



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 DepEd Memorandum (DM) No. 140, s. 2016 titled **Creation of Records Management Improvement Committee**, is repealed and modified accordingly.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

- o Finance Section
- o Human Resource Development Division

c. Division Office Committee

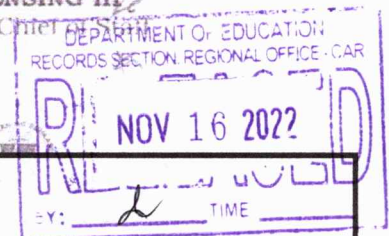
Chairman	Assistant Schools Division Superintendent
Vice Chairman	Chief Administrative Section and Finance Section
Members	The Chief or his/her duly designated representative for the following offices: <ul style="list-style-type: none"> • Curriculum Implementation Division • Schools Governance and Operations 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:

[Signature]
EPIMACO V. DENSING III
 Undersecretary and Chief of Section



Reference:




November 16, 2022

**To: All Schools Division Superintendents
 All Division Records Officers
 All others concerned**

For information, guidance, and compliance.

ESTELA P. LEON-CARIÑO EDD, CESO III
 Director IV/Regional Director

For the Regional Director:

[Signature]
FLORANTE E. VERGARA
 Assistant Regional Director

/ADMIN/Records/dpe

