



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE  
Lagawe, Ifugao



Division Memorandum  
No. s. 2016

To: OSDS, CID and SGOD Divisions  
Elementary and Secondary School Heads  
and others Concerned

From: SALLY B. ULLALIM, CESO V  
Schools Division Superintendent

Date: September 6, 2016

Subject: Creation of Records Management Improvement Committee (RMIC)

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 Agency.

2. RMIC Composition

Chairman	Geraldine B. Gawi	OIC- ASDS
Vice Chairman	Gertrudes G. Alindayo	Administrative Officer IV
Members	Jacqueline C. Lunag	Chief, SGOD
	Marciana M. Aydinan	Chief, CID
	Aireen B. Nayao	Accountant III
	Nelson Lopez	Legal Officer
	Richard Butale	ITO

3. 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 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.

4. Immediate dissemination of this Memorandum is desired.