



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM NO. 193
Series of 2025

TO: **Atty. Rysan C. Guinocor** - **Chairperson**
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 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: **Composition of Records Management Improvement Committee (RMIC)**

FROM: **DR. PROSE IVY G. YEPES**
 University President

DATE: **January 21, 2025**

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, 2025, 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 in all phases of records management program, i.e. Creation, Maintenance and Disposition of Records;
2. Identify and preserve documents which are of continuing value;
3. Do inventory, initial study and appraisal of the records in the university;
4. Implement the Records Retention and Disposition Schedule which is duly approved by the Executive Director of the National Archives of the Philippines;
5. Establish depository of records in each unit which are no longer needed but not yet ready for disposal; and
6. Develop a University Records Management Manual of Procedures.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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