



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 4, 2021

**OFFICE MEMORANDUM**

No. **000189** 2021

To: Assistant Regional Director  
Chiefs of Functional Divisions  
Records Section Staff

**CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)**

1. Pursuant to Paragraph 3.4 Article III of the National Archive of the Philippines Circular No. 1 dated January 20, 2009 and DepEd Memorandum No. 146, s. 2016, the Regional Office shall create the **Records Management Improvement Committee (RMIC)** as an advisory body on the development of records management and the Chairman and the members shall be designated by the Regional Director.
2. The Committee, shall among others, perform the following functions:
  - a. Implement a systematic Records Management Program in all phases of records management. The committee shall employ the **Document Tracking Dashboard** to track movements of the document, identify documents for filing, and determine retention period and disposal schedule.
  - b. Identify and preserve documents which are of value and promptly dispose those which are temporary and valueless upon the expiration of retention period.
  - c. Take steps to prevent loss and unauthorized destruction of records or documented information; and
  - d. Conduct quarterly inventory of documents on file to be submitted to the Records Section for consolidation; and transfer the records which are not yet for disposal to the Records Management and Archives Office identified by the Committee.
3. The Committee shall be composed of the following as stipulated in the enclosure:

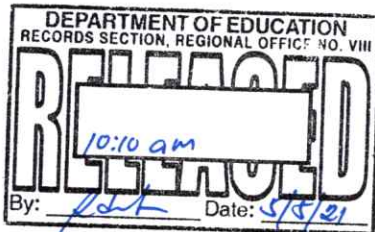
Chairman: Assistant Regional Director  
Vice Chairman: Head of Records Section



Members: Chief, Administrative Division  
Chief, Curriculum and Learning Management Division  
Chief, Education Support Services Division  
Chief, Field Technical Assistance Division  
Chief, Quality Assurance Division Chief, Policy, Planning and Research Division  
Chief, Human Resource Development Division  
Chief, Finance Division  
Chief, Legal Unit  
Chief, ICT Unit  
Chief, Public Affairs Unit

Secretariat: Records Section, Regional Office

4. For more information, all concerned may contact the Administrative Division – Records Section at 323-3588 or records.region8@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.



*[Signature]*  
**MA. GEMMA MERCADO LEDESMA**  
+ Regional Director

Enclosure: DM 140, s.2016

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

COMMITTEE                      MANAGEMENT                      RECORDS                      RMIC

AD-AVC



Republic of the Philippines  
**Department of Education**

01 SEP 2016

DepEd MEMORANDUM  
No. **140**, s. 2016

**CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
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. 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 of continuing value and promptly dispose of those which are of temporary upon the 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 NAP;
  - 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.
3. The composition of the RMIC is found in the enclosure.
4. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 and (02) 633-7218.
5. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

**c. Division Office Committee**

- |                      |   |  |
|----------------------|---|--|
| <b>Chairman</b>      | : | Assistant Schools Division Superintendent            |
| <b>Vice Chairman</b> | : | Head of Records Unit                                 |
| <b>Members</b>       | : | Chief, Curriculum Implementation Division            |
|                      |   | Chief, Schools Governance and Operations<br>Division |
|                      |   | Chief, Administrative and Finance Section            |
|                      |   | Chief, Legal Unit                                    |
|                      |   | Chief, ICT Unit                                      |

**Secretariat:** Records Unit, Division Office

(Enclosure to DepEd Memorandum No. 140, s. 2016)

## **COMPOSITION OF THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

**Department's Executive Coordinator** : Undersecretary for Administration

**Department's Executive Co-Coordinator** : Director, Administrative Service

a. **Central Office Committee**

**Chairman** : Chief Administrative Officer, Records Division

**Vice Chairman** : Director, Information and Communications  
Technology Service

**Members** : **Curriculum and Instruction**  
Director, Bureau of Curriculum Development  
Director, Bureau of Learning Delivery  
Director, Bureau of Education Assessment  
Director, Bureau of Learning Resources

: **Governance and Operations**  
Director, Bureau of Learner Support Services  
Director, National Educators Academy of the  
Philippines

Director, Project Management Service  
Director, Bureau of Human Resource  
and Organizational Development

: **Legal and Legislative Affairs**  
Director, Legal Service

: **Finance and Administration**  
Director, Finance Service  
Director, Procurement Service

: **Strategic Management**  
Director, Planning Service  
Director, Public Affairs Service  
Director, Disaster Risk Reduction  
and Management Service  
Director, External Partnership Service

: **Office of the Secretary**  
Director, Internal Audit Service

**Secretariat:** Records Division, Administrative Service, Central Office

b. **Regional Office Committee**

**Chairman** : Assistant Regional Director

**Vice Chairman** : Head of Records Section

**Members** : Chief, Curriculum and Learning Management  
Division

Chief, Education Support Services Division

Chief, Field Technical Assistance Division

Chief, Quality Assurance Division

Chief, Policy, Planning and Research Division

Chief, Human Resource Development Division

Chief, Administrative Division

Chief, Finance Division

Chief, Legal Unit

Chief, ICT Unit

Chief, Public Affairs Unit

**Secretariat:** Records Section, Regional Office

Encl.:

As stated

Reference:

N o n e

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

BUREAUS AND OFFICES

COMMITTEE

OFFICES

OFFICIALS

RECORDS

STRAND: Finance and Administration

SMMA/DM Records Management Improvement Committee  
0573-August 16, 2016