be charged to local funds subject to their availability, accounting and auditing rules and regulations.

Please direct your concerns to the contact numbers indicated in the invitation letter.

Thank you.


ALAIN DEL B. PASCUA
Undersecretary



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GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC.

SEC REGISTRATION NO. A200013027

Email: groap_2000@yahoo.com.ph

March 22, 2022

Secretary Leonor Magtolis Briones
Department of Education
DepEd Complex
Meralco Avenue, Pasig City

Dear Secretary Briones,

On April 6 to 8, 2022, the Government Records Officers' Association of the Philippines (GROAP) will conduct the first face-to-face Training & Seminar titled **"The Establishment of Records Disposition Program in Government Office"** to be held at the Holiday Inn located along Legarda Road, Baguio City.

The training & seminar are designed to increase the awareness and enhance the competence of participants in records disposition, proper identification, preservation of permanent records, especially those that have retention schedule and disposal authority. Our goal is to reduce the volume of unnecessary records kept in storage areas, opening up spaces for new and frequently used records. It will also cut an agency's expenditures for records management.

With these objectives, we are cordially inviting Local Chief Executives, Vice Mayors, Sanggunian Members, Department & 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 offices, to join the event.

The seminar registration fee of six thousand pesos (P6,000.00) for living in with two (2) nights' accommodation and four thousand, two hundred pesos (P4,200.00) for live out will be collected payable to Government Records Officers' Association of the Philippines, Inc.

We request the confirmation of attendance before accepting the participants at the venue in compliance with the safety health protocols imposed by the City of Baguio. Each participant is strictly required to present the COVID-19 vaccination card at the entrance of the hotel.

For any concerns, please contact mobile numbers 09513708950, 09171452761 and 09486822602 or kindly write us through the above email address for more inquiries and clarifications.

We look forward to your participation.

Thank you so much.

Sincerely yours,

ROSEMARIE L. CALARANAN
President

NOMINATION/CONFIRMATION SLIP

Name of Employee: _____

Position/Designation: _____

Department/Office: _____

Date: _____ Course Fee: _____