



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



03 March 2026

Regional Memorandum

No.158 s.2026

**SEMI-ANNUAL CONFERENCE ON THE SYSTEMATIC
SHARING AND APPLICATION OF SOUND PRACTICES
ON KNOWLEDGE MANAGEMENT (BLENDED)**

To: **Schools Division Superintendents**

1. Pursuant to DepEd Order No. 009, s. 2021¹, this Office, through the Quality Management System – Knowledge Management Team (QMS-KMT), shall conduct the Semi-Annual Conference on the Systematic Sharing and Application of Sound Practices on Knowledge Management (Blended) on April 24, 2026 at 9:00 am to be held at the RD's Conference.
2. The activity aims to achieve the following objectives:
 - a. Review and harmonize the guidelines for updating the Operations Manual and for developing/revising QMS forms and templates, ensuring alignment with existing DepEd authorities and governance roles under the shared governance framework.
 - b. Ensure control and availability of documented information necessary to support DepEd processes by strengthening controls on creation, review, approval, versioning, access, retention, and retrieval, consistent with the policy to systematically manage government records and knowledge products and to support workflow digitization through a records and knowledge management information system.
 - c. Update and operationalize the KMT Portal and Organizational Management link as DepEd's working KM access point for controlled templates, current process references, approved manuals, and vetted knowledge products, with role-based access and appropriate privacy and security safeguards.
3. Please see Enclosure 1 for the list of participants. Participants from the Regional Office shall attend onsite at the RD's Conference Room, while **participants from the SDOs shall attend online**. Onsite participants are requested to bring a laptop and extension wire.

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



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Certificate No. PHP QMS
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4. Expenses relative to the conduct of this activity shall be charged against Regional Office funds, subject to the usual accounting and auditing rules and regulations.
5. For clarifications, please contact Chief Michael Girard R. Alba of the Field Technical Assistance Division and the KMT Lead, at 09178882731 or (02) 8682-2114 local 440.
6. Immediate dissemination of and compliance with this Memorandum are hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

04/ROF3

April 24, 2026		
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	Viernalyn M. Nama Deputy Lead, KMT
9:35 a.m. – 9:50 a.m.	Updates on Knowledge Management	Babeth C. Cruz Deputy Lead, KMT
9:50 a.m. –10:00 a.m.	Inspirational Messages	Atty. Alberto T. Escobarte, CESO II Regional Director Loida N. Nidea Assistant Regional Director
10:00 a.m. – 12:00 a.m.	Revisiting Knowledge and Organizational Management, PAWIM and the Documented Information Management	Michael Girard R. Alba KMT Lead
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 3:00 p.m.	Workshop on Reviewing the OMs, forms and templates	Eugenio S. Adrao KMT Secretariat
3:00 p.m. – 4:00 p.m.	Review and Checking of Online Documents	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	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		