



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

11 March 2024

**MEMORANDUM**

No. 155, s. 2024

**CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors and PSDSs/PICDs  
Elementary and Secondary School Heads/Principals/TIC  
SDO Section Heads  
All Others Concerned

1. In compliance with DepEd Memorandum No. 105, s. 2022 re: Reconstitution of Records Management Improvement Committee, and 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 of which shall be designated by the Head of the Agency, this office hereby create the Division Records Management Improvement Committee as follows:

Chairperson: AURELIO A. SANTISAS, CESE  
OIC-ASDS

Vice Chairperson: GEORDITO T. OLARIO  
Administrative Officer V

Members: VICENTE JOSE V. SUAREZ II  
Chief, Curriculum Implementation Division

SHERLITO E. SAGAPSAPAN  
Chief, School Governance and Operations Division

OLGA P. MIRANDA  
Accountant III

LOURENCE N. REYES  
Information Technology Officer I

ANTHON JOHN S. SORIANO  
Planning Officer III/Legal Officer - Designate

ARNIE G. JAUCULAN  
Administrative Officer II

Secretariat: Cynthia O. Dalman  
Administrative Officer IV (Records)



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Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Katherine S. Balladares  
Administrative Assistant III

Choseth D. Bantilan  
Administrative Aide VI

2. The Committee shall, among others, perform the following functions as stated in the said DepEd Order:

- a. Provide oversight and guidance on the implementation of the systematic Records Management Program in all phases of records management (e.g. creation, maintenance, and disposition);
- b. Recommend documents that are of continuing value for preservation, and which are for immediate disposal;
- 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. Formulate 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 that 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. Immediate dissemination of and strict compliance with this Memorandum is directed

**DANNY B. CORDOVA, EdD, CESO VI**  
Schools Division Superintendent

OSDS-ADMS-Memo-2024-024



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Republic of the Philippines  
**Department of Education**

09 NOV 2022

DepEd MEMORANDUM  
No. **105** . s. 2022

**RECONSTITUTION OF RECORDS MANAGEMENT  
IMPROVEMENT COMMITTEE**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
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. Provide oversight and guidance on the implementation of a systematic Records Management Program in all phases of records management (e.g., creation, maintenance, and disposition);
- b. Recommend documents that are of continuing value for preservation, and which are for immediate disposal;
- 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. Formulate 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 that 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. DepEd Memorandum (DM) No. 140, s. 2016 titled **Creation of Records Management Improvement Committee**, is repealed and modified accordingly. RMIC shall now be reconstituted with the following composition:

**COMPOSITION OF THE RECORDS MANAGEMENT  
IMPROVEMENT COMMITTEE (RMIC)**

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

<b>a. Central Office Committee</b>	
<b>Chairman</b>	Undersecretary for Administration
<b>Vice Chairman</b>	Undersecretary for Finance
<b>Members</b>	The EXECOM Lead, or his/her duly designated representative, for the following Strands: <ul style="list-style-type: none"> <li>• Office of the Secretary</li> <li>• Administration</li> <li>• Curriculum and Instruction</li> <li>• Finance</li> <li>• Governance and Field Operations</li> <li>• Legal Affairs</li> <li>• Human Resource and Organizational Development</li> <li>• Legislative Affairs and Partnerships</li> </ul>
<b>Secretariat</b>	<ul style="list-style-type: none"> <li>• Chief, Records Division</li> <li>• Assistant Chief, Records Division</li> <li>• Section Chiefs, Records Division</li> <li>• One representative each from:               <ul style="list-style-type: none"> <li>○ Legal Service</li> <li>○ Finance Service</li> <li>○ Bureau of Human Resource and Organizational Development</li> </ul> </li> </ul>

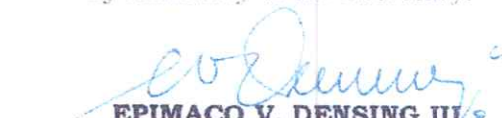
<b>b. Regional Office Committee</b>	
<b>Chairman</b>	Regional Director
<b>Vice Chairman</b>	Chief, Administrative Division
<b>Members</b>	The Chief or his/her duly designated representative for the following offices: <ul style="list-style-type: none"> <li>• Curriculum and Learning Management Division</li> <li>• Education Support Services Division</li> <li>• Field Technical Assistance Division</li> <li>• Quality Assurance Division</li> <li>• Policy, Planning, and Research Division</li> <li>• Human Resource Development Division</li> <li>• Administrative Division</li> <li>• Finance Division</li> <li>• Legal Unit</li> <li>• Information And Communications Technology Service (ICT) Unit</li> <li>• Public Affairs Unit</li> </ul>
<b>Secretariat</b>	<ul style="list-style-type: none"> <li>• Section Chief, Records Section</li> <li>• Administrative Officer, (Records Officer) Records Section</li> <li>• One representative each from:               <ul style="list-style-type: none"> <li>○ Legal Section</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Finance Section</li> <li>○ Human Resource Development Division</li> </ul>
<b>c. Division Office Committee</b>	
<b>Chairman</b>	✓ Assistant Schools Division Superintendent
<b>Vice Chairman</b>	✓ Chief Administrative Section and Finance Section
<b>Members</b>	<p>The Chief or his/her duly designated representative for the following offices:</p> <ul style="list-style-type: none"> <li>• Curriculum Implementation Division</li> <li>• Schools Governance and Operations Division</li> <li>• Finance</li> <li>• Administrative</li> <li>• Legal</li> <li>• ICT</li> </ul>
<b>Secretariat</b>	<ul style="list-style-type: none"> <li>• Chief, Records Unit</li> <li>• Administrative Officer, (Records Officer) Records Unit</li> <li>• One representative each from: <ul style="list-style-type: none"> <li>○ Legal Unit</li> <li>○ Finance Unit</li> <li>○ Personnel Unit</li> </ul> </li> </ul>

4. For more information, all concerned may contact the **Records Division-Administrative Service**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone number 8633-7218.

5. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**EPIMACO V. DENING III**  
 Undersecretary and Chief of Staff

Reference:

DepEd Memorandum (No. 140, s. 2016)



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

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