



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Advisory No. **081**, s. 2025
May 13, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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**INVITATION TO THE AI-DRIVEN KNOWLEDGE AND RECORDS MANAGEMENT
WORKSHOP**

The Government Records Officers' Association of the Philippines (GROAP, Inc.), invites key personnel to attend the training re: AI-Driven Knowledge and Records Management: Strategies for Intelligent Automation, Compliance, and Digital Innovation with the following particulars:

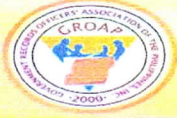
DATE	VENUE
May 27-29, 2026	Citystate Asturias Hotel Palawan, South National Highway, Puerto Princessa City, 5300 Palawan

For further information and concerns, kindly see attachment.

IGG/DA_ INVITATION TO THE AI-DRIVEN KNOWLEDGE AND RECORDS MANAGEMENT WORKSHOP
R2-151530/May 13, 2026



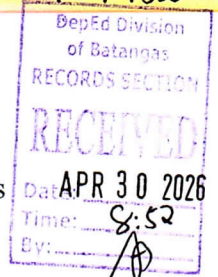
Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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April 16, 2026

TO: **HONORABLE OFFICIALS AND HEADS**

Executive Branch, Judicial Branch, Constitutional Offices, LGUs, SUCs, and GOCCs
Republic of the Philippines



RE: **INVITATION TO THE AI-DRIVEN KNOWLEDGE AND RECORDS MANAGEMENT WORKSHOP**

Colleagues in Public Service:

The Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.) cordially invites your agency's key personnel to the "**AI-Driven Knowledge and Records Management: Strategies for Intelligent Automation, Compliance, and Digital Innovation**". This training program is scheduled for **May 27–29, 2026**, and will be held at the **Citystate Asturias Hotel Palawan, South National Highway, Puerto Princesa City, 5300 Palawan**.

Artificial Intelligence is significantly changing how organizations manage and retrieve records, offering opportunities to improve efficiency, accuracy, and strategic decision-making. This program is designed to help records management professionals transition from traditional, manual processes to AI-enhanced workflows. The course emphasizes "AI-readiness," focusing on the foundational steps required to ensure organizational data is structured, machine-readable, and accessible for modern AI tools.

PROGRAM STRUCTURE AND OUTCOMES

The program is structured into three distinct phases:

- **Phase 1: Foundations and Readiness Assessment:** Establishing a common understanding of AI concepts and evaluating the readiness of existing organizational data for automated processing.
- **Phase 2: Implementation and Ethical Governance:** Exploring practical applications for automated classification and metadata generation while ensuring compliance with data privacy, security, and ethical standards.
- **Phase 3: Strategic Planning and Roadmapping:** Developing a phased implementation strategy and identifying long-term preservation goals to ensure organizational archives remain innovative and compliant.
- **Expected Outcome:** Participants will conclude with a customized **100-day roadmap** to initiate AI integration within their respective organizations.

This program is equivalent to **16 hours of technical training credits**.

TECHNICAL HIGHLIGHTS

- **The Strategic Value of AI:** Articulating the shift from traditional records management to AI-driven "Intelligence".
- **Information Readiness:** Distinguishing between "Dark Data" (unsearchable images) and machine-readable records.
- **Intelligent Capture:** Understanding how AI transforms scanned documents into structured, searchable data.
- **Operational Risks:** Addressing algorithmic bias and AI "hallucinations," emphasizing why AI cannot be left unsupervised in a government setting.



- **AI for Records Disposition:** Using AI to assist in drafting retention periods and ensuring R.A. 9470 compliance.
- **AI for Audit Preparation:** Using AI to simulate audit checklists and identify documentation gaps before the auditor does.
- **Automated Redaction:** Applying AI-driven redaction tools to efficiently mask sensitive personal information (PII) in compliance with the **Data Privacy Act (DPA 2012)**.

REGISTRATION AND FEES

Attendance is highly recommended for **Chief Executives, Department and Division Heads, Records Officers, Custodians, Archivists, Administrative Officers, IT Personnel,** and other professionals involved in records management.

Package	Fee (PHP)	Inclusions
Live-In (On-site)	8,500.00	Shared Accommodation (2 nights), Full Board Meals, Training Kits, and Permanent Module Access.
Live-Out (On-site)	6,000.00	Lunch and Snacks, Training Kits, and Permanent Module Access.
Permanent Module Access including the session recordings.		

Bank Deposit / Fund Transfer / LDDAP-ADA:

- **Account Name:** Government Records Officers' Association of the Philippines, Inc.
- **Account Number:** 1680 1002 1450
- **Bank Name:** Philippine National Bank (PNB)
- **Branch:** Manila, Ermita, U.N. Avenue

For further clarifications or **if you require a personalized invitation**, please send us an email at officialmail@groap.info and/or groap_2000@yahoo.com.ph, or call/text **09513708950, 09171452761, or 09486822602.**

Sincerely yours,


Rosemarie L. Calaran
President