

Invitation to Digitization and Digital Preservation Training in Davao City C.Y. 2024

Y! Mail <groap_2000@yahoo.com.ph>

Thu 22 Feb 2024 10:27 AM

2 attachments (2 MB)

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 or 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!

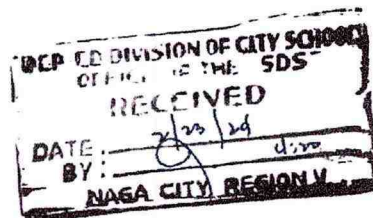
Yours in Public Service,

ROSEMARIE L. CALARANAN

President

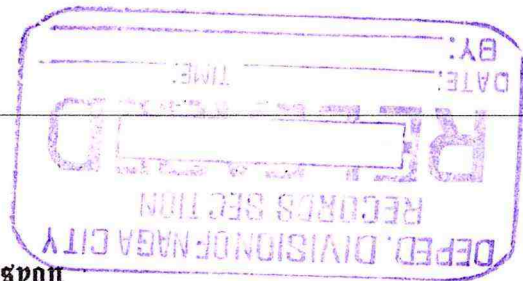
Government Records Officers' Association of the Philippines, Inc. (GROAP, INC.)

SOCIAL MEDIA ACCOUNT



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA



March 5, 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public 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@depd.gov.ph



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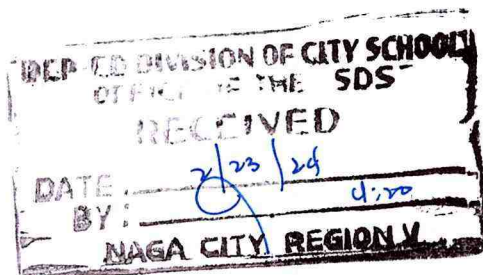
Yours in Public Service,

ROSEMARIE L. CALARANAN

President

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

[SOCIAL MEDIA ACCOUNT](#)



24020304
07 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!

MASTERLIST SAMPLE

Sincerely yours,


Rosemarie L. Calaranan
President

No.	Name of Participants	Department	Position	Registration Type	Contact Number
1	Karolina Crawford	Accounting Department	Accountant II	LIVE-IN	09171452761
2	Kateen Buks	Office of the Secretariat	LLSO I	LIVE-IN	
3	Nell Sanchez	Library Services	Librarian II	LIVE-OUT	
4	Derry Asiatou	Treasury Office	Tax Specialist	LIVE-OUT	
5	Scarlet Wilde	General Services	Planning Officer I	LIVE-OUT	

NOMINATION/CONFIRMATION SLIP

24020304
07 MAR 2024

Name of Employee: _____
Position/Designation: _____
Department/Office: _____ Date _____
Course Fee: Live-in / / Live-out / / Contact # _____

Nominated/Approved by: _____

Department/Office Head

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.

24020304
07 MAR 2024