



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
NO. 013, s. 2023

FEB 23 2023

**RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE  
(RMIC)**

**To:** Assistant Schools Division Superintendent  
Chiefs of Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
SDO Personnel  
All Others Concerned

1. In compliance with DepEd Memorandum No. 105, s. 2022 and Regional Memorandum No. 070, s. 2023, the Records Management Improvement Committee (RMIC) of the Schools Division Office is hereby composed as follows:

<b>CHAIRMAN</b>	<b>WILLIAM RODERICK R. FALLORIN</b> Assistant Schools Division Superintendent
<b>VICE CHAIRMAN</b>	<b>PILAR C. IGNACIO</b> Administrative Officer V
<b>MEMBERS</b>	<b>The Chief or his/her duly authorized representative for the following officers:</b> <ul style="list-style-type: none"><li>• <b>MILAGROS M. PEÑAFLOR</b> Curriculum Implementation Division - Chief</li><li>• <b>RAMON C. PEREZ</b> School Governance Operations Division - Chief</li><li>• <b>MYRA V. DILIG</b> Accountant III</li><li>• <b>ALLAN KAYE V. LEGASPI</b> Administrative Officer IV</li><li>• <b>ATTY MARIEGLO G. DAMOCLES</b> Attorney III</li><li>• <b>RICHARD M. ALBORO</b> Information Technology Officer I</li></ul>
<b>SECRETARIAT</b>	<b>LORENA L. INLONG</b> Administrative Officer IV  <b>JOANNE SANTOS</b> Administrative Aide IV



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Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102  
Email Address: [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)

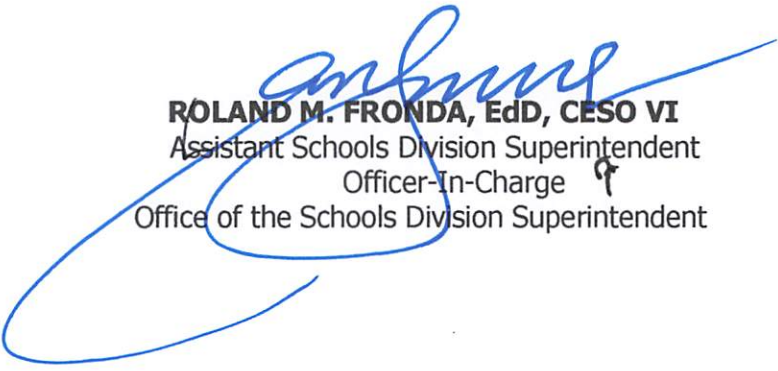


CSC PRIME HRM BRONZE AWARD  
CSC Resolution No. 230110



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2. Attached is the Regional Memorandum No. 070, s. 2023, for reference and other details.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

/AD6



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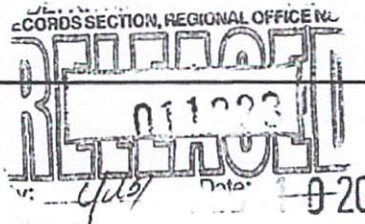


**CSC PRIME-HRM BRONZE AWARD**  
CSC Resolution No. 2301100





Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. \_\_\_\_\_, s. 2023  
070

**COMPLIANCE WITH DEPED MEMORANDUM No. 105, s. 2022**  
**RE: RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT**  
**COMMITTEE (RMIC)**

To: All Schools Division Superintendents

1. In compliance with DepEd Memorandum No. 105, s. 2022, the Records Management Improvement Committee (RMIC) of the Schools Division Office is hereby composed as follows:

Chairman	<ul style="list-style-type: none"><li>Assistant Schools Division Superintendent</li></ul>
Vice Chairman	<ul style="list-style-type: none"><li>Chief, Administrative and Finance Section (Administrative Officer V)</li></ul>
Members	<p>The Chief or his/her duly authorized representative for the following officers:</p> <ul style="list-style-type: none"><li>Curriculum Implementation Division</li><li>Schools Governance and Operations Division</li><li>Finance</li><li>Administrative</li><li>Legal</li><li>ICT</li></ul>
Secretariat	<ul style="list-style-type: none"><li>Head, Records Unit</li></ul> <p>One representative each from:</p> <ul style="list-style-type: none"><li>Legal Unit</li><li>Finance Unit</li><li>Personnel Unit</li></ul>


2. Pursuant to the DepEd Memorandum, the RMIC shall, among others, perform the following functions:
- 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).
  - Recommend documents that are of continuing value for preservation, and which are for immediate disposal.





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- 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.
  - e. Establish a repository for the storage of records that 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 or Archives Office.
3. For activities under item 2. b and c, you may request for technical assistance on the appraisal of valueless records and proper coordination with the National Archives of the Philippines (NAP), through Ms. Olivia M. Sibug, Head of Records Section, Administrative Division, this office.
  4. Anent thereto, please advise your respective Records Officers to submit an Inventory of Records holdings in soft copy at email address [records.ro3@deped.gov.ph](mailto:records.ro3@deped.gov.ph) on or before March 15, 2023.
  5. For information and compliance.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

Reference:

DM-OUHROD No. 2022-0285

NAP Circular No. 01 dated January 20, 2009

