



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

11 6 JUL 2010

DEPARTMENT ORDER NO. D02010-07-0013  
*an*

Amending Department Order No. 94-09-16,  
"Constituting a Records Management Improvement Committee  
and its Sub-Committee"

For better coordination of the records management activities in the Department, the DOE Records Management Improvement Committee (RMIC) is hereby reconstituted to be composed of the following:

- |            |   |  |
|------------|---|--|
| Chair      | - | Undersecretary for General Administration and Support Services |
| Vice Chair | - | Assistant Secretary  |
| Members    | - | Bureau/Service/Office/Unit Directors                           |

As an advisory body on the records management activities of the DOE, the RMIC shall undertake 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 a documents/records management policy manual for the creation, maintenance, use and disposition of records;
5. Ensure compliance with pertinent laws, rules and regulations pertaining to documents/records management;
6. Apprise the top management of documents/records management issues and offer suggestions for future program initiatives.

A Technical Working Group (TWG) is likewise created which shall be composed of the following:

- |            |   |  |
|------------|---|--|
| Chair      | - | Director, Administrative Services                      |
| Vice Chair | - | Division Chief, Records Management Division            |
| Members    | - | Division Chiefs of the different bureaus/services/unit |


The TWG shall undertake the following responsibilities:

1. Recommend to the RMIC 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 holdings of the different divisions in DOE in order to identify new vital records series and determine their retention period;
3. Recommend to the RMIC the retention periods of their vital documents/records; and
4. Conduct regular focused group discussions (FGD) to find out the records management issues/concerns and come up with suggestions/recommendations to address them.

The Records Management Division staff shall serve as Secretariat of the RMIC.

This Department Order shall take effect immediately.

Fort Bonifacio, Taguig City.

  
JOSE RENE D. ALMENDRAS  
Secretary



Republic of the Philippines  
DEPARTMENT OF ENERGY

IN REPLYING PLS CITE:

SDOE10-001037

