



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

July 4, 2025

DIVISION MEMORANDUM

NO: 401 s. 2025

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

TO: Assistant Schools Division Superintendent
All Secondary School Heads
Records Officer
All Others Concerned

1. This Office hereby disseminates invitation to attend the Records Management Training Seminar in Davao City on August 13-15, 2025.
2. Participation to the said training is **voluntary** and payment will be charged against **personal funds**.
3. Please see attached invitation for more details.
4. For your information.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
OIC-Asst. Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ftc



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



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

MR. ERIC JOHN A. DIAZON
Facilitator