



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

SPECIAL ORDER

No. 858
Series of 2022



DA-CO-AS-SO20221018-00065

SUBJECT : AUTHORITY TO ATTEND THE LIVE-IN TRAINING AND SEMINAR ON "RECORDS MANAGEMENT PRINCIPLES AND FUNCTIONS: THEIR IMPORTANCE TO GOVERNMENT OFFICES' OPERATION" 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 "Records Management Principles and Functions: Their Importance to Government Offices' Operation"** by the **Government Records Officers' Association of the Philippines (GROAP)** on **December 07-09, 2022** at the **Eurotel Hotel, Station 2, Island of Boracay, Malay Aklan**.

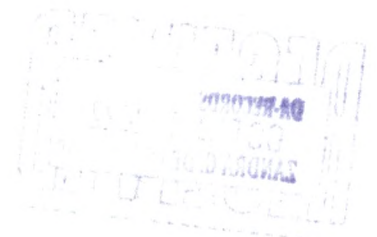
They are each authorized to collect **SEVEN THOUSAND FIVE HUNDRED PESOS (PhP 7,500.00)** which includes the **FIVE THOUSAND EIGHT HUNDRED PESOS (PhP 5,800.00)** registration fee and two (2) nights' accommodation. Travel expenses, per diem, and other incidental expenses shall be charged against DA-OSEC 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!

Upholding one of the fundamentals of good governance in every government agency is the establishment of its sound records management program. This association believes and committed to its thrust and advocacy to equip government personnel involved in handling records by conducting capacity enhancement, trainings and seminars on systematic records keeping. This time, a Training and Seminar on **Records Management Principles and Functions : Their Importance to Government Offices' Operation"** will be conducted on **December 7-9, 2022** to be held at **EUROTEL HOTEL**, located at **Station 2, Island of Boracay, Malay, Aklan**.

This 3-day activity is designed to provide government personnel the knowledge and skills in implementing required standard policies in records management and proper identification and preservation of permanent records which will redound to the reduction in the volume of unnecessary records kept in storage areas to create spaces for new and frequently used records. The training methodology will involve lectures, workshop and open forum discussions and presentation of work output to assess participants' acquired knowledge from the lectures of the Resource Speaker.

In line with this, we are inviting Local Chief Executives, Sanggunian Members, Department & Division Heads, Records Officers/Custodians, Secretaries, Clerks, Administrative Officers, Local Legislative Staff/Officers and other key personnel involved in recording process of the different activities undertaken by your agency/office to attend the said training/seminar. The Seminar registration fee of Seven Thousand, Five Hundred Pesos (**Php7,500.00**) for **live-in** with two nights' accommodation (December 7 and 8) and Five Thousand, Eight Hundred Pesos (**Php 5.800.00**) for **live-out** participants shall be collected payable to the Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.) during the registration time at the venue. Participants are **advised to confirm at least two (2) weeks before the event** since the organizer and hotel management are required to submit the list of participants booked at **Eurotel Hotel** in the entrance of Jetty Port in **Caticlan, Malay, Aklan**.

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 & 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	LSO II	Live-in	0978-220-4533
3	Nell 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: _____



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

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Tandang Sora, Quezon City

Department/Office Head

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