



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

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August 30, 2023

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

Dear Colleague in Public Service!

The Government Records Officers' Association of the Philippines (GROAP) would like to announce the conduct of a Training & Capacity Enhancement Seminar on the "The Effective Methods and Enabling Policy of Managing Records Disposition Program in Government Office" on **October 17-19, 2023** at the Tagaytay Country Hotel, located along Emilio Aguinaldo Highway, Silang Junction, Tagaytay City, Cavite.

This training & seminar is 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.

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 those participants who opted for **live-in** that includes two (2) nights' accommodation (October 17 & 18) 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,

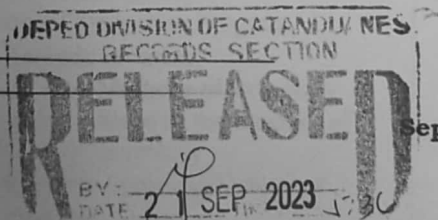
**Rosemarie L. Calaranan**  
 President

MASTER LIST SAMPLE

No	Name of Participants	Department	Position	Registration Type	Contact Number
1	Karoline Crawford	Accounting Department	Accountant II	LIVE IN	09171452761
2	Kaleen Brooks	Office of the Secretary	ILSO I	LIVE IN	
3	Nell Sanchez	Library Services	Librarian II	LIVE OUT	
4	Derry Ashton	Treasury Office	Tax Specialist	LIVE OUT	
5	Scarlet Wikke	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: \_\_\_\_\_



September 21, 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