March 24, 2026

OFFICE MEMORANDUM
FTAD-2026- **144**

TRAINING ON KNOWLEDGE MANAGEMENT SYSTEM

To: Director III
      Functional Division Chiefs
      All Others Concerned

1.   With the aim of enhancing organizational efficiency and saving knowledge in an easily accessible form, this Office, through the Knowledge Management Team, shall conduct an Orientation and Training on Knowledge Management on June 9 - 11, 2026 at the RELC, NEAP, DepEd RO VIII, Candahug, Palo, Leyte.

2.   Participants to said activity are as follows:

RD	1
ARD	1
Delivery Unit Head	1
RELC NEAP Head	1
FD Chiefs	8
SAO	2
Section/Unit Heads	17
Selected KMT Members	19
TOTAL PAX	**50**

3.   Expenses for the meals, snacks and venue rental incurred for the conduct of the activity shall be charged against HRDD Funds subject to the usual government rules and accounting procedures.

4.   For information and guidance of all concerned.

for:
SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director
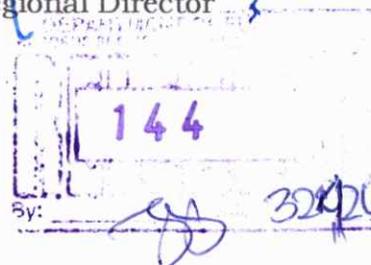
FTAD-MDS

144

Page 1 of 1

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

ACTIVITY PROPOSAL

Training on Knowledge Management System

Date: June 9-11, 2026

PARTICIPANTS:
RO Officials & Selected Personnel : 50

I. General Program Information:

Activity Title:	**Training on the Knowledge Management System**
Activity Description:	*The activity aims to enable the DepEd RO VIII officials and KMT members to understand and apply the fundamental concepts, practices and tools in creating, sharing, and applying knowledge to enhance organizational productivity and growth. It also highlights how knowledge management (KM) dovetails with Philippine Quality Award (PQA) framework and the ISO 30401-2018 Knowledge Management Systems (KMS)*
Prerequisite activity:	None
Duration:	Three (3) days
Management Level	Region
Delivery Mode	Formal Face-to-Face (F3) convergence
Target Personnel & Key Officials:	RD, ARD, DU Head, NEAP Head, FD Chiefs, SAO, Section/Unit Heads, KMT Members - 43 Resource Persons & Program Management Team - 7 Total: 50

RATIONALE:

Knowledge management (KM) is **the systematic process of gathering, organizing, sharing, and analyzing an organization's information, documents, and expertise to improve efficiency and foster innovation**. It involves converting individual tacit knowledge (experience) into explicit, shareable assets, using strategies like codification (databases) and personalization (expert networking).

Knowledge management involves <u>data mining</u> and a way to push information to users to make it easily accessible. A knowledge management plan involves a survey of organization goals and a close examination of the tools -- both traditional and technical -- to address the needs of an organization. The challenge of selecting a <u>knowledge management system</u> is to purchase or build software that fits an organization's overall plan and encourages employees to use the system and share information.

The main goals of KM are improving organizational efficiency and saving knowledge in an easily accessible form. Knowledge management aims to put the right information in front of a user at the right time which can be done by doing the following:

- Capturing and organizing knowledge in a knowledge management system to address specific business tasks and projects.

- Sharing knowledge with others who can benefit from it.

- Improving processes and technology to provide easy access to knowledge.

- Promoting the generation of new knowledge for continual learning.

Knowledge management helps organization break down silos by putting information in a place easily accessible to all employees. It also gives employees a place to put knowledge they've acquired over time, preventing an organization from losing that information when employees leave.

