



# 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)



March 17, 2019

## THE REGIONAL DIRECTOR

Department of Education- CAR

Wangal, La Trinidad

**2601 Benguet**

**RECEIVED**  
MAY 17 2019  
DEPED-CAR

APR 25 2019

Dear Colleague in Public Service!

The Government Records Officers Association of the Philippines (GROAP) continues its advocacy in conducting trainings and seminars pertaining to proper handling of government records. Mindful of the topics relevant to our advocacy to equip personnel in 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 experienced numerous disastrous incidents such as earthquakes, typhoons, floods, soil erosion and the like. In preparation to this, a Training/Seminar on "**DISASTER PREPAREDNESS, VITAL RECORDS PROTECTION AND RECOVERY OF ARCHIVAL DOCUMENTS**" will be conducted on May 27-29, 2019 to be held at the **Citystate Asturias Hotel Palawan** located at South National Highway, Puerto Princesa City, Palawan.

In line with this, we are inviting Local Chief Executives and other local elected officials, LDRRM Focal Persons, Department Heads, Records/Administrative Officers, Legislative Staff/Officers, Archivists, Secretaries, Clerks, and other personnel primarily involved in records keeping and documentation to attend the said Training-Seminar. A registration fee of Five Thousand, Nine Hundred Pesos (Php 5,900.00) for live-in and Four Thousand Pesos (Php 4,000.00) for live-out participants shall be collected payable to the Government Records Officers Association of the Philippines, Inc. during the registration time at the venue.

We would be grateful if you could confirm your attendance the soonest possible time for reservation at the hotel/venue. Confirmation of attendance could be sent to GROAP through 09174669448, 09321273672, 09486822602 and to the above email address for further inquiries and clarification.

Thank you so much and we look forward for your participation!

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

*Records Officers: Partners of the Government in Nation Building*



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March 17, 2019

**THE PERSONNEL OFFICER**  
Department of Education- CAR  
Wangal, La Trinidad

Dear Colleague in Public Service!

	Republic of the Philippines <b>DEPARTMENT OF EDUCATION</b> CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet	
To: Schools Division Superintendents All Divisions		April 29, 2019
For information and appropriate action. Attendance to this activity shall be on official time only.		
		MAY B. ECLAR, Ph.D., CESO V Regional Director
<small>HRDD/cfm/dot</small>		

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President

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30 APR 2019

TIME: \_\_\_\_\_ *ord - Jm*

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Nominated/Approved by:

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

RD



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March 17, 2019

**THE CHIEF ADMINISTRATIVE SERVICES OFFICE**

Department of Education- CAR

Wangal, La Trinidad

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Department/Office Head

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**THE RECORDS/ADMINISTRATIVE OFFICERS**

Department of Education- CAR  
Wangal, La Trinidad

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