



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
REGION IV-A CALABARZON

December 5, 2019

**REGIONAL ORDER**

**No. 2019-978**

**SUBJECT : CONSTITUTION OF THE REGIONAL RECORDS MANAGEMENT IMPROVEMENT COMMITTEE**

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In the interest of the service and pursuant to Rule 3.4 of the National Archives of the Philippines (NAP) General Circular No. 1, 2, 2009, the Regional Records Management Improvement Committee (RRMIC) of this Department is hereby constituted to be composed of the following:

Chairman	-	Dr. Carina S. Cruz	Chief, FAD
Vice-Chairman	-	Maria Concepcion A. Gonzales	SAO
Members	-	Maybelline M. Monteiro	ITO I
		Leticia P. Delgado	AO III
		Hannah Grace P. Solis	AO IV- OIC HRMO
		Kitch Karianne R. Gogolin (LGCDD)	LG00 II
		Dennis S. Castillo (LGMED)	ADA VI
		Joyce Arla Peach B. Escalante (ORD)	ADAS III
		Reymundo A. Matienzo Jr. (Cavite)	ADA IV
		Hannah Krystel R. Castro (Laguna)	LG00 II
		John Evert J. Adajar (Batangas)	ADAIV
		Jean Valerie M. Bautista (Rizal)	ADA IV
		Maribel P. Moreno (Quezon)	ADA VI
		Maria Fe V. Jasul (Lucena City)	ADA IV
		Reschiel B. Veridiano	ADA IV
		Shiela Mei E. Olivar	ADA IV
Secretariat	-	Rafael M. Saturno	ADA IV

The RRMIC shall perform the following functions:

1. Advise the Regional Director on matters related to records management;
2. Review, update and clearly define the existing policy statements, directives and procedures on records management;



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3. Develop an efficient and cost-effective mechanisms for receiving, recording, tracking, releasing and delivering all records and communications handled by the Department;
4. Develop an orderly and systematic records keeping and maintenance system as well as disposal system to prevent loss and authorized destruction of records, guided by Records Retention and Disposal Schedule (RRDS) duly approved by the NAP;
5. Responsible for the Inventory and appraisal of records found in the respective units and recommend to the committee the retention period for each record series and disposal of records of the respective unit;
6. Formulate plans and strategies for the intervention and utilization of Information Technology in records management program for the Department;
7. Coordinate with NAP, other various action units and other agencies on matters related to the Records Management Improvement Program of the Region and
8. Perform other functions related to records management improvement.

All operating units are directed to extend necessary assistance to the Regional Records Management Improvement Committee.

This order takes effect immediately and all other issuances inconsistent herewith are hereby rescinded and/or modified accordingly.

  
**ELIAS F. FERNANDEZ, JR.**  
OIC-Regional Director



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