



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 03, 2023

DIVISION MEMORANDUM

No. 006, s. 2023

**RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE
FOR THE YEAR 2023**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Other Concerned

1. This Office hereby informs all concerned of the Composition of the Schools Division Records Management Committee for CY 2023 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 Schools Division Records Management Improvement Committee is as follows:

Chairman : Myra P. Mebato, CESO VI
Assistant Schools Division Superintendent

Vice Chairman: Maricel D. Avila, Accountant III
Dorothy Joy B. Yting, Administrative Officer V
(Admin)

Members : Anacleta A. Gacasan, CID Chief
Susan Epifania B. Carpio, SGOD Chief
Atty. Vicente Sheldon A. Zabala, Attorney III
Regie A. Cathedral, IT Officer 1
Ivy J. Cabual, Administrative officer V. (Finance)
Adda Liza J. Saquin, Administrative Officer IV
(Personnel)



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Secretariat: Elsie E. Ostia, Administrative Officer IV (Records)
Brenda O. Acierto, Administrative Officer II
Dinalyn A. Ramayrat, Administrative Assistant III
Julie G Pranciliso, Administrative Assistant III
Ivy C. Bendiola, Administrative Aide VI

3. The Committee shall, 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 and the final approval of the Executive Director of the NAP;
 - d. Formulate 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 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.

4. Immediate dissemination of this Memorandum is desired.

JEAN G. VELOSO
Schools Division Superintendent



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