



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

25 April 2023

DIVISION MEMORANDUM
No. 199 _____, s. 2023

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

To: **Assistant Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary and Secondary Schools
All Others Concerned
This Division

1. Pursuant to DepEd Memorandum No.105. s.2022 re: *Reconstitution of Records Management Improvement Committee (RMIC)*, this Office hereby informs the field of the reconstituted Records Management Improvement Committee (RMIC) as follows:

- Chairman: **Conniebel C. Nistal, PhD**
Assistant Schools Division Superintendent
- Vice Chairman: **Jeffrey M. Martinez, JD**
Administrative Officer V
- Members:
- Ninian A. Alcasid, PhD**
Chief, Curriculum and Teaching Division
- Rolly B. Labis, EdD**
Chief, School Governance and Operations Division
- Maricel B. Jangao, CPA**
Accountant III
- Stephanie P. Saligumba, CPA**
Budget Officer III

OSDS/EMR





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

Kevin B. Asequia

Planning Officer III

Sherrie R. Dungog

Information Technology Officer I

Secretariat:

Eleonor M. Remonsada

Records Officer II

Rheamie C. Magriña

Administrative Aide VI

2. The committee shall, among others perform the following functions as stated in the said DepEd Memorandum:
 - 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. This memorandum shall take effect until further revoked by this Office.
4. This memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. 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.

OSDS/EMR





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

5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

COMMITTEES RECORDS

OSDS/EMR





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:

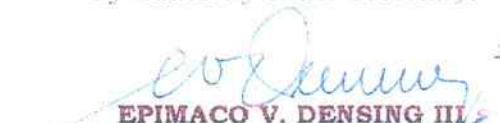
	<ul style="list-style-type: none"> o Finance Section o Human Resource Development Division
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c. Division Office Committee	
Chairman	Assistant Schools Division Superintendent
Vice Chairman	Chief Administrative Section and Finance Section
Members	<p>The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

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)



DEPED-OSEC-47878

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

BUREAUS AND OFFICES
 COMMITTEE
 EMPLOYEES
 OFFICES
 OFFICIALS
 RECORDS