



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

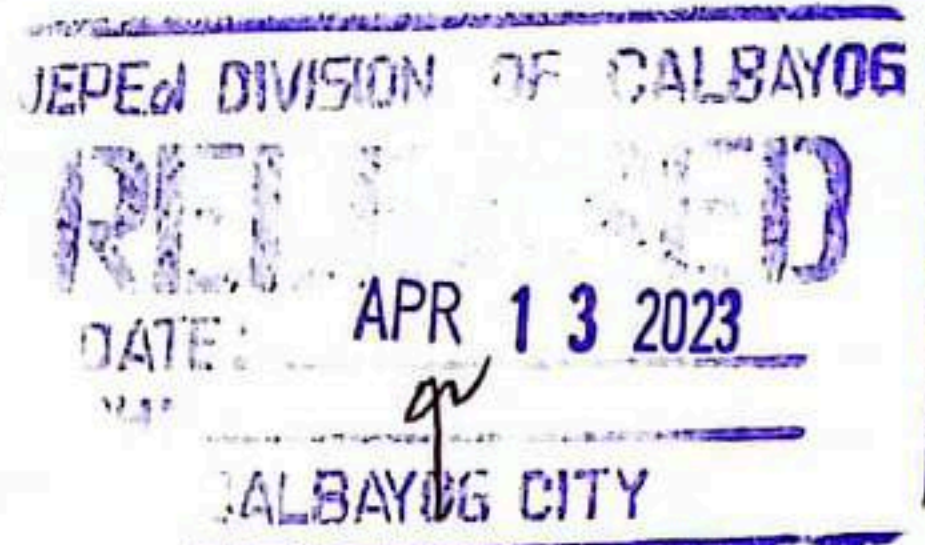
DIVISION MEMORANDUM
 No. 136, s. 2023

TO: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Supervisors
 Administrative Officers
 School Heads (Elementary & Secondary)
 Section heads
 All Others Concerned

FROM: **MOISES D. LABIAN JR. PhD, CESO VI**
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

SUBJECT: **RECONSTITUTION OF DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) AND THE CREATION OF RECORDS CUSTODIAN PER UNIT**

DATE: April 13, 2023



- Pursuant to Paragraph 3.4 Article III of the National Archives of the Philippine (NAP) Circular No. 1 dated January 20, 2009, which states that each agency shall create a Records Management Improvement Committee (RMIC) as advisory body on the development of records management, the chairman and the members of which shall be designated by the Head of Agencies.
- The list of members and its duties and responsibilities were based on DepED Memorandum No. 105, s. 2022 entitled Reconstitution of Records Management Improvement Committee.

I. Updated Composition of Division Records Management Improvement Committee (RMIC)

	Name	Position
Chairman	Sherlita A. Palma	Asst. Schools Div. Superintendent
Vice-Chairman	Edita S. Cano	AO-V, Administrative Services
	Sheryll Ann Marie G. Lacaba	Accountant III
Members	Renato S. Cagomoc	CID Chief
	Ubaldo D. Diomangay	SGOD Chief
	Suzette P. Candaza	AO-IV, Cash
	Sunshine Marjorie E. Ventures	AO-V, Budget
	Maria Catherine S. Barandino	Attorney III
	Gary H. Ballon	ITO I
Secretariat	Grace S. Pagunsan	AO-IV, Records Section
	Sharon M. Gonzalbo	AO-II, Accounting
	Maria Angela B. Antonio	AO-IV Personnel

3. The Committee shall, among others, perform the following functions:
 - a. Provide oversight and guidance on the implementation of 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.

II. Records Custodian per Unit

Unit/Section	Name	Designation
OSDS	Leah D. Balane	AO II
OASDS	Christie N. Drilon	ADA VI
CID	Mariel Abayon	ADAS II
SGOD	Aliza B. Roa	ADAS II
Administrative	Edna Bagallon	ADAS II
Personnel	Jennifer C. Alvarez	AO II
Cashier	May Angelica R. Comota	ADAS II
Supply	Sarah Kay Baloca	ADA VI
Records	Jomarton B. Ladag	ADA VI
Payroll	MA. Lourdes A. Posto	ADAS III
Accounting	Dell Christine V. Aniban	ADAS III
Budget	Arjay Alvarez	ADAS II
Health	Adrian Marie C. Nuevo	Nurse II
ICT	Drixel Idol R. Ortega	ADAS III
Legal	Ivy Mahayag	JO

Responsibilities:

- a. Perform records management functions in their respective units; and
 - b. Responsible for the Document Tracking in their unit.
4. For the information and guidance of all concerned.

