



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON




03 June 2025

Regional Memorandum
No. 408 s. 2025

**INSTITUTIONALIZATION OF KNOWLEDGE MANAGEMENT
TEAM IN THE REGION**

To: **Schools Division Superintendents**

1. Pursuant to DepEd Order No. 009, s. 2021, this Office, through the Field Technical Assistance Division, will hold an online activity of the Institutionalization of Knowledge Management Team in the Region on June 20, 2025.
2. The activity aims to achieve the following objectives:
 - a. To provide composition of the Knowledge Management Team with their designation and their roles and responsibilities.
 - b. To unify codes of forms and checklists in the SDOs aligned to RO.
 - c. To provide list of activities held to establish KMT and its sustainability
 - d. To share challenges encountered and provide ways to resolve them.
3. See Enclosure 1 for the list of participants. Relative to this, the participants should be ready with laptops and soft copy of their forms and checklists.
4. For clarifications, kindly contact Michael Girard R. Alba, KMT Lead, for details at (02) 8682-2114 local 440.
5. Immediate dissemination and strict compliance with this Memorandum is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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| June 20, 2025 | | |
|------------------------|--|---|
| Time | Topic | Persons Involved |
| 8:00 a.m. – 9:00 a.m. | Registration | Eugenio S. Adrao KMT Secretariat |
| 9:00 a.m. – 9:15 a.m. | Preliminaries | Donagel V. Rumbaoa Administrative Asssistant I |
| 9:15 a.m. – 9:20 a.m. | Introduction of Participants | Andrea Mabel E. Abrencillo FTAD Copyholder |
| 9:20 a.m. – 9:30 a.m. | Statement of Purpose / Welcome Remarks/Rationale of the Activity | Michael Girard R. Alba KMT Lead |
| 9:30 a.m. – 9:35 a.m. | Agenda / Program of Activities | Babeth C. Cruz Deputy Lead, KMT |
| 9:35 a.m. – 9:50 a.m. | Inspirational Messages | Atty. Alberto T. Escobarte, CESO II Regional Director Loida N. Nidea Assistant Regional Director |
| 9:50 a.m. – 11:00 a.m. | Unification of Codes of forms and checklists in SDOs aligned to RO and Preparation of Report in the Establishment of KMT | Michael Girard R. Alba KMT Lead |
| 11:00 a.m.-12:00nn | Discussion on DML | SDO Binan City |
| 12:00 p.m. – 1:00 p.m. | Lunch Break | |
| 1:00 p.m. – 3:00 p.m. | Workshop on Unifying Codes of forms and checklists in SDOs aligned to RO | SDO |
| 3:00 p.m. – 4:00 p.m. | Presentation of the agreed unified codes of forms and checklists | SDO |
| 4:00 p.m. – 5:00 p.m. | Agreements | Michael Girard R. Alba KMT Lead |

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Enclosure 1**Composition of the Knowledge Mangement Team**

| No. | Name | Sex | Functional Division/Section | Designation |
|------------|----------------------------|------------|--|-------------------------|
| 1 | Michael Girard R. Alba | M | FTAD | KMT Lead |
| 2 | Viernalyn M. Nama | F | CLMD | KMT Deputy Lead |
| 3 | Babeth C. Cruz | F | ASD-Records Section | KMT Deputy Lead |
| 4 | Eugenio S. Adrao | M | FTAD | Secretariat |
| 5 | Lolet E. Furio | F | ORD | Copyholder |
| 6 | Melisa G. Liporada | F | ORD | Alternate Copyholder |
| 7 | Lhovie C. Damian | F | CLMD | Copyholder |
| 8 | Redgynn A. Bernales | F | CLMD | Alternate Copyholder |
| 9 | Eunice C. Valencia | F | ESSD | Copyholder |
| 10 | Marivic P. Pedrialva | F | ESSD | Alternate Copyholder |
| 11 | Andrea Mabel E. Abrencillo | F | FTAD | Copyholder |
| 12 | Donna Gel V. Rumbaoa | F | FTAD | Alternate Copyholder |
| 13 | Ma. Lourdes O. Manimtim | F | QAD | Copyholder |
| 14 | Florence M. Santos | F | QAD | Alternate Copyholder |
| 15 | Glenda E. Dela Torre | F | HRDD | Copyholder |
| 16 | Joseph C. Damian | F | HRDD | Alternate Copyholder |
| 17 | Jona M. Malonzo | F | PPRD | Copyholder |
| 18 | Emil O. Reambillo | M | PPRD | Alternate Copyholder |



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|----|-------------------------|---|--------------------------------|----------------------|
| 19 | Marivic M. Culaste | F | ASD | Copyholder |
| 20 | John Mark D. Macabebe | M | ASD | Alternate Copyholder |
| 21 | Crispin R. Serrano, Jr. | M | ASD – Rcords Section | Copyholder |
| 22 | Danna Marie E. Alba | F | ASD-Personnel Section | Copyholder |
| 23 | Dennis V. Manay | M | ASD-Procurement Section | Copyholder |
| 24 | Jaybee P. Bueno | M | ASD-Cash Section | Copyholder |
| 25 | Reign Rouise V. Gaglac | | ASD – Asset Management Section | Copyholder |
| 26 | Erwin S. Ricablanca | M | FD | Copyholder |
| 27 | Ma. Milagros I. Ong | F | FD | Alternate Copyholder |

SDO KMT Leads, Deputy Leads, and Secretariat

