



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

January 3, 2023

Division Memorandum
No. **0003** s., 2023

CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

To: Assistant Schools Division Superintendent
OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Private Elementary & Secondary School Heads
Section Heads
All Other Concerned

1. The field is hereby informed on the **Creation of Records Management Improvement Committee**, pursuant to paragraph 3.4, Article III of 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 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 DepEd Memorandum (DM) No. 140, s. 2016 titled **Creation of Records Management Improvement Committee**, is repealed and modified accordingly. Thus, Deped Order No. 105, s. 2022 dated November 9, 2022 authorizing the field offices for **Reconstitution of Records Management Improvement Committee (RMIC)** with the following composition:

Division Office Committee:

Chairman: DR. DANILO G. GUDELOSAO - Asst. Schools Div. Superintendent

Vice-Chairman: MR. FERMIN M. ALBUTRA - Administrative Officer V
MRS. MA. VICTORIA M. JASPE - Administrative Officer V (B. O.-II)

Members: MRS. CARMELA M. RESTIFICAR - Chief CID
MR. PHILLIP MARCELO R. VIGONTE - SGOD Representative
MRS. GABINA F. LADARAN CPA - Finance Section
MRS. LILIAN M. BALORIA PhD, JD - Administrative Services Rep.
ATTY. VANESSA H. QUIJANO JD - Legal Section
ENGR. DINAH FLORENCE B. TALAN - ICT Unit

Secretariat:

Chairman: MRS. NICANORA GRETLI S. FOSTANES - Admin. Officer IV (Records Unit)

Members: MRS. MA. TERMA E. DIGAMON - Records Unit Representative
MR. GUY G. ARANJUEZ - Legal Unit Representative
ATTY. RALF RENZ A. RAPIRAP JD - Finance Unit Representative
MRS. FLORLY C. SATURINAS - Personnel Unit Representative

4. Immediate and wide dissemination of this memorandum is desired.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent 

