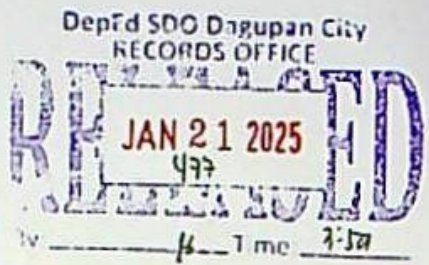




Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
 Superintendent

January 14, 2025

DIVISION MEMORANDUM

No.: 026, s. 2025

**SUBMISSION OF SCHOOL RECORDS MANAGEMENT IMPROVEMENT
 COMMITTEE**

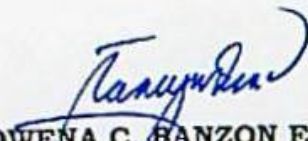
To: Assistant Schools Division Superintendent
 Chiefs of Functional Division- CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officer V
 School Head (Elementary and Secondary)
 Other Personnel Concerned

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, all schools are requested to submit the names of their Records Management Improvement Committee to the Division Records Office on or before January 27, 2025 as follows:

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

3. Please be reminded 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 of Administrative Tasks of Public School Teachers.

4. For appropriate action and compliance.


ROWENA C. BANZON EdD, CESO V
 Schools Division Superintendent

