



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

June 15, 2026

OFFICE MEMORANDUM

FTAD-2026- **281**

RESULTS OF THE DOCUMENTED INFORMATION MANAGEMENT ASSESSMENT

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office through the Knowledge Management Team (KMT), announces the results of the Documented Information Management Assessment held April 13-20, 2026.
2. Attached is the tabulated results of the assessment and findings on non-compliance on some of the standards stipulated in the PAWIM.
3. For information and guidance of all concerned


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Enclosure to OM FTAD-2026-

281

RESULTS OF THE DOCUMENTED INFORMATION MANAGEMENT ASSESSMENT
April 13-30, 2026

RFD/ Section/ Unit	Percentage of Compliance	Percentage of Non- Compliance	No. of Indicators Compliant to Standards	No. of Indicators Not Compliant to Standards	No. of Not Applicable Indicators
AD-AMS	77.77	22.22	21	6	2
AD-CS	64.29	35.71	18	10	1
AD-GSU	81.48	18.52	22	5	2
AD-PS	65.38	34.62	17	9	3
AD-ProcU	75.00	25.00	18	6	5
AD-RS	72.41	27.59	21	8	0
AD	72.72	27.28			
CLMD-ALS- GEC	34.62	65.38	9	17	3
CLMD Main	66.67	37.5	16	9	5
CLMD-LRMS	42.31	57.69	11	15	3
CLMD	47.87	53.52			
ESSD-DRRM	38.46	61.54	10	16	3
ESSD-PFS	42.31	57.69	11	15	3
ESSD-SHS	65.38	34.62	17	9	3
ESSD-SPPS	30.77	69.23	8	18	3
ESSD	44.23	55.77			
FD	92.85	7.14	26	2	1
FTAD	92.31	7.69	24	2	3
HRDD	67.86	32.14	19	9	1
ORD-ICTU	67.86	32.14	19	9	1
ORD-LU	81.82	18.19	18	4	7
ORD-PAU	76.92	23.08	20	6	3
ORD	75.53	24.47			
PPRD	89.66	10.33	26	3	
QAD	73.08	26.92	19	7	3

<p>- Personnel Section</p>	<ul style="list-style-type: none"> • 19 Forms/Templates registered in the DML for Internal Documents • No External Documents (forms/templates) are uploaded in the KMT Drive but not one of the docs are listed in the Operations Manual • The majority of the Forms and Templates uploaded in the KMT have footer with two Region 8 DepEd Logo • Not all forms and templates are uploaded in the KMT Drive • Boxes labels need to be updated
<p>- Procurement Unit</p>	<ul style="list-style-type: none"> • RO-AD-F051 BAC Resolution is listed in the Internal Documents DML but the document is an External Document • No DML for Logbooks • No listing of External Documents in the Operations Manual Forms/Templates
<p>- Records Section</p>	<ul style="list-style-type: none"> • RO-AD-F061 - Masterlist of Documents for DFA Authentication in the DML while in the Operations Manual the code is for Document Transmittal • RO-AD-F062 - Provident Fund Logsheet in the DML while in the Operations Manual, the code is for Record of Inventory and Disposal • RO-AD-F063 - Vehicle Trip Monitoring in the DML while in the Operations Manual, the code is for Return Slip • Record of Inventory and Disposal is a template from the National Archive of the Philippines (NAP), therefore an external document, hence should not be given a Document Reference Code by our office and should be registered in the External Document DML • The Application Form for Certification of Authentication

<p>- LRMS</p>	<ul style="list-style-type: none"> • RO-CLMD-F026-F029 are publicized through an Office Memorandum on the website but not registered in the DML and not uploaded in the KMT Drive • Out of the 48 templates stipulated in the latest Office Memorandum, only 25 were uploaded in the KMT Drive • Files are not systematically organized • Logbooks for ALS GEC operations are not labeled • No organized filing of soft copies of documents
<p>Education Support Services Division</p> <p>- Physical Facilities Section</p> <p>- School Health Section</p>	<ul style="list-style-type: none"> • RO-ESSD-F017 & F018 – both are titled Inspection Report (Percentage of Infrastructure Work Accomplishment) in the Operations Manual and DML • RO-ESSD-F024 – Proposed Menu in the DML while it is titled Regional Office Infrastructure CSM Tool in the Operations Manual • RO-ESSD-F025 is titled Regional Office Infrastructure CSM Tool Regional Office Infrastructure CSM Tool in the DML • RO-ESSD-F026 – titled Basic Education Facilities Inspection Report Template in the DML; it is not listed in the Operations Manual • Revised Forms have no revision no. • No External Document DML • No Logbook DML • RO-ESSD-F024 – Proposed Menu in the DML while it is titled

	<ul style="list-style-type: none"> • Obsolete documents not communicated
<p>Human Resource Development Division</p>	<ul style="list-style-type: none"> • Active Forms with Document Reference Codes listed in the DML but not reflected in the Operations Manual * NEAP Form Professional Development (PD) Compliance Monitoring Tool * NEAP Form Program Delivery Quality Standard Checklist * RO-HRDD-F047 Monitoring & Evaluation Tool Implementation of the Rewards and Recognition Program * RO-HRDD-F048 Professional Development Program/Impact Project Template for Non-Teaching Personnel * RO-HRDD-F049 Workplace Application Plan (WAP)/ Job Embedded Learning Template * RO-HRDD-F050 Re-Entry Action Plan (REAP)/ Action Plan Template * RO-HRDD-F051 Certification of the Utilization/ Adoption (Application of Education) * RO-HRDD-F052 Certification of the Utilization/ Adoption (Application of Education) * RO-HRDD-F053 Succession Plan • Forms reflected in the Operations Manual but without Document Reference Codes and no sample forms uploaded in the KMT Drive

	<ul style="list-style-type: none"> - Application for Accreditation of CPD Program - Completion Report - Certificate to be issued by the CPD Provider - Instructional Design - Resume of Resource Person - Instructional Design – Professional Teachers - Registration Sheet - Attendance Sheet - Certificate of Appearance of Appearance for Monitors - Program Certificate Template - Financial Plan Report <ul style="list-style-type: none"> • RO-HRDD-F051 & RO-HRDD-F052 have the same title <p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Utilizing a form without a Document Reference Code is a major NON COMPLIANCE of the Documented Information System standards, hence it is recommended that the forms mentioned above without codes and are reflected in the OM should be immediately coded 2. DRAF should be submitted for those forms that will be coded since their code number will already be following the last number reflected in the DML. 3. Forms that are registered in the DML should also be listed in the Forms/Templates part of the Operations Manual
<p>Policy Planning and Research Division</p>	<ul style="list-style-type: none"> • Annex B-2 of DM-OUHROD-2024-1187 Office Performance Calibration Form (OPCF) not reflected in the Forms/Template part of the Operations Manual while it is listed in the DML and a sample form is uploaded in the KMT Drive • Out of the 16 active Forms listed in the DML, only 8 Forms were uploaded in the KMT Google

	<p>Drive. All active Forms should be uploaded.</p> <ul style="list-style-type: none"> • No DML for External Document
<p>Quality Assurance Division</p>	<ul style="list-style-type: none"> • RO-QAD-F005 – titled Government Permit of Private SHS in the OM while in the DML it is titled Government Permit • RO-QAD-F006 – titled Government Permit of Private School (K-10) in the OM while in the DML it is titled Government Permit (Private) • RO-QAD-F008 – titled Government Recognition to Operate Private (K-10) in the OM while in the DML it is titled Certificate of Government Recognition • RO-QAD-F010 – titled Evaluation and Recommendation Report in the OM while in the DML it is titled Evaluation and Recommendation Report of Schools to be Inspected • RO-QAD-F014 – titled Government Recognition of Special Programs in Public School while in the DML it is titled Government Recognition • RO-QAD-F015 – titled Validation Checklist for Conversion from Primary to Elementary School in the OM while in the DML it is titled Validation Checklist for Conversion from Primary to Complete Elementary School • RO-QAD-F016 – titled Monitoring, Evaluation, and Adjustment (MEA) – SDO Accomplishment Report in the OM while in the DML it is titled Monitoring, Evaluation, and Adjustment (MEA) Report • Templates registered in the DML but not listed in the OM <ul style="list-style-type: none"> - Annex D-1 - Evaluation Sheet (Application for Establishment of public Elementary/ Secondary School)

	<ul style="list-style-type: none"> - Annex D-2 - Evaluation Sheet (Application for School Annex) - Annex D-3 - Evaluation Sheet (Application for Merging School) - Annex D-4a - Evaluation Sheet (Application for Conversion of A High School Classified as Non-Implementing Unit into a High School Classified as Implementing Unit School) - Annex D-4b.1 - Evaluation Sheet (Application for Conversion of School into an Integrated School-thru Expansion of Existing Elementary or Secondary Schools) - Annex D-4b.2 - Evaluation Sheet (Application for Conversion of School into an Integrated School-thru Merging or combination of Existing Elementary or Secondary Schools) - Annex D-4c - Evaluation Sheet (Application for Conversion of a Regular School to Science School) - Annex D-4d - Evaluation Sheet (Application for Conversion of a Regular School to Technical-Vocational School) - Annex D-1 - Evaluation Sheet (Application for Implementation of Senior High School Program in Existing Junior High School (JHSs) and Integrated School) - Annex D-2 - Evaluation Sheet (Application for Establishment of A Stand-Alone Senior High School) - Annex D-3 - Evaluation Sheet (Application for Conversion of Existing Elementary and Junior High School into Senior High School)
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	<ul style="list-style-type: none"> • There are 2 Annex D-1, D-2, & D-3 with different titles
<p>Office of the Regional Director</p> <p>- ICTU</p> <p>- Legal Unit</p> <p>- Public affairs Unit</p>	<ul style="list-style-type: none"> • RO-ORD-F022 to F025 registered in the DML but not listed in the OM • Template footer still with MATATAG Logo • There should be 1 DML for the 3 units under the ORD • Logbook DML of the ICTU is under OARD • Internal Documents DML of ICTU (Forms and Template) are under ORD DML • DML should contain Internal & External Documents and Logbooks of the ORD Offices (LU, PAU, ICTU, ORD Proper, OARD, Applicable to All Templates) • Forms/Templates registered in the DML but not listed in the OM <ul style="list-style-type: none"> - RO-ORD-F028 – Computer Preventive Maintenance Plan - RO-ORD-F029 – Web Content Upload Slip - RO-ORD-F030 – DCP Packages Inter-Division Repair & Maintenance Tool - RO-ORD-F031 – ICT Plan • Forms/Templates uploaded in the DML still have the MATATAG Logo in the footer • RO-ORD-F026 – Client Satisfaction Measurement Results is registered in the DML but not listed in the OM; Form not uploaded in the KMT Drive • RO-ORD-F027 – Feedback Improvement Form is registered in the DML but not listed in the OM; Form not uploaded in the KMT Drive • Footer of Forms/Template not updated (no DepEd Logo, Bagong Pilipinas Logo, TUV NORD Logo)