



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 422, s. 2022

November 15, 2022


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

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Administrative Officer V (Admin. Division)
Administrative Officer V (Finance Division)
Legal Officer
Information Technology Officer
Administrative Officer IV (Records Section)

1. Pursuant to DepEd Memorandum No. 105 s.2022 dated November 09, 2022 entitled, “Reconstitution of Records Management Improvement Committee”, this Office announces the composition of the Division’s RMIC:

Chairman	:	Casiana P. Caberte (ASDS)
Vice Chairman	:	Aquilino T. Milar Jr. (AO V) Michelle T. Sagaral (Accountant)
Members	:	John Ariel A. Lagura (Chief, CID) Filomena C. Tanggaan (OIC- Chief, SGOD) Julie Ann Kristie A. Redillas (OIC- AO V – Budget & Finance) Brendalou D. Arancana (AO IV) Atty. Katrina B. Ora (OIC-Legal Officer III) Jose C. Mariñas III (ITO)
Secretariat	:	Jocelyn P. Cutin (AO IV – (Records Section) April R. Taghap (Admin. Office) Felisa B. Deligencia (Finance Unit) Joanalli R. Operiano (Personnel Unit)

2. Wide dissemination of this Memorandum is desired.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JAL/CPC/ATM
Joy'22



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