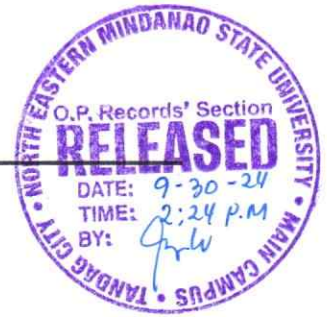




Republic of the Philippines  
**North Eastern Mindanao State University**



**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 09 - 058, s. 2024**

**TO: Ms. Edcil C. Floren - PS I, President's Documents Custodian**  
**Miss April Rose B. Derigay - Clerk VI, OP Records Custodian**  
**Ms. Grace P. Medrano - AO I, Records Officer I**

**DATE: September 30, 2024**

**SUBJECT: ATTENDANCE TO A TRAINING SEMINAR ENTITLED: "FOSTERING EFFICIENCY IN PUBLIC OFFICE THROUGH POLICY-DRIVEN MANAGEMENT OF ELECTRONIC RECORDS"**

Greetings of peace and solidarity.

The Office of the President seats the leading authority of the university. It is the overall administrative office that oversees all activities of the university to ensure that quality service is upheld. It serves as the primary leadership body to support both faculty and students in achieving the university's mission. In the light with the fast evolving world into digital processes, it is essential to keep abreast and constantly improve its operations.

The Government Records Officers Association of the Philippines (GROAP, INC.) organized a training seminar entitled: "Fostering Efficiency in Public Office through Policy-Driven Management of Electronic Records" on October 28-30, 2024 to be held in Apo View Hotel, located along Camus St. Corner Bonifacio Street, Davao City. This seminar will equip government personnel such as but not limited to Records Custodians, Administrative Officers and Assistants, Secretaries, and other personnel involved in records management with essential skills and knowledge on managing electronic records.

In connection with this, you are enjoined to attend the abovementioned training seminar.

Expenses incurred in this activity including transportation expenses shall be charged to the OP local funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

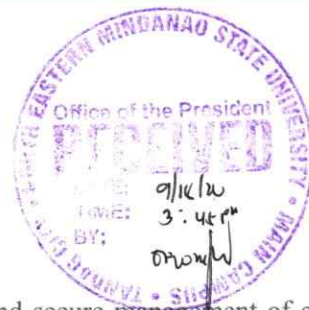
For the grassroots and in the spirit of vibrant leadership,

  
**NEMESIO G. LOAYON, PhD**  
SUC President III



September 16, 2024

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



Dear Colleagues in Public Service!

In line with the increasing shift toward digital processes in public offices, the efficient and secure management of electronic records has become a critical factor in ensuring transparency, accountability, and compliance within government operations. To support this important initiative, the Government Records Officers Association of the Philippines (GROAP, INC.) is pleased to invite you to attend a training seminar entitled: **“Fostering Efficiency in Public Office through Policy-Driven Management of Electronic Records”** on **October 28-30, 2024** to be held in **Apo View Hotel**, located along Camus St. corner Bonifacio St., Davao City.

This seminar will equip government personnel with essential skills and knowledge on managing electronic records from creation to disposition. Participants will learn how to establish effective electronic records management programs that prepare their offices for disaster recovery, ensure easy access to information, and improve overall efficiency. The following are the key topics covered:

- Transitioning from traditional paper-based records to electronic record-keeping systems, with a focus on hybrid management systems.
- Implementing records management policies that ensure the security, authenticity, and reliability of electronic records.
- Defining roles and responsibilities for maintaining records, from agency heads to records officers and IT personnel (Records Management Improvement Committee).
- Best practices for files management and proper classification of records’ retention, and disposition process, as well as their integration into business workflow.

This event is a combination of lectures, workshops, open discussions, and presentations that will provide participants with an extensive educational experience, facilitated by knowledgeable resource persons.

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 (October 28 and 29) on a shared-room basis with four participants per room for a fee of PHP 8,000.00;
- **Live-out Package:** For those not requiring overnight accommodation, the fee is PHP 5,800.00.

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.**



NOMINATION SLIP



MASTERLIST

Don't miss this opportunity to enhance your agency's electronic records management capabilities. Should there be further clarifications about this training and seminar, we request that you call or text these mobile numbers—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

*Records Officers: Partners of the Government in Nation Building*