



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY



Office of the Schools Division Superintendent

July 18, 2025

DIVISION MEMORANDUM

OSDS-2025- 474

**RECONSTITUTION OF RECORDS MANAGEMENT
IMPROVEMENT COMMITTEE (RMIC)**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
OSDS Section Heads/Staff
All Others Concerned

1. Pursuant to DepEd Memorandum No. 003, s.2025 dated January 6, 2025, underscoring Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009, that each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, this Office hereby announces the reconstitution of the Records Management Improvement Committee due to inevitable personnel movement, to wit:

Chairperson	Jay S. Montealto, CESO VI OIC - Schools Division Superintendent
Vice Chairperson	Aurelio A. Santisas, CESE Assistant Schools Division Superintendent
Members	Vicente Jose V. Suarez II Chief Education Supervisor (CID)
	Sherlito E. Sagapsapan Chief Education Supervisor (SGOD)
	Lourence N. Reyes Information Technology Officer I
	Rosa Belinda P. Gemperoso Administrative Officer V (Budget)
	Geordito T. Olario Administrative Officer V (A/S)
	Antho John S. Soriano Planning Officer III /Legal Officer Designate
Secretariat	Cynthia O. Dalman Administrative Officer IV (Records)
	Cherry Maih E. Abellon Administrative Assistant II (Records)



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

2. The Division Records Management Improvement Committee is expected to perform the following functions:

a. Sub-Committee - TWG for each governance level

- i. Ensure efficient implementation of records management systems, policy guidelines and programs in their respective offices.
- ii. Propose plans, policy guidelines, and enhancement strategies for records management.
- iii. Implement the Records Disposition Program in their respective Offices as approved by the National Archives of the Philippines.
- iv. Conduct Records Inventory and proper turn-over of records in their custody.
- v. Maintain their respective storage of active and inactive records that are no longer needed by the agency but which are not yet ready for disposal.
- vi. Ensure security and preservation of vital records that are essential for decision-making and future operations of the department.

b. Committee Secretariat

- i. Provide administrative support for the TWG.
- ii. Provide reports, minutes of meetings, and other communication/letters.
- iii. Maintain related records of the committee for reference.
- iv. Organize the committee activities and make necessary arrangements with all concerned committee members.

3. Each school is directed to create a School Records Management Improvement Committee with the following composition:

Chairperson	School Head
Members	Two members to be identified by the Chairperson (non-teaching personnel)
Secretariat	School Registrar/Records Custodian (non-teaching personnel)

4. Immediate and wide dissemination of this Memorandum is desired.



JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent