



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
Government Center, Candahug, Palo, Leyte

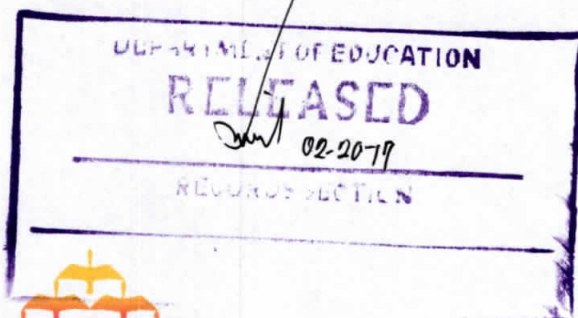


**DepEd REGION VIII ADVISORY NO. 031**, s. 2017  
February 14, 2017

**To: Schools Division Superintendents**  
**Division Records Officer**

1. Attached is a letter from the Government Records Officers' Association of the Philippines, Inc. (GROAP) announcing the conduct of the Training/Seminar on Best Practices in Disaster Risk Reduction and Recovery Measures for Government Records on March 15-17, 2017 at the Apo View Hotel, Camus St., Davao City.
2. Considering that this is an Advisory, the Schools Division Superintendents are given the discretion to act on this matter.
3. Immediate dissemination of this Advisory is desired.

  
**RAMIR B. UYTICO, Ed.D., CESO IV**  
i. OIC-Regional Director 



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# GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC. (GROAP)

SEC REGISTRATION NO. A200013027

Email: [groap\\_2000@yahoo.com.ph](mailto:groap_2000@yahoo.com.ph)

January 3, 2017

**THE REGIONAL DIRECTOR**  
DepEd- Region VIII  
Gov't Center, Candahug, Palo  
6501 Leyte



Dear Fellow Public Servant!

The Government Records Officers Association of the Philippines (GROAP) had successfully conducted trainings and seminars pertaining to proper handling of government records and the association is continuously equipping personnel in all government agencies with relevant trainings pertaining to mitigating risks against disaster by protecting government records from serious destruction brought about by natural and man-made calamities. It is undeniable fact that our country had been beset by numerous disastrous incidents such as earthquakes, typhoons, floods, soil erosion and the like. In preparation to this, a **Training/Seminar on Best Practices in Disaster Risk Reduction and Recovery Measures for Government Records** will be conducted on March 15-17, 2017 to be held at the APO VIEW HOTEL, located at Camus St., Davao City. This time marks the highlights of different activities for the "Araw Ng Dabaw Celebration" of the City.

The training/seminar will focus on formulation of strategies for the protection of public records from risk and sharing of best practices of participating government agencies on Disaster Risk Management as far as Records Management Program is concerned. In line with this, we are inviting Local Chief Executives and other local elected officials, LDRRM Focal Persons, Department Heads, Administrative Officers, Records Officers, Archivists, Secretaries, Clerks, and other personnel primarily involved in records keeping and documentation to attend the said Training-Seminar. A registration fee of Three Thousand, Nine Hundred Pesos (Php 3,900.00) for live-out and Five Thousand, Two Hundred Pesos (Php5,200.00) for live-in participants (inclusive of 2 nights accommodation March 15 and 16) shall be collected payable to the GROAP on or before the registration time.

We would be grateful if you could confirm your attendance especially those who opted to be the live-in participants the soonest possible time for reservation at the hotel/venue. Confirmation of attendance could be sent to GROAP through 09176270741, 09321273672, 09486822602 and to the above email address for further inquiries and clarification. Attached is the Schedule of Activities from day 1 to day 3 for your information and guidance.

Thank you so much and Godspeed!

Sincerely yours,

ROSEMARIE L. CALARANAN  
President

## NOMINATION/CONFIRMATION SLIP

Name of Employee: \_\_\_\_\_ Position/Designation: \_\_\_\_\_  
Department/Office: \_\_\_\_\_ Date: \_\_\_\_\_  
Course Fee: \_\_\_\_\_

Nominated/Approved by:

\_\_\_\_\_  
Department/Office Head