



Republic of the Philippines  
**Department of Education**

01 SEP 2016

DepEd MEMORANDUM  
No. **140**, s. 2016

**CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
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:
  - a. Implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
  - b. Identify and preserve documents which are of continuing value and promptly dispose of those which are of temporary upon the expiration of a predetermined period;
  - 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. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
  - e. Establish a repository for the storage of records which 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 composition of the RMIC is found in the enclosure.
4. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 687-1449 and (02) 633-7218.
5. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

N o n e

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

BUREAUS AND OFFICES

COMMITTEE

OFFICES

OFFICIALS

RECORDS

STRAND: Finance and Administration

SMMA/DM Records Management Improvement Committee  
0573-August 16, 2016

(Enclosure to DepEd Memorandum No. 140, s. 2016)

## **COMPOSITION OF THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

**Department's Executive Coordinator** : Undersecretary for Administration

**Department's Executive Co-Coordinator** : Director, Administrative Service

### **a. Central Office Committee**

**Chairman** : Chief Administrative Officer, Records Division

**Vice Chairman** : Director, Information and Communications  
Technology Service

**Members** :

- Curriculum and Instruction**  
Director, Bureau of Curriculum Development  
Director, Bureau of Learning Delivery  
Director, Bureau of Education Assessment  
Director, Bureau of Learning Resources
- Governance and Operations**  
Director, Bureau of Learner Support Services  
Director, National Educators Academy of the  
Philippines  
Director, Project Management Service  
Director, Bureau of Human Resource  
and Organizational Development
- Legal and Legislative Affairs**  
Director, Legal Service
- Finance and Administration**  
Director, Finance Service  
Director, Procurement Service
- Strategic Management**  
Director, Planning Service  
Director, Public Affairs Service  
Director, Disaster Risk Reduction  
and Management Service  
Director, External Partnership Service
- Office of the Secretary**  
Director, Internal Audit Service

**Secretariat:** Records Division, Administrative Service, Central Office

### **b. Regional Office Committee**

**Chairman** : Assistant Regional Director

**Vice Chairman** : Head of Records Section

**Members** :

- Chief, Curriculum and Learning Management  
Division
- Chief, Education Support Services Division
- Chief, Field Technical Assistance Division
- Chief, Quality Assurance Division
- Chief, Policy, Planning and Research Division
- Chief, Human Resource Development Division
- Chief, Administrative Division
- Chief, Finance Division
- Chief, Legal Unit
- Chief, ICT Unit
- Chief, Public Affairs Unit

**Secretariat:** Records Section, Regional Office

c. **Division Office Committee**

- Chairman** : Assistant Schools Division Superintendent
- Vice Chairman** : Head of Records Unit
- Members** : Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations  
Division  
Chief, Administrative and Finance Section  
Chief, Legal Unit  
Chief, ICT Unit

**Secretariat:** Records Unit, Division Office