

**ADVISORY No. 57 s. 2024**

February 28, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd Officials,  
Personnel/staff, as well as the concerned public



**INVITATION TO THE DIGITIZATION AND DIGITAL PRESERVATION OF  
PERMANENT RECORDS FOR EASY ACCESS AND RETRIEVAL**

The Government Record Officers' Association of the Philippines, Inc. will be conducting a training and seminar on Digitization and Digital Preservation of Permanent Records for Easy Access and Retrieval on March 20-22, 2024 at Royal Mandaya Hotel, J. Palma Gil St., Davao City.

The main objective of this training workshop is to provide participants with the means to move beyond theoretical understanding on the implementation of strategies adhering to the current and emerging standards, implementing digitization projects, and establishing institutional repositories.

With this, GROAP is inviting the Department and Division Heads, Records Officers, Custodians, Administrative Officers, Administrative Assistants, Secretaries, and other personnel who are involved in handling records and information to participate in this 2-day activity.

Attached is the communication for the detailed information of the training.

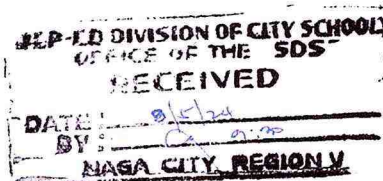
For queries, you may call or text 09171452761 / 09513708950 / 09486822602  
or email [hrdd@naga.city.deped.gov.ph](mailto:hrdd@naga.city.deped.gov.ph) / [hrdd@naga.city.deped.gov.ph](mailto:hrdd@naga.city.deped.gov.ph)

Participation is on a voluntary basis only.

For information.



HRDD/smn/mvt  
02/28/2024



**Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V**

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

March 4, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

For information.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



☐ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur  
☎ 0981 630 0070  
✉ [naga.city@deped.gov.ph](mailto:naga.city@deped.gov.ph)



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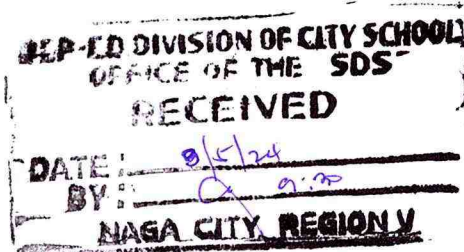
Attached is the communication for the detailed information of the training.

For queries, you may call or text 09171452761 / 09513708950 / 09486822602  
or email [officialmail@groap.info](mailto:officialmail@groap.info) / [groap\\_2000@yahoo.com.ph](mailto:groap_2000@yahoo.com.ph)

Participation is on a voluntary basis only.

For information.

24020272  
06 MAR 2024



## DEPED V BICOL REGION

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**From:** Y!\_Mail <groap\_2000@yahoo.com.ph>  
**Sent:** Thursday, 22 February 2024 10:28 am  
**Subject:** Invitation to Digitization and Digital Preservation Training in Davao City C.Y. 2024  
**Attachments:** Davao City 2024 Invitation.docx; GROAP 2024.pdf.pdf

Dear Colleagues,

I am pleased to invite you to attend the "**Digitization and Digital Preservation of Permanent Records for Easy Access and Retrieval**" training organized by the Government Records Officers' Association of the Philippines, Inc.

This 3-day training will be held from **March 20-22, 2024** at the **Royal Mandaya Hotel in Davao City**.

With the increased focus on digitizing records for better preservation and access, this training provides an excellent opportunity to build your skills and knowledge.

Key topics include:

- Implementing digitization strategies and standards
- Planning and executing digitization projects
- Establishing institutional repositories
- Moving from theory to practice

I encourage you to nominate relevant personnel from your agency such as records officers, archivists, administrative staff, and legislative staff who handle records.

The registration fee is P7,800 for live-in (with 2 nights accommodation on March 20 & 21) or P5,800 for live-out. Payment can be made in cash or check on the first day.

To confirm your participation, please send the nomination slips or master list to [officialmail@groap.info](mailto:officialmail@groap.info) or [groap\\_2000@yahoo.com.ph](mailto:groap_2000@yahoo.com.ph) a week before. For more details, attached herewith is the official communication.

This is an important opportunity to improve our records management capabilities. Please let me know if you need any clarification or have questions. I look forward to seeing you in Davao City next month!

Yours in Public Service,

**ROSEMARIE L. CALARANAN**

*President*

Government Records Officers' Association of the Philippines, Inc. (GROAP, INC.)

SOCIAL MEDIA ACCOUNT

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06 MAR 2024





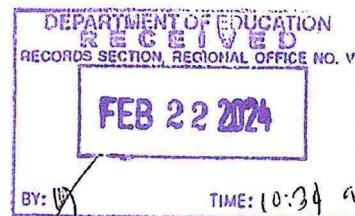
**GOVERNMENT RECORDS  
OFFICERS' ASSOCIATION OF  
THE PHILIPPINES, INC**

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

February 15, 2024

**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, Inc. believes that records management currently has increased interest among government offices and organizations due to compliance of regulations and statutes. To continuously capacitate records personnel from the government and private organizations in proper handling of records and information, we cordially invite you to participate in a Training & Seminar entitled **"Digitization and Digital Preservation of Permanent Records for Easy Access and Retrieval"** on **March 20-22, 2024** to be held at the **Royal Mandaya Hotel**, located at J. Palma Gil St., Davao City.

The main objective of the Training-Workshop is to provide participants with the means to move beyond theoretical understanding on the implementation of strategies adhering to the current and emerging standards, implementing digitization projects and establishing institutional repositories.

We are cordially inviting Local Chief Executives & 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 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 (March 20 & 21) and Five Thousand, Eight Hundred Pesos (P5,800.00) for live-out per participant, shall be made in cash or check before or on the first day of the Training & Seminar. Check payments must be addressed to the Government Records Officers' Association of the Philippines, Inc.

To **confirm your attendance** in this training and seminar, we request that you send through the above email address the nominations slips or the master list hereunder provided.

Should there be further clarifications about this training & seminar, we request that you call or text in 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	Kathrina Crawford	Accounting Department	Accountant II	LIVE IN	09171452761
2	Kakay Binks	Office of the Secretary	II/ISO I	LIVE IN	
3	Nell Sanchez	Library Services	Librarian II	LIVE OUT	
4	Urry Alonzo	Treasury Office	Tax Specialist	LIVE OUT	
5	Scarlé Wyde	General Services	Training 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

24020272  
06 MAR 2024

GROAP Davao City Seminar-Workshop on "Digitization and Digital Preservation of Permanent Records for Easy Access and Retrieval"

Outline of Topics

Day 1:

1. Terminologies
2. Records Management: Overview
3. Records Management Trends

Day 2

1. Digital Institutional Repositories (IRs)
2. Workshop 1 (Filing Structure)
3. Management Rules/Access Control/Disposal Policy/Email Management
4. Digital Institutional Repositories Planning (IR)
5. Workshop 2 (IR Project Plan)
6. Challenges to the Preservation of Digital Records

Day 3

1. Digital Records Preservation
2. Digital Records Preservation Actions
3. Philippine E-Governance Programs and Projects

**FERNAN R. DIZON, PH.D.**

24020272  
06 MAR 2024