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: MYHRRA 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. SOLO
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
3. Immediate dissemination and compliance of this Memorandum is desired.

CRISTY C. EPE, CESE
Schools Division Superintendent
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

DepEd Complex, Meralco Avenue, Pasig City 1600 633-7208/633-7228/632-1361 636-4876/637-6209 www.deped.gov.ph
Encl.:
    As stated

Reference:
    None

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
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
   Vice Chairman
   Members
       : Chief Administrative Officer, Records Division
       : Director, Information and Communications Technology Service
       : 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
   Vice Chairman
   Members
       : Assistant Regional Director
       : Head of Records Section
       : 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