



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

January 08, 2025

**DIVISION MEMORANDUM**

No. 018, s. 2025

**RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

TO : Assistant Schools Division Superintendent  
 Education Chief Supervisors – CID and SGOD  
 Public Schools District Supervisors  
 Administrative Officer V  
 Records Officer IV  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Relative to the DepEd Memorandum No. 003, s. 2025 titled Reconstitution of Records Management Improvement Committee state that in Paragraph 3,4 Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009, 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 of which shall be designated by the Head of the Agency.
2. In view of thereof, the Division and Schools RMIC shall be reconstituted as follows:

**a. Schools Division Office – Records Management Improvement Committee (SDO-RMIC)**

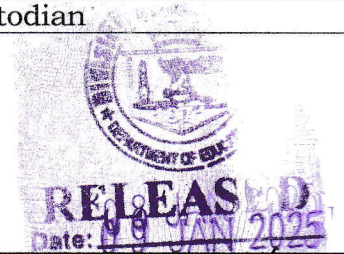
Chairperson	Schools Division Superintendent
Vice Chairperson	Assistant Schools Division Superintendent
Members	The Chief or his/her duly designated representative of the following offices: <ul style="list-style-type: none"> <li>• Administrative Section</li> <li>• Curriculum Implementation Division</li> <li>• Schools Governance and Operations Division</li> <li>• Finance Section</li> <li>• Legal</li> <li>• ICT</li> </ul>
Secretariat	Records Unit

**b. Schools – Records Management Improvement Committee (Schools-RMIC)**

Chairperson	School Head
Members	Two members to be identified by the Chairperson
Secretariat	School Registrar/ Records Custodian

Functions and Responsibilities

**a. DepEd-NRMIC Advisory Body**





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- i. Provide oversight and guidance on the implementation of a systematic Records Management Program and Records Management System in all phases from creation, maintenance and disposition in accordance with existing laws and guidance.
- ii. Recommend policy and procedural guidelines for the improvement of records management processes, programs and systems
- iii. Ensure proper implementation of security and protection of records.

**b. Sub-Committee – TWG for each governance level**

- i. Ensure efficient implementation of records management systems, policy guidelines and programs in their respective offices.
- ii. Propose plans, policy guidelines, and enhancement strategies for records management.
- iii. Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines.
- iv. Conduct Records Inventory and proper turn-over of records in their custody.
- v. 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.
- vi. Ensure security and preservation of vital records that are essential for decision-making and future operations of the Department.

**c. Committee Secretariat**

- i. Provide administrative support for the TWG.
  - ii. Prepare reports, minutes of meetings and other communication/ letters.
  - iii. Maintain related records of the committee for reference.
  - iv. Organize the committee activities and make necessary arrangements with all concerned committee members.
3. For the Schools-RMIC, no teaching personnel shall be designated as members and secretariat of the committee in strict compliance with DepEd Order No. 002, s. 2024 or the Immediate Removal of Administrative Tasks of Public School Teachers.
4. For more information and guidance please see DepEd Order No. 003, s. 2025.
5. Immediate dissemination of this Memorandum is desired.

  
**SHERLITA A. PALMA EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Enclosures: none  
Reference: DepEd Order No. 003, s. 2025  
To be indicated in the Perpetual Index under the following subjects:

RECONSTITUTION      RECORDS      MANAGEMENT      IMPROVEMENT      COMMITTEE