



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

November 23, 2022

DIVISION MEMORANDUM

No. 599 , s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Unit Heads
All Others Concerned

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

1. Pursuant to DepEd Memorandum No. 105, s. 2022, Re: **RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**, reiterating Paragraph 3.4, Article III of the National Archive 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**, this Office announces the composition of the Division Records Management Improvement Committee, to wit:

Chairman: **ZUREX T. BACAY, PhD**
Assistant Schools Division Superintendent

Vice Chairman: **FHRIESSY CRUZ S. BERMUDA, II**
Administrative Officer V

Members: **LARRY B. ESPIRITU, PhD**
Chief ES – Curriculum Implementation Division

BERNARDO A. GARGABITE, EdD
Chief ES – Schools Governance and Operations Division

MINDA V. MANGALINDAN
Budget Officer – Finance

Loyal, Excellent, Accountable and Dedicated to Service



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806-2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. E0500721-0M15



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

JOHANN M. TABING
Information Technology Officer – ICTU

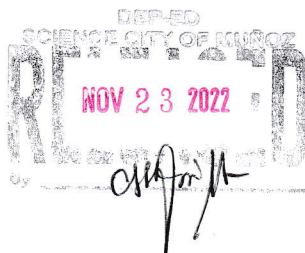
Secretariat: **AARON S. SOBREVILLA**
Administrative Officer IV – Records Unit

DEI CHIARA C. ABAO
Administrative Assistant III

AR-ANJOY DC. LABAY
Administrative Assistant II

2. As such, the Committee shall perform the duties and functions stipulated in Section No. 2 of the attached Memorandum.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.


DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



records2022 

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Certificate No. 50500731-0M15



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

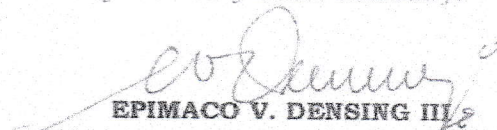
	<ul style="list-style-type: none"> o Finance Section o Human Resource Development Division
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c. Division Office Committee	
Chairman	Assistant Schools Division Superintendent
Vice Chairman	Chief Administrative Section and Finance Section
Members	<p>The 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