



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 13, 2023

DIVISION MEMORANDUM

No. 82, s. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Section / Unit Heads
All Others Concerned

**COMPLIANCE WITH DEPED MEMORANDUM NO. 105, S. 2022 AND REGIONAL
MEMORANDUM NO. 070, S. 2023, RE: RECONSTITUTION OF RECORDS
MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)**

1. In compliance with DepEd Memorandum No. 105, s. 2022 and Regional Memorandum 070, s. 2023, this office reconstitute the Records Management Improvement Committee (RMIC) members as follows:

Chairman : ZUREX T. BACAY, PhD
Assistant Schools Division Superintendent

Vice Chairman : FHRIESSY CRUZ BERMUDA, II
Administrative Officer V

JOMEL V. MANGAWANG
Accountant III

Members : LARRY B. ESPIRITU, PhD
Chief ES-CID

BERNARDO A. GARGABITE, EdD
Chief ES-SGOD

MINDA V. MANGALINDAN
Administrative Officer V

JOHANN M TABING
Information Technology Officer

Secretariat : AARON S. SOBREVILLA
Administrative Officer IV

STELLA MARIE C. DUMALE
Administrative Officer IV

ANN CATHLYN T. ACOSTA
Administrative Assistant III



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DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. 50500731 QM15



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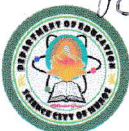
2. In adherence to the DepEd Memorandum, the RMIC, among others, perform the following functions:
 - a. Provide oversight and guidance on the implementation of a systematic Records Management Program in all phases of records management (e.g., creation, maintenance, and disposition).
 - b. Recommend documents that are of continuing value for preservation, and which are for 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.
 - 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 information and compliance.

DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

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