



Republic of the Philippines
North Eastern Mindanao State University

Rosario, Tandag City, Surigao del Sur 8300

Telefax No. 086-214-4221

Website: www.nemsu.edu.ph



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 07 - 015, s. 2024

To: **Campus Directors
Records Officer III**

Date: **July 10, 2024**

Subject: **PARTICIPATION IN THE "STRENGTHENING DISASTER RESILIENCE
AND GOVERNMENT RECORDS INTEGRITY IN THE PHILIPPINES"
TRAINING AND SEMINAR**



Greetings of peace and solidarity.

In line with our commitment to enhancing the resilience and integrity of our university's records, I am pleased to inform you of an important training and seminar organized by the Government Records Officers Association of the Philippines (GROAP). The event, titled "Strengthening Disaster Resilience and Government Records Integrity in the Philippines," will be held from August 07-09, 2024, at Tagaytay Country Hotel, Olivarez Plaza, E. Aguinaldo Hi-way, Tagaytay City, Philippines.

This training aims to equip participants with the necessary skills to develop and execute disaster preparedness strategies, ensuring the continuity of operations and the protection of vital records. The program will include lectures, workshops, discussions, and presentations led by expert speakers, providing a comprehensive learning experience on best practices in disaster resilience and records management.

Given the importance of maintaining accurate and secure records, especially in light of the increasing frequency and severity of natural disasters, **each campus shall send one (1) Records Officer in addition to the Head of the Records Unit.**

The registration options are as follows:

1. Live-in Package: PHP 8,000.00 (includes two nights' accommodation on August 07 and 08, on a shared-room basis)
2. Live-out Package: PHP 5,800.00 (for those not requiring overnight accommodation)

Payments can be made in cash or by check, payable to the Government Records Officers' Association of the Philippines, Inc. (please do not abbreviate). Payments should be completed on the first day of the training seminar.

To confirm your attendance, please send the nomination slips and the master list in the formats provided in the invitation to the designated email address.

Should you need further clarification about this training and seminar, please contact the provided mobile numbers: 09171452761, 09513708950, and 09486822602, or send an email to the above address.

Thank you for your attention to this important matter. Your participation will significantly contribute to enhancing our university's disaster resilience and records management capabilities.



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Attached is the invitation from GROAP.

Participants shall organize an activity that will cascade important updates from the training to the target participants.

For the grassroots and in the spirit of vibrant leadership,

for
NEMESIO G. LOAYON
SUC President III

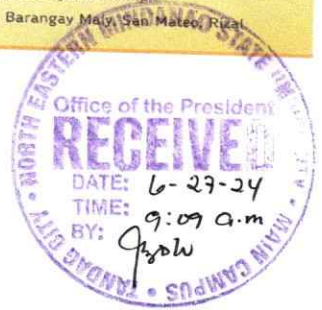
PhD July 11, 2024

PARTICIPATION IN THE "STRENGTHENING DISASTER RESILIENCE AND GOVERNMENT RECORDS INTEGRITY IN THE PHILIPPINES" TRAINING AND SEMINAR



June 03, 2024

Honorable Officials of the Republic
National and Local Government Agencies
Republic of the Philippines



Dear Colleague in Public Service!

In our continuous effort to enhance the resilience and integrity of government records in the face of disasters, the Government Records Officers Association of the Philippines (GROAP) is committed to providing advanced training to equip our public servants with the necessary skills and knowledge. It is crucial to maintain accurate and secure records to ensure seamless government operations during and after disasters.

To address this vital need, we are pleased to invite you to participate in our upcoming training and seminar **"Strengthening Disaster Resilience and Government Records Integrity in the Philippines."** This event will be held from **August 07-09, 2024** at **Tagaytay Country Hotel**, located at the Olivarez Plaza, E. Aguinaldo Hi-way, Tagaytay City, Philippines.

Maintaining the integrity of government records is critical, especially given the increasing frequency and severity of natural disasters. This comprehensive 3-day program will equip government workers with the skills to develop and execute disaster preparedness strategies, ensuring the continuity of operations and the protection of vital records. Participants will learn to maintain records' authenticity, reliability, and usability, implement effective recovery measures post-disaster, and comply with regulatory standards. The training includes lectures, workshops, discussions, and presentations, providing a complete learning experience with insights from expert speakers on best practices in disaster resilience and records management.

With that, we cordially invite Local Chief Executives, elected officials, Department and Division Heads, Records Officers and Custodians, Archivists, Administrative Officers and Assistants, Secretaries, Legislative Staff and Officers, and other personnel involved in records management, along with relevant staff from National Government Agencies, State Universities and Colleges (SUCs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs), to attend our training and seminar.

To facilitate your participation in this valuable training, the following registration options are available:

- **Live-in Package:** Includes two nights' accommodation (August 07 and 08) on a shared-room basis for a fee of PHP 8,000.00.
- **Live-out Package:** For those not requiring overnight accommodation, the fee is PHP 5,800.00.

For your convenience, payment can be made in cash or by check. Please make checks payable to the Government Records Officers' Association of the Philippines, Inc. (please do not abbreviate). We request that payments be completed on the first day of the training seminar.

To **confirm your attendance** in this training and seminar, please send the nomination slips and the master list in the formats provided hereunder to the above email address.



Should you need further clarification about this training and seminar, please call or text these mobile numbers: 09171452761, 09513708950, and 09486822602 or send an email to the above address.

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

Sincerely yours,

Rosemarie L. Calaranan
President

Records Officers: Partners of the Government in Nation Building