



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

February 19, 2026

**DIVISION MEMORANDUM**  
No. 079, s. 2026

**RECONSTITUTION OF DIVISION RECORDS MANAGEMENT  
IMPROVEMENT COMMITTEE (RMIC) AND RMI SUB-COMMITTEE**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Unit/Section Heads  
Records Management Improvement Committee  
RMI Sub-Committee Members  
Public School Heads  
All Others Concerned

1. Attached is Deped Memorandum No. 003, s. 2025, entitled **“Reconstitution of the Records Management Improvement Committee”**, for information and guidance.
2. This Office hereby announces the updated list of members and RMI Sub-Committee. They are as follows:

Table 1.  
Division Records Management Improvement Committee (RMIC)

	Names
Chairperson	Dr. Margarito A. Cadayona, Jr. CESO VI Schools Division Superintendent
Vice-Chairperson	Dr. Jun-Nilou D. Dulfo OIC-Assistant Schools Division Superintendent
Members	Dr. Renato S. Cagomoc Chief, Curriculum Instruction Division  Dr. Avelina P. Tupa OIC Chief, School Governance & Operations Division  Grace S. Pagunsan Administrative Officer V  Sheryl Ann Marie G. Lacaba Accountant III  Atty. Rhea P. Aguado Attorney III  Gary H. Ballon Information Technology Officer

Secretariat	Maria Angela B. Antonio Administrative Officer IV  Alvin H. Drilon Administrative Aide VI  Rio Francis A. Pagunsan Administrative Aide IV
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Table 2.  
Division Records Management Improvement Sub-Committee

Unit/Section	Names
OSDS	April Joyce R. Porlares
OASDS	Jovy-Anne T. Barrel
Administrative Services	Rowena Y. Dealagdon
Personnel	Jennifer Campillo-Alvarez Edna G. Bagallon Glen F. Borela Mary Ann E. Lomoljo
Payroll	Jay-ar John Panoy Ma. Lourdes A. Posto
Cash	Paul Joseph Diaz Ma. Carmen Esquierdo
Supply	Gennerson T. Nabual Sarah Kay S. Baloca Glenda Leopardas
Procurement	Kristabel Cabral-Notarte Christy N. Drilon
Accounting	Lenie C. Anquilan Glen Portura Gian Carlo Gacola
Budget	Ashley Nicole D. Bongo Genalyn Vina V. Niegas Mapeth M. Quiñones
ICT	Drixel Idol R. Ortega
Legal	Renalyn B. Sario
CID	Lilibeth G. Ortiz Bench M. Bongoyan
SGOD	Sharon D. Balza Joanna Lou V. Portura
Health	Nikki Ivy S. Dollado Adrian Marie C. Nuevo

### 3. Duties and Functions:

#### A. DepEd-NRMIC Advisory Body

- i. Provide oversight and implementation of a systematic Records Management Program and Records Management System in all phases from creation, maintenance and disposition in accordance with existing laws and guidelines.
- ii. Recommend policy and procedural guidelines for the improvement of records management processes, programs, and systems.
- iii. Ensure proper implementation of security and protection of records.

- B. RMI 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 Philippine's.
  - 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.
4. Relative to this issuance of Memorandum, all schools are hereby enjoined to reconstitute their Records Management Improvement Committee, provided that no teaching personnel shall be designated as members and secretariat of the committee in strict compliance with DepEd Order No. 002, s. 2024 or the Immediate Removal Administrative Tasks of Public School Teachers.
5. Immediate dissemination of this Memorandum is earnestly desired

  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Schools Division Superintendent



*Enclosure: As stated*  
*Reference: As stated*

To be indicated in the Perpetual Index under the following subjects:  
BUREAUS AND OFFICES      COMMITTEE      OFFICES.  
OFFICIALS      RECORDS      SCHOOLS



Republic of the Philippines  
**Department of Education**

JAN 06 2025

DepEd MEMORANDUM  
No. **003**, s. 2025

**RECONSTITUTION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009, 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 the Agency.
2. In view of the foregoing, the Department of Education (DepEd) RMIC shall be reconstituted as follows:

