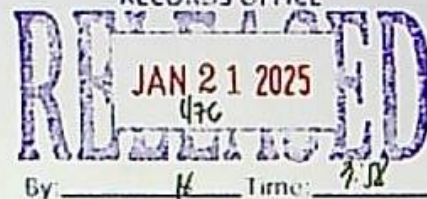




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE



Office of the Schools Division  
Superintendent

January 14, 2025

**DIVISION MEMORANDUM**

No.: 025, s. 2025

**RECONSTITUTION OF SCHOOLS DIVISION OFFICE - RECORDS MANAGEMENT  
IMPROVEMENT COMMITTEE**

To: Assistant Schools Division Superintendent  
Chiefs of Functional Division- CID & SGOD  
Administrative Officer V  
Legal Officer  
IT Officer  
Records Unit Personnel  
Other Personnel 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.
2. In view of the foregoing, the Schools Division Office of Dagupan City - Records Management Improvement Committee is as follows:

Chairperson:	ROWENA C. BANZON EdD, CESO V
Vice Chairperson	ANNA LIZA M. CHAN
Members	MYREL ANGELICA N. LOPEZ MARIA LINDA R. VENTENILLA EDILBERTO R. ABALOS HARKING C. REYES ATTY. JOSE O. OVIEDO REYNANTE B. INFANTE
Secretariat:	PILITA O. BAUTISTA APRILLE EVE D. DIAZ



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division  
Superintendent

**Functions and Responsibilities**


**a. Schools Division Office**

- 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. Prepare 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. For your information.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent