



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**ADVISORY NO. 6, s. 2025**

In compliance with DepEd Order (D.O.) No. 8, s. 2013  
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**INVITATION TO THE TRAINING SEMINAR ON ENSURING DISASTER  
READINESS AND RECOVERY TO PROTECT AND PRESERVE  
GOVERNMENT RECORDS BUSINESS CONTINUITY**

This is in reference to DepEd RO1 Advisory No. 23, s. 2025 on the training seminar, titled "**ENSURING DISASTER READINESS AND RECOVERY TO PROTECT AND PRESERVE GOVERNMENT RECORDS BUSINESS CONTINUITY**" to be conducted by the Government Records Officers' Association of the Philippines, Inc. (GROAP) on March 19-21, 2025 at the Manila Grand Opera Hotel, Santa Cruz, Manila.

The seminar is designed to equip public officials and personnel with necessary knowledge and tools to safeguard vital government records, ensuring their protection against disasters and their role in maintaining business continuity. The training will focus on the following key areas:

- a. **Risk Assessment:** Identify potential threats to records, including natural disasters.
- b. **Disaster Preparedness Planning:** Develop strategies for safeguarding records before, during, and after disasters.
- c. **Recovery Technique:** Implement methods for restoring and salvaging records post-disaster.

Target Participants are Records Officers, Custodians, Archivists, Administrative Officers, IT Personnel, and other professionals involved in records management from National Government Agencies, State Universities and Colleges (SUCs).

Payment 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.

Attached is the approved Advisory from DepEd RO1 of Ms. Rosemarie L. Calaranan, President of GROAP.

SGOD/pgt/ADV\_TrainingSeminarGROAP  
March 6, 2025



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Republic of the Philippines  
**Department of Education**  
REGION I



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**INVITATION TO THE TRAINING SEMINAR ON ENSURING DISASTER READINESS AND  
RECOVERY TO PROTECT AND PRESERVE GOVERNMENT RECORDS BUSINESS  
CONTINUITY**

The Government Records Officers' Association of the Philippines, Inc. (GROAP) will conduct a training seminar, titled "**ENSURING DISASTER READINESS AND RECOVERY TO PROTECT AND PRESERVE GOVERNMENT RECORDS BUSINESS CONTINUITY**" on March 19-21, 2025 at the Manila Grand Opera Hotel, Santa Cruz, Manila.

The seminar is designed to equip public officials and personnel with necessary knowledge and tools to safeguard vital government records, ensuring their protection against disasters and their role in maintaining business continuity. The training will focus on the following key areas:

- Risk Assessment:** Identify potential threats to records, including natural disasters.
- Disaster Preparedness Planning:** Develop strategies for safeguarding records before, during, and after disasters.
- Recovery Technique:** Implement methods for restoring and salvaging records post-disaster.

Target Participants are Local 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, State Universities and Colleges (SUCs), Government Financial Institutions (GFIs) and Government-Owned and Controlled Corporations (GOCCs).

Payment 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.

For registration and other queries, please contact:

**ROSEMARIE L. CALARANAN**

President

Contact Numbers: 09171452761, 09513708950 and 09486822602

Email Address: [officialmail@groap.info](mailto:officialmail@groap.info) and [groap\\_2000@yahoo.com](mailto:groap_2000@yahoo.com)

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AD-RS/nbb/ADV\_TrainingSeminarGROAP  
March 4, 2025



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**GOVERNMENT RECORDS  
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THE PHILIPPINES, INC**

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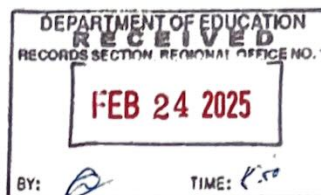
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January 13, 2025

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

Dear Colleagues in Public Service!



The Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.) cordially invites you to the training seminar: **"Ensuring Disaster Readiness and Recovery to Protect and Preserve Government Records for Business Continuity"** scheduled for **March 19-21, 2025**, at the **Manila Grand Opera Hotel, Santa Cruz, Manila**.

This seminar is designed to equip public officials and personnel with the necessary knowledge and tools to safeguard vital government records, ensuring their protection against disasters and their role in maintaining business continuity. Effective disaster preparedness is critical to preserving government transparency, accountability, and operational efficiency. The training will focus on the following key areas:

- **Risk Assessment:** Identify potential threats to records, including natural disasters.
- **Disaster Preparedness Planning:** Develop strategies for safeguarding records before, during, and after disasters.
- **Recovery Techniques:** Implement methods for restoring and salvaging records post-disaster.

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.

We warmly invite **Local 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, 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 (March 19 and 20) on a shared-room basis with four participants per room for a fee of PHP 8,000.00;
- **Live-out Package:** For those not requiring overnight accommodation, the fee is PHP 5,800.00.

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



MASTER LIST

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



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Training and Seminar on

**ENSURING DISASTER READINESS AND RECOVERY TO PROTECT AND PRESERVE GOVERNMENT  
RECORDS FOR BUSINESS CONTINUITY**

March 19-21, 2025

Manila Grand Opera Hotel, Santa Cruz, Manila

**SCHEDULE OF ACTIVITIES**

Date/Time	Topic	Responsible/Resource Persons
<b>MARCH 19, 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 (INTRODUCTION)</b> <b>Terminology: Emergency, Incident, Hazards</b> <b>Understanding Disasters – their types, causes, effects and characteristics</b> <b>Distinction Between Hazard and Disaster</b> <b>Why Do We Prepare for Disasters?</b> <b>What is Disaster Readiness?</b> <b>What are Records? Why do we need to keep them?</b> <b>Records Disaster</b> <b>Disasters Affecting Records</b> <b>What is Business Continuity?</b> <b>What is Disaster Management?</b> <b>Phases of Disaster Management</b>	<b>Ms. Estrella M. Domingo</b> <i>Chief Archivist (Ret.)</i> <i>National Archives of the Philippines (NAP)</i> <b>Resource Speaker</b>
<b>MARCH 20, 2025 - DAY 2</b>		
8:00AM-12:00 NN	<b>Second Session</b> <b>(DISASTER PREVENTION)</b> <b>Factors to Consider in Disaster Prevention</b> <b>Risk Assessment</b> <ul style="list-style-type: none"> <li>• Process</li> <li>• Areas of Concern</li> <li>• Steps</li> </ul> <b>Risk Probability, Probability Categories</b> <b>Risk Impact, Impact Rating</b> <b>Suggested Prevention Methods</b>	





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	<b>NAP Memo Circular No. 3</b> <b>(Summary: General Records Management for</b> <b>Disasters Provisions)</b> <b>IDENTIFYING VITAL RECORDS</b> <b>Types of Vital Records</b> <b>Protection Strategies for Vital Records</b> <b>WORKSHOP</b>	
12:00 – 1:30PM	LUNCH BREAK	
1:30PM – 5:00PM	<b>Third Session</b>  <b>(DISASTER PREPAREDNESS)</b> <b>Preparing for Actual Disaster</b> <b>Steps in Disaster Preparation</b> <b>Establish a Disaster Response Team</b> <b>Establish a Records Disaster Support Network</b> <b>Establish a Disaster Telephone Tree</b> <b>Prepare Response and Recovery Supplies</b>  <b>(DISASTER RESPONSE)</b> <b>Immediate, Short-term, Long-term</b> <b>Disaster Response Activities</b> <b>WORKSHOP</b>	
<b>MARCH 21, 2025 - DAY 3</b>		
8:00-11:00AM	<b>Fourth Session</b>  <b>(DISASTER RECOVERY)</b> <b>Perspectives on Records Recovery</b> <b>Basic Stages of Recovery</b> <b>Drying Methods</b> <b>Restoration/Rehabilitation</b> <b>Treatment Techniques</b>	
11:00-12:00NN	<b>Closing Program</b> <b>Home Sweet Home</b>	

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



**GOVERNMENT RECORDS  
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**MASTERLIST**

**NAME OF AGENCY:**

**ADDRESS OF THE AGENCY:**

No.	Name of Participants	Department	Position	Registration Type (L/IN or L/OUT)	Contact Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					



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**NOMINATION/CONFIRMATION SLIP**

Name of Employee:

Position/Designation:

Date:

Department/Office:

Contact Number:

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

Nominated/Approved by: