## ADVISORY NO. 17 , s. 2025

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## MANAGING ELECTRONIC RECORDS FOR SECURITY, ACCESSIBILITY, AND OPERATIONAL EFFICIENCY

This is in reference to DepEd RO1 Advisory No. 38, s. 2025 on the training seminar, titled Managing Electronic Records for Security, Accessibility and Operational efficiency to be conducted by a Government Records Officers' Association of the Philippines, Inc (GROAP) at La Carmela de Boracay, Station 2, Malay Aklan on April 23-25, 2025.

The seminar aims to get practical skills in managing electronic records effectively and gives solutions in addressing inefficiency, security risks, and legal issues.

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).
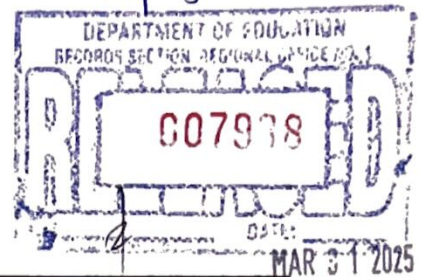
Attached is the approved Advisory No. 38, s. 2025 for reference.

OSDS/sbr/ADV_TrainingSeminarGROAP
April 3, 2025

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

0 7 APR 2025

RELEASED
BY: _____

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DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE NO. 1

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

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MAR 3 1 2025

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## MANAGING ELECTRONIC RECORDS FOR SECURITY, ACCESSIBILITY, AND OPERATIONAL EFFICIENCY

The Government Records Officers' Association of the Philippines, Inc. (GROAP) will conduct a training seminar, titled **"MANAGING ELECTRONIC RECORDS FOR SECURITY, ACCESSIBILITY, AND OPERATIONAL EFFICIENCY"** on April 23-25, 2025 at La Carmela de Boracay, Station 2, Malay, Aklan.

The seminar aims to get practical skills in managing electronic records effectively and gives solutions in addressing inefficiency, security risks, and legal issues.

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 and groap_2000@yahoo.com

AD-RS/nbb/ADV_TrainingSeminarGROAP
March 31, 2025

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March 03, 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.) is pleased to invite you to the training seminar **"Managing Electronic Records for Security, Accessibility, and Operational Efficiency,"** scheduled for **April 23-25, 2025**, at La Carmela de Boracay, Station 2, Malay, Aklan.

Attend this seminar to get practical skills in managing electronic records effectively. Digital records are now central to government work, and this training addresses key challenges you face daily.

**Why this training is important:**

Poorly managed electronic records create problems: inefficiency, security risks, and legal issues. This training gives you solutions. You'll learn to:

1. **Establish Secure and Organized Electronic Records:** Implement effective file structures and security measures to protect government information.
2. **Ensure Compliance with Data Privacy Laws:** Apply the principles of the Philippine Data Privacy Act (RA 10173) and other relevant regulations.
3. **Optimize Record Accessibility and Retrieval:** Enhance searchability and accessibility of electronic records for efficient government operations.
4. **Improve Workflow Efficiency:** Streamline record management processes through automation and best practices.

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 **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 (April 23 and 24) on a shared-room basis with four participants per room for a fee of PHP 8,500.00;
- **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          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

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

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Training and Seminar on

## MANAGING ELECTRONIC RECORDS FOR SECURITY, ACCESSIBILITY, AND OPERATIONAL EFFICIENCY
### April 23-25, 2025
### La Carmela de Boracay, Station 2, Malay, Aklan

### SCHEDULE OF ACTIVITIES

| Date/Time | Topic | Responsible/Resource Persons |
|---|---|---|
| **APRIL 23, 2025 - DAY 1** | | |
| **(Foundations of Electronic Record Management)** | | |
| 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 | **First Session:** **Introduction to ERM and File Structures** <br> o Introduction to Electronic Records Management (ERM) <br> o Key Concepts and Importance <br> o Components of a Digital Recordkeeping System <br> o Designing Effective File Structures <br> ▪ Logical Organization Principles <br> ▪ Naming Conventions and Metadata <br> ▪ Folder Hierarchies <br> o **Workshop Activity** | **Mr. Shem Durst Elijah B. Sandig** *Instructor* *West Visayas State University* <br><br> **Stephen B. Alayon** *Associate Professor IV* *West Visayas State University* <br><br> **Resource Speakers** |
| **APRIL 24, 2025 - DAY 2** | | |
| **(Security, Compliance, Accessibility and Workflow)** | | |
| 8:00AM-12:00 NN | **Second Session:** **Data Security and Regulatory Compliance** <br><br> o Identifying Data Security Risks and Controls <br> o Implementing Access Controls, Encryption, and Data Protection <br> o Backup and Disaster Recovery, Audit Trails, and Security Monitoring <br> o **Workshop Activity** <br> o Overview of the Philippine Data Privacy Act (RA 10173) <br> o Data Subject Rights and Responsibilities <br> o Other Relevant Regulations | |
| 12:00 – 1:30PM | LUNCH BREAK | |

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| | | |
|---|---|---|
| 1:30PM – 5:00PM | **Third Session:**<br><br>**Compliance Implementation, Audits, Accessibility and Workflow**<br><br>   o  Compliance Implementation and Audits<br>   o  Developing Compliance Checklists<br>   o  Preparing for Audits<br>   o  Generating Compliance Reports<br>   o  **Workshop Activity**<br>   o  Enhancing Record Accessibility<br>       ■  Metadata Standards and Search Optimization<br>   o  Improving Workflow Efficiency<br>       ■  Workflow Automation and Integration<br>       ■  Performance Monitoring and Optimization<br>   o  **Workshop Activity** | |
| **APRIL 25, 2025 - DAY 3**<br>**(Action Planning and Sharing)** | | |
| 8:00-11:00AM | **Fourth Session**<br><br>**Action Planning and Sharing**<br><br>   o  **Action Planning Activity**: Participants develop individual or departmental action plans based on workshop content.<br>   o  Sharing Session: Participants share key takeaways and action plans with the group.<br>   o  Workshop Summary and Feedback<br>   o  Closing Remarks and Adjournment | |
| 11:00-12:00NN | **Closing Program** | |
| **Home Sweet Home** | | |

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