



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

January 16, 2024

OFFICE MEMORANDUM

FTAD-2024- **26**

MEETING OF THE KNOWLEDGE MANAGEMENT TEAM

To: Assistant Regional Director
 Regional Office Division Chiefs
 Section/Unit Heads
 Chairperson of Knowledge Management Team
 All Others Concerned

1. In preparation for the forthcoming NQMS Certification Audit particularly on Documented Information Management, a meeting of the Knowledge Management Team (KMT) shall be held on January 22, 2024, 2:00 p.m. at the QMS Office.
2. The meeting aims to discuss the following agenda:
 - a. compliance to Documented Information Management standards based on the last assessment conducted;
 - b. change of Header and Footer of forms, templates, and other documents as per DepEd MATATAG Brand Guidelines;
 - c. completion of Document Master List (Internal and External Forms/Templates), DRAFTs, Operation Manual and Planning Documents; and
 - d. other important matters.
3. The expected participants are:
 - Ms. Mercedes D. Sarmiento, KMT Chairperson
 - Dr. Ryan R. Tiu, KMT Co-Chairperson - CLMD
 - Mr. Ariem V. Cinco, AD- RS
 - Ms. Eva D. Rosales, AD-PS
 - Mr. Dean Ric M. Endriano, CLMD
 - Dr. Reynaldo E. Nayre, FTAD
 - Ms. Geraldine M. Mangaliman, FTAD
 - Dr. Marlou D. Camposano, QAD
 - Dr. Rowena T. Vacal, HRDD
 - Ms. Rachel R. Cuevas, QAD
 - Dr. Jimmy G. Gula, QAD
 - Ms. Anna Lyn B. Lim, FTAD
 - Mr. Jim Albert A. Lagado, ICTU
 - Mr. Mikko S. Duero, ICTU
 - Mr. Gerard Christopher A. Villegas, ICTU
 - Mr. Mark Lito B. Gallano, PPRD
 - Ms. Floramay Q. Bacus, PAU
 - Ms. Chona O. Zabala, AD-PS



Mr. John E. Dacatimbang, LU
Ms. Adara Lourdes S. Luaton, ESSD-SHS
Mr. Brent Christian S. Andrada, ESSD-EFS
Mr. Ted Juan C. Peleño, ESSD-SPPS
Mr. Lucio P. Amadore Jr., FD
Mr. Andrey Gay N. Calipayan, AD-AMS
Ms. Linaflor I. Tajo, AD-GSU
Ms. Ed Kathelen Q. Garcia, PPRD
Mr. Michael C. Parado, HRDD-NEAP
Mr. Clark Dave P. Arante, HRDD
Mr. Rogelio O. Ticoy, HRDD
Ms. Josephine L. Tajarros, AD-CS
Ms. Judy Grace Y. Nirza, FD
Ms. Queenielyn C. Yu, ORD
Ms. Werlyn O. Colinayo, OARD

4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

FTAD-MDS

