Memorandum Order No. 06
Series of 2002

TO : Members of the Directorate
    Branch Managers
    Division Chiefs

RE : Reactivation of the POEA Records Management Improvement Committee (RMIC)

Pursuant to Memorandum Order No. 03, Series of 1991 and in connection with the Review and Revision of the Records Disposition Schedule (RDS) of 1991, the members of RMIC for CY 2002 are designated as follows:

Chairman - Carolina G. De Leon
            Director II, Administrative Branch

Members - All Division Chiefs or their OICs
         OE Legal Counsels

Coordinator - Alda Alfaro
             Chief, Central Records Division

The Committee shall evaluate and review the retention period of the records of the Administration and update/revise the existing Records Disposition Schedule subject to the approval of the Administrator and final approval of the Director of the Records Management and Archives Office (RMAO).

The Committee on Records Disposition represented by GASS, PSO and AO, which has been created pursuant to Special Order No. 02, Series of 2002, shall comprise the Sub-Committee of the RMIC, with the following additional members:

1. Ramon Pastrana – Licensing and Regulations Office
2. Elizabeth Mirabueno – Welfare and Employment Office
3. Rosemarie Gondranios - ROCO Coordinator
The different POEA units shall be responsible in conducting the inventory and appraisal of the records found in their respective offices. The Sub-Committee shall coordinate the activities needed in the review and revision of the RDS. They may also recommend to the RMIC the retention period of each records series and the disposal of valueless records in their respective offices.

The RMAO shall give technical advice and assistance to POEA in the review and revision of the RDS.

This Order shall take effect immediately.

ROSALINDA DIMAPILIS-BALDOZ
Administrator

08 March 2002