

September 18, 2017

Division Memorandum

No. 001 s., 2017

CREATION OF RECORDS MANAGEMENT COMMITTEE

To: Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 Private Elementary & Secondary School Heads
 Section Chiefs
 All other concerned

1. This office announces the Creation of Records Management Improvement Committee (RMIC) pursuant to paragraph 3.4, Article III of National Archive 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 the head of the Agency*”.

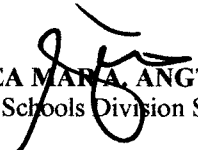
2. The composition of the RMIC of our Division is as follows:

Chairman:	DR. ESTER A FUTALAN	- ASDS
Vice Chairman:	MR. FLOREN C. SEMBLANTE	- Records Officer II
Members:	DR. NOVIE O MANGUBAT	- Chief SGOD
	DR. MARY ANN P. FLORES	- Chief CID
	MRS. RIANN C. VILLAMANTE	- Chief Finance Section
	MR. JEREMY C. DENAMPO	- Administrative Officer V
	ATTY. ORVILLE T DELA CERNA	- Chief Legal Section
	MR. EMMANUEL F. MENDOZA	- Chief ICT Unit
	Secretariat	- Records Unit, Division Office

3. The committee shall perform the following functions among other tasks:

- 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 disposes of those which are 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 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.

4. Wide dissemination of this memorandum is desired.


RHEA MARIA ANGTUD, Ed.D., CESO VI
 Schools Division Superintendent

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