



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



January 17, 2020

DIVISION MEMORANDUM

No. 057, s. 2020

CREATION OF DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)

To: Assistant Schools Division Superintendent
CID and SGOD Chief
SDO Personnel Concerned

1. In reference to DepEd Memorandum number 140 series 2016 dated September 1, 2016 from Secretary Leonor Magtolis Briones, entitled Creation of Records Management Improvement Committee and pursuant to Paragraph 3, 4, Article III of the National Archives of the Philippines (NAP) General Circular No.1 dated January 20, 2009, which states that each agency shall create and Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, the following are the composition of the Division Records Management Improvement Committee (RMIC) per enclosure C of the abovementioned DepEd Memorandum:

Chairman : MELANIE P. ESTACIO, PhD, OIC Asst. Schools Division Superintendent

Vice Chairman: MYHARRA FAYE LL. BONTIA, AO IV, Records Officer

Members : BEVERLY S. DAUGDAUG, EdD, CID Chief

SOLLIE B. OLIVER, JD, SGOD Chief

NORELIZA A. MISAL, CPA, Accountant III

FRANCIS JUDE D. ALCOMENDRAS, JD, AO V

Legal Officer

STEPHEN R. PASCUAL, ICTO

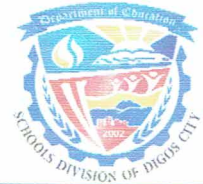
Secretariat : HELENA O. SOLON

JUVY ALTAMERA

2. The Committee shall among others, perform the following functions:
 - a. Implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
 - b. Identify and preserve documents which are continuing value and promptly dispose of those which are of temporary value upon expiration of a predetermined period;
 - c. Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject to the approval of the agency head and the final approval of the Executive Director of the National Archives of the Philippines;
 - d. Develop policies and technique for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



- e. Establish a repository for the storage of records which are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the records to the Records Management and Archives Office (RMAO).
3. Immediate dissemination and compliance of this Memorandum is desired.


CRISTY C. EPE, CESE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED 48473
DATE: 28 JAN 2020 TIME: 10:57 AM
BY: 

Encs: List Enclosures
References: NAP General Circular No. 1, s. 2009
To be indicated in the Perpetual Index under the following subjects:
ADMIN RECORDS RMIC

helenasolon: memorandum title



Republic of the Philippines
Department of Education

01 SEP 2016

DepEd MEMORANDUM
No. **140**, s. 2016

CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
All Others Concerned

1. Pursuant to Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009, which states that *Each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, the Chairman and members of which shall be designated by the Head of the Agency.*
2. The Committee shall, among others, perform the following functions:
 - a. Implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
 - b. Identify and preserve documents which are of continuing value and promptly dispose of those which are of temporary upon the expiration of a predetermined period;
 - c. Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject to the approval of the agency head and the final approval of the Executive Director of the NAP;
 - d. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
 - e. Establish a repository for the storage of records which are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the records to the Records Management and Archives Office.
3. The composition of the RMIC is found in the enclosure.
4. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 and (02) 633-7218.
5. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
COMMITTEE
OFFICES
OFFICIALS
RECORDS
STRAND: Finance and Administration

SMMA/DM Records Management Improvement Committee
0573-August 16, 2016

(Enclosure to DepEd Memorandum No. 140, s. 2016)

COMPOSITION OF THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

Department's Executive Coordinator : Undersecretary for Administration
Department's Executive Co-Coordinator : Director, Administrative Service

a. **Central Office Committee**

Chairman : Chief Administrative Officer, Records Division
Vice Chairman : Director, Information and Communications Technology Service
Members : **Curriculum and Instruction**
Director, Bureau of Curriculum Development
Director, Bureau of Learning Delivery
Director, Bureau of Education Assessment
Director, Bureau of Learning Resources
: **Governance and Operations**
Director, Bureau of Learner Support Services
Director, National Educators Academy of the Philippines
Director, Project Management Service
Director, Bureau of Human Resource and Organizational Development
: **Legal and Legislative Affairs**
Director, Legal Service
: **Finance and Administration**
Director, Finance Service
Director, Procurement Service
: **Strategic Management**
Director, Planning Service
Director, Public Affairs Service
Director, Disaster Risk Reduction and Management Service
Director, External Partnership Service
: **Office of the Secretary**
Director, Internal Audit Service

Secretariat: Records Division, Administrative Service, Central Office

b. **Regional Office Committee**

Chairman : Assistant Regional Director
Vice Chairman : Head of Records Section
Members : Chief, Curriculum and Learning Management Division
Chief, Education Support Services Division
Chief, Field Technical Assistance Division
Chief, Quality Assurance Division
Chief, Policy, Planning and Research Division
Chief, Human Resource Development Division
Chief, Administrative Division
Chief, Finance Division
Chief, Legal Unit
Chief, ICT Unit
Chief, Public Affairs Unit

Secretariat: Records Section, Regional Office

c. **Division Office Committee**

Chairman	:	Assistant Schools Division Superintendent
Vice Chairman	:	Head of Records Unit
Members	:	Chief, Curriculum Implementation Division
		Chief, Schools Governance and Operations Division
		Chief, Administrative and Finance Section
		Chief, Legal Unit
		Chief, ICT Unit

Secretariat: Records Unit, Division Office