

DepEd Regional Advisory No. 175 s. 2022
November 4, 2022

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 deped.in/ro8issuances)

**THE ESTABLISHMENT OF RECORDS DISPOSITION PROGRAM IN
GOVERNMENT OFFICE**

Attached is a letter from the Government Records Officers' Association of the Philippines (GROAP) announcing the conduct of the seminar titled The Establishment of Records Disposition in Government Office on November 9-11, 2022 at the Manila Grand Opera Hotel, Rizal Avenue corner Doroteo Jose St. Sta. Cruz, Manila.

The activity aims to increase awareness and enhance the competence of participants of a sound record disposition practices and proper identification and preservation of permanent records with reference to the relevant records retention schedule and disposal authority.

Participation of both public and private schools shall be subject to the *no-disruption-of-classes policy* stipulated in DepEd Order No. 9, s. 2005 entitled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.

More information may be inquired from:

GROAP

Mobile Nos.: 0917-145-2761, 0951-370-8950, or 0948-682-2602

E-mail Address: groap_2000@yahoo.com.ph

Considering that this is an Advisory, Schools Division Superintendents are given the discretion to act on this matter.

HRDD-MCAM
DepEd RO8 ATA-F21 (CY2018-v03-r00)





October 1, 2022

OFFICE OF THE DIRECTOR IV
 Date and Time Received: 03 Nov 2022 Signature: _____
 Date and Time Released: 03 Nov 2022 Signature: _____

DEPARTMENT OF EDUCATION
RECEIVED
 REGIONAL OFFICE NO. V
 NOV 02 2022
 79405
 BY: _____ TIME: 2:24pm

Dear Fellow Public Servant!

The Government Records Officers' Association of the Philippines (GROAP) continues its advocacy in conducting trainings and seminars on the importance of managing public records. Our next Training & Seminar will focus on the "The Establishment of Records Disposition Program in Government Office" on **November 9-11, 2022** to be held at the **Manila Grand Opera Hotel**, located along Rizal Avenue, corner Doroteo Jose St., **Sta. Cruz, Manila**.

This training and seminar is designed to increase the awareness and enhance the competence of participants of a sound records disposition practices and proper identification and preservation of permanent records with reference to the relevant records retention schedule and disposal authority. This will redound to the reduction in the volume of unnecessary records kept in storage areas to create spaces for new and frequently used records and most important is the minimization of an agency's expenditures for records management.

With this concern, we are cordially inviting Local Chief Executives, Vice Mayors, Sanggunian Members, Department & Division Heads, Records Officers/Custodians, Archivists, Administrative Officers/Assistants, Secretaries, Legislative Staff/Officers, as well as other personnel of your office/agency who are involved in handling records in their respective offices. The Seminar registration fee of **Seven Thousand, Five Hundred Pesos (P7,500.00)** for **live in** with two (2) nights' accommodation (November 9 and 10) and **Five Thousand, Eight Hundred Pesos (P5,800.00)** for live out shall be collected payable to Government Records Officers' Association of the Philippines, Inc.

To **confirm your attendance** in this training and seminar, we request that you send through the above email address the master list of the participants (*see the sample below*) and the nomination slips.

Should there be further clarifications about this training and seminar, we request that you call or text these mobile nos. 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

Master List Sample:

No.	Name of the Participants	Department	Name of the Position	Registration Type	Contact Number
1	Karolina Crawford	Accounting Department	Accountant III	Live-in	0917-145-2761
2	Kaleem Burks	Office of the Sangguniang Bayan	LISSO II	Live-in	0978-220-4533
3	Nell Sanchez	Library Services	Librarian I	Live-out	0921-562-4022

NOMINATION/CONFIRMATION SLIP

Name of Employee: _____
 Position/Designation: _____
 Department/Office: _____ Date: _____
 Contact Number: _____
 Course Fee: Live-in / / Live-out / /
 Nominated/Approved by: _____
 Department/Office Head

DRW mail 11/2/22



SEMINAR ON THE ESTABLISHMENT OF RECORDS DISPOSITION PROGRAM IN GOVERNMENT OFFICE

*Manila Grand Hotel, Manila
November 9-11, 2022*

SCHEDULE OF ACTIVITIES

DAY 1 AM

8:00AM – 11:00AM	Arrival and Registration
11:00AM – 12:00NN	Lunch
1:00PM - 1:30PM	Opening Program

DAY 1 PM

1:30PM – 4:30PM

TOPIC 1. OVERVIEW OF RECORDS MANAGEMENT

- What is Records Management?
- Functions, Purposes of Records Management
- Problems Encountered in Managing Records
- Records and Non-records Identified
- Importance of Records
- Records Life Cycle Concept
 - Active, semi-active, inactive
- Phases of Records Management
 - Creation
 - Maintenance and Use
 - Disposition
- Fundamental Activities of Records Management
- Generally Accepted Recordkeeping Principles
- RA 9470 salient features

DAY 2 AM

6:00AM – 8:00AM	Breakfast
8:00AM – 8:30AM	RECAP
8:30AM – 12:00NN	Lecture/Discussions

TOPIC 2. RECORDS DISPOSITION PROGRAM

- Records Disposition Program (RDP)
 - Objectives
 - Elements
- RDP Activities
 - Records Inventory
 - Methods of Inventory
 - Steps in the conduct of Inventory
 - Records Appraisal
 - Values of records
 - Time
 - Utility

- Establishment of Retention Periods
- Development of a Records Disposition Schedule
- Kinds of Schedules
- **WORKSHOP**

DAY 2 PM

1:30PM – 4:30PM

TOPIC 3. RECORDS DISPOSAL

Disposal of Records

Methods of Disposal

Principles of Destruction

Records Disposal Procedure

(in accordance with the provisions of RA 9470)

- Request for Authority to Dispose
- Authority to Dispose
- Notification of Actual Disposal
- Actual Disposal
- Certificate of Disposal
- Disposal of Damaged Public Records
- Proceeds of Sale
- Disposal of Damaged Public Records

Offenses and Penalty

TOPIC 4. RECORDS TRANSFER

What is Records Transfer?

Transferring Records

- to the Agency Storage Area
- to the Records Center of NAP

Day 3 AM

8:00AM – 8:30AM

RECAP

8:30AM – 10:00AM

Lecture/Discussions

10:00AM- 12:00NN

CLOSING PROGRAM

RECORDS TRANSFER CONTINUATION

- to the Agency Archives for retention
- to the Archives of NAP for permanent preservation
- Transfer Preparation

TOPIC 5. ARCHIVES PRESERVATION

Preservation Principles

Factors Causing Records Deterioration