



23 March 2021

MEMORANDUM NO. 381
Series of 2021

T O: **Atty. Rysan C. Guinocor** - **Chairperson**
Ms. Ma. Roberta S. Miraflor - **Vice Chairperson**
Ms. Honey Sofia V. Colis - **Member**
Ms. Jennifer E. Ando - **Member**
Ms. Maria Teresa A. Cruz - **Member**
Ms. Erlinda S. Esguerra - **Member**
Ms. Marwen A. Castañeda - **Member**
Ms. Pamela P. Oraño - **Member**
Ms. Ma. Elsa M. Umpad - **Member**
Head of Unit of Concerned Office - **Member**

R E: **Records Management Improvement Committee (RMIC)**

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, 2021 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.

EDGARDO E. TULIN
President

cc: Ms. L. C. Ampac
Ms. G. M. Espinosa

Records
File