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**SPECIAL ORDER**  
**NO. 2016 - 733**

**SUBJECT: RECONSTITUTION OF THE DENR RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)**

In the interest of the service and pursuant to the provision of Republic Act No. 9470, otherwise known as the "National Archives of the Philippines (NAP) Act 2007", the DENR Records Management Improvement Committee (RMIC) is hereby reconstituted to serve as an Advisory Body on matters of Records Disposition Schedule and other matters towards the improvement of its systems and procedures.

The Committee shall be composed of the following:

Director, Administrative Service	-	Chairman
Chief, Records Management Division	-	Vice Chairman
Representative of the Commission on Audit	-	Member
Representative of the Financial and Management Service	-	Member
Representative of the Foreign Assisted Project Service	-	Member
Representative of the Head Executive Assistant	-	Member
Representative of the Internal Audit Service	-	Member
Representative of the Legal Service	-	Member
Representative of the Policy and Planning Service	-	Member
Representative of the Human Resource Development Service	-	Member
Representative of the Knowledge and Information Systems Service	-	Member
Representative of the Strategic Communication and Initiatives Service	-	Member
Representative of Other Offices (RBCO, MBCO, CARP)	-	Member

The Committee shall perform the following functions:

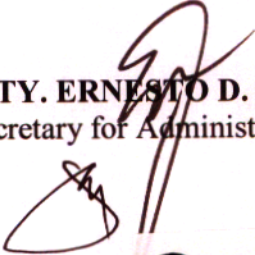
1. Formulate new policies and guidelines in the creation of communications/administrative issuances;
2. Formulate policies and guidelines for the identification and preservation of records of permanent value and the sale/destruction of valueless records;
3. Review or amend the Records Disposition Program to solve problems of space, time and money;

4. Create sub- committees represented by the various units maintaining records to conduct inventory, evaluation and determination of time and utility value and retention periods of records; and
5. Coordinate with the National Archives of the Philippines and COA concerning records management matters.

The Committee shall convene regularly or whenever necessary upon the call of the Chairman and submit recommendation to the Secretary in support of its objectives and functions.

All expenses to be incurred by the above mentioned officials in the performance of their duties and responsibilities as members of the Committee shall be chargeable against the agency fund subject to accounting and auditing rules and regulations.

This Order shall take effect immediately and shall supersede all previous orders inconsistent herewith.

  
**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Administration and Information Systems

