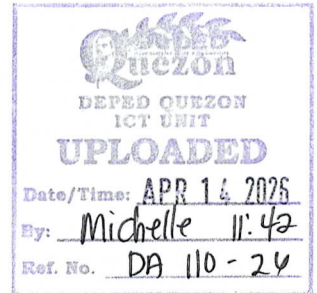




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DIVISION ADVISORY NO. 110, s. 2026
April 13, 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)

**STRATEGIC RECORDS AND INFORMATION MANAGEMENT (RIM) PROGRAM –
ESTABLISH, OPERATE, AUDIT**

The Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.) will conduct Strategic Records and Information Management (RIM) Program - "Establish, Operate, Audit" on April 22-24, 2026 via Zoom. Interested individuals are invited to join the 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**.

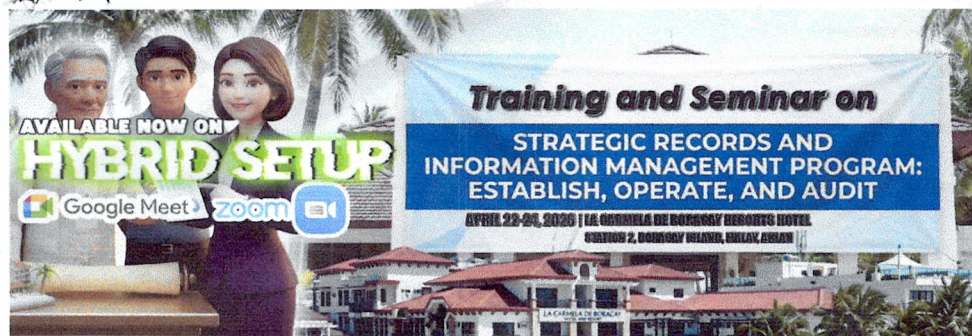
For further details, please see attached document for reference.

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on

DEPEDQUEZON-TM-SDS-04-011-003



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TO: HONORABLE OFFICIALS AND HEADS Executive Branch, Judicial Branch, Constitutional Offices, LGUs, SUCs, and GOCCs Republic of the Philippines

Colleagues in Public Service:

Greetings!

Following our initial invitation for the **Strategic Records and Information Management (RIM) Program — "Establish, Operate, and Audit"** scheduled on April 22–24, 2026, the Government Records Officers' Association of the Philippines, Inc. (GROAP, Inc.) recognizes that current travel restrictions and austerity measures are affecting many agencies.

To ensure that your office can still benefit from this essential training, we are pleased to announce a **HYBRID (VIRTUAL) SETUP** alternative.

Virtual Participation Package (Zoom / Google Meet):

- **Registration Fee:** ₱3,000.00 per participant
- **Inclusions:** Entitlement to the SAME training materials, Training Kits, and Permanent Access to all Training Modules.
- **Platform Delivery:** *The specific virtual platform (Zoom or Google Meet) and the official meeting links will be provided in your final registration confirmation.*

IMPORTANT: HOW TO REGISTER FOR THE VIRTUAL SETUP If your agency wishes to attend virtually, please do **not** use the standard Masterlist and Nomination Slip intended for face-to-face attendees. Instead, please follow these steps:

1. **Fill out the Hybrid Request Form:** Access the form here to request your agency's customized invitation: <https://forms.gle/oeCE2uPd2y7WdNJ26>
2. **Receive Your Customized Invitation:** Upon submission, our secretariat will email an Official Hybrid Invitation addressed specifically to your agency.
3. **Submit Your Participants:** **Please be advised that the submission of your participation for the virtual setup has a different format. This format is embedded directly within the invitation letter that will be sent to you.** You will use that embedded format to finalize your registration and process your payments.

(Disclaimer: The virtual option is subject to a minimum of fifty (50) confirmed participants. Should this threshold not be met, GROAP, Inc. reserves the right to cancel the virtual component and process refunds.)

If you are proceeding with the Face-to-Face attendance, please disregard this email and proceed with your existing registration.

Thank you for your unwavering commitment to public service.

Yours in Public Service,



Government Records Officers' Association of the Philippines, Inc.

ROSEMARIE L. CALARANAN

President

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