II. Activity Matrix

Time	Day 1 (June 9)	Day 2 (June 10)	
8:00 – 9:00	o Preliminaries	o Management of Learning	o Management of Learning
9:00 – 12:00	o Basic KM Concepts	o APO KM Implementation Approach KM Assessment	o APO KM Implementation Approach Stage 3. Develop Stage 4. Deploy
12:00 - 1:00	LUNCH		
1:00 - 1:15	Energizer		
1:15-1:45	o APO KM Framework	o APO KM Implementation Approach Stage 2. Design	o KM Tools and Techniques
1:45-3:00	o APO KM Implementation Approach Stage 1. Discover		
3:00 - 3:15	Coffee Break		
3:15-5:00	o APO KM Implementation Approach Stage 1. Discover	o APO KM Implementation Approach Stage 2. Design	o DepEd RO VIII KM Action Plan

Materials:

Projector, Presentation laptop, meta strips, printers, markers, bond papers,

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

Activity: **Training on the Knowledge Management System**

Date: **June 9-11, 2026**
Venue: **RELC NEAP RO VIII**
Delivery: **Formal Face-to-Face (F3) Convergence**

ITEM OF EXPENDITURE	# REQUIRED (# of pax/units/sets/hr)	Cost per Unit (Php)	Total # of days	Amount (Php)
A. Pre-Implementation				
Designing / Materials Development				
Supplies/Materials	N/A			
B. Implementation				
Food Catering Services	**50 pax**	**600.00**	**3**	**90,000.00**
Venue Rental	1	15,000	3	45,000.00
TOTAL				135,000.00

Source of Funds: HRDD

APPROVAL SHEET

Activity: **Training on the Knowledge Management System**
Date: *June 9-11, 2026*

Venue: *RELC NEAP RO VIII*

Prepared by:

MERCEDES D. SARMIENTO
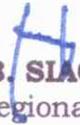KMT Lead

RYAN R. TIU
KMT Co-Lead

Certifying as to the Budget and Availability of Funds:

GARY JAY N. CALIPAYAN
AO V (Budget Officer III)

FE M. GERONA
Accountant III

Recommending Approval:

HARVIE D. VILLAMOR
HRDD Chief

MARILYN B. SIAO, CESO IV
Assistant Regional Director

APPROVED:

RONELO AL K. FIRMO, CESO IV
Assistant Regional Director
OIC-Office of the Regional Director

PROGRAM IMPLEMENTATION PLAN

A. PROGRAM/PROJECT PROFILE

PROGRAM TITLE	**Training on the Knowledge Management System**
	Knowledge management (KM) **is the systematic process of gathering, organizing, sharing, and analyzing an organization's information, documents, and expertise to improve efficiency and foster innovation.** It involves converting individual tacit knowledge (experience) into explicit, shareable assets, using strategies like codification (databases) and personalization (expert networking).
	Knowledge management involves data mining and a way to push information to users to make it easily accessible. A knowledge management plan involves a survey of organization goals and a close examination of the tools -- both traditional and technical -- to address the needs of an organization. The challenge of selecting a knowledge management system is to purchase or build software that fits an organization's overall plan and encourages employees to use the system and share information.
RATIONALE	The main goals of KM are improving organizational efficiency and saving knowledge in an easily accessible form. Knowledge management aims to put the right information in front of a user at the right time which can be done by doing the following:
	• Capturing and organizing knowledge in a knowledge management system to address specific business tasks and projects.
	• Sharing knowledge with others who can benefit from it.
	• Improving processes and technology to provide easy access to knowledge.
	• Promoting the generation of new knowledge for continual learning.

	Knowledge management helps organization break down silos by putting information in a place easily accessible to all employees. It also gives employees a place to put knowledge they've acquired over time, preventing a business from losing that information when employees leave the company
PROGRAM OUTCOME	*The activity aims to enable the DepEd RO VIII officials and KMT members to understand and apply the fundamental concepts, practices and tools in creating, sharing, and applying knowledge to enhance organizational productivity and growth. It also highlights how knowledge management (KM) dovetails with Philippine Quality Award (PQA) framework and the ISO 30401-2018 Knowledge Management Systems (KMS)*
	By the end of the activity, the participants will be able to:
MAJOR FINAL OUTPUT	- Describe the KM framework and methodology - Discuss the linkage of KM with ISO 30401-2018 KMS, ISO 9001-2015 QMS, and the PQA Performance Excellence Framework; and - Apply KM tools and techniques in the workplace

B. PROFILE OF TARGET PARTICIPANTS

Target Job Groups	DepEd, RO VIII Key Officials and KMT Members
Total Number of Participants	**50 participants**

Breakdown of participants:

