



**DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY**

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DIVISION MEMORANDUM
No. 463 s. 2016

2016-09-053
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: SEP 06 2016 Time: 9:39
By: [Signature]

TO: Ralph T. Quirog, Chief, CID
Lorenzo O. Capacio, Chief, SGOD
Atty. Ophelia Pilar R. Zamora, Legal Officer III
Paul John P. Arias, Division IT Officer I
Rhysa Cyle C. Rosalejos, CPA, Accountant III
Jutchel L. Nayra, DPA, Admin. Officer V
Sybil L. Maputi, Admin. Officer V
Florabelle R. Porras, Admin. Officer IV

FROM: *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: September 2, 2016

SUBJECT: COMPOSITION OF DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)

1. In consonance with DepEd Memorandum No. 140, s. 2016, dated September 1, 2016 re: **Creation of Records Management Improvement Committee (RMIC)**, a Division Records Management Improvement Committee (RMIC) is hereby formally established as an advisory body on the improvement of all phases of records management composed of the following:

Chairman:	Jutchel L. Nayra, DPA – Admin. Officer V
Vice Chairman:	Florabelle R. Porras, Admin. Officer IV
Members:	Ralph T. Quirog, Chief, CID
	Lorenzo. O. Capacio, EdD., Chief, SGOD
	Atty. Ophelia Pilar R. Zamora, Legal Officer III
	Paul John P. Arias, Division, IT Officer I
	Rhysa Cyle C. Rosalejos, CPA, Accountant III
	Sybil L. Maputi, Admin. Officer V, Budget

The committee shall perform the following functions:

1. Implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
2. Identify and preserve documents which are of continuing value and promptly dispose those which are of temporary value when their life span has expired;
3. Determine the retention period of the agency's records and formulate the Records Disposition Schedule;
4. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
5. Establish a repository for the storage of records that are inactive, or a program to transfer the records to Records Management and Archives Office.

For guidance and strict compliance.

Encl: As stated
Copy furnished: Records Unit

TO BE POSTED IN THE WEBSITE