



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

Office of the Schools Division
Superintendent

March 3, 2025

Division Memorandum
No. 175 s., 2025

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

**RECONSTITUTION OF SCHOOLS DIVISION OFFICE- RECORDS MANAGEMENT
IMPROVEMENT COMMITTEE (SDO- RMIC)**

1. Pursuant to Regional Memorandum No. 0147, s. 2025 dated February 13, 2025 anchored on DepEd Memorandum No. 003, s. 2025 dated January 6, 2025, each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management. The DepEd National RMIC shall be supported by a Sub-Committee in each governance level as technical Working Group (TWG) such as Central Office (CO) RMIC, Regional Office (RO) RMIC and Schools Division Office (SDO) RMIC.
2. The reconstitution of the Schools Division Office Records Management Improvement Committee (SDO-RMIC) is hereby made as follows:

Chairman: FAY C. LUAREZ EdD, PhD TM, CESO VI - OIC- Schools Div. Superintendent
Vice-Chairman: EDUARDO A. OMPAD EdD, CESE - Asst. Schools Div. Superintendent

Members: MR. FERMIN M. ALBUTRA - Administrative Officer V
DR. CARMELA M. RESTIFICAR - Chief CID
DR. WILFREDA O. FLOR - Chief SGOD
MRS. GABINA F. LADARAN CPA - Accountant III/Finance Section
ATTY. JESSIE A. FUENTES JD - Attorney III/Legal Section
ENGR. DINAH FLORENCE B. TALAN - ICT Unit

Secretariat: Records Unit



Address: 0050 Lino Chatto Drive, Cogon
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Email Address: deped.bohol@deped.gov.ph





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

Office of the Schools Division
Superintendent

3. Functions and Responsibilities

a. 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.

b. Committee Secretariat

- i. Provide administrative support for the TWG.
- ii. Prepare reports, minutes of meetings and other communication /letters.
- iii. Maintain related records of the committee for reference.
- iv. Organize the committee activities and make necessary arrangements with all committee members concerned.

4. For the Schools-RMIC, a separate memorandum will be issued.

5. For information and immediate dissemination of this Memorandum is desired.


FAX C. LUAREZ EdD, PhD TM, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent 



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

13 FEB 2025

REGIONAL MEMORANDUM

No. **0147** s. 2025

**RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE IN
CENTRAL OFFICE, REGIONAL OFFICE, SCHOOLS DIVISION OFFICES AND SCHOOLS**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office disseminates the DepEd Memorandum No. 003, s 2025 dated January 6, 2025, re: Reconstitution of Records Management Improvement Committee.
2. In view of this, the Schools Division Offices and Schools are hereby directed to reconstitute the Records Management Improvement Committee (RMIC) in accordance with the attached communication.
3. Schools are requested to submit the composition of School RMIC to their Division Offices through the Division Records Officers on or before March 14, 2025. Division Offices are requested to submit the composition of the Division RMIC not later than March 3, 2025 to records.ro7@deped.gov.ph.
4. Immediate dissemination, and compliance with this Memorandum are directed.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/PYA/ASD/IPC/jfm



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639773295904 local 700



DepEd Tayo Region VII



region7.deped.gov.ph



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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

- 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.
- 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: • Strategic Management • Operations • Human Resource and Organizational Development • Curriculum and Teaching • Finance • Legal Affairs and Legislative Affairs • Procurement • Office of the Secretary
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: • Strategic Management • Operations • Human Resource and Organizational Development • Curriculum and Teaching • Finance • Legal and Legislative Affairs • Procurement • Office of the Secretary
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: • 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 • ICT Unit • Public Affairs Unit
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: • Administrative Section • Curriculum Implementation Division • Schools Governance and Operations Division • Finance Section • Legal • ICT
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

- 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.
- Recommend policy and procedural guidelines for the improvement of records management processes, programs and systems.
- Ensure proper implementation of security and protection of records.

b. Sub-Committee - TWG for each governance level

- Ensure efficient implementation of records management systems, policy guidelines and programs in their respective offices.
- Propose plans, policy guidelines, and enhancement strategies for records management.
- Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines.
- Conduct Records Inventory and proper turn-over of records in their custody.
- 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.
- Ensure security and preservation of vital records that are essential for decision-making and future operations of the Department.

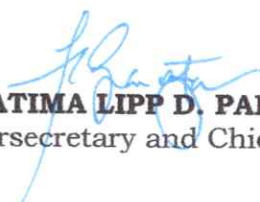
c. Committee Secretariat

- 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 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