Participants	Position	Number of Participants
RO Officials	RD, ARD, DU Head, NEAP Head, FD Chiefs, SAO, Section/Unit Heads, KMT Members	44
Resource Persons	FTAD Chief (KMT Lead), FTAD EPS, QAD EPS, Records Officer (KMT Members)	4
Program Management Team	KMT Members	2

C. IMPLEMENTATION PLAN

ACTIVITIES	MODALITY & DELIVERY PLATFORM	ACTIVITY OBJECTIVE	ACTIVITY OUTPUT	PARTICIPANTS	NO. OF PAX	NO OF DAYS	TARGET DATE/S, MONTH	PROPOSED VENUE
1. Craft and disseminate the Office Memorandum	Print/digital	To craft an office memo for dissemination	OM crafted and disseminated	KMT Lead	N/A	1 day	March 12, 2026	N/A
2. Prepare and submit the procurement documents	Digital/print	To prepare the documentary requirements for the procurement of meals and snacks and venue rental for the 3-day activity	Documentary requirements for the meals and snacks and venue rental prepared, approved and submitted	KMT Lead and 1 KMT member from FTAD	2	4 days	March 16-19, 2026	N/A
3. Initial planning and Coordination Meeting with the PMT & Resource Persons	Virtual	To plan for the topic assignments, discussion flow, preparation of presentation materials	Planning and Coordination Meeting conducted	PMT & Resource Persons	6	1 day	March 27, 2026	
4. Preparation of presentation materials	Digital	To prepare PowerPoint presentations on the various topics for discussions	Ppt materials	PMT & Resource Persons	6	2 weeks	April 13-24, 2026	FTAD Office
5. Conduct of Walkthrough of the presentation materials	Virtual	To conduct Walkthrough of the presentation materials	Finalized presentation materials	PMT & Resource Persons	6	2 days	May 8 & 15, 2026	
6. Conduct of the Training	Face-to-face	To conduct the Training on Knowledge Management	Training on Knowledge Management conducted	Resource Persons, & PMT	6	3 days	June 9-11, 2026	RELC NEAP
7. Prepare and submit the Completion Reports	Print/digital	To prepare the Completion Report and its attachments	Completion Report and its attachments prepared and approved	KMT Lead and 1 KMT member from FTAD	2	2 days		N/A

D. BUDGET ESTIMATE

ACTIVITY	NO. OF PAX	EXPENDITURE							
		BOARD AND LODGING	COMMS	MEALS	PROF FEES	SUPPLIES AND MATERIALS	CONTINGEN CY	OTHERS	SUBTOTAL
Orientation and Training on Knowledge Management System	50	N/A	N/A	90,000.00	N/A	N/A	N/A	45,000.00	
TOTAL									**135,000.00**

E. PROGRAM MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE / UNIT	ROLE	TERMS OF REFERENCE
Mercedes D. Sarmiento	FTAD	Program Managers	• Oversees the implementation of the entire activity • Supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards • Orients the PMT and the resource persons/subject matter experts on their terms of reference and the details of the training design • Conducts debriefing with the PMT and resource persons/subject matter experts
KMT Lead & Members: Mercedes D. Sarmiento Geraldine M. Mangaliman Ariem V. Cinco Jimmy Gula Jim Albert Lagado	FTAD, AD, QAD, ICTU	Resource Persons/ Facilitators	• Applies effective presentation and facilitation techniques in conducting assigned sessions. • Provides expert content input during learning sessions
Janice C. Delopere & Ma. Almera M. Perolino	FTAD & PPRD	Documenter & Secretariat	• Documents the proceedings of the learning sessions using the prescribed documentation template

• Takes photos of the different parts of the program delivery • Attends to registration needs of learners • Ensures that learners fill out the attendance sheets every day • Assists in the distribution of learning materials and supplies • Assists in posting and collection of session outputs		

Prepared by:

MERCEDES D. SARMIENTO
FTAD Chief/KMT Lead

Recommending Approval:

MARILYN B. SIAO,PhD,CESO IV
Assistant Regional Director

Approved by:

RONELO AL K. FIRMO, CESO IV
Assistant Regional Director
OIC-Office of the Regional Director