



DEPARTMENT ORDER NO. DO 2024-01-0001 *oe*

RECONSTITUTION OF THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) AND ITS SUB-COMMITTEE

Pursuant to Circular No. 1 s. 2009¹ of Republic Act No. 9470, otherwise known as the National Archives of the Philippines Act of 2007, the Department of Energy Records Management Improvement Committee (DOE-RMIC) is hereby reconstituted as follows:

Section 1. DOE-RMIC:

Official	Designation
Undersecretary General Administration and Support Services	Chairperson
Director Administrative Services (AS)	Vice Chairperson
Director Information Technology and Management Services (ITMS) Chief Investment Promotion Office (IPO)	Member

Functions:

As an advisory body, the DOE-RMIC shall have the following responsibilities:

1. Ensure an active and continuing Records Management Program for the effective and efficient management of the DOE's documents/records;
2. Review and recommend to the DOE Secretary the retention periods of the DOE's vital documents/records;
3. Develop the documents/records management policy manual for the creation, maintenance, use and disposition of records;
4. Ensure compliance with pertinent laws, rules and regulations pertaining to documents/records management;
5. Apprise the top management of documents/records management issues and submit recommendations for future program initiatives; and

¹ Titled "Rules and Regulations Governing the Management of Public Records and Archives Administration"

6. Perform any and all other acts which are necessary and appropriate for the proper and effective management of DOE records.

Section 2. The DOE-RMIC shall be supported by a Technical Working Group (TWG) composed of the following:

Head : Head, Records Management Unit
Members : One (1) Division Chief per Bureau/Service/Office

Functions:

The RMIC-TWG shall have the following responsibilities:

1. Recommend to the DOE-RMIC the systems and procedures for the effective management of the DOE's records, including the preparation of a proposed records management policy manual;
2. Ensure the conduct of periodic inventory and appraisal of records of the different divisions in the DOE in order to identify new vital records series;
3. Recommend to the DOE-RMIC the retention periods of their vital documents/records;
4. Conduct regular focused group discussions (FGDs) to identify records management issues/concerns and come up with suggestions/recommendations to address them; and
5. Perform any and all other acts which are necessary and appropriate for the proper and effective management of the DOE records.

Section 3. To assist the DOE-RMIC, the personnel from the Records Management Unit (RMU) shall serve as the Secretariat.

RMIC-Secretariat

The RMIC Secretariat shall be composed of the following RMU personnel: Administrative Officer I-V; Administrative Aide IV-VI; and Computer Operator II.

Functions:

The DOE-RMIC Secretariat shall have the following responsibilities:

1. Provide administrative support to the DOE-RMIC;
2. Organize and make necessary arrangement for DOE-RMIC meetings; and
3. Prepare the minutes of the meetings of the DOE-RMIC.

Section 4. Designation of Records Officer Per Bureau/Service/Office

The Director shall designate a Records Officer who shall be the focal person for the respective unit's documents and records management system.

Section 5. Effect of Vacancy

Any changes in the members due to designation, retirement, resignation, reassignment, separation from the service, shall be automatically replaced by the next appointee/designee to the position.

Section 6. Repealing Clause

Department Order (DO) No. DO2010-07-0013 and all other issuances which are inconsistent with this DO are hereby repealed, modified or superseded accordingly.

Section 7. Separability Clause

If any reason, any section, or provision of this DO is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

Section 8. Effectivity

This DO shall take effect immediately and shall remain in effect until otherwise modified or revoked by competent authority.

Issued this MAY 06 2024 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary

