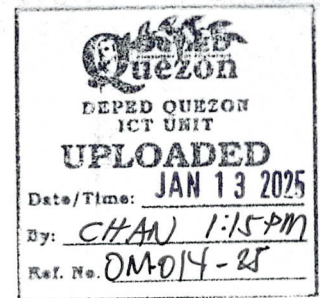




Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
 OM No. 014, s. 2025

**10 JANUARY 2025**

**RECONSTITUTED DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE  
 (RMIC) AND RMI SUB-COMMITTEE**

To: Assistant Schools Division Superintendents  
 Division Chiefs  
 Unit/Section Heads  
 Records Management Improvement Committee  
 RMI – Sub Committee Members  
 All Others Concerned

In accordance with **DepEd Memorandum No. 003, s. 2025**, entitled "**Reconstitution of the Records Management Improvement Committee**," this office hereby announces the updated list of members for the Division RMIC and RMI Sub-Committee.

Table 1 presents the updated list of RMIC members, while Table 2 outlines the updated RMI Sub-Committee, along with the corresponding duties and responsibilities for each member.

**Table 1  
 Division RMIC**

	<b>Name</b>	<b>Position</b>
<b>Chairperson</b>	Rommel C. Bautista	SDS
<b>Vice-Chairpersons</b>	Joepi F. Falqueza	ASDS
<b>Members</b>	Maria Dolores D. Atienza	AO V, Admin Services
	Lorena S. Walangsumbat	CID Chief
	Juanito A. Merle	SGOD Chief
	Edmundo R. Marin Jr.	Accountant III
	Atty. Rexcia Maria B. Baldeo	Attorney III
	Wilbert B. Porteza	ITO I
<b>Secretariat</b>	Sherelyn O. Pardilla	Records Officer II
	Marisyll Judee G. Mendoza	ADAS II

DEPEDQUEZON-TM-SDS-04-010-005



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 Trunkline #: (042) 784-0366, (042) 784-0164,  
 (042) 784-0391, (042) 784-0321



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Republic of the Philippines  
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SCHOOLS DIVISION OF QUEZON PROVINCE

**Table 2**  
**Division RMI Sub-Committee**

Unit/ Section	Name
<b>OSDS</b>	1. Therese O. Pardo
	2. Resielle G. Coronacion
<b>OASDS</b>	3. Rena R. Rodil
	4. Marissa L. Maragay
	5. Marinel I. Obmerga
<b>Administrative Services</b>	6. Layla Anna B. Magtangob
<b>Personnel</b>	7. Lemuel B. Quitain
	8. Armella J. Aleman
<b>Cash</b>	9. Apollo B. Salanguit
	10. Ler P. De Rosas
<b>Records</b>	11. Marisyll Judee G. Mendoza
	12. Angelo S. Raneses
	13. Roseth M. Flancia
	14. Aira May C. Perez
	15. Amador V. Capinpin
<b>Supply</b>	16. John Chirtian A. Menguito
	17. Michelle P. De Mesa
<b>Procurement</b>	18. Ruel L. Driz, Jr.
	19. Ethel Rose E. Bele
<b>Accounting</b>	20. Clark H. Cadiz
	21. John Mhar Aguilar
<b>Budget</b>	22. Maria Rafaela Miguela Jimenez
<b>ICT</b>	23. Mark Nico F. Quindoza
<b>Legal</b>	24. Jackqueline D. Nuyda
<b>CID</b>	25. Dessa Marie B. Dalmacion
	26. Raymond Q. Nieva
<b>LRMDS</b>	27. Aldren B. Libranda
	28. Sielo Maureen S. Deveza
<b>SGOD</b>	29. Jessica C. Mendoza
<b>Health</b>	30. Vincent Laurence B. Habito
	31. Maria Rosario C. Camilon
<b>EFS</b>	32. Amy T. Misa
<b>PAR</b>	33. Leah M. Abejo
	34. Alma M. Quiambao

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Republic of the Philippines  
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**Functions and Responsibilities:**

**a. DepEd-NRMIC Advisory Body**

- i. Provide oversight and guidance on the implementation of a systematic Records Management Program and Records Management System in all phases from creation, maintenance, and disposition in accordance with existing laws and guidelines.
- ii. Recommend policy and procedural guidelines for the improvement of records management processes, programs, and systems.
- iii. Ensure proper implementation of security and protection of records.

**b. RMI Sub-Committee**

- i. Ensure efficient implementation of records management systems, policy guidelines, and programs in their respective offices.
- ii. Propose plans, policy guidelines, and enhancement strategies for records management.
- iii. Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines.
- iv. Conduct Records Inventory and proper turn-over of records in their custody.
- v. Maintain their respective storage of active and inactive records that are no longer needed by the agency but which are not yet ready for disposal.
- vi. Ensure security and preservation of vital records that are essential for decision-making and future operations of the Department.

