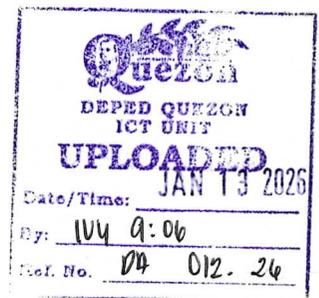




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DIVISION ADVISORY NO. 012, s. 2026
January 9, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013, this advisory is issued not for the endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public (Visit www.deped.gov.ph)

DISASTER RESILIENCE AND OPERATIONAL HOUSEKEEPING: APPLYING 7S AND SAFETY PROTOCOLS TO RECORDS MANAGEMENT

The Government Records Officers' Association of the Philippines, Inc. will conduct a training focused on protecting vital records against disasters. In relation to this, interested participants are invited to join the upcoming activity.

Please be advised that participation to the said activity should be **voluntary**, and other related costs which may be incurred by the applicants shall be on **personal expense**. They are also reminded to **strictly observe Time-On-Task Policy**, and **strict compliance to No Disruption of Classes Policy of the Department as stipulated in DepEd Order No. 09, s. 2005**.

For further details, please see attached document for reference.

sgodhrd01/09/2026

DEPEDQUEZON-TM-SDS-04-011-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



GROAP Seminar for CY 2026: Disaster Resilience and Operational Housekeeping on Records Management

From TRAINING INVITATION OF GROAP <training_inviter01@groap.info>

Date Wed 2026-01-07 12:02 AM

You don't often get email from training_inviter01@groap.info. [Learn why this is important](#)

Dear Colleagues,

The **GROAP, Inc.** invites your agency to our critical training seminar focused on protecting vital records against disasters.

Topic: "**Disaster Resilience and Operational Housekeeping: Applying 7S and Safety Protocols to Records Management**".

This training equips public personnel with tools to protect records through proactive prevention and preparedness using 7S, alongside essential response and recovery protocols3.

Key Details (3 Days)

- **Dates:** February 11–13, 2026.
- **Venue:** Crown Legacy Hotel, Corner Montinola Street, Kisad Rd, Baguio City, 2600 Benguet.
- **Audience:** Records/Administrative Officers, Archivists, IT Personnel, and Leaders from NGAs, LGUs, SUCs, GFIs, and GOCCs.

Fees & Registration

Package	Fee
Live-in (Shared Room)	PHP 8,500.00
Live-out	PHP 6,000.00

ACTION REQUIRED: To confirm attendance, please immediately send the soft copies of the **Nomination Slip** and **Master List** in the required formats to the provided email address.

You can access the **necessary files** here:

https://drive.google.com/drive/folders/1-CaTQWgoTorHclIk5ntYpcwBcz3mSS8pi?usp=drive_link

Payment: Cash or check (payable to the **Government Records Officers' Association of the Philippines, Inc.**) is requested in advance or on the first day.

For immediate questions, call or text us at **09513708950**, **09171452761**, or **09486822602**.

We look forward to your participation in Baguio City.

Yours in Public Service,



[OFFICIAL FACEBOOK PAGE](#)