



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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March 17, 2025

DIVISION MEMORANDUM  
OSDS No. 036, s. 2025

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

TO: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Cluster Heads  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
This Division

1. Pursuant to DepEd Order No. 005, s. 2025 titled "Reconstitution of Records Management Improvement Committee", hereunder is the composition of the Schools Division Office Records Management Improvement Committee (SDO-RMIC):

Chairperson: **Gildo G. Mosqueda, CEO VI**  
Schools Division Superintendent

Vice-Chairperson: **Gilbert B. Barrera, CESE**  
OIC-Assist. Schools Division Superintendent

Members: **Zenaida B. Porras**  
Administrative Officer V (Administrative Section)

**Arlene Rosa G. Arquiza**  
Chief-Curriculum Implementation Division

**Mayflor D. Romualdo**  
Chief – Schools Governance and Operations Division

**Jonel G. Solomon, CPA**  
Accountant III

**Joey M. Lozano**  
ICTO I

Secretariat: **Jennifer Claire A. Tayag**  
Administrative Officer IV (Records Officer)



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2. Each school shall also establish its RMIC with the composition stated in the DepEd Memorandum No. 003, s. 2025 as follows:

Chairperson:	School Head
Members:	Two members to be identified by the Chairperson
Secretariat:	School Registrar/Records Custodians

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. The composition of School-RMIC shall be submitted on or before March 31, 2025 through this Google Drive <https://tinyurl.com/SRMIC>. School heads shall ensure that the designation shall bear the heading of the school, duly signed and submitted in their respective folder provided in the link.

5. The Committee shall, among others, perform the following functions and responsibilities:

**Sub-Committee – TWG for each governance level**

i. Ensure efficient implementation of records management systems, policy guidelines and programs in their respective office;

ii. Propose plans, policy guidelines, and enhancement strategies for records management;

iii. Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines;

iv. Conduct Records Inventory and proper turn-over of records in their custody;

v. Maintains their respective storage of active and inactive records that are no longer needed by the agency but which are not yet ready for disposal; and

vi. Ensure security and preservation of vital records that are essential for decision-making and future operations of the Department.

**Committee Secretariat**

i. Provide administrative support for the TWG;

ii. Prepare reports, minutes of meetings and other communications/letters;



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- iii. Maintain related records of the committee for reference; and
  - iv. Organize the committee activities and make necessary arrangements with all concerned committee members.
6. The Committee shall submit the Records Management Improvement Plan and recommendations not later than March 31, 2025.
7. This Memorandum shall take effect immediately and shall continue to be in force until rescinded by the proper authority.
8. For the information, guidance and compliance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
School Division Superintendent  


*Enclosure:* As stated

*Reference:* DepEd Memorandum 003, s. 2025 – Reconstitution of Records Management Improvement Committee

*Allotment:* None

*To be included in the Perpetual Index under*

COMMITTEES                      RECORDS                      SCHOOLS

*JCAT/DM/Reconstitution of Records Management Improvement Committee (RMIC)/ March 17, 2025*



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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"><li>• Strategic Management</li><li>• Operations</li><li>• Human Resource and Organizational Development</li><li>• Curriculum and Teaching</li><li>• Finance</li><li>• Legal Affairs and Legislative Affairs</li><li>• Procurement</li><li>• Office of the Secretary</li></ul>
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"> <li>• Strategic Management</li> <li>• Operations</li> <li>• Human Resource and Organizational Development</li> <li>• Curriculum and Teaching</li> <li>• Finance</li> <li>• Legal and Legislative Affairs</li> <li>• Procurement</li> <li>• Office of the Secretary</li> </ul>
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"> <li>• Curriculum and Learning Management Division</li> <li>• Education Support Services Division</li> <li>• Field Technical Assistance Division</li> <li>• Quality Assurance Division</li> <li>• Policy, Planning and Research Division</li> <li>• Human Resource Development Division</li> <li>• Administrative Division</li> <li>• Finance Division</li> <li>• Legal Unit</li> <li>• ICT Unit</li> <li>• Public Affairs Unit</li> </ul>
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"><li>• Administrative Section</li><li>• Curriculum Implementation Division</li><li>• Schools Governance and Operations Division</li><li>• Finance Section</li><li>• Legal</li><li>• ICT</li></ul>
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](mailto: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