



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

Office of the Schools Division Superintendent

September 30, 2021

DIVISION MEMORANDUM

No. 388, s. 2021

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

To: OIC-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 with 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.1, this Office hereby composes the Division Records Management Improvement Committee as follows:

Chairperson: **Dionesio L. Liwagon Jr., CESE**
OIC-Assistant Schools Division Superintendent

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

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

Members: **Ninian A. Alcasid, PhD**
CES, Curriculum Implementation Division

Members: **Rolly B. Labis, Ed.D**
CES, School Governance and Operations Division

Anna Mae M. Atillo

RECORDS_SECTION/EMC



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Administrative Officer IV-HRMO

Maricel B. Jangao, CPA

Accountant III

Stephanie P. Saligumba, CPA

Budget Officer III

Kevin B. Asequia

Planning Officer III

Secretariat:

Maricris P. Quismundo

SEPS-SMME

2. The Committee shall, among others, perform the following functions as stated in the said DepEd Order:
 - implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
 - identify and preserve documents which are continuing value and promptly dispose of those which are of temporary upon expiration of a predetermined period;
 - 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; and
 - develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
 - establish a repository (records center) 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. In addition, the committee is also responsible in collaboration with the Records Unit for the evaluation and appraisal of the inventory of records.



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4. This re: Creation of Records Management Improvement Committee shall adhere to 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:*

Re: creation of Records Management Improvement Committee

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