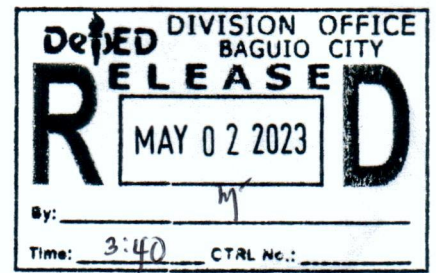




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY



May 02, 2023

DIVISION MEMORANDUM
 No. 168, s. 2023

**COMPOSITION OF THE SCHOOLS DIVISION RECORDS MANAGEMENT
 IMPROVEMENT COMMITTEE (RMIC)**

To : ALL CID and SGOD Chief Education Supervisors
 Public School District Supervisors
 Education Program Supervisors
 Public School Heads
 Schools Division Office Personnel
 Others Concerned

1. In compliance with DepEd Memorandum No. 105, s, 2022 titled Reconstitution of Records Management Improvement Committee and Regional Memorandum No. 023, s. 2023 titled Creation of Records Management Improvement Committee (RMIC), this Office hereby constitutes the Schools Division Records Management Improvement Committee (RMIC) who are as follows:

| | | |
|---------------|---|--|
| Chairman | Assistant Schools Division Superintendent | Christopher C. Benigno PhD, EdD, CESO VI |
| Vice Chairman | Administrative Services | Nieves D. Ebanio Administrative Officer V |
| | Finance Services | Lilibeth G. Degsi Accountant III |
| Members | Curriculum Implementation Division | Juliet C. Sannad EdD Chief Education Supervisor |
| | School Governance and Operations Division | Niño M. Tibangay PhD Chief Education Supervisor |
| | Finance | Belen R. Tomin Budget Officer III |
| | Administrative | Ma. Louella C. Moncada Administrative Officer IV |
| | Legal | Atty. Annette L. Doyaoen Attorney III |
| Secretariat | Records Unit | Harris G. Dizon Information Technology Officer I |
| | | Arian C. Bangse-il Administrative Officer IV |
| | Legal Unit | Mary Nadelaine S. Bautista Administrative Assistant II |
| | | Louisa W. Pedralvez Administrative Assistant III |



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 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

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| | |
|----------------|--|
| Finance Unit | Loida T. Durante Administrative Assistant III |
| Personnel Unit | Ferdinand S. Sapalong Administrative Assistant III |

2. The Division RMIC shall serve as an advisory body on the development of records management in the Division. 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. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

BY THE AUTHORITY OF THE OIC - SCHOOLS DIVISION SUPERINTENDENT:


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent



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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 |

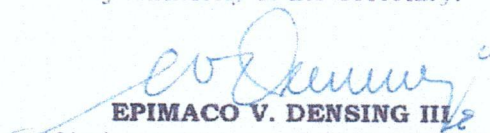
| b. Regional Office Committee | |
|-------------------------------------|--|
| Chairman | Regional Director |
| Vice Chairman | Chief, Administrative Division |
| Members | The Chief or his/her duly designated representative for the following offices: <ul style="list-style-type: none"> • Curriculum 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 |
| 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