



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

February 28, 2023

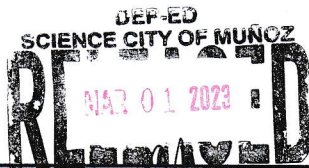
**DIVISION MEMORANDUM**

No. 107 , s. 2023

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

**SUBMISSION OF INVENTORY OF RECORD HOLDINGS IN COMPLIANCE WITH  
RM NO. 70, s. 2023 RE: COMPLIANCE WITH DEPED MEMORANDUM NO. 105,  
s. 2022 RE: RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT  
COMMITTEE (RMIC)**

1. In compliance to Regional Memorandum No. 70, s. 2023, re: **COMPLIANCE WITH DEPED MEMORANDUM NO. 105, s. 2022 RE: RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)**, under item 4, all units are requested to submit an Inventory of Records holdings per unit.
2. Deadline of submission is on March 13, 2023 at the Records Unit in hard and soft copy for consolidation of the Division RMIC and for submission to the Regional Office on or before March 15, 2023.
3. Please refer to Division Memorandum No. 82, s. 2023 regarding the reconstitution of Division Record management Improvement Committee (RMIC)
4. Attached herewith is the NAP Form 1 (Records Inventory and Appraisal) to be used as template in the conduct of inventory.
5. For clarification or queries, please contact Mr. Aaron S. Sobrevilla, Administrative Officer IV – Records Unit at [aaron.sobrevilla@deped.gov.ph](mailto:aaron.sobrevilla@deped.gov.ph) or at CP No. 0917-316-0005.
6. For information and compliance.



*Dante G. Parungao*  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent

by: *[Signature]* Loyal, Excellent, Accountable and Dedicated to Service



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



Certificate No. 50500731-0415

| NATIONAL ARCHIVES OF THE PHILIPPINES<br><i>Pambansang Sinupan ng Pilipinas</i> |                | AGENCY                |                     | ORGANIZATIONAL UNIT       |             |                  | TELEPHONE NO.:                  |                                 |                       |
|--|----------------|-----------------------|---------------------|---------------------------|-------------|------------------|---------------------------------|---------------------------------|-----------------------|
| RECORDS INVENTORY AND APPRAISAL  |                | ADDRESS               |                     | PERSON-IN-CHARGE OF FILES |             |                  | DATE PREPARED                   |                                 |                       |
| RECORDS SERIES TITLE & DESCRIPTION   | PERIOD COVERED | VOLUME IN CUBIC METER | LOCATION OF RECORDS | FREQUENCY OF USE          | DUPLICATION | TIME VALUE T / P | UTILITY VALUE Adm / F / L / Arc | RETENTION PERIOD Active / Total | DISPOSITION PROVISION |
|  |                |                       |                     |                           |             |                  |                                 |                                 |                       |
|  |                |                       |                     |                           |             |                  |                                 |                                 |                       |
|  |                |                       |                     |                           |             |                  |                                 |                                 |                       |
|  |                |                       |                     |                           |             |                  |                                 |                                 |                       |

**LEGEND:**  
 TIME VALUE: T - Temporary P - Permanent  
 UTILITY VALUE: Adm - Administrative F - Fiscal L - Legal Arc - Archival

**PREPARED BY:** \_\_\_\_\_  
 Name and Position

**ASSISTED BY:** \_\_\_\_\_  
 NAP Records Management Analyst

**APPROVED BY:** \_\_\_\_\_  
 Chief of the Division/Department



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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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

DEP-ED  
SCIENCE CITY OF MUÑOZ  
**RECEIVED**  
FEB 14 2023  
by:

DDV/2022/OASDS



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