



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 724
Series of 2024

TO:

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Ms. Maria Roberta S. Miraflor	- Vice Chairperson
Ms. Honey Sofia V. Colis	- Member
Ms. Jennifer E. Ando	- Member
Ms. Miriam M. dela Torre	- Member
Ms. Ma. Elsa M. Umpad	- Member
Ms. Pamela P. Oraño	- Member
Ms. Maria Teresa A. Cruz	- Member
Mr. Nick Freddy R. Bello	- Member
Head of Unit of Concerned Office	- Member

RE: Records Management Improvement Committee (RMIC)

FROM:


DR. PROSE IVY. G YEPES
University President

DATE: August 30, 2024

By virtue of the authority vested in me by the VSU Boards of Regents, you are hereby designated to constitute the Records Management Improvement Committee (RMIC) effective immediately until December 31, 2024 or unless sooner terminated or revoked by higher authorities.

The main functions of the committee are as follows:

1. Responsible for the systematic records management program of the university;
2. Identify and preserve documents which are of continuing value;
3. Determine the retention period of the agency's records and make Records Disposition Schedule (RDS) subject to the approval of this office for recommendation to the National Archives of the Philippines (NAP);
4. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
5. Establish depository of records in each unit 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 National Archives of the Philippines (NAP).

Please be guided accordingly.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
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