

Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

14 September 2021

SPECIAL ORDER

No. dr

Series of 2021

SUBJECT: NEW COMPOSITION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)

In the interest of service and for a better implementation of our Records Management and Disposition Program, a Records Management Improvement Committee is hereby reconstituted as follows:

Chair: Melody Memita
Vice Chair: Lyn Pardilla
Secretary: Jesabell Gayod

Members: Records Custodian of each Division/Unit

OD	Juan Carlo Eugerio
OAD	Aiko Monique del Mundo
HRMU	Joann Azares
PU	Magdalena Calimutan
SU	Vincent Visitacion
CMU	Leilani Palevino
GSU	Teresita Añonuevo
BU	Ferry Joy Añosa
AU	Jocelyn Dionido
IAU	Julieta Yonzon
RPDD	Jan Pauline Martinez
RCD	Elmer Gumban
KMISD	Peter John Cagula
COA	Joyce Ann Cristine Gumban

The Committee shall, among others, perform the following functions:

1. Formulate policies of effective, efficient and economical implementation of the Records Disposition Program;



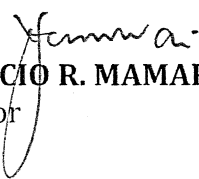
(+632) 8461-2800 / 8461-2900
✉ r4d@bar.gov.ph
🌐 www.bar.gov.ph
📱 @DABAROfficial

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with empowered and prosperous farmers and fisherfolk*



2. Responsible for the systematic records management program in all phases of Records Management, i.e. creation, maintenance and disposition;
3. Oversee the inventory, analysis and evaluation of records;
4. Responsible for the identification and preservation of documents which are of continuing value and requiring permanent retention and records temporary value which may be promptly disposed of at the expiration of pre-determined periods;
5. Determine the retention period of agency's records and formulate the Records Disposition Schedule subject to the approval of the National Archives of the Philippines (NAP)
6. Secure authority from the NAP for the disposal of valueless records and/or transfer of the archival records
7. Take charge of the custody of valueless records until their disposal is authorized;
8. Oversee the actual disposal of records and/or transfer of the archival records to NAP and maintain all documents pertaining thereto;
9. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records;
10. Establish a depository space/area for the storage of records.

This order shall take effect immediately and shall automatically supersede all Orders found inconsistent herewith.


VIVENCIO R. MAMARIL, Ph. D.
Director