



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PINAMALAYAN

# OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208  
Telephone No. 043-2843146 Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

## EXECUTIVE ORDER NO. 07 - 2021

### AN ORDER CREATING THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC) OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, Article 1, Section 2 of Republic Act No. 9470, otherwise known as the National Archives Act of 2007 declares as a state policy to give utmost priority for the safeguard, protection and preservation of its public documents and records, not only as fundamental instruments for the efficient and effective governance but also as essential tools for the preservation of the country's history and cultural memory;

WHEREAS, Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009, states that each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management;

WHEREAS, the creation of Records Management Improvement Committee (RMIC) is necessary for implementation of a sound, systematic, effective and functional records management program within this municipal government.

NOW THEREFORE, I, ARISTEO A. BALDOS, JR., Local Chief Executive of the Municipality of Pinamalayan, Province of Oriental Mindoro, by virtue of the power vested in me by law, do hereby order the creation of Records Management Improvement Committee (RMIC) of Pinamalayan, Oriental Mindoro, as follows:

**Section 1. COMPOSITION.** The Records Management Improvement Committee (RMIC) shall be composed of the following:

**Chairperson:**

**MR. RONE B. MADRID**

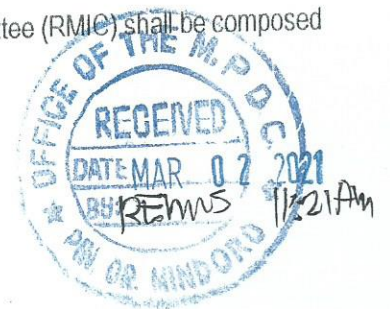
- OIC- General Services Office

**Members:**

**Designated Record Officer of all Department/Offices**

**Section 2. DUTIES AND FUNCTIONS.** The Records Management Improvement Committee (RMIC) shall perform the following duties and functions:

- Implement a systematic Records Management Program in all phases of records management, i.e. creation, maintenance and disposition.
- Identify and preserve documents which are of continuing value and promptly dispose of those which are of temporary upon the expiration of a predetermined period;
- Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject to the approval of the Local Chief Executive;
- Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
- Established a repository for the storage of records which are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the records to the Records Management and Archives Office.





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**SECTION 3. SECRETARIAT.** The General Service Office shall act and serve as Secretariat of the Committee. The Secretariat shall provide administrative and logistics support to the Committee and shall also undertake liaising and coordination of meetings and activities with the appropriate offices and agencies of the government.

**Section 4. EFFECTIVITY.** This Executive Order shall take effect immediately upon approval hereof.

Done in the Municipality of Pinamalayan, Oriental Mindoro this 1<sup>st</sup> day of March 2021.

  
ARISTEO A. BALDOS, JR.  
Municipal Mayor