



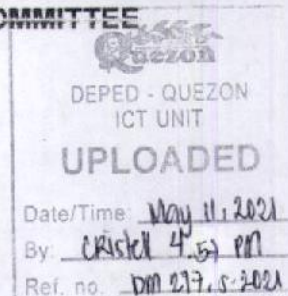
Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

May 11, 2021

DIVISION MEMORANDUM
DM No. 271, s. 2021

UPDATED COMPOSITION OF DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) AND THE CREATION OF RMI SUB-COMMITTEE

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned



1. Relative to **Division Memorandum Number 307, s. 2018** entitled Composition of Division Records Management Improvement Committee, this Office would like to announce the updated composition of Division RMIC and the creation of its sub-committee.
2. The list of members and its duties and responsibilities were based on **DepEd Memorandum No.140, s. 2016** entitled Creation of Records Management Improvement Committee.

I. Updated Composition of Division Records Management Improvement Committee (RMIC)

	Name	Position
Chairperson	Herbert D. Perez	OIC – Office of the ASDS
Vice-Chairperson	Sherelyn Oroyo-Pardilla	AO IV, Records Section
Members	Lorena S. Walangsumbat	CID Chief
	Elizabeth M. De Villa	SGOD Chief
	Susan P. Fontarum	Accountant III
	Maria Dolores D. Atienza	AO V, Administrative Services
	Atty. Hannah Irish R. Cañeda	Attorney III
Secretariat	Wilbert B. Porteza	ITO I
	Angelo S. Rañeses	Administrative Assistant III
	Marisyll Judee G. Mendoza	Administrative Assistant II

DEPEDQUEZON-TM-SDS-04-009-003



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Website: www.depedquezon.com.ph





Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Responsibilities:

- 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 value upon the expiration of a pre-determined 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 Director of the Records Management and Archives Office.
- d) Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
- e) Establish 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.

II. RMI Sub-Committee:

Unit/ Section	Name	Designation
OSDS	1. Sarah Lynn V. Diala	AO II
	2. Rena R. Rodil	AA II
OASDS	3. Anna Jean Ogerio	AO II
	4. Marissa L. Maragay	AAII
	5. Marinel I. Obmerga	ADA VI
Admin	6. Arlene M. Tolentino	AO II
	7. Clark H. Cadiz	ADA
Personnel	8. Bryan R. Ladines	AA III
	9. Resiele G. Coronacion	AA II
Records	10. Epifania L. Davahan	AA II
	11. Roseth M. Flancia	ADA III
	12. Aira May C. Perez	AA III
	13. Susan M. Baluyut	ADA VI
	14. Amador V. Capinpin	Senior AA I
	15. Leovigildo V. Gaela	AA III
Cashier	16. Apollo B. Salanguit	AA II
	17. Ler P. De Rosas	Communications Equipment Operator III
Supply	18. Michelle D. Pornobi	AA III
	19. Joy M. Sanchez	ADA VI

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SCHOOLS DIVISION OF QUEZON PROVINCE

Unit/ Section	Name	Designation
Legal	20. Jacqueline D. Nuyda	AA III
	21. Floricel R. Lagos	AA III
Accounting	22. Maylene G. Bacus	AA III
	23. Jan Pauline P. Billanes	AA II
Budget	24. Jeffrey E. Maaño	AA III
	25. Rowena S. Adalim	ADA VI
CID	26. Dessa Marie B. Dalmacion	ADA VI
	27. Raymond Q. Nieva	ADA VI
LRMDS	28. Aldren B. Libranda	ADA VI
	29. Sedinuelle Y. Aguila	AO II
Private	30. Clarissa G. Casana	Private School Secretary
SGOD	31. Gloria G. Magtibay	AO II
Health	32. Vincent Laurence B. Habito	ADA VI
EFS	33. Danica May V. Jaranilla	AA III
ICT	34. Rommel T. Oczon	AA II
PAR	35. Leah M. Abejo	AA II
	36. Alma M. Quiambao	AA III

Responsibilities:

- a) Provides technical assistance on their respective unit/section in the conduct of inventory of public records.
 - b) Consolidates the inventory and properly fill-up the National Records Inventory form.
 - c) Coordinates with the Records Section for the submission of the consolidated inventory forms.
3. Attached herewith is the copy of Division Memorandum No. 307, s.2018 and DepEd Memorandum No. 140, s. 2016.
4. For the information and guidance of all concerned, immediate dissemination of this memorandum is hereby desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer in-charge
Office of the Schools Division Superintendent

recsop05/11/2021

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November 7, 2018

DIVISION MEMORANDUM

DM No. 307, s. 2018

COMPOSITION OF THE DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

To: Assistant Schools Division Superintendents
CID/SGOD Chiefs, Unit Heads
Public Schools District Supervisors
Public and Private School Heads
All other Concerned

1. Pursuant to Paragraph 3.4 Article III of the National Achieves of the Philippine (NAP) Circular No. 1 dated January 20, 2009, which states that each agency shall create a Records Management Improve Committee (RMIC) as advisory body on the development of records management, the chairman and the members of which shall we designated by the head of agencies.
2. Composition of the Division Records Management Improvement Committee.

Chairman: GERLIE M. ILAGAN
OIC-ASDS

Vice-Chairman: ISABELITA C. CABANGON
A.O. IV / Records Officer

Members: LORENA S. WALANGSUMBAT
CID Chief

ELIZABETH M. DE VILLA
SGOD Chief

SUSAN P. FONTARUM
Accountant III

MARIA DOLORES D. ATIENZA
A.O. V / Legal Officer

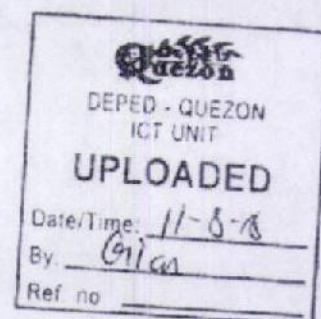
WILBERT B. PORTEZA
IT Officer

Secretariat: Records Units, Division Office

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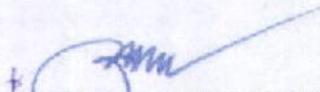
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3. The Committee shall, among others, perform the following functions:
 - a. Implement a systematic Records Management Program in all phases of records management, i.e creation, maintenance and disposition;
 - b. Identify and preserve documents which are continuing value and promptly dispose of those which are of temporary 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.

4. Immediate and widest dissemination of this Memorandum is desired.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

esdsav11/07/2018

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Republic of the Philippines
Department of Education

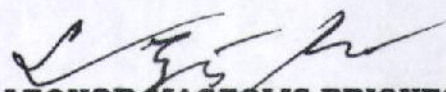
01 SEP 2016

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 MACULIS BRIONES

Encl.:

As stated

Reference:

N o n e

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

(Enclosure to DepEd Memorandum No. 140, s. 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 : Chief Administrative Officer, Records Division
Vice Chairman : Director, Information and Communications Technology Service
Members : **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 : Assistant Regional Director
Vice Chairman : Head of Records Section
Members : 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

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