



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

Advisory No. **275** s. 2025
03 SEP 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.
(Visit www.deped.gov.ph)

**TRAINING SEMINAR ON "FROM PAPER TO DIGITAL: MASTERING HYBRID
RECORDS MANAGEMENT FOR PHILIPPINE GOVERNMENT EFFICIENCY"**

The Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc) will conduct a training seminar, titled **"FROM PAPER TO DIGITAL: MASTERING HYBRID RECORDS MANAGEMENT FOR PHILIPPINE GOVERNMENT EFFICIENCY"** on September 23-25, 2025 at the Citystate Asturias Hotel, Puerto Princesa City, Palawan.

The seminar aims to strengthened skills in establishing a robust records program, ensuring compliance and operational efficiency in a hybrid setting.

Target participants are Chief Executives, Department and Division Heads, Records Officers, Custodians, Archivists, Administrative Officers, IT Personnel and other professionals involved in records management. Please be reminded that attendance to the above-mentioned activity shall be voluntary in nature.

Participation of public and private schools shall be subject to the non-disruption-of-classes policy as stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged On-Task and Ensuring Compliance therewith.

Attached is a copy of the invitation for reference.

For registration and other inquiries, please contact:

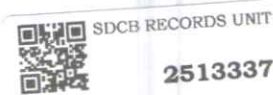
ROSEMARIE L. CALARANAN

President

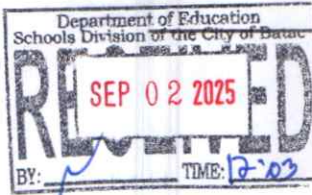
Contact Numbers: 09171452761, 09513708950 and 09486822602

Email address: officialmail@groap.info and groap_2000@yahoo.com

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25002/September 3, 2025



Republic of the Philippines
Department of Education
REGION I



Advisory No. 117, s. 2025

SEP 02 2025

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Target Participants are Chief Executives, Department and Division Heads, Records Officers, Custodians, Archivists, Administrative Officers, IT Personnel and other professionals involved in records management.

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.

Live in package: P8,500.00 (includes two nights' accommodation (September 23-24) on a shared-room basis; and

Live-out package: P6,000.00 (for those not requiring overnight accommodation).

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
September 1, 2025

Handwritten signature: Rosemarie L. Calaranan



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

TIN: 005-849-133-000

CONTACT: 09513708950 | 09171452761

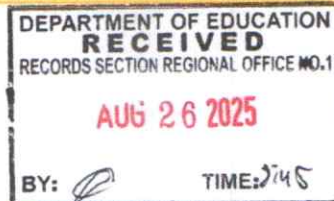
EMAIL: officialmail@groap.info & groap_2000@yahoo.com.ph

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

July 17, 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 attend our upcoming training seminar, **"From Paper to Digital: Mastering Hybrid Records Management for Philippine Government Efficiency,"** on **September 23-25, 2025**, to be held at the **Citystate Asturias Hotel, Puerto Princesa City, Palawan**.

In this era of rapid digital transformation, public records are the bedrock of government operations. They serve as institutional memory, legal evidence, and tools for accountability and transparency. As agencies transition from paper to digital, managing both physical and electronic files is paramount. This seminar equips you with essential skills to master this hybrid landscape and provides current methods for managing your agency's records, addressing unique Philippine challenges like infrastructure and integrating formats. You will gain vital skills to establish a robust records program, ensuring compliance and operational efficiency in a hybrid setting. Our goal is clear: establish processes for accurate, secure, and accessible files, bridging your paper archives with digital platforms.

Benefits of Attending This Training:

- **Master Hybrid File Management:** Participants will gain expertise in current methods for managing both paper documents and digital files, optimizing practices within your office for a seamless transition.
- **Establish a Resilient Records Program:** Learn to develop a strong records program that effectively integrates traditional and digital record-keeping, streamlining operations and enhancing organizational resilience.
- **Improve Work Efficiency:** The training will enhance file handling, facilitating quick retrieval of information across all formats and reducing redundant tasks, leading to improved public office performance.
- **Ensure Legal Compliance:** Acquire file management methods that support strict adherence to relevant Philippine laws, including RA 9470 and the NAP ERMP, and proper record disposition procedures for both physical and electronic records.
- **Secure and Clarify Records:** Discover secure file management methods to protect vital information, ensuring that all public records, whether paper or digital, are clear, authentic, and secure.

This event is a combination of insightful lectures, interactive workshops, open discussions, and practical activities that will provide participants with an extensive educational experience.

