



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

16 February 2026

DIVISION MEMORANDUM

No. **108** s. 2026

RECONSTITUTION OF THE DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) AND SUB-COMMITTEE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **DepEd Memorandum No. 003, s. 2025** dated **January 06, 2025**, titled **Reconstitution of Records Management Improvement Committee** and **Paragraph 3.4, Article III** of the **National Archives of the Philippines (NAP) Circular No. 1** dated January 20, 2009, which states that each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, the RMIC of this division, created under Office Memorandum No. 013, s. 2021, is hereby reconstituted to be composed of the following:

I. Records Management Improvement Committee:

	Designation	Name
Chairperson	Schools Division Superintendent	Celedonio B. Balderas Jr.
Vice Chairperson	Assistant Schools Division Superintendent	Herbert D. Perez
Members	Chief Education Supervisor, School Governance and Operations Division (SGOD)	Imelda C. Raymundo
	Chief Education Supervisor, Curriculum and Implementation Division (CID)	Edwin R. Rodriguez, EdD
	Legal	Atty. Maria Hannah D. Perez
	Finance	Agnes M. Luzadas
	Administrative Officer V	Conrado C. Gabarda
	Information and Technology Officer I	Mark Bryan F. Valencia
Secretariat	Administrative Officer IV (Records)	Jeanette M. Buera
	Administrative Aide VI (Records)	Olive G. Divinagracia

The committee shall among others perform the following functions:

RMIC

- 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 the 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.
- 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 and Archives Office

SECRETARIAT

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

2. The committee shall be assisted by Sub-Committee which are hereby, likewise reconstituted to be composed of the following:

II. RMI Sub-Committee

Unit/Section	Designation	Name
Office of the Schools Division Superintendent	Administrative Assistant III	Armeen Krystel F. Zubieta
Office of the Assistant Schools Division Superintendent	Administrative Assistant III	Arjoy C. Demandante
CID	Administrative Aide VI	Erison D. Albis
LRMS	Librarian I	Edna E. Eclavea
SGOD	Project Development Officer I	Nicole May L. Lumanglas
Medical	Nurse II	Lailani T. Omlas
Finance	Administrative Assistant III	Vanzel B. Lauren Cuna
Budget	Administrative Assistant III	Johanne May J. Razon
Administrative Services	Administrative Aide VI	Angelique Joy H. Estole

Personnel	Administrative Assistant III	Kathleen J. Dazo
Supply	Administrative Aide VI	Eldwin P. Saberola
Cashier	Administrative Assistant III	Aeryll Z. Saberola
Procurement	Administrative Officer II	Jedi Diah O. Catchuela

Responsibilities:

- a. Ensure efficient implementation of records management systems, policy guidelines and programs in their respective offices.
- b. Propose plans, policy guidelines, and enhancement strategies for records management.
- c. Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines.
- d. Conduct Records Inventory and proper turn-over of records in their custody.
- e. 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 Department.

3. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: DepEd Memorandum No. 003 s. 2025

Reference: DepEd Memorandum No. 003 s. 2025

NAP) Circular No. 1 dated January 20, 2009

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

Committee

OSDS/ reconstitution of the division records management improvement committee (rmic) and sub-committee
RECK8LMP-008008/February16, 2026



Republic of the Philippines
Department of Education

JAN 06 2025

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	<p>The Director, or his/her duly designated representative of the following Strands:</p> <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	<p>The Chief or his/her duly designated representative of the following offices:</p> <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

- 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.
- Recommend policy and procedural guidelines for the improvement of records management processes, programs and systems.
- Ensure proper implementation of security and protection of records.

b. Sub-Committee - TWG for each governance level

- 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 Department.

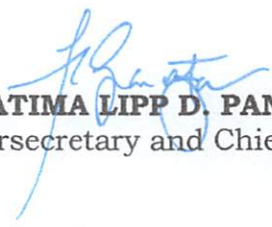
c. Committee Secretariat

- 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

