



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

March 17, 2026

**OFFICE MEMORANDUM**  
FTAD-2026- 134

**MEETING OF THE KNOWLEDGE MANAGEMENT TEAM**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. This is to inform all concerned that a meeting of the Knowledge Management Team shall be held on March 31, 2026, 3:00 PM at the DepEd RO VIII Main Lobby, DepEd RO VIII Compound, Candahug, Palo, Leyte.
2. Agenda for discussions are as follows:
  - a. Preparation for the Internal Audit on April 13-15, 2026
    - Updating of Document Masterlist
    - Updating and uploading of all active Forms & Templates in the KMT Drive
    - DRAFTs
    - Planning Documents
    - Operations Manual
  - b. Assessment of the Documented Information Management
  - c. Training on Knowledge management System
  - d. Preparation for the ISO Certification Surveillance Audit
3. The expected participants are the following:

Ms. Mercedes D. Sarmiento - Chairperson, FTAD  
Dr. Ryan R. Tiu - Co-Chairperson, QAD  
Mr. Ariem V. Cinco - Member, AD-RS  
Ms. Eva D. Rosales - Member, AD-PS  
Ms. Chona O. Zabala - Member, AD-PS  
Mr. Ariel Craig P. Marteja - Member, AD-PS  
Ms. Milgrace A. Gaddi - Member, AD-PS  
Ms. Queennilyn C. Yu - Member, AD-PS  
Mr. Andrey Gay N. Calipayan - Member, AD-AMS  
Ms. Linaflor I. Tajo - Member, AD-GSU  
Ms. Aimie A. Camino - Member, AD-GSU  
Ms. Josephine L. Tajarro - Member, AD-CS  
Ms. Elezabeth C. Cornito - Member, AD-CS  
Ms. May Ann B. Ladrera - Member, AD-PU  
Ms. Christine A. Labante - Member, AD  
Mr. Dean Ric M. Endriano - Member, CLMD  
Mr. Peter Kim D. Ti-in - Member, CLMD  
Ms. Eden A. Dadap - Member, ESSD-SPPS  
Ms. Adara Lourdes S. Luaton - Member, ESSD-HNU

Engr. Ryan Jay L. Bagon - Member, ESSD-EFS  
Mr. Arvin B. Cerda - Member, ESSD-EFS  
Ms. Haydelyn M. Avila - Member, FD  
Ms. Judy Grace Y. Nirza - Member, FD  
Ms. Geraldine M. Mangaliman - Member, FTAD  
Dr. Reynaldo E. Nayre - Member, FTAD  
Ms. Ma. Almera M. Perolino - Member, FTAD  
Mr. Ted Juan C. Peleño - Member, HRDD  
Mr. Clark Dave P. Arante - Member, HRDD  
Mr. Jim Albert A. Lagado - Member, ORD-ICTU  
Mr. Gerard Christopher A. Villegas - Member, ORD-ICTU  
Ms. Floramay Q. Bacus - Member, ORD-PAU  
Mr. John E. Dacatimbang - Member, ORD-LU  
Ms. Werlyn O. Colinayo - Member, ORD  
Ms. Janice C. Delopere - Member, PPRD  
Ms. Ed Kathelen G. Superales - Member, PPRD  
Dr. Marlou D. Camposano - Member, QAD  
Dr. Jimmy G. Gula - Member, QAD  
Dr. Rachel R. Cuevas - Member, QAD

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

**RONELO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director



FTAD-MDS