



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII



SCHOOLS DIVISION OF CATBALOGAN CITY

June 11, 2018

DIVISION MEMORANDUM

No. 107, s. 2018

CREATION OF DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)

TO: Public Elementary and Secondary School Heads
Public Schools District Supervisors
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Memorandum No. 140, s. 2016 dated Sept. 1, 2016 re: Creation of Records Management Improvement Committee, following are the composition of the Division Records Management Improvement Committee (RMIC):

Chairman : Francis Angelo S. Gelera, Asst. Schools Div. Superintendent
Vice Chairman: Fe L. Samonte, AO IV, Records Officer
Members : Ma. Luz I. Orbe, Chief, CID
Maribel C. Ruedas, Ph. D., Chief, SGOD
Jessie Rose B. Cabanero, Accountant III
Michael G. Cabanero, AO V
Atty. Rhea P. Mardoquio, Legal Officer
Abe Joy S. Cabero, ICTO
Secretariat : Sheba T. Arellano
Darwin P. Dillague

2. The Committee shall, among others, perform the following functions:

- a. Implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
- b. Identify and preserve documents which are continuing value and promptly dispose of those which are of temporary value upon expiration of a predetermined period;
- 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 National Archives of the Philippines;
- d. Develop 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 which 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.





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3. For immediate dissemination of this Memorandum is desired.

CRISTITO A. ECO, CESO VI
Schools Division Superintendent

Encls. None

Reference: DM No. 140, s. 2016

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

RECORDS

RMIC

SDS/ASDS/RU/FLS/06112018

