



2511-1605

Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF VIGAN CITY

Advisory No. 186, s. 2025

November 19, 2025

In compliance with DepEd Order (DO) No. 8, s. 2023
This advisory is issued not for endorsement per DO No. 28, s. 2001,
But only for the information of DepEd Officials,
Personnel/staff, as well as the concerned public.

GROAP: DIGITAL RECORDS MANAGEMENT TRAINING

The Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.), shall conduct a training-seminar titled *"Digitization of Government Records: Tools, Techniques and Technologies for Secure and Sustainable Archives"*, which will be held at the **Grand Xing Imperial Hotel, Iloilo City on December 17-19, 2025.**

This training aims to provide strategic investment to help agencies digitize their records efficiently, meet legal mandates and explore future technologies like **AI** and **Blockchain** for archival security.

This seminar aims to provide the participants with vital skills to establish a robust records program and improve work efficiency by mastering the management of both paper documents and digital files and acquire file management methods that support strict adherence to relevant Philippine laws, including RA 9470 and the NAP ERMP. This is a crucial opportunity to enhance the accountability, compliance, and efficiency of government operations.

Participation of interested Records/Administrative Officers, Archivists, IT Personnel and leaders from LGUs, SUCs, GFIs and GOCCs shall be on **VOLUNTARY** basis. Registration and payment options are presented below:

Modality	Registration Fee	Mode of Payment
Live in	Php 8,500.00	Cash or check (payable to the GROAP, Inc.) is requested in advance or on the first day
Live Out	Php 6,000.00	

For the needed requirements, see attached invitation letter from GROAP, Inc.

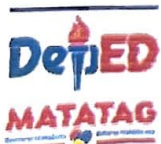
For other queries, please contact:

GROAP, INC.

Contact No.: **0951-370-8950/0917-145-2761/0948-682-2602**

Email: training_inviter01@groap.info

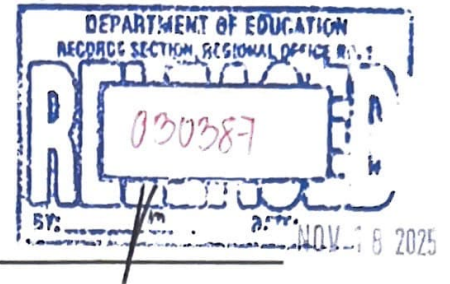
SGOD/HRDD/aff/ADV_DigitalRecordsManagementTraining
November 19, 2025



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☎ (077) 722-20-23 / (077) 632-05-33
✉ vigan.city@depd.gov.ph
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Republic of the Philippines
Department of Education
REGION I



Advisory No. 71, s. 2025
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In compliance with DepEd Order (D.O) No. 8, s. 2013
but only for the information of DepEd Officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

GROAP: DIGITAL RECORDS MANAGEMENT TRAINING

The Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.) will conduct a training seminar on digital records management on December 17-19, 2025 at the Grand Xing Imperial Hotel, Iloilo City.

The training is a strategic investment to help agency digitize records efficiently, meet legal mandates, and explore future technologies like AI and blockchain for archival security.

Target Participants are Records/Administrative Officers, Archivists, IT Personnel, and leaders from other agencies.

To facilitate participation in the training, the following registration and payment options are available:

Live in: Php 8,500.00 (shared room)

Live-out: Php 6,000.00

Payment: Cash or check (payable to the Government Records Officers' Association of the Philippines, Inc.) is requested in advance or on the first day.

For registration and other queries, please contact:

GROAP, INC.

Contact Numbers: 0951-370-8950/0917-145-2761/0948-682-2602

Email Address: training_inviter01@groap.info

AD-RS/nbb/ADV_TrainingSeminarGROAP
November 18, 2025

*okay to
publish.*



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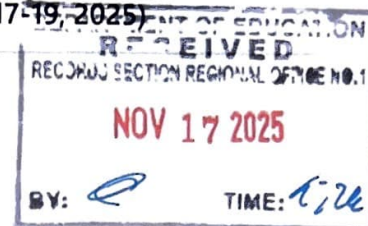
Doc. Ref. Code	RO-CLMD-F045	Rev	00
Effectivity	11.07.2024	Page	1 of 1



GROAP: Digital Records Management Training in Iloilo with Demo (Dec 17-19, 2025)

From TRAINING INVITATION OF GROAP <training_inviter01@groap.info>

Date Sat 11/15/2025 12:30 PM



You don't often get email from training_inviter01@groap.info. [Learn why this is important](#)

Dear Colleagues,

The **GROAP, Inc.** invites your agency to our critical training seminar focused on modernizing government records management.

Seminar: Secure Digital Archives

Topic: "Digitization of Government Records: Tools, Techniques, and Technologies for Secure and Sustainable Archives."

This training is a strategic investment to help your agency **digitize records efficiently, meet legal mandates, and explore future technologies** like **AI and blockchain** for archival security.

Key Details (3 Days)

Dates	December 17–19, 2025
Venue	Grand Xing Imperial Hotel Iloilo
Audience	Records/Administrative Officers, Archivists, IT Personnel, and Leaders from NGAs, LGUs, SUCs, GFIs, and GOCCs.

Fees & Registration

Package	Fee
Live-in (Shared Room)	PHP 8,500.00
Live-out	PHP 6,000.00



ACTION REQUIRED: To confirm attendance, please immediately send the soft copies of the **Nomination Slip** and **Master List** in the required formats to the provided email address.

You can access the **necessary files** here:

<https://drive.google.com/drive/folders/1n0iwy0OuqGLXJm6tqhOVqGbU29QG0tWU?usp=sharing>

Payment: Cash or check (payable to the Government Records Officers' Association of the Philippines, Inc.) is requested in advance or on the first day.

For immediate questions, call or text us at **09513708950, 09171452761, or 09486822602.**

We look forward to your participation in Iloilo.

Yours in Public Service,

OFFICIAL FACEBOOK PAGE