



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DA-2022-07-076
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 26 2022 10:19
By: *[Signature]*

DIVISION ADVISORY

No. 076, s. 2022

This Division Advisory is issued for the information of DepEd Officials, Personnel & staff, and the public and should not be interpreted as an endorsement by the DepEd Division of Malaybalay City

CAPACITY ENHANCEMENT SEMINAR ENTITLED: "MAINTAINING THE INTEGRITY OF PUBLIC RECORDS FOR RESPONSIBLE AND ACCOUNTABLE GOVERNANCE."

This Office informs the field that *Government Records Officers' Association of the Philippines (GROAP)* will hold a live-in seminar for *Record Handling*. This is in pursuant to Regional Advisory No. 139, s. 2022. Attached are the documents for further details.

Should there be queries or clarifications you may call or text these mobile nos. 09171452761, 09513708950 and 09486822602 or email at groap_2000@yahoo.com.ph.

[Signature]
VICTORIA V. GAZO PhD, CESO V
Schools Division Superintendent

Encl.:

As stated

Copy furnished:

Records Section
SGOD/rcd



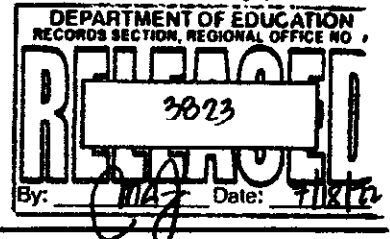
Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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Email Address: malaybalay.city@deped.gov.ph



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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



Regional Advisory No. 139, s. 2022
 July 15, 2022

Complying with DepEd Order No. 8, s. 2013,
 this Office issues this Advisory not for endorsement per DO 28, s. 2001,
 but for the information of DepEd officials,
 personnel/staff, and the concerned public.
 (Visit deped10.com)

**CAPACITY ENHANCEMENT SEMINAR ENTITLED:
 'MAINTAINING THE INTEGRITY OF PUBLIC RECORDS FOR RESPONSIBLE AND
 ACCOUNTABLE GOVERNANCE'**

The Government Records Officers' Association of the Philippines (GROAP) is
 inviting those who are involved in handling records to the **Capacity Enhancement
 Seminar entitled: "Maintaining the Integrity of Public Records for Responsible
 and Accountable Governance" in August 2022.**

The event will commence on **August 17-19** with a registration fee of Six
 Thousand Eight Hundred Pesos (P6,800.00) for live-in with two-night
 accommodation (August 17 & 18) and Five Thousand Two Hundred Pesos
 (P5,200.00) for live-out.

Participation in this activity shall be on a voluntary basis. As such, the
 participants themselves shall shoulder any registration fees and travel/incidental
 expenses. Further, their participation shall be subject to the *no-disruption-of-classes
 policy* stipulated in DepEd Order No. 9, s. 2005 titled *Instituting Measures to Increase
 Engaged Time-on-Task and Ensuring Compliance therewith*, Section 3 of Republic Act
 No. 5546 (Policy on Contributions), and DepEd Order No. 66, s. 2017 (Policy on Off-
 Campus Activities).

Please see the attachment for the complete details.

This Office directs the immediate and wide dissemination of this Advisory.

ATCH.: As stated
 HRDD/NEAP-R | mone



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 (088) 856-3932 | (088) 881-3137 | (088) 881-3031
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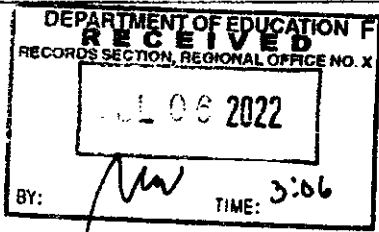
Department of Education Region 10 <region10@deped.gov.ph>

DAVAO CITY SEMINAR TRAINING INVITATION ON AUGUST 17-19, 2022

1 message

Yl_Mail <groap_2000@yahoo.com.ph>

June 15, 2022



Jul 1, 2022 at 9:22 AM

Dear Fellow Public Servant!

Records provide a reliable, legally verifiable source of evidence of decisions and actions of management in every organization or agency, be it a government or private in nature. Anchored on this premise, the Government Records Officers' Association of the Philippines (GROAP) will conduct a Capacity Enhancement Seminar entitled: "Maintaining the Integrity of Public Records for Responsible and Accountable Governance" on August 17-19, 2022 to be held at the Apoview Hotel, located at Camus St. corner Bonifacio St., Davao City.

This seminar is designed for public servants to have information in carrying out their functions, and records represent a particular and crucial source of information. With this development, we are cordially inviting Local Chief Executives, Vice Mayors, Sanggunian Members, Department & 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 in their respective offices.

The Seminar registration fee of Six Thousand, Eight Hundred Pesos (P6,800.00) for live-in with two (2) nights' accommodation (August 17 & 18) and Five Thousand, Two Hundred Pesos (P5,200.00) for live-out shall be collected payable to the Government Records Officers' Association of the Philippines, Inc. Reservations for Live-in slots will be on "first come-first served" basis due to some regulations of government on accreditation of hotels with the Department of Tourism.

