REVENUE MEMORANDUM ORDER NO. 7-2024 issued on March 5, 2024 reconstitutes the Records Management Improvement Committee created under Revenue Memorandum Order No. 51-75, defining the following members responsible for managing and organizing its records and archives, as follows:

Records Management Improvement Committee (RMIC):

Chairman	-	Assistant Commissioner, Administrative Service
Vice-Chairman	-	Head Revenue Executive Assistant, Administrative Service
Members	-	All Assistant Commissioners and Division Chiefs or their authorized representatives
Secretariat	-	Chief, Records Management Division or his/her authorized representative

Records Management Improvement Sub-Committee (RMISC) - Regional Office:

Sub-Chairman	-	Assistant Regional Director
Members	-	All Division Chiefs / Revenue District Officers or their authorized representatives
Secretariat	-	Chief, Administrative and Human Resource Management Division (AHRMD) or his/her authorized representative

The roles and responsibilities of concerned offices and personnel are specified in the Order.