



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

March 29, 2021

DIVISION MEMORANDUM

No. 112, s. 2021

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

To: Assistant Schools Division Superintendent
CID and SGOD Chief
Unit Heads
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance to DepEd Order No. 140 s. 2016 re: Creation of Records Management Improvement Committee and pursuant to Paragraph 3.4 Article III of the National Archives of the Philippines (NAP) Circular NO. I 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 composes the Division Records Management Improvement Committee as follows:

Chairperson: **Alicia E. Anghay**
Assistant Schools Division Superintendent

Vice Chairperson: **Jeffrey M. Martinez**
Administrative Officer V

Focal Person: **Eulita M. Castillo**
Administrative Officer II/Records Officer

RECORDS_SECTION/EMC



Address: Zone 3, Poblacion, El Salvador City
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Members: **Dr. Ninian A. Alcasid**
Chief- Curriculum Implementation Division
Dr. Rolly B. Labis
Chief— School Governance and Operations Division
Ms. Anna Mae M. Atillo
Administrative Officer IV-HRMO
Ms. Maricel B. Jangao
Accountant III
Ms. Stephanie P. Saligumba
Budget Officer III

Secretariat: **Ms. Maricris P. Quismundo**
SEPS-SMME

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

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3. In addition, the committee is also responsible in collaboration with the Records Unit for the evaluation and appraisal of the inventory of records.
4. This Composition of Records Management Improvement Committee shall adhere with the Equal Opportunity Principle (EOP) in observing all policies and protocol. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

OLGA C. ALONSABE, PhD, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

*Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:*

Composition of Records Management Improvement Committee

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