

March 17, 2019

**THE REGIONAL DIRECTOR**  
Department of Education- Region IV-A  
Karangalan ES, Karangalan Village, Cainta  
**1900 Rizal**

**RECEIVED**  
DATE: 5/16/19  
6-4897 2:04

DepEd Region IV-A  
RECORDS SECTION  
**RECEIVED**  
DEPED-4A/SHO1-19-102  
Date: MAY 16 2019 By: [Signature]

Dear Colleague in Public Service!

The Government Records Officers Association of the Philippines (GROAP) continues its advocacy in conducting trainings and seminars pertaining to proper handling of government records. Mindful of the topics relevant to our advocacy to equip personnel in government agencies with relevant trainings pertaining to mitigating risks against disaster by protecting government records from serious destruction brought about by natural and man-made calamities. It is undeniable fact that our country experienced numerous disastrous incidents such as earthquakes, typhoons, floods, soil erosion and the like. In preparation to this, a Training/Seminar on **"DISASTER PREPAREDNESS, VITAL RECORDS PROTECTION AND RECOVERY OF ARCHIVAL DOCUMENTS"** will be conducted on May 27-29, 2019 to be held at the **Citystate Asturias Hotel Palawan** located at South National Highway, Puerto Princesa City, Palawan.

In line with this, we are inviting Local Chief Executives and other local elected officials, LDRRM Focal Persons, Department Heads, Records/Administrative Officers, Legislative Staff/Officers, Archivists, Secretaries, Clerks, and other personnel primarily involved in records keeping and documentation to attend the said Training-Seminar. A registration fee of Five Thousand, Nine Hundred Pesos (Php 5,900.00) for live-in and Four Thousand Pesos (Php 4,000.00) for live-out participants shall be collected payable to the Government Records Officers Association of the Philippines, Inc. during the registration time at the venue.

We would be grateful if you could confirm your attendance the soonest possible time for reservation at the hotel/venue. Confirmation of attendance could be sent to GROAP through 09174669448, 09321273672, 09486822602 and to the above email address for further inquiries and clarification.

Thank you so much and we look forward for your participation!

Sincerely yours,

*Rosemarie L. Calaranan*

**ROSEMARIE L. CALARANAN**  
President

*o May 2019  
to all SOSS  
For your information  
& appropriate action  
Thank you  
[Signature]*

**NOMINATION/CONFIRMATION SLIP**

Name of Employee: \_\_\_\_\_  
Position/Designation: \_\_\_\_\_  
Department/Office: \_\_\_\_\_ Date: \_\_\_\_\_  
Course Fee: \_\_\_\_\_

Nominated/Approved by:

\_\_\_\_\_  
Department/Office Head



March 17, 2019

**THE PERSONNEL OFFICER**

Department of Education- Region IV-A  
Karangalan ES, Karangalan Village, Cainta

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ROSEMARIE L. CALARANAN  
President

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\_\_\_\_\_  
Department/Office Head



March 17, 2019

**THE CHIEF ADMINISTRATIVE SERVICES OFFICE**

Department of Education- Region IV-A  
Karangalan ES, Karangalan Village, Cainta

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President

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Department/Office Head

March 17, 2019

**THE RECORDS/ADMINISTRATIVE OFFICERS**

Department of Education- Region IV-A

Karangalan ES, Karangalan Village, Cainta

Dear Colleague in Public Service!

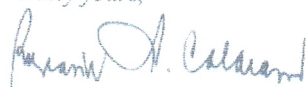
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