



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

20 October 2025

Regional Memorandum
No.772, s.2025

SEMI-ANNUAL MEETING ON KMT PROCESS REVIEW

To: **Schools Division Superintendents**
Functional Division Chiefs

1. Pursuant to DepEd Order No. 009, s. 2021, this Office, through the Quality Management System – Knowledge Management Team (QMS-KMT), will hold the blended 2nd Semi-Annual Meeting on KMT Process Review on November 21, 2025.
2. The activity aims to review the Operations Manual, forms, templates, unified document reference code and document title/description, and to address issues and concerns.
3. See Enclosure 1 for the list of participants. Relative to this, the participants are requested to be ready with a laptop, extension wire, soft copy of the Operations Manual, forms, and templates.
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

04/ROF3

November 21, 2025		
Time	Topic	Persons Involved
9:00 a.m. – 9:15 a.m.	Preliminaries	Donagel V. Rumbaoa FTAD Copyholder Alternate
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	Viernalyn M. Nama Deputy Lead, KMT
9:35 a.m. – 10:35 a.m.	Revisiting Knowledge and Organizational Management	Babeth C. Cruz Deputy Lead, KMT
10:35 a.m. – 10:45 a.m.	Inspirational Messages	Atty. Alberto T. Escobarte, CESO II Regional Director Loida N. Nidea Assistant Regional Director
10:45 a.m. – 11:45 a.m.	Documented Information Management	Andrea Mabel E. Abrencillo FTAD Copyholder
11:45 a.m. – 12:00 p.m.	Question and Answer	
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 4:00 p.m.	Update of the Official List of Names and Assigned Codes of Origin of Official Communication/Documents Workshop on Reviewing the OMs, forms and templates Review and Checking of Online Documents Review of unified document reference code and document title/description	Eugenio S. Adrao KMT Secretariat
		Eugenio S. Adrao KMT Secretariat
4:00 p.m. – 5:00 p.m.	Agreements	Michael Girard R. Alba KMT Lead

Enclosure 1**Composition of the Knowledge Management 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	Margaret P. Musa	F	CLMD	Copyholder
8	Lhovie C. Damian	F	CLMD	Alternate Copyholder
9	Ma. Teresa G. Carpio	F	ESSD	Copyholder
10	Pearl Oliveth S. Intia	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

19	Marivic M. Culaste	F	ASD	Copyholder
20	Ramon Patrick O. Bagacay	M	ASD	Alternate Copyholder
21	Babeth C. Cruz	M	ASD – R cords Section	Copyholder
22	Jermaine Lee D. Nelson	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				