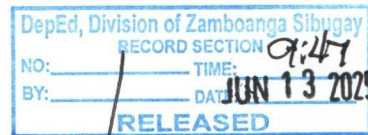




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



11 June 2025

**DIVISION MEMORANDUM**

No. 200, s. 2025

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

TO : Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Section Heads  
All Others Concerned  
*This Division*

1. In compliance with DepEd Memorandum No. 003, s. 2025, the composition of Records Management Improvement Committee (RMIC) is hereby reconstituted as follows:

**a. Schools Division Office - RMIC**

Chairperson : VIRGILIO P. BATAN, JR., CESO V  
*Schools Division Superintendent*

Vice Chairperson: MA. COLLEEN L. EMORICHA, Ed.D., CESO VI  
*Assistant Schools Division Superintendent*

Members : GRACE R. JUGNO  
*Administrative Officer V*

EVELYN F. IMPORTANTE  
*Chief CID*

DR. OLIVER B. TALAOC  
*Chief SGOD*

MARY BENETH G. LAGROMA, CPA  
*Accountant III*

MARIA AYLENE C. MASCARIÑA  
*Administrative Officer V (Budget)*



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CHRISTINE JOYCE S. PACO  
*Attorney III*

JEKYLL D. CADUNGOG  
*Information Technology Officer I*

Secretariat : MARIA LIVIE A. LAQUE  
*Administrative Officer IV (Records)*

KASSEL MANILOU J. LARA  
*Administrative Assistant II (Records)*

The RMIC is expected to perform the following functions:

- a. Provide oversight and guidance on the implementation of a 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.

For immediate dissemination of this Memorandum is desired.

  
**VIRGILIO P. BATAN, JR., CESO V**  
*Schools Division Superintendent*

Encl: As stated

Reference:

RA 9470 National Archives of the Philippines Act of 2007

To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEE  
EMPLOYEES  
OFFICIALS  
TEACHERS

ZS-DM-ADMIN-RECORDS-2025-06-047-0  
MLL-20250611



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