



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



16 November 2022

**DIVISION MEMORANDUM**  
 DM No. 90, s. 2022

**RECONSTITUTION OF DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) AND UPDATING OF RMI SUB-COMMITTEE**

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

1. Pursuant to **DepEd Memorandum No. 105, s. 2022** entitled **Reconstitution of Records Management Improvement Committee**, this Office would like to announce the updated composition of the Division RMIC and RMI Sub-committee.
2. Table 1 presented the updated list of RMIC while Table 2 presented the updated RMI Sub-Committee with duties and responsibilities under each table.

**Table 1**  
**Records Management Improvement Committee**

	<b>Name</b>	<b>Position</b>
<b>Chairperson</b>	Herbert D. Perez	ASDS
<b>Vice-Chairpersons</b>	Maria Dolores D. Atienza Edmundo R. Marin Jr.	AO V, Admin Services OIC, Accounting Section
<b>Members</b>	Lorena S. Walangsumbat Elizabeth M. De Villa Mary Rose L. Gordula Arlene M. Tolentino Atty. Rexcia Maria B. Baldeo Wilbert B. Porteza	CID Chief SGOD Chief AA III AO II Attorney III ITO I
<b>Secretariat</b>	Sherelyn O. Pardilla Jackqueline D. Nuyda	Records Officer II AA III

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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	Name	Position
	Robertson V. Logatoc	AA III
	Reylan L. Ranillo	AA II

**Responsibilities:**

- Provide oversight and guidance on the implementation of a Records Management Program in all phases of records management, i.e. creation, maintenance, and disposition.
- Recommend documents that are of continuing value for preservation, and which are for immediate disposal.
- 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.
- Formulate policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records.
- 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.

**Table 2**  
**Records Management Improvement Sub-Committee**

Unit/ Section	Name	Designation
<b>OSDS</b>	1. Sarah Lynn D. Oczon	AO II
	2. Floricel R. Lagos	AA II
<b>OASDS</b>	3. Rena R. Rodil	AA II
	4. Marissa L. Maragay	AA III
	5. Marinel I. Obmerga	ADA VI
<b>Admin</b>	6. Clark H. Cadiz	ADA VI
<b>Personnel</b>	7. Bryan R. Ladines	AO II
<b>Records</b>	8. Marisyll Judee G. Mendoza	AA II
	9. Angelo S. Raneses	AA III
	10. Epifania L. Dayahan	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
<b>Cash</b>	16. Apollo B. Salanguit	AA II
	17. Ler P. De Rosas	Communications Equipment Operator III

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Unit/ Section	Name	Designation
<b>Supply</b>	18. Michelle D. Pornobi	AA III
	19. Honeylyn Besas	AA II
<b>Budget</b>	20. Jeffrey E. Maaño	AA II
	21. Rowena S. Adalim	AA III
<b>CID</b>	22. Dessa Marie B. Dalmacion	AA III
	23. Raymond Q. Nieva	ADA VI
<b>LRMDS</b>	24. Aldren B. Libranda	ADA VI
	25. Krisca Anne C. Zaracena	ADA VI
<b>Private</b>	26. Clarissa G. Casana	Private School Secretary
<b>SGOD</b>	27. Shara S. Garcia	AA III
<b>Health</b>	28. Vincent Laurence B. Habito	ADA VI
<b>EFS</b>	29. Danica May J. Dela Cruz	AA III
<b>ICT</b>	30. Rommel T. Oczon	Teacher II
<b>PAR</b>	31. Leah M. Abejo	AA II
	32. Alma M. Quiambao	AA III

**Responsibilities:**

- a) Facilitates the systematic Records Management in their assigned unit/section including creation, filing, and maintenance of public records.
  - b) Provides technical assistance in their respective unit/section in the conduct of annual inventory of public records.
  - c) Consolidates the inventory and properly fill-up the National Records Inventory form.
  - d) Coordinates with the Records Section for the submission of the consolidated inventory forms.
3. Attached herewith is a copy of DepEd Memorandum No. 105, s. 2022 for reference.
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

recsop11/16/2022

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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>o Finance Section</li> <li>o 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>o Legal Unit</li> <li>o Finance Unit</li> <li>o 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)



DEPED-OSDC 475079

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

BUREAUS AND OFFICES  
COMMITTEE  
EMPLOYEES  
OFFICES  
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RECORDS