



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City



DA-CO-AS-SO20221018-00064

SPECIAL ORDER

No. 855
Series of 2022

SUBJECT : AUTHORITY TO ATTEND THE LIVE-IN TRAINING AND SEMINAR ON "THE ESTABLISHMENT OF RECORDS DISPOSITION PROGRAM IN GOVERNMENT OFFICE" BY THE GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES (GROAP)

In the interest of service, **Ms. CLAIRE ADELENE F ABENGOZA**, *Legal Assistant II* and **Ms. DAVIELYN B. TORRES**, *Legal Assistant II, Legal Service*, are authorized to attend, on official time, the **Live-in Training and Seminar on "The Establishment of Records Disposition Program in the Government Office"** by the **Government Records Officers' Association of the Philippines (GROAP)** on **November 09-11, 2022** at the **Manila Grand Opera Hotel, Sta. Cruz, Manila**.

They are each authorized to collect **SEVEN THOUSAND FIVE HUNDRED PESOS (PHP 7,500.00)** which includes the **FIVE THOUSAND EIGHT HUNDRED PESOS (PHP 5,800.00)** registration fee and two (2) nights' accommodation. Travel expenses, per diem, and other incidental expenses shall be charged against DA-OSEC funds, subject to its availability and the usual existing government accounting and auditing rules and regulations.

As such, they are required to submit a Learning Application Plan to the Human Resource Development Division (HRDD) within five (5) days after the live-in training and seminar.

In case of withdrawal or non-attendance to the live-in training and seminar, a written explanation signed by their immediate supervisor must be submitted.

Done this 21st day of October 2022.


DOMINGO F. PANGANIBAN
Senior Undersecretary



October 1, 2022

Dear Fellow Public Servant!

The Government Records Officers' Association of the Philippines (GROAP) continues its advocacy in conducting trainings and seminars on the importance of managing public records. Our next Training & Seminar will focus on the "The Establishment of Records Disposition Program in Government Office" on **November 9-11, 2022** to be held at the **Manila Grand Opera Hotel**, located along Rizal Avenue, corner Doroteo Jose St., **Sta. Cruz, Manila**.

This training and seminar is designed to increase the awareness and enhance the competence of participants of a sound records disposition practices and proper identification and preservation of permanent records with reference to the relevant records retention schedule and disposal authority. This will redound to the reduction in the volume of unnecessary records kept in storage areas to create spaces for new and frequently used records and most important is the minimization of an agency's expenditures for records management.

With this concern, 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 **Seven Thousand, Five Hundred Pesos (P7,500.00) for live in** with two (2) nights' accommodation (November 9 and 10) and **Five Thousand, Eight Hundred Pesos (P5,800.00) 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 send through the above email address the master list of the participants (*see the sample below*) and the nomination slips.

Should there be further clarifications about this training and 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!

Sincerely yours,


Rosemarie L. Calaranan
President

Master List Sample:

No.	Name of the Participants	Department	Name of the Position	Registration Type	Contact Number
1	Karolina Crawford	Accounting Department	Accountant III	Live-in	0917-145-2761
2	Kaleem Burks	Office of the Sangguniang Bayan	LLSO II	Live-in	0978-220-4533
3	Neil Sanchez	Library Services	Librarian I	Live-out	0921-562-4022

NOMINATION/CONFIRMATION SLIP

Name of Employee: _____

Position/Designation: _____

Department/Office: _____ Date: _____

Contact Number: _____

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

Nominated/Approved by: _____

Department/Office Head



SEMINAR ON THE ESTABLISHMENT OF RECORDS DISPOSITION PROGRAM IN GOVERNMENT OFFICE

Manila Grand Hotel, Manila

November 9-11, 2022

SCHEDULE OF ACTIVITIES

DAY 1 AM

8:00AM – 11:00AM	Arrival and Registration
11:00AM – 12:00NN	Lunch
1:00PM - 1:30PM	Opening Program

DAY 1 PM

1:30PM – 4:30PM

TOPIC 1. OVERVIEW OF RECORDS MANAGEMENT

What is Records Management?
Functions, Purposes of Records Management
Problems Encountered in Managing Records
Records and Non-records Identified
Importance of Records
Records Life Cycle Concept

- Active, semi-active, inactive

Phases of Records Management

- Creation
- Maintenance and Use
- Disposition

Fundamental Activities of Records Management
Generally Accepted Recordkeeping Principles
RA 9470 salient features

DAY 2 AM

6:00AM – 8:00AM	Breakfast
8:00AM – 8:30AM	RECAP
8:30AM – 12:00NN	Lecture/Discussions

TOPIC 2. RECORDS DISPOSITION PROGRAM

Records Disposition Program (RDP)

- Objectives
- Elements

RDP Activities

- Records Inventory
 - Methods of Inventory
 - Steps in the conduct of Inventory
- Records Appraisal
- Values of records
 - Time
 - Utility

- Establishment of Retention Periods
- Development of a Records Disposition Schedule
- Kinds of Schedules
- **WORKSHOP**

DAY 2 PM

1:30PM – 4:30PM

TOPIC 3. RECORDS DISPOSAL

Disposal of Records

Methods of Disposal

Principles of Destruction

Records Disposal Procedure

(in accordance with the provisions of RA 9470)

- Request for Authority to Dispose
- Authority to Dispose
- Notification of Actual Disposal
- Actual Disposal
- Certificate of Disposal
- Disposal of Damaged Public Records
- Proceeds of Sale
- Disposal of Damaged Public Records

Offenses and Penalty

TOPIC 4. RECORDS TRANSFER

What is Records Transfer?

Transferring Records

- to the Agency Storage Area
- to the Records Center of NAP

Day 3 AM

8:00AM – 8:30AM

RECAP

8:30AM – 10:00AM

Lecture/Discussions

10:00AM- 12:00NN

CLOSING PROGRAM

RECORDS TRANSFER CONTINUATION

- to the Agency Archives for retention
- to the Archives of NAP for permanent preservation
- Transfer Preparation

TOPIC 5. ARCHIVES PRESERVATION

Preservation Principles

Factors Causing Records Deterioration

Home
Sweet
Home
