



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



January 8, 2025

DIVISION MEMORANDUM
NO. 06, s, 2025

1 0 8 2 5 0 1 0

RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

TO : Assistant Schools Division Superintendent
Chief Education Program Supervisors (CID & SGOD)
Heads of Schools
Section and Unit Heads
All Other 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 Schools Division Office-Records Management Improvement Committee (SDO-RMIC) shall be reconstituted as follows:

Chairperson : Nympha D. Guemo
Schools Division Superintendent

Vice Chairperson: Melchizedek C. Tongco
Assistant Schools Division Superintendent

Members : Mary Jodelle E. Ollet
Administrative Officer V

Tita V. Agir
Chief of CID

Ernie M. Baranquel
Chief of SGOD

Judith N. Bajamundi
Accountant III

Atty Joy Pauline M. De Los Reyes
Legal Officer III

Ted O. Villamor
ICT Officer

Secretariat : Sharon B. Perseveranda
Administrative Officer IV (Records)

Angelli D. Flor
Administrative Assistant III

Eleanor T. Malate
Administrative Aide VI





Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

3. The Schools-Records Management Improvement Committee (Schools-RMIC) shall be composed of the following:

Chairperson - School Head
Members: - Two (2) Members to be identified by the Chairperson
Secretariat - School Registrar/Records Custodian

4. The SDO-RMIC shall perform the following functions:

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

5. The functions of the Committee Secretariat shall be as follows:

- Provide administrative support for the TWG.
- Prepare reports, minutes of meetings and other communications/letters.
- Maintain related records of the committee for reference.
- Organize the committee activities and make necessary arrangements with all concerned committee members.

6. 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.

7. Immediate dissemination and Compliance of this Memorandum is desired.

NYMPHA D. GUENO
Schools Division Superintendent