



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**

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**Office of the Schools Division Superintendent**

**January 17, 2023**

**DIVISION MEMORANDUM**  
**No. 24 s 2023**

**To:** All Concern

**CREATION OF DIVISION RECORDS MANAGEMENT IMPROVEMENT  
COMMITTEE**

1. Pursuant to Paragraph 3.4 Article III of the National Archive of the Philippines (NAP) Circular No. 1 dated January 20, 2009 and Department of Education Memorandum (DepEd Memo) No. 105, s. 2022, the Division Office shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management and the chairman and the members of which shall be designed by the Head of Agency.

2. Attached as enclosure is the composition and functions of Schools Division Records Management Improvement Committee (DRMIC).

3. For information, guidance and compliance of all concerned.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent





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Enclosure to DM No 24 S 2023

Chairperson FELICIANO L. AGSAOAY JR.  
OIC Schools Division Superintendent

Vice Chairperson DOROTHY S. ASINGAL  
Administrative Officer IV

Members

Curriculum Implementation Division	JAY-AR BALAHOY
Schools Governance and Operation Division	DODDIE MARIE DUCLAN
Finance	FEMMALYN MEJIA
Legal	ATTY. RINGGO G. SUMEDCA
ICT	ALLAN S. DUMALSIN

**Secretariat:** WELDA LIEZL P. BUSLIG  
AO IV, Records Section

MAUREEN MARTINEZ  
Accounting Section

KAREN VELASCO  
Human Resource Development Division

2. The Committee, shall among others, perform the following functions:

- a. Provide oversight and guidance on the implementation of a systematic Records Management Program in all phases of records management (e.g. creation, maintenance, and disposition);
- b. Recommend documents that are of continuing value for preservation, and which are for immediate disposal;
- 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. Formulate policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records;



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- 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 records to the Records Management and Archives Office; and
  
- f. Conduct annual inventory of records in their respective division/unit/section using the National Records Inventory Form for consolidation and submission to NAP by the records Section.



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