



**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)

PINAS



January 18, 2018

THE REGIONAL DIRECTOR  
Department of Education - CAR  
Wangal, La Trinidad  
2601, Benguet

RECEIVED  
FEB 19 2018  
DEPED-CAR Time: \_\_\_\_\_

RECEIVED  
MAR 06 2018  
DEPED DIVISION OF BAGUIO CITY

Dear Fellow Public Servant!

The frequency and impact of natural disasters such as typhoons, water disasters due to heavy rains have been increasing due to the global climate change. Going forward, there is also a possibility that unforeseen events may occur, such as earthquakes, terrorist attacks, outbreaks of infectious diseases, and volcanic eruptions that inflicts damages to facilities and most especially our records. In such cases, there is a possibility that the government will be forced to suspend office operations if no preventive and recovery measures and program have been established in an agency to ensure the continuation of government transactions during and immediately after a disaster. The Government Records Officers Association of the Philippines (GROAP) believes that relevant training pertaining to disaster preparedness to protect government records from loss and serious destruction is one of the most important preparation in mitigating the serious effect of every disaster. This time we will be conducting a *Training/Seminar on Developing Recovery Measures in Mitigating Effects of Disaster to Government Records* on March 14-16, 2018 at the Golden Peak Hotel & Suites, located along Gorordo Avenue, corner Escario Street, Lahug, Cebu City.

RECEIVED  
MAR 05 2018  
DEPED-CAR Time: \_\_\_\_\_

The training/seminar will focus on developing recovery measures of public records from risk and destruction. In line with this, we would like to invite the Local Chief Executives and other elected officials, Department/Division Heads, Administrative Officers/Legislative Officer/Staff, Records Officers, Archivists, Secretaries, Clerks, and other personnel primarily involved in records management program of their office to attend the said Training/Seminar. A registration fee of Five Thousand, Five Hundred Pesos (Php 5,500.00) for live-in that will include two (2) nights accommodation (March 14 & 15) and Three Thousand, Nine Hundred Pesos (Php 3,900.00) for live-out participants shall be collected payable to the Govt. Records Officers Association of the Philippines on or before the registration.

Please be advised that reservation will be on "first come-first served basis" and early arrivals and late departures are not covered by above registration fees. You are encouraged to let us know soonest your interest to participate so we can make the necessary arrangement in your behalf. Confirmation of attendance can be sent to GROAP thru the above email address. For further inquiries and clarification regarding the details of the seminar, you may call mobile numbers 09176270741, 09321273672 and 09486822602.

Thank you so much and more power!

Sincerely yours,

ROSEMARIE L. CALARANAN  
President

Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Wangal, La Trinidad, Benguet

**ADVISORY**

February 28, 2018

TO: **SCHOOLS DIVISION SUPERINTENDENTS,  
ALL DIVISIONS  
ALL CONCERNED**

For information and dissemination. In compliance with **DepEd Order No. 9, s. 2005** entitled "*Instituting measures to increase engaged time-on-task and ensuring compliance therewith*".

**MAY B. ECLAR, Ph.D., CESO V**  
Office of the Regional Director

//ORD/lyn

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
**FEDERICO P. MARTIN, Ed D, CESO VI**  
Schools Division Superintendent





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Thank you so much and more power!

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