



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

10 January 2025

DIVISION MEMORANDUM

No. 022, s. 2025

**RECONSTITUTED RECORDS MANAGEMENT IMPROVEMENT COMMITTEE
(RMIC) AND SUB-COMMITTEE**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Designated Records Custodian
All Others Concerned

1. In accordance with DepEd Memorandum No. 003, s. 2025, re: Reconstitution of Records Management Improvement Committee, please be informed of the new structure of the Schools Division Office – Records Management Improvement Committee (SDO-RMIC):

| SDO BATANGAS RECORDS MANAGEMENT IMPROVEMENT COMMITTEE | | |
|--|---|---|
| Chairman: | MARITES A. IBAÑEZ, CESO V | Schools Division Superintendent |
| Vice Chairman: | GREGORIO T. MUECO, CESO VI | Assistant Schools Division Superintendent |
| Members: | The Chief or his/her duly designated representative of the following offices: | |
| | LOU C. PANALIGAN | Administrative Section |
| | DAVID M. NUAY | Curriculum Implementation Division |
| | DR. MARIO B. MARAMOT | Schools Governance Operations Division |
| | EDUARDA U. ALON | Finance Section |
| | ATTY. KAREN M. SALIMO | Legal |
| | ERNANI A. CATAPAT | ICT |
| Secretariat: | IRENE GRACE Q. GONZALES | Records Unit |
| | MARNELLI M. BUROG | Records Unit |



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SCHOOLS DIVISION OF BATANGAS

2. In line with this, the school governance level shall also establish the Schools – Records Management Improvement Committee (Schools-RMIC) which must be as follows:

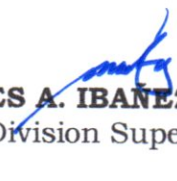
| SCHOOLS - RECORDS MANAGEMENT IMPROVEMENT COMMITTEE | |
|---|--|
| Chairman: | School Head |
| Members: | Two members to be identified by the Chairperson (strictly NOT a Teaching Personnel) |
| Secretariat: | School Registrar/Records Custodian |

3. Please be guided accordingly with the enclosed DepEd Memorandum No. 003, s. 2025 that indicates the new structure of DepEd National RMIC and Sub-Committee along with the Functions and Responsibilities of each committee.

4. Each school is advised to e-mail the School Memorandum on the established **Schools - Records Management Improvement Committee** at sdobatangas.records@deped.gov.ph until **January 31, 2025**.

5. For concerns and queries you may email us at irenegrace.quinio@deped.gov.ph or at sdobatangas.records@deped.gov.ph.

6. Immediate dissemination and compliance on this memorandum is enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum No. 003, s. 2025 and NAP General Circular No. 1
To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

IGG/ RECONSTITUTED RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) AND SUB-COMMITTEE
S2-109571/January 10, 2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

Website: www.depedbatangas.com



Republic of the Philippines
Department of Education

Date: 01/06/2025
Time: 04:48 PM
By: ICT HJ

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DepEd MEMORANDUM
No. **003**, s. 2025

RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to 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 shall be designated by the Head of the Agency.

2. In view of the foregoing, the Department of Education (DepEd) RMIC shall be reconstituted as follows:

a. DepEd National Records Management Improvement Committee (DepEd-NRMIC)

| | |
|------------------|---|
| Chairperson | Undersecretary for Administration |
| Vice Chairperson | Assistant Secretary for Information and Communications Technology Service (ICTS) |
| Members | The Executive Committee (ExeCom) Lead or their duly designated representative of the following Strands: <ul style="list-style-type: none">• Strategic Management• Operations• Human Resource and Organizational Development• Curriculum and Teaching• Finance• Legal Affairs and Legislative Affairs• Procurement• Office of the Secretary |
| Secretariat | Records Division |

b. The DepEd-NRMIC shall be supported by a Sub-Committee in each governance level as Technical Working Group (TWG), to wit:

i. Central Office-Records Management Improvement Committee (CO-RMIC)

| | |
|------------------|--|
| Chairperson | Undersecretary for Administration |
| Vice Chairperson | Director for Administrative Service |
| Members | The Director, or his/her duly designated representative of the following Strands: <ul style="list-style-type: none"> • Strategic Management • Operations • Human Resource and Organizational Development • Curriculum and Teaching • Finance • Legal and Legislative Affairs • Procurement • Office of the Secretary |
| Secretariat | Records Division |

ii. Regional Office - Records Management Improvement Committee (RO-RMIC)

| | |
|------------------|--|
| Chairperson | Regional Director |
| Vice Chairperson | Assistant Regional Director |
| Members | The Chief or his/her 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 • ICT Unit • Public Affairs Unit |
| Secretariat | Records Section |

iii. 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"> • Administrative Section • Curriculum Implementation Division • Schools Governance and Operations Division • Finance Section • Legal • ICT |
| Secretariat | Records Unit |

iv. 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

- 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 guidelines.
- 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.

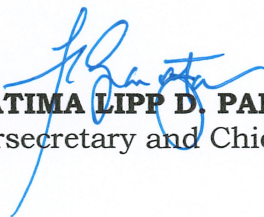
c. Committee Secretariat

- i. Provide administrative support for the TWG.
- ii. Prepare reports, minutes of meetings and other communications/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, all concerned may contact the **Administrative Service-Records Division**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at as.rd@deped.gov.ph or at telephone number (02) 8633-7218.

5. Immediate dissemination of this Memorandum is desired.


ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

References:

- DepEd Order (No. 002, s. 2024)
- DepEd Memorandum No. 105, s. 2022



To be included in the Perpetual Index under the following subjects:

- BUREAUS AND OFFICES
- COMMITTEE
- EMPLOYEES
- OFFICES
- OFFICIALS
- RECORDS
- SCHOOLS