



December 22, 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, "Disaster Resilience and Operational Housekeeping: Applying 7S and Safety Protocols to Records Management," on February 11-13, 2026, to be held at the Crown Legacy Hotel, Corner Montinola Street, Kisad Rd, Baguio City, 2600 Benguet.

This seminar-workshop equips public personnel with tools to protect vital records against disasters, prioritizing proactive prevention and preparedness through 7S alongside essential response and recovery protocols. Participants will learn to:

- **Module 1: 7S Housekeeping and Disaster Foundations** – Covers key terminology, disaster types affecting records, and using 7S for prevention and Business Continuity.
- **Module 2: Risk Assessment and Vital Records** – Focuses on threat identification and prioritizing essential documents via Business Impact Analysis.
- **Module 3: Emergency Response and Salvaging** – Details safety team formation and immediate methods for removing documents from hazards.
- **Module 4: Records Recovery and Restoration** – Explores technical techniques to repair and return salvaged records to their original state.

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 (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 (February 11 and 12) 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.



Should there be further clarifications about this training and seminar, we request that you call or text these mobile numbers—09513708950, 09171452761, and 09486822602 or through the above email address.

Thank you so much and we look forward to your participation!
Sincerely yours,

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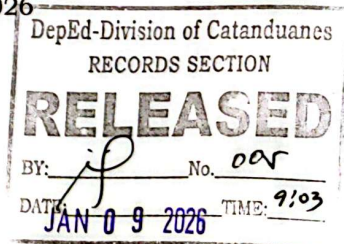


Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

January 6, 2026

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors/In-Charge of the Districts
Elementary & Secondary School Heads
OSDS Unit Heads and Personnel
All Others Concerned



For information and dissemination.

ph
MA. JEANY T. ABAYON
Officer-in-Charge
Assistant Schools Division Superintendent
Office of the Schools Division Superintendent



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

NOMINATION/REGISTRATION FORM

For training & seminar on "Disaster Resilience and Operational Housekeeping: Applying 7S and Safety Protocols to Records Management," on February 11-13, 2026 at Crown Legacy Hotel, Corner Montinola Street, Kisad Rd, Baguio City, 2600 Benguet

First Name

Middle Name

Surname

Agency Name: _____

Barangay/City/Municipality: _____ Province _____ Region _____

Position: _____

Landline No. _____

Mobile No. _____

Email Address: _____

Facebook Account/Name: _____

Type of Registration:

LIVE IN (P8,500.00) []

LIVE OUT (P6,000.00) []

Nominated and Approved by:

NAME AND SIGNATURE

Note: Please complete this form legibly, print it, and bring it with you on the day of the event.