



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

SEC REGISTRATION NO. A200013027

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

**RECEIVED**  
MAY 09 2018  
DEPED DIVISION OF BAGUIO CITY

**RECEIVED**  
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MAY 08 2018

April 6, 2018

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

Dear Fellow Public Servant!

The Government Records Officers' Association of the Philippines (GROAP) had changed the venue for the previously scheduled seminar in Eurotel Hotel, Boracay due to recent development for the closure of the Island by Philippine Government effective April 26, 2018 and six (6) months thereafter. This time this will be held at the Subic Bay Travelers Hotel, located at corner Aguinaldo and Raymundo St., Subic, Zambales on same date and title of Seminar which is "The Establishment of Records Disposition Program in Government Office" on May 29-31, 2018.

Another Training and Seminar on the "Effective Approach in Organizing Files and Preservation of Permanent Records" will be conducted on July 18-20, 2018 to be held at The Bohol Plaza Resort and Restaurant, located at Dayo Hill, Mayacabac, Daus, Bohol.

We are cordially inviting Local Chief Executives, Vice Mayors, Sanggunian Members, Barangay Secretaries, Department & Division Heads, Records Officers and staff, Archivists, Administrative Officers/Assistants, Secretaries, Legislative Staff/Officers, as well as other personnel of your office/agency who are involved in handling records in their respective offices. The Seminar registration fee of Five Thousand, Seven Hundred Pesos (P5,700.00) for live in (with two (2) nights accommodation) and Three Thousand, Nine Hundred Pesos (P3,900.00) for live out shall be collected payable to Government Records Officers' Association of the Philippines, Inc.

To confirm your attendance in this training and seminar, we request that you call text at mobile nos. 09321273672, 09486822602 and 09176270741 or through the above email address for more inquiries and clarification.

Thank you so much and we look forward to your participation.

Sincerely yours,

**ROSEMARIE L. CALARANAN**  
President



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



**ADVISORY**

May 7, 2018

TO: **SCHOOLS DIVISION SUPERINTENDENTS  
ALL DIVISIONS**

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

In compliance with DepEd Order No. 8, s. 2013 **this advisory is issued not for endorsement** per DO No. 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public.

For information and dissemination.

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



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## THE CHIEF ADMINISTRATIVE SERVICES OFFICE

Department of Education- CAR

Wangal, La Trinidad

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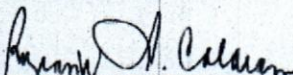
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### NOMINATION/CONFIRMATION SLIP

Name of Employee: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Date: \_\_\_\_\_ Course Fee: \_\_\_\_\_

Nominated/Approved by: \_\_\_\_\_

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



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Department of Education- CAR

Wangal, La Trinidad

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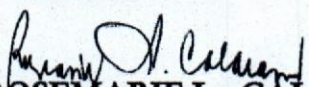
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*Records Officers: Partners of the Government in Nation Building*



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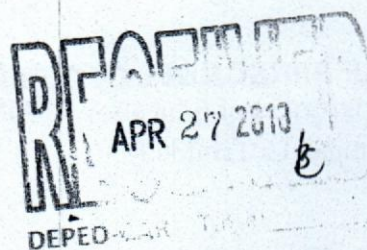
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## THE PERSONNEL OFFICER

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