



October 28, 2016

DIVISION MEMORANDUM  
NO. 616, s. 2016

**CREATION OF DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

To: The Records Management Improvement Committee  
Others Concerned

1. Pursuant to DepEd Memorandum No. 140, s. 2016 and Regional Memorandum No. 665, s. 2016 entitled, "Creation of Records Management Improvement Committee," the following shall compose and are designated as the Division Office Committee:

Chairman : Dr. Marcelo K. Palispis  
*Assistant Schools Division Superintendent*

Vice Chairman : Mrs. Jocelyn P. Cutin  
*Head of Records Unit*

Members : Dr. Elisea G. De La Torre  
*Chief, Curriculum Implementation Division*

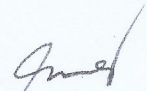
Dr. Beatriz C. Luga  
*Chief, Schools Governance and Operations Division*

Mrs. Michelle T. Sagaral  
*Chief, Finance Section*

Mr. Ruel C. Namocatcat  
*Chief, Administrative Section*

Engr. Jose C. Mariñas III  
*Chief, ICT Unit*

2. The Committee shall, among others, perform the following functions:
- Implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition;
  - Identify and preserve documents which are of continuing value and promptly dispose of those which are of temporary upon the expiration of a predetermined period;
  - 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;
  - Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
  - Establish a repository for the storage of records which 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.
3. For guidance and compliance.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent 