



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

April 6, 2026

OFFICE MEMORANDUM
FTAD-2026- **165**

ASSESSMENT ON THE DOCUMENTED INFORMATION MANAGEMENT

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Knowledge Management Team, shall conduct the Assessment on the Documented Information Management per Functional Division/Section/Unit between April 13-30, 2026.
2. The assessment aims to ensure compliance of offices with the Documented Information System standards.
3. Compliance of each Office on the creation/revision, review, approval, registration, distribution, access, retrieval, use, storage, protection, archiving, and disposition of documents as stipulated in the PAWIM shall be assessed.
4. The Division Chiefs/Section/Unit Heads are advised to ensure availability of documents as of January 2025 to present for perusal.
5. The assigned office(s) of the KMT members is/are as follows:

OFFICE	KMT MEMBERS	OFFICE	KMT MEMBERS
AD-Asset Mgt. Section	J. Dacatimbang W. Colinayo	ICTU	M. Sarmiento C.D. Arante E. Cornito
AD- General Services Unit	M. Sarmiento M. Gaddi	FD	R. Nayre M.A. Perolino
AD-Personnel Section	A.L. Luaton A. Cerda	HRDD	R. Cuevas R. Bagon E.K. Superales
AD-Records Section	D.R. Endriano P.K. Ti-in	Legal Unit	A. Cinco M.A. Perolino G.C. Villegas
AD- Procurement Unit & PPRD	T.J. Peliño H. Avila	ESSD-HNU	J. Gula Q. Yu
FTAD & BAC	R. Tiu C. Labante	ESSD-PFS, DRRM	J. Delopere M. Camposano M.A. Ladrera

AD-Cash Section	G. Mangaliman J.A. Lagado L. Tajo	CLMD	C. Zabala R. Nayre A. Camino
QAD	E. Rosales A.G. Calipayan A.C. Marteja	LR & ALS (GEC)	J. Tajarros F. Bacus E. Dadap
ESSD-SPPS	G. Mangaliman J.G. Nirza		

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



SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

FTAD-MDS

