



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

27 January 2026

Regional Memorandum
No. 64 s.2026

**ORIENTATION ON THE OPTIMIZATION OF KMT PRACTICES
(BLENDED)**

To: **Schools Division Superintendents**
Regional Functional Division Chiefs
All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2021¹, this Office, through the Quality Management System – Knowledge Management Team (QMS-KMT), will hold the blended Orientation on the Optimization of KMT Practices (Blended) on February 26, 2026, at the RD's Conference Room.
2. The activity aims to achieve the following objectives:
 - a. Identify priority documents and transactions for digitization and harmonize handling procedures to reduce manual steps, improve traceability, and support consistent service delivery, in line with the government's shift to integrated digital systems.
 - b. Present the current progress of document digitization (scope covered, workflow stages already digitized, issues encountered, and next milestones) to support coordination and interoperability across units.
 - c. Prepare an agreed plan to include the SBM Degree of Manifestation as a standard data element for display in the CALABARZON dashboard, including data definitions, ownership, validation rules, access controls, and updating schedules, consistent with records/knowledge management and applicable privacy and security requirements.
3. See Enclosure 1 for the list of participants. Participants from the Regional Office shall attend at the RD's Conference Room, while the participants from the SDOs shall attend online. Participants are requested to bring a laptop and an extension wire.
4. Expenses relative to the conduct of this activity shall be charged to regional office fund subject to the usual accounting and auditing rules and regulations

¹ Institutionalization of a Quality Management system in the Department of Education

5. For clarifications, kindly contact Michael Girard R. Alba, KMT Lead, for details at (02) 8682-2114 local 440.
6. Immediate dissemination and strict compliance with this Memorandum are highly desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



04/ROF3

February 26, 2026		
Time	Topic	Persons Involved
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.	KM-PRIME HRM Collaboration strengthens organizational performance, transparency, and long-term knowledge retention.	Michael Girard R. Alba KMT Lead
11:00 a.m.-12:00 p.m.	Updates on Digitization in DepEd CALABARZON	Rey M. Valenzuela ICT Unit Head
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 4:00 p.m.	Workshop on identifying documents for digitization and creation of a plan for inclusion of SBM degree of manifestation in the CALABARZON dashboard	SDO
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	Rochelle May M. Nisola	F	ESSD	Copyholder
10	Ma. Teresita G. Carpio	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	Ramon Patrick O. Bagacay	F	ASD	Copyholder
20	John Mark D. Macabebe	M	ASD	Alternate Copyholder
21	Paolo R. Cocadiz	M	ASD – Records Section	Copyholder
22	Jermaine Lee D. Nelson	F	ASD-Personnel Section	Copyholder
23	Dennis V. Manay	M	ASD-Procurement Section	Copyholder
24	Marivic M. Culaste	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 participants		KMT Leads, Deputy Leads, and Secretariats		