**a. DepEd National Records Management Improvement Committee (DepEd-NRMIC)**

Chairperson	Undersecretary for Administration
Vice Chairperson	Assistant Secretary for Information and Communications Technology Service (ICTS)
Members	The Executive Committee (ExeCom) Lead or their duly designated representative of the following Strands: <ul style="list-style-type: none"><li>• Strategic Management</li><li>• Operations</li><li>• Human Resource and Organizational Development</li><li>• Curriculum and Teaching</li><li>• Finance</li><li>• Legal Affairs and Legislative Affairs</li><li>• Procurement</li><li>• Office of the Secretary</li></ul>
Secretariat	Records Division

**b.** The DepEd-NRMIC shall be supported by a Sub-Committee in each governance level as Technical Working Group (TWG), to wit:

**i. Central Office-Records Management Improvement Committee (CO-RMIC)**

Chairperson	Undersecretary for Administration
Vice Chairperson	Director for Administrative Service
Members	The Director, or his/her duly designated representative of the following Strands: <ul style="list-style-type: none"> <li>• Strategic Management</li> <li>• Operations</li> <li>• Human Resource and Organizational Development</li> <li>• Curriculum and Teaching</li> <li>• Finance</li> <li>• Legal and Legislative Affairs</li> <li>• Procurement</li> <li>• Office of the Secretary</li> </ul>
Secretariat	Records Division

**ii. Regional Office - Records Management Improvement Committee (RO-RMIC)**

Chairperson	Regional Director
Vice Chairperson	Assistant Regional Director
Members	The Chief or his/her duly designated representative of the following offices: <ul style="list-style-type: none"> <li>• Curriculum and Learning Management Division</li> <li>• Education Support Services Division</li> <li>• Field Technical Assistance Division</li> <li>• Quality Assurance Division</li> <li>• Policy, Planning and Research Division</li> <li>• Human Resource Development Division</li> <li>• Administrative Division</li> <li>• Finance Division</li> <li>• Legal Unit</li> <li>• ICT Unit</li> <li>• Public Affairs Unit</li> </ul>
Secretariat	Records Section

**iii. Schools Division Office - Records Management Improvement Committee (SDO-RMIC)**

Chairperson	Schools Division Superintendent
Vice Chairperson	Assistant Schools Division Superintendent
Members	The Chief or his/her duly designated representative of the following offices: <ul style="list-style-type: none"> <li>• Administrative Section</li> <li>• Curriculum Implementation Division</li> <li>• Schools Governance and Operations Division</li> <li>• Finance Section</li> <li>• Legal</li> <li>• ICT</li> </ul>
Secretariat	Records Unit

**iv. Schools - Records Management Improvement Committee (Schools-RMIC)**

Chairperson	School Head
Members	Two members to be identified by the Chairperson
Secretariat	School Registrar/Records Custodian

**Functions and Responsibilities**

**a. DepEd-NRMIC Advisory Body**

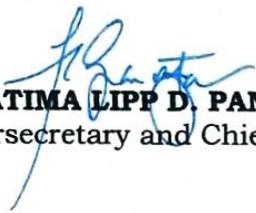
- i. Provide oversight and guidance on the implementation of a systematic Records Management Program and Records Management System in all phases from creation, maintenance and disposition in accordance with existing laws and guidelines.
- ii. Recommend policy and procedural guidelines for the improvement of records management processes, programs and systems.
- iii. Ensure proper implementation of security and protection of records.

**b. 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.

**c. Committee Secretariat**

- i. Provide administrative support for the TWG.
  - ii. Prepare reports, minutes of meetings and other communications/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. For the Schools-RMIC, no teaching personnel shall be designated as members and secretariat of the committee in strict compliance with DepEd Order No. 002, s. 2024 or the Immediate Removal of Administrative Tasks of Public School Teachers.
4. For more information, all concerned may contact the **Administrative Service-Records Division**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [as.rd@deped.gov.ph](mailto:as.rd@deped.gov.ph) or at telephone number (02) 8633-7218.
5. Immediate dissemination of this Memorandum is desired.

  
**ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff

**References:**

- DepEd Order (No. 002, s. 2024)  
DepEd Memorandum No. 105, s. 2022



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