



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

Advisory No. **086**, s. 2025

July 14, 2025

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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**Current Based Approach of Managing Files for Effective Records Management  
Program in Public Office**

The Government Records Officers' Association of the Philippines, Inc. (GROAP, INC.) invites everyone involved in records management to attend the training seminar Re: Current Based Approach of Managing Files for Effective Records Management Program with the following particulars:

DATE	VENUE
August 13-15, 2025	Apo View Hotel along Camus St. corner Bonifacio St., Davao City

Kindly see the attachment for further details and for your information.

For further concerns, you may contact them at 09171452761, 09513708950 and 09486822602.

IGG/DA\_ GROAP- Current Based Approach of Managing Files for Effective Records Management Program in Public Office  
S2-110744/July 14, 2025



June 11, 2025

**Honorable Officials and Leaders**  
National and Local Government Agencies  
Republic of the Philippines

52-110744  
JUL 07 2025

Dear Colleagues in Public Service!

The Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.) invites you to attend the training seminar, **"Current Based Approach of Managing Files for Effective Records Management Program in Public Office,"** on **August 13-15, 2025** to be held at **Apo View Hotel**, located along Camus St. corner Bonifacio St., **Davao City**.

Public records are essential to government operations. They serve as institutional memory, legal evidence, and tools for accountability and transparency, thus effective record-keeping is vital in many government offices. This seminar offers current methods for managing these records. Participants will acquire skills to establish a strong records program, ensuring regulatory compliance and operational efficiency. The goal is to establish clear processes for accurate, secure, and accessible files.

**Benefits of Attending This Training:**

- **Implement Current File Management:** Participants will learn current methods for managing files, including paper documents, to improve practices within your office.
- **Establish a Strong Records Program:** Effective paper file management supports the development of a strong records program, which can streamline operations.
- **Improve Work Efficiency:** Training will improve file handling, which can facilitate quick file retrieval and reduce redundant tasks, leading to better public office performance.
- **Ensure Legal Compliance:** Participants will learn file management methods that support compliance with relevant laws and proper record disposal procedures.
- **Secure and Clarify Records:** Secure file management methods will be taught to protect vital information and ensure public records are clear and secure.

This event is a combination of lectures, workshops, open discussions, and output presentations that will provide participants with an extensive educational experience, facilitated by knowledgeable resource persons.

As such, we invite **Chief Executives, Department and Division Heads, Records Officers, Custodians, Archivists, Administrative Officers, IT Personnel**, and other professionals involved in records management from **National Government Agencies, Local Government Units, State Universities and Colleges (SUCs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs)**.

To facilitate your participation in this valuable training, the following registration options are available:

- **Live-in Package:** Includes two nights' accommodation (August 13 and 14) on a shared-room basis for a fee of PHP 8,500.00;
- **Live-out Package:** For those not requiring overnight accommodation, the fee is PHP 6,000.00.

Payments may be made via cash or check (payable to the Government Records Officers' Association of the Philippines, Inc. – please do not abbreviate). Payment is requested in advance or on the first day of the seminar.

To confirm your attendance, kindly send the soft copies of the nomination slip and the master list in the required formats to the provided email address. Please ensure these documents are submitted to secure your participation.



NOMINATION SLIP



MASTERLIST

Don't miss this opportunity to enhance the accountability, compliance, and efficiency of government operations. Should there be further clarifications about this training and seminar, we request that you call or text these mobile numbers—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





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

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CONTACT: 09513708950 | 09171452761  
EMAIL: officialmail@groap.info & groap\_2000@yahoo.com.ph  
ADDRESS: Block 27, Lot 1, Clayton Heights, Barangay Maly, San Mateo, Rizal

Training and Seminar on

**CURRENT BASED APPROACH OF MANAGING FILES FOR EFFECTIVE RECORDS MANAGEMENT PROGRAM IN  
PUBLIC OFFICE**

**August 13-15, 2025**

**Apo View Hotel, located along Camus St. corner Bonifacio St., Davao City.**

**SCHEDULE OF ACTIVITIES**

Date/Time	Topic	Responsible/Resource Persons
<b>August 13, 2025 - DAY 1</b>		
8:00 - 11:30 AM	Arrival/Registration and Billeting of Participants	GROAP SECRETARIAT
11:30 - 12:00 NN	Training Orientation	GROAP STAFF
		C/O Mr. Eric John Diazon
12:00 - 1:00 PM	LUNCH BREAK	
1:00 - 1:30 PM	Opening Program	C/O Mr. Eric John Diazon
1:30 - 5:00 PM	<b>FIRST SESSION:</b> <u>Topic 1 – Records and Files Management Overview</u> <ul style="list-style-type: none"> <li>• Records Management defined</li> <li>• Records Management Program and its Components</li> <li>• What are Records and Non-Records</li> <li>• What are Public Records?</li> <li>• Importance of Records</li> <li>• Different types of Records</li> <li>• Characteristics of Records</li> <li>• Life Cycle Concept of Records</li> <li>• Stages of Records Life Cycle</li> <li>• Legal and Regulatory Frameworks relating to Records Management</li> <li>• What is Filing?</li> <li>• Objectives of Filing</li> <li>• Common Filing Problems</li> </ul>	<b>Ms. Estrella M. Domingo</b> <i>Chief Archivist (Ret.)</i> <i>National Archives of the Philippines (NAP)</i>  <b>Resource Speaker</b>
<b>August 14, 2025 - DAY 2</b>		
8:00AM-12:00 NN	<b>SECOND SESSION:</b> <u>Topic 2 – Managing Files and Records</u> <ul style="list-style-type: none"> <li>• Files Management and its Importance</li> <li>• Purpose and Objectives of Filing</li> <li>• Filing System and its characteristics</li> <li>• Major Operations of Files Management</li> <li>• How are records filed?</li> <li>• Files Classification</li> <li>• Principles of File Classification and Organization</li> <li>• File Access Issues</li> <li>• Indexing and Its Importance</li> <li>• Retrieval System</li> <li>• Records Retrieval Process</li> </ul>	
12:00 – 1:30PM	LUNCH BREAK	
1:30PM – 5:00PM	<b>THIRD SESSION:</b> <u>Topic 3 – Continuation of Managing Files and Records</u> <ul style="list-style-type: none"> <li>• Files Operation</li> <li>• Filing Process</li> <li>• Servicing with Files</li> <li>• Files Maintenance Procedures</li> <li>• Selection of Storage Equipment and Supplies</li> </ul>	
<b>August 15, 2025 - DAY 3</b>		



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ADDRESS: Block 27, Lot 1, Clayton Heights, Barangay Maly, San Mateo, Rizal

8:00-11:00AM	<b>FOURTH SESSION:</b>  <u><i>Records Disposition in the Context of Filing</i></u> <ul style="list-style-type: none"><li>• Disposition Actions</li><li>• Scheduling</li><li>• Disposal</li><li>• Preservation</li></ul>	
11:00-12:00NN	<b>Closing Program</b>	
<b>Home Sweet Home</b>		

**MR. ERIC JOHN A. DIAZON**  
Facilitator