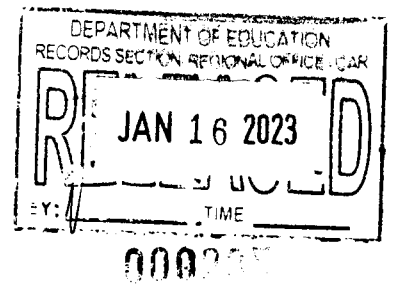




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



January 12, 2023

REGIONAL MEMORANDUM

No. 023.2023

CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)

To: Assistant Regional Director
Regional Office Division Chiefs
Schools Division Superintendents
Schools Division Records Officers
All others concerned

1. Pursuant to Paragraph 3.4 Article III of the National Archive of the Philippines (NAP) Circular No. 1 dated January 20, 2009 and Department of Education Memorandum (DepEd Memo) No. 105, s. 2022, the Regional Office shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management and the Chairman and the members of which shall be designated by the Head of the Agency.
2. Attached as enclosure is the composition and functions of DepEd-CAR Regional Office RMIC.
3. Schools Division Offices shall constitute their respective RMIC following the composition stated in DepEd Memo No. 105 s. 2022.
4. For information, guidance and compliance of all concerned.


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

ADMIN/MAB/Records/dpe



Enclosure to RM NO 023.2023

1. The DepEd-CAR Regional Office RMIC shall be composed of the following:

Chairperson: ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director

Vice Chairperson: MAKSIM A. BOTILAS PhD
Chief, Administrative Services Division

Members:

The Chief or his/her duly designated representative for the following offices:

Office	Chief	Representative
Curriculum and Learning Management Division	ROSITA C. AGNASI	ROSEMARIE A. YANGKIN
Education Support Services Division	EDGAR H. MADLAING	MAYCLAIRE A. JIMENEZ
Field Technical Assistance Division	ETHIELYN E. TAQUED	ELVIRA M. CUDLI
Quality Assurance Division	CLEMENTE D. BANDAÑO	ESTHER L. GALLOTAN
Policy, Planning and Research Division	GEORGINA C. DUCAYSO	MELANDRO L. PAYANG
Human Resource Development Division	SASHA JOSEPH P. DAGANOS	EMMANUELA M. GABOL
Administrative Division	MAKSIM A. BOTILAS	CORNELIA C. ADACI-DULNUAN
Finance Division	ATTY. SEBASTIAN G. TAYABAN	CRISTINA L. PAQUIT
Legal Unit	ATTY. VANESSA B. FLORA	DALTON S. TELIAO
ICT Unit	JUMAR B. YAGO-AN	GLENN P. PAPA
Public Affairs Unit	CYRILLE GAYE B. MIRANDA	MANILYN BOTILAS

Secretariat: DAISY P. ESWAT
AO V, Records Section

LETECIA M. RAMOS
Legal Unit

VALENTINA CONCHITA S. BALURA
Accounting Section

MARVIN JOHN C. FLORES
Human Resource Development Division

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;
- 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 records to the Records Management and Archives Office; and
- f. Conduct annual inventory of records in their respective division/unit/section using the National Records Inventory Form for consolidation and submission to NAP by the records Section.



Republic of the Philippines
Department of Education

09 MAY 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

Finance Section
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:

- Curriculum Implementation Division
- Schools Governance and Operations Division
- Finance
- Administrative
- Legal
- ICT
- Chief Records Unit
- Administrative Officer (Records Officer) Records Unit
- One representative each from:
 - Legal Unit
 - Finance Unit
 - Personnel Unit

Secretariat

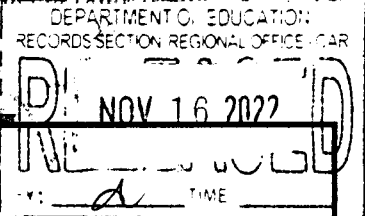
For more information, all concerned may contact the **Records Division-Administrative Service**, Department of Education, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone number 8633-7218.

Immediate dissemination of this Memorandum is desired.


By Authority of the Secretary:

EPIMACO V. DENSING III

Undersecretary and Chief of Staff



Reference:


Department of Education
CORDILLERA ADMINISTRATIVE REGION
WANGAL TRINIDAD, BENGUET


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:


FLORENTE E. VERGARA
Assistant Regional Director

/ADMIN/Records/dpe

