



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Division Memorandum No. 063, series 2023

**RE-COMPOSITION OF THE DIVISION RECORDS MANAGEMENT
IMPROVEMENT COMMITTEE (RMIC)**

To: Assistant Schools Division Superintendent
Division Chiefs
Functional Unit Heads
All concerned.

1. Pursuant to Regional Memorandum No. 070, series 2023, the Schools Division of Bulacan announces the designation of the following who will constitute the new set of Records Management Improvement Committee (RMIC):

Chairperson : **Cecilia E. Valderama, PhD.**
Assistant Schools Division Superintendent

Vice Chairman: **Josefina S. Pedroche**
Administrative Officer V

Members : **Gregorio C. Quinto, Jr.**
Chief- Curriculum Implementation Division (CID)

Cecil S. Custodio, PhD
Chief- Schools Governance & Operation Division (SGOD)

Atty. Elmer D. Lopez
Attorney III (Legal Officer)

Agnes Seifnezhad
Division Accountant

Victoria O. Madrigal
Administrative Officer IV

Atty. Elmer D. Lopez
Attorney III (Legal Officer)

Richard Biglete
Information Technology Officer II

Secretariat : **Lorena P. Bodoso**
Administrative Officer IV (Records Unit)
(Head)

Members

Federico Sanvictores
Administrative Assistant III
(Records Unit)





Ronalyn Paulino

Administrative Assistant III
(Finance Unit)

Pauline Hilario Calayag

Administrative Assistant II
(Personnel Unit)

Aldous John Tanquis

Administrative Staff
(Legal Unit)

2. In accordance with the DepEd Memorandum, the Committee shall among others perform these functions as follows:
 - 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 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.
 - 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 Archives Office.
3. Immediate dissemination of this memorandum is desired.

ROWENA T. QUIAMBAO, CESE

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

RECORDS UNIT
February 20, 2023

