

Republic of the Philippines

Region VII, Central Visayas



Sudlon, Lahuq, Cebu City

October 19, 2016

DIVISION MEMORANDUM

No. 675 s. 2016

CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

Assistant Superintendents To: Education Program Supervisors/Coordinators District Supervisors/OICs Secondary School Heads **Elementary School Heads**

- For information and guidance of all concerned, attached herewith is a Regional 1. Memorandum 0665, s. 2016 dated October 17, 2016 for the implementation of Systematic Records Management Program entitled "Creation Management Improvement Committee."
- 2. For additional details, refer to the attached communication.
- Immediate dissemination and appropriate action by all concerned of this Memorandum is 3. desired.

NGTUD, Ed.D., CESO_VI Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:

Asst. Schools Division Superintendent:

Accounting Section:

(032)414-7457 (032)254-2632

(032)255-6405

Disbursing Section:

Admin/Legal:

(032)255-4401 (032)253-7847

Promotional Staff Section:

(032)520-3217

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REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES

KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION

REHIYON VII, GITNANG VISAYAS REGION VII, CENTRAL VISAYAS

Sudlon, Lahug, Cebu City



OCT 1 7 2016

Regional Memorandum No. 1065, s. 2016

CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

To: Schools Division Superintendents

Officers-in-Charge of the Schools Division

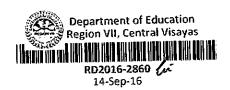
All Others Concerned

- 1. Attached is DepEd Memorandum No. 140, s. 2016 entitled, "Creation of Records Management Improvement Committee", which is self-explanatory.
- 2. For more details, please refer to the attached DepEd Memorandum.
- 3. Immediate dissemination of this Memorandum is desired.

JULIÉT A. JERUTA, Ph. D., CESO V Director III Officer-in-Charge

JAJ/VVY/arlene





Republic of the Philippines

Bepartment of Education

0 1 SEP 2016

DepEd MEMORANDUM 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

- 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.
- The Committee shall, among others, perform the following functions: 2.
 - 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
 - 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.
- The composition of the RMIC is found in the enclosure. 3.
- 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.

Immediate dissemination of this Memorandum is desired. 5.

LEONOR MAGTOLIS BRIONES

Secretary

Encl.:

As stated

Reference:

None

To be indicated in the <u>Perpetual Index</u> under the following subjects:

BUREAUS AND OFFICES
COMMITTEE
OFFICES
OFFICIALS
RECORDS
STRAND: Finance and Administration

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

(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

Members

Vice Chairman

Chief Administrative Officer, Records Division

Director, Information and Communications

Technology Service

: 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

Vice Chairman

Members

: Assistant Regional Director

: Head of Records Section

: 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

c. Division Office Committee

Chairman Vice Chairman Members : Assistant Schools Division Superintendent

: Head of Records Unit

: Chief, Curriculum Implementation Division Chief, Schools Governance and Operations Division

Chief, Administrative and Finance Section

Chief, Legal Unit Chief, ICT Unit

Secretariat: Records Unit, Division Office