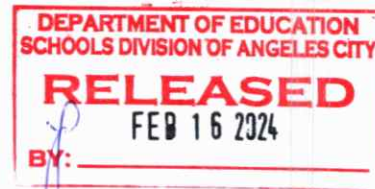




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



16 Feb 2024

**DIVISION MEMORANDUM**

No. 074, s. 2024

**COMPOSITION OF THE RECORDS MANAGEMENT IMPROVEMENT  
COMMITTEE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
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, which states that 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. The committee shall, among others, perform the following functions:

2.1 Provide oversight and guidance on the implementation of systematic Records Management Program in all phases of records management (e.g., creation, maintenance, and disposition);

2.2 Recommend documents that are of continuing value for preservation, and which are for immediate disposal;

2.3 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 approval of the Executive Director of the NAP;

2.4 Formulate policies and techniques for repairing damaged records and take positive steps to prevent loss and authorized destruction of records; and

2.5 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.

3. The RMIC is hereby created and shall be composed of the following:



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Republic of the Philippines  
**Department of Education**  
Region III  
**Schools Division of Angeles City**

DESIGNATION	NAME	POSITION TITLE
Chairman, Management Level	ENRIQUE E. ANGELES JR. PhD, CESO VI	Assistant Schools Division Superintendent
Vice-Chairman	MARIA CRISTINA S. SARMIENTO CHARLON B. OMLANG	Administrative Officer V Budget Officer III
Members	AMANDO C. YUTUC PhD	Chief – ES, CID
	EDGAR L. MANABAT PhD	Chief – ES, SGOD
	GAY Y. PANGILINAN	Accountant III
	ATTY. PAUL NIKON T. ALCAYRO	Legal Officer III
	AVENEIR V. MENDOZA	IT OFFICER I
Secretariat	EDNA T. CANLAS	Records Officer III
	PRINCESS G. SEVILLA	Administrative Aide VI
	AINA M. LAGUINDAB	Administrative Aide VI
	JANET N. RUIZ	Administrative Assistant III

4. Immediate dissemination of and compliance with this Memorandum is directed.

**ENGR. EDGARD C. DOMINGO PhD CESO V**  
Schools Division Superintendent

Reference: DepEd Memorandum No 140 s. 2016; DepEd Order 105 s. 2022

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

COMMITTEE RECORDS MANAGEMENT

MCS/AOV/February 16, 2024



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