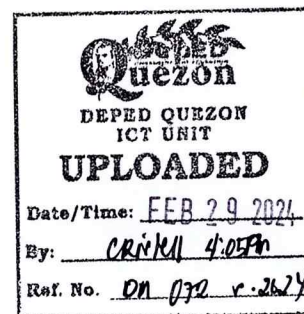




Republic of the Philippines
Department of Education
 REGION IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
 OM No. 072, s. 2024

FEBRUARY 27, 2024

**UPDATED LIST OF 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

Pursuant to **DepEd Memorandum No. 105, s. 2022** entitled **Reconstitution of Records Management Improvement Committee**, this Office would like to announce the updated list of the Division RMIC and RMI Sub-committee.

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

	Name	Position
Chairperson	Joepi F. Falqueza	ASDS
Vice-Chairpersons	Maria Dolores D. Atienza Edmundo R. Marin Jr.	AO V, Admin Services Accountant III
Members	Lorena S. Walangsumbat Elizabeth M. De Villa Camille C. Nombrefia Layla Anna B. Magtangob Atty. Rexcia Maria B. Baldeo Wilbert B. Porteza	CID Chief SGOD Chief ADAS III ADAS III Attorney III ITO I
Secretariat	Sherelyn O. Pardilla Jackqueline D. Nuyda Rizza Mendoza	Records Officer II ADAS III JO, Personnel Section

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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Responsibilities:

- a) Provide oversight and guidance on the implementation of a Records Management Program in all phases of records management, i.e. 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.
- 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.

Table 2

Records Management Improvement Sub-Committee

Unit/ Section	Name
OSDS	1. Sarah Lynn D. Oczon
	2. Floricel R. Lagos
OASDS	3. Rena R. Rodil
	4. Marissa L. Maragay
	5. Marinel I. Obmerga
Personnel	6. Rey Kevin Verdadero
Records	7. Marisyll Judee G. Mendoza
	8. Angelo S. Raneses
	9. Roseth M. Flancia
	10. Aira May C. Perez
	11. Amador V. Capinpin
	12. Leovigildo V. Gaela
Cash	13. Apollo B. Salanguit
	14. Ler P. De Rosas
Supply	15. Michelle D. Pornobi
	16. Ruel L. Driz, Jr.
Budget	17. Jeffrey E. Maaño
CID	18. Dessa Marie B. Dalmacion
	19. Raymond Q. Nieva
LRMDS	20. Aldren B. Libranda
	21. Krisca Anne C. Zaracena
SGOD	22. Shara S. Garcia

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Unit/ Section	Name
Health	23. Vincent Laurence B. Habito
EFS	24. Danica May J. Dela Cruz
ICT	25. Rommel T. Oczon
PAR	26. Leah M. Abejo 27. Alma M. Quiambao
Accounting	28. John Mhar Aguilar

Responsibilities:

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

recsop02/27/2024

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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

a. Central Office Committee	
Chairman	Undersecretary for Administration
Vice Chairman	Undersecretary for Finance
Members	The EXECOM Lead, or his/her duly designated representative, for the following Strands: <ul style="list-style-type: none"> • Office of the Secretary • Administration • Curriculum and Instruction • Finance • Governance and Field Operations • Legal Affairs • Human Resource and Organizational Development • Legislative Affairs and Partnerships
Secretariat	<ul style="list-style-type: none"> • Chief, Records Division • Assistant Chief, Records Division • Section Chiefs, Records Division • One representative each from: <ul style="list-style-type: none"> ○ Legal Service ○ Finance Service ○ Bureau of Human Resource and Organizational Development

b. Regional Office Committee	
Chairman	Regional Director
Vice Chairman	Chief, Administrative Division
Members	The Chief or his/her duly designated representative for the following offices: <ul style="list-style-type: none"> • Curriculum and Learning Management Division • Education Support Services Division • Field Technical Assistance Division • Quality Assurance Division • Policy, Planning, and Research Division • Human Resource Development Division • Administrative Division • Finance Division • Legal Unit • Information And Communications Technology Service (ICT) Unit • Public Affairs Unit
Secretariat	<ul style="list-style-type: none"> • Section Chief, Records Section • Administrative Officer, (Records Officer) Records Section • One representative each from: <ul style="list-style-type: none"> ○ Legal Section


	<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)

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

BUREAUS AND OFFICES
COMMITTEE
EMPLOYEES
OFFICES
OFFICIALS
RECORDS



TEACH, LEARN AND GROW TOGETHER
DEPED-OSEC-475373