To confirm your attendance in this training and seminar, we request that you send through the above email the master list of the participants (*see the sample below*).

Should there be further clarifications about this training & seminar, we request that you call or text these mobile nos. 09171452761, 09513708950, and 09486822602 or through the above email address.

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



Eric John A. Diazon

TRAINING DIRECTOR | MODERATOR
GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC.
Facebook | Instagram



Eric John Armada Diazon
(@bo.inspired.eric) • Instagram photos and videos

427 Followers, 1,080 Following, 9 Posts - See Instagram photos and videos from Eric John Armada Diazon (@bo.insp...

0917-145-2761 and 0985-094-2290

3 attachments

 **Invitation for Davao 2022-FINAL.docx**
1008K

 **Resource Speaker Resume.doc**
71K

 **SCHEDULE-OF-ACTIVITIES-MAINTAINING-THE-INTEGRITY-OF-PUBLIC-RECORDS-FOR-RESPONSIBLE-AND-ACCOUNTABLE-GOVERNANCE.docx**
49K



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

☎ 005-849-133-000
☎ 09513708950 | 09171452761
☎ groap_2000@yahoo.com.ph
☎ 7B, Cenacle Drive, Sanville Subdivision,
Tandang Sora, Quezon City

June 15, 2022

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

Sincerely yours,


Rosemarie L. Calaranan
President

Master List Sample:

No.	Name of the Participants	Department	Name of the Position	Registration Type
1	Karolina Crawford	Accounting Department	Account III	Live-in
2	Kaleem Burks	Office of the Sangguniang Bayan	USD I	Live-in
3	Nell Sanchez	Library Services	Librarian II	Live-out
4	Derry Ashton	Treasury Office	Cash Manager	Live-out
5	Scarlett Wilde	General Services	Planning Officer	Live-in

NOMINATION/CONFIRMATION SLIP

Name of Employee: _____

Position/Designation: _____

Department/Office: _____ Date: _____

Course Fee: Live-in / / Live-out / /

Nominated/Approved by: _____

Rosemarie L. Calaranan, President of the Association of Government Records Officers of the Philippines, Inc.



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

☎ 005-849-133-000
☎ 09513708950 | 09171452761
✉ groap_2000@yahoo.com.ph
📍 7B, Cenacle Drive, Sanville Subdivision,
Tandang Sora, Quezon City

Department/Office Head

Handwritten text, possibly a signature or name, located at the bottom of the page.



SEMINAR/WORKSHOP ON MAINTAINING THE INTEGRITY OF PUBLIC RECORDS FOR RESPONSIBLE AND ACCOUNTABLE GOVERNANCE

August 17 – 19, 2022

SCHEDULE OF ACTIVITIES

DAY 1

INTRODUCTION TO RECORDS MANAGEMENT

- Records Management
- How to Know If You Need Records Management
- Benefits of Proper Records Management
- Consequences of Poor Records Management
- What are Records? Non-records?
- Why Do We Create Records
- Records Life Cycle
- Characteristics of Records
- What is Recordkeeping
- Characteristics of a Recordkeeping System
- Our Responsibilities

DAY 2 AM

THE INTEGRITY OF RECORDS

- Introduction
- What is Record Integrity?
- The Principle of Integrity
- Determining the Validity of Information
- What to Look for in Records
- Major Threats to the Integrity of Records
- Factors that may Compromise Record Integrity
- How Do We Ensure the Integrity of Records?
- Maintaining the Integrity of Records
- Risks that Affect the Quality of Information
- Monitoring Usage
- Documenting the History of the Record
- Best Practices in Records Management
- **WORKSHOP**

DAY 2 PM

RECORDS CONTROL

- Why Manage Records
- Records Control
 - Definition
 - Principle
 - Purpose
 - Requirements
- Control of Records
- Symptoms – Loss Of Control

- (Failure To Manage Records Effectively)
- What are Documented Procedures?
- Why Must Documented Information Be Controlled
- Principal Levels of Control
 - Primary
 - Secondary
- Secondary Levels of Control
 - Registration
 - Classification
 - Indexing
 - Tracking
 - Appraisal and Disposition
 - Other Considerations

DAY 3 AM PROPER STORAGE AND ACCESS OF RECORDS

- Storage of Physical Records
 - Why Storage is Important
 - Risks of Poor Storage
 - Storage Principles
 - Storing Records – Dos and Don'ts
- Principle of Public Access
 - Access Control Policy
 - Provisions for Access
- Records Maintenance
 - Security of Records – Definition
 - Factors to be Considered in the Security of Records
 - Supplemental Security Chain: Physical, Personnel, Communication
 - Classification Levels of Information

***** HOME SWEET HOME!*****