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 (LGUs), 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 (September 23 and 24) 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



MASTER LIST

Don't miss this opportunity to enhance the accountability, compliance, and efficiency of government operations by mastering hybrid records management. 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



DepEd RO1 REC 2509345



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

TIN: 005-849-133-000
CONTACT: 09274288807
* EMAIL: officialmail@groap.info & groap_2000@yahoo.com.ph
ADDRESS: Block 27, Lot 1, Clayton Heights, Barangay Maly, San Mateo, Rizal

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

NOMINATION/CONFIRMATION SLIP

Name of Employee:

Position/Designation:

Date:

Department/Office:

Contact Number:

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

Nominated/Approved by:



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	<ul style="list-style-type: none">○ Benefits of a Hybrid Approach○ Creating an Effective Hybrid System○ Common Pitfalls• International Standards for Records Management and Digital Preservation<ul style="list-style-type: none">○ ISO 15489 (Records Management)○ OAIS Reference Model (ISO 14721)○ Trusted Digital Repositories (TRAC/ISO 16363)○ Guiding the Transition• Workshop• Open Forum	
September 25, 2025 - DAY 3		
8:00-11:00AM	<p>FOURTH SESSION:</p> <p><u><i>Strategic Planning and Future Trends in Digital Archiving</i></u></p> <ul style="list-style-type: none">• Ensuring Long-Term Preservation and Security of Digital Records<ul style="list-style-type: none">○ Definition and Components of Digital Preservation○ Key Strategies○ Disaster Recovery and Business Continuity Planning○ Addressing Digital Obsolescence• Open Forum, Key Takeaways, and Next Steps<ul style="list-style-type: none">○ Final Q&A○ Summary of Key Takeaways○ Actionable Steps for Agencies○ Role of Participants	
11:00-12:00NN	<p>Closing Program</p> <p>Home Sweet Home</p>	

MR. ERIC JOHN A. DIAZON
Facilitator



GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC

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

Training and Seminar on

From Paper to Digital: Mastering Hybrid Records Management for Philippine Government Efficiency

September 23-25, 2025

Citystate Asturias Hotel, Puerto Princesa City, Palawan

SCHEDULE OF ACTIVITIES

Date/Time	Topic	Responsible/Resource Persons
September 23, 2025 - DAY 1		
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: <u><i>Foundations of Records Management and the Philippine Context</i></u> <ul style="list-style-type: none">• The Strategic Imperative of Records Management: From Traditional to Digital<ul style="list-style-type: none">○ Definition of a Record○ Core Principles of Records Management○ Benefits of Robust Records Management○ The Inevitable Shift• Philippine Legal and Policy Framework for Records (RA 9470, NAP ERMP)<ul style="list-style-type: none">○ Republic Act No. 9470 (National Archives of the Philippines Act of 2007)○ Electronic Records Management Policy (ERMP) by NAP○ Mandate for Agency-Specific ERM Programs• Current State of Records Management in the Philippine Public Sector: Challenges and Opportunities<ul style="list-style-type: none">○ Challenges in Digital Transformation○ The Expanding Digital Divide○ Opportunities for Improvement• Workshop• Open Forum	Mr. Terence Tablizo <i>Supervising Records Management Analyst</i> <i>National Archives of the Philippines (NAP)</i> Resource Speaker
September 24, 2025 - DAY 2		
8:00AM-12:00 NN	SECOND SESSION: <u><i>Electronic Records Management Systems (ERMS) and Digital Archiving Implementation</i></u> <ul style="list-style-type: none">• Understanding Digitization: Principles, Best Practices, and Quality Control<ul style="list-style-type: none">○ Digitization vs. Digitalization○ Principles of High-Quality Digitization○ Optical Character Recognition (OCR)○ Quality Control Measures• The Power of Metadata: Organization, Search, and Preservation<ul style="list-style-type: none">○ Why Metadata is Essential○ Types of Metadata○ Introduction to International Metadata Standards○ Indexing for Efficient Retrieval• Workshop• Open Forum	
12:00 - 1:30PM	LUNCH BREAK	
1:30PM - 5:00PM	THIRD SESSION: <ul style="list-style-type: none">• Navigating Electronic Records Management Systems (ERMS/EDRMS): Features and Benefits<ul style="list-style-type: none">○ Definition and Purpose○ Key Features (User & Managerial Perspective)○ Strategic Benefits: Role in Digital Transformation• Managing Hybrid Records: Integrating Physical and Digital Assets<ul style="list-style-type: none">○ Definition and Rationale	