



Republic of the Philippines  
**DEPARTMENT of EDUCATION**  
REGION XI



**City Schools Division of Digos**

Office of the City Schools Division  
Superintendent

Tel. No. (082) 553-8376; 553- 8396; 553-8375  
Fax No. (082) 553 - 8376

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**Division Office Advisory No. 051 s. 2016**

In compliance with DECS Order No. 28 s. 2001

This advisory is issued to all Public Elementary & Secondary School Heads and OICs  
Secondary Annexes and Extension Classes

July 20, 2016

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1. DECS Order No. 28 s. 2001 authorizes this Department/Division to disseminate information on suggested competitive events, scholarship and training opportunities for our teachers, students and pupils. These are issued as **ADVISORIES**, purely for field information. *Participation is on the basis of personal judgment, time and resources.*
2. Attached are the copies of the DepED Region XI Memorandum dated July 18, 2016 from Atty. Alberto T. Escobarte, CESO IV and the Invitation Letter from the Government Records Officers Association of the Philippines (GROAP), inviting Department Heads, Records Custodian/Officers, Administrative officers, Secretaries, Legislative Staff/Officers and other personnel who are involved in recording, process and record keeping for the Training/Seminar on the Fundamentals of Records management: Its Role and Importance in Government Offices' Operation on August 17-19, 2016 at the Apo View Hotel, Camus Steet, Davao City.
3. This training activity is initiated by non-DepED entity, attendance is on **official time only** and no DepED funds be utilized for the said purpose.
4. For information and dissemination.

DepEd Schools Division of Digos:

**RELEASED**  
6280  
Date: JUL 20 2016 Time: 10:00  
By:

**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent



Republika ng Pilipinas  
**KAGAWARAN NG EDUKASYON**  
 REHIYON XI  
 Lungsod ng Dabaw

DepEd Schools Division of Davao  
**RECEIVED** 6280  
 JUL 19 2016  
**DepEd** Time: 6:20  
*[Signature]*

Address: F. Torres Street, Davao City

Telefax Nos.: (082) 291-1665; 221-6147; 224-0468; 225-0816

MEMORANDUM

TO : Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 Secondary School Administrators  
 This Region

FROM : *[Signature]*  
**ATTY. ALBERTO. T. ESCOBARTE, CESO IV**  
 Director IV

SUBJECT : *Training/Seminar on the Fundamentals of Records Management: Its Role and Importance in Government Offices' Operation*

DATE : July 18, 2016

Department of Education  
 Schools Division Office  
**RECORDS SECTION**  
**RELEASED**  
*[Signature]*  
 Date: 7/19/16

The Government Records Officers' Association of the Philippines, Inc., (GROAP) will conduct the Training/Seminar on the "Fundamentals of Records Management: Its Role and Importance in Government Offices' Operation" on August 17-19, 2016 at the Apo View Hotel, Camus St., Davao City.

The following are authorized to attend: Department Heads, Records Custodians/Officers, Administrative Officers, Secretaries, Legislative Staff/Officers and other personnel who are involved in recording process and record keeping.

Considering the fact that this training activity is initiated by non-DepED entity, attendance is on *official time only*. A registration fee of Four Thousand Nine Hundred Pesos (Php4,900.00) for live-in participants, and Three Thousand Six Hundred Pesos (Php3,600.00) for live-out participants shall be collected payable to the GROAP.

Attached is a copy of the Letter of Invitation.

Dissemination to all concerned personnel is desired.

ROAT



# GOVERNMENT RECORDS OFFICERS' ASSOCIATION OF THE PHILIPPINES, INC.


SEC REGISTRATION NO. A200013027

Email: [info@groap.org.ph](mailto:info@groap.org.ph)

May 16, 2016

**THE REGIONAL DIRECTOR**  
DepEd- Region XI  
F. Torres St.,  
**8000 Davao City, Davao Del Sur**

Department of Education  
Regional Office XI  
RECORDS SECTION

BY:   
Date: 6-28-16 Time: 3:08  
Reference No: 16-06-0593

Greetings from GROAP!

The Government Records Officers Association of the Philippines (GROAP) joins the drumbeat of the new Administration for Transparency and Accountability in public service by enhancing the integrity of government records and made them available when needed by the public. It is primordial concern of all government offices to protect their record holdings as they provided a reliable, legally verifiable source of evidence of decisions and actions in compliance with laws, rules, and procedures.

With this, GROAP will conduct **Training/Seminar on the Fundamentals of Records Management: Its Role and Importance in Government Offices' Operation** on **August 17-19, 2016** at **The Apo View Hotel, Camus St., Davao City** in time for the **KADAYAWAN FESTIVAL** Celebration of the City. This training/seminar aimed to equip government personnel who are actually handling records in their respective offices to have the knowledge in carrying out their work and records represent a particular and crucial source of information.

In consonance thereto, we humbly invite you to attend this training/seminar and also to allow the attendance and participation of your Department Heads, Records Custodians/Officers, Administrative Officers, Secretaries, Legislative Staff/Officers and other personnel of your office who are actually involved in recording process and records keeping to attend the said seminar/workshop. The Seminar registration fee of Four Thousand Nine Hundred Pesos (Php 4,900.00) for live-in with inclusion of two (2) nights accommodation (August 17 and 18) and Three Thousand, Six Hundred Pesos (P3,600.00) for live-out participants shall be collected payable to GROAP on or before the date of the seminar.

To ensure that slots are held for interested live in participants, we encourage confirmation of attendance at least two (2) weeks before the date of the seminar for reservation at the hotel. Attached is the Schedule of Activities from day 1 to day 3 for your information and guidance. You may call Mobile Numbers 09176270741, 09321273672, 09486822602 to the above email address for further inquiries and clarification.

Thank you so much and Godspeed!

*Sincerely yours,*

