



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 328 s. 2020

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Administrative Officer-V  
Division Sections/Unit Heads  
Public School District Supervisors  
Manukan NHS Principal  
Piñan CS Principal  
All Others Concerned  
This Division

From: **MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

Subject Subject: Reconstitution of the Document Control and Record Management Committee

Date: November 16, 2020

In view of the recommendation for the reconstitution of Document Control & Record Management Committee (DCRMC) established per Division Memo No. 072, s. 2020, the DCRMC is hereby reconstituted to be composed of the following officials:

| Document Control and Records Management Committee |             |                         | Plantilla Position        |
|---|-------------|-------------------------|---------------------------|
| Head  |             | ARNEL C. MASON          | Administrative Officer IV |
| Members:  | CID         | MARIPIL T. GREGORIO     | Librarian                 |
|   |             | SHARLA MAE L. OGOC      | Administrative Aide VI    |
|   | SGOD        | LAISA MADEL N. MALACAT  | Project Dev't. Officer I  |
|   |             | JOSEPH L. PANTOJA       | Project Dev't. Officer I  |
|   |             | ETHYL KIMBERLY B. SALUT | Project Dev't. Officer I  |
|   | OSDS        | NORIZA JEAN L. DAGA     | Administrative Asst. II   |
|   |             | LOREMAE E. SUMITON      | Administrative Asst. III  |
|   | Pinan CS    | GEMMA D. CABRAL         | Teacher I                 |
|   |             | MICHELLE M. FLORES      | Teacher III               |
|   | Manukan NHS | BHETLES S. ANDALAHAO    | Administrative Officer II |
|   |             | NICHOLE R. MONES        | Administrative Aide IV    |

All concerned personnel shall perform additional responsibility appertained to DCRMC on top of their main functions without additional remuneration, here as follows:

- Provide administrative support to the QMS Core Committee in its area/s of







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responsibility (such as but not limited to: budget preparation; coordination of meetings,

- Maintain the orderliness and cleanliness of the SDO Quality Assurance Center and ISO Repository;
- Provide logistical requirements;
- Provide highlights of meetings;
- Coordinate with officials and consultants;
- Ensure the coordination between and among members of the QMS Core Team in their area/s of responsibility (such as but not limited to: coordination of the implementation of directions set; and coordination of submissions and deadlines);
- Ensure all documented information are properly maintained and retained;
- Ensure versions of relevant documented information are available at point of use;
- Prevent unintended use of obsolete, as well as the unauthorized use of relevant documented information;
- Ensure traceability of all documented information;
- Ensure proper labelling, storage and protection of files following retention periods, proper labelling of filing equipment, segregation of active from inactive files;
- Dispose obsolete documented information; and
- Keep the documented information procedure updated and consistently implemented.

1. Widest dissemination of and compliance with this Memorandum is hereby directed.

*SGODCES-jlsjlp/Corrigendum Reconstitution of DCRM/DM0015-2020/11162020*

N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



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