Attached herewith is a copy of DepEd Memorandum No. 003, s. 2025 for reference.

For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

recsop01/10/2025

DEPEDQUEZON-TM-SDS-04-010-005



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Republic of the Philippines  
**Department of Education**

JAN 06 2025

DepEd MEMORANDUM  
No. **003**, s. 2025

**RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
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, 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. In view of the foregoing, the Department of Education (DepEd) RMIC shall be reconstituted as follows:

**a. DepEd National Records Management Improvement Committee (DepEd-NRMIC)**

Chairperson	Undersecretary for Administration
Vice Chairperson	Assistant Secretary for Information and Communications Technology Service (ICTS)
Members	The Executive Committee (ExeCom) Lead or their duly designated representative of the following Strands: <ul style="list-style-type: none"><li>• Strategic Management</li><li>• Operations</li><li>• Human Resource and Organizational Development</li><li>• Curriculum and Teaching</li><li>• Finance</li><li>• Legal Affairs and Legislative Affairs</li><li>• Procurement</li><li>• Office of the Secretary</li></ul>
Secretariat	Records Division

**b.** The DepEd-NRMIC shall be supported by a Sub-Committee in each governance level as Technical Working Group (TWG), to wit:

**i. Central Office-Records Management Improvement Committee (CO-RMIC)**

Chairperson	Undersecretary for Administration
Vice Chairperson	Director for Administrative Service
Members	The Director, or his/her duly designated representative of the following Strands: <ul style="list-style-type: none"> <li>• Strategic Management</li> <li>• Operations</li> <li>• Human Resource and Organizational Development</li> <li>• Curriculum and Teaching</li> <li>• Finance</li> <li>• Legal and Legislative Affairs</li> <li>• Procurement</li> <li>• Office of the Secretary</li> </ul>
Secretariat	Records Division

**ii. Regional Office - Records Management Improvement Committee (RO-RMIC)**

Chairperson	Regional Director
Vice Chairperson	Assistant Regional Director
Members	The Chief or his/her duly designated representative of 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>• ICT Unit</li> <li>• Public Affairs Unit</li> </ul>
Secretariat	Records Section



**iii. Schools Division Office - Records Management Improvement Committee (SDO-RMIC)**

Chairperson	Schools Division Superintendent
Vice Chairperson	Assistant Schools Division Superintendent
Members	The Chief or his/her duly designated representative of the following offices: <ul style="list-style-type: none"> <li>• Administrative Section</li> <li>• Curriculum Implementation Division</li> <li>• Schools Governance and Operations Division</li> <li>• Finance Section</li> <li>• Legal</li> <li>• ICT</li> </ul>
Secretariat	Records Unit

**iv. Schools - Records Management Improvement Committee (Schools-RMIC)**

Chairperson	School Head
Members	Two members to be identified by the Chairperson
Secretariat	School Registrar/Records Custodian

**Functions and Responsibilities**

**a. DepEd-NRMIC Advisory Body**

- i. Provide oversight and guidance on the implementation of a systematic Records Management Program and Records Management System in all phases from creation, maintenance and disposition in accordance with existing laws and guidelines.
- ii. Recommend policy and procedural guidelines for the improvement of records management processes, programs and systems.
- iii. Ensure proper implementation of security and protection of records.

**b. Sub-Committee - TWG for each governance level**

- i. Ensure efficient implementation of records management systems, policy guidelines and programs in their respective offices.
- ii. Propose plans, policy guidelines, and enhancement strategies for records management.
- iii. Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines.
- iv. Conduct Records Inventory and proper turn-over of records in their custody.
- v. Maintain their respective storage of active and inactive records that are no longer needed by the agency but which are not yet ready for disposal.
- vi. Ensure security and preservation of vital records that are essential for decision-making and future operations of the Department.

**c. Committee Secretariat**

- i. Provide administrative support for the TWG.
  - ii. Prepare reports, minutes of meetings and other communications/letters.
  - iii. Maintain related records of the committee for reference.
  - iv. Organize the committee activities and make necessary arrangements with all concerned committee members.
3. For the Schools-RMIC, no teaching personnel shall be designated as members and secretariat of the committee in strict compliance with DepEd Order No. 002, s. 2024 or the Immediate Removal of Administrative Tasks of Public School Teachers.
4. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph) or at telephone number (02) 8633-7218.
5. Immediate dissemination of this Memorandum is desired.

  
**ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff

References:

- DepEd Order (No. 002, s. 2024)
- DepEd Memorandum No. 105, s. 2022



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

BUREAUS AND OFFICES  
COMMITTEE  
EMPLOYEES  
OFFICES  
OFFICIALS  
RECORDS  
SCHOOLS