



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

April 6, 2026

OFFICE MEMORANDUM

AD-RS - 2026 **162**

**RECONSTITUTION OF THE REGIONAL OFFICE RECORDS MANAGEMENT
IMPROVEMENT COMMITTEE (RO-RMIC)**

To: Assistant Regional Director
Regional Office Division Chiefs
Units and Section Heads
All Others Concerned

1. Pursuant to Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) Circular No. 1, series of 2009, and in line with DepEd Memorandum No. 003, series of 2025, the Regional Office hereby reconstitutes its Records Management Improvement Committee (RMIC).

2. The RMIC shall act as the Technical Working Group (TWG) at the regional governance level to ensure the efficient implementation of records management systems, policy guidelines, and programs.

3. The Committee shall be reconstituted with the following composition, as stipulated in DepEd Memorandum No. 003, s. 2025, with additional membership for the Information and Communications Technology (ICT) Unit and the Public Assistance Unit (PAU):

Position	Designation
Chairperson	Salustiano T. Jimenez JD, EdD, CESO III Regional Director
Vice Chairperson	Marilyn B. Siao CESO IV Assistant Regional Director
Members	The Chief or their duly designated representative of 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 (ICT) Unit• Public Assistance Unit (PAU)
Secretariat	Records Section

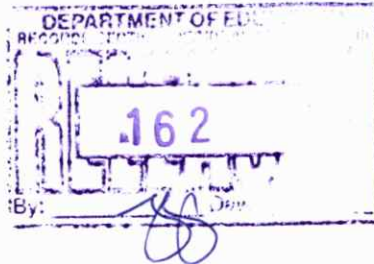


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4. The Committee shall perform the following functions:
 - a. Ensure the efficient implementation of records management systems, policy guidelines, and programs in their respective offices.
 - b. Propose plans, policy guidelines, and enhancement strategies for records management.
 - c. Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines.
 - d. Conduct Records Inventory and proper turn-over of records in their custody.
 - e. Maintain their respective storage of active and inactive records that are no longer needed by the agency, but which are not yet ready for disposal.
 - f. Ensure security and preservation of vital records that are essential for decision-making and future operations of the Department.
5. For more information, all concerned may contact the Records Section (Secretariat) at **records.region8@deped.gov.ph**.
6. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director 



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