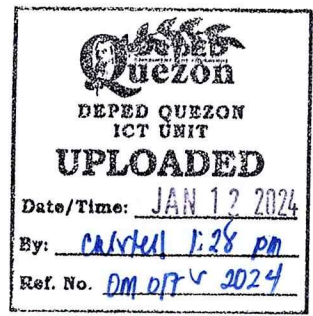




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



10 JANUARY 2024

OFFICE MEMORANDUM
 OM No. 017, s. 2024

DESIGNATION OF KNOWLEDGE MANAGEMENT TEAM (KMT) MEMBERS

To : Division Officials and Employees

Pursuant to DepEd Order No. 009, s. 2021, INSTITUTIONALIZATION OF A QUALITY MANAGEMENT SYSTEM IN THE DEPARTMENT OF EDUCATION dated February 24, 2021, the following personnel are hereby designated as members of the Knowledge Management Team (KMT) of the Schools Division of Quezon:

Designation	Name	Position
Team Leader	Jee-Ann O. Borines	Education Program Supervisor
Asst. Team Leader	Krisca Ann C. Zaracena	Administrative Aide VI
Members	Sarah Lyn D. Oczon	Administrative Office II
	Marinel I. Obmerga	Administrative Aide VI
	Raymond Q. Nieva	Administrative Aide VI
	Joe Angelo L. Basco	Project Development Officer II
	Ronnjemmele A. Rivera	Librarian II
	Laarni Rose R. Gutierrez	Education Program Specialist
	Joan Alejaida R. Mauhay	Education Program Supervisor
	Raul R. Agaran	Education Program Supervisor
	Arvin Repaso	Project Development Officer II
	Mark Angelo Tiusan	Project Development Officer I
	Mary Joyce P. Salamat	Education Program Specialist II
	Paul Clifford N. Marquez	Senior Education Program Specialist
	Michelle G. Duma	Senior Education Program Specialist
	Marie A. Tesalona	Medical Officer III
	Marbin Jeramil D. Fragata	Planning Officer III
	Oscar R. Duma, Jr.	Senior Education Program Specialist
	Danica May J. dela Cruz	Administrative Assistant III
	Mary Rose R. Gordula	Administrative Assistant III
Raffi Almazan	Administrative Assistant III	
Connie Abulencia	Administrative Assistant III	

DEPEDQUEZON-TM-SDS-04-010-005



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	Vince Angelo L. Dedace	Administrative Officer II
	Arlene M. Tolentino	Administrative Officer II
	Jackqueline D. Nuyda	Administrative Assistant III
	Cristell Mae M. Suante	Administrative Aide VI
	Akimi Therese Asano	Administrative Assistant III
	Angelo S. Reneses	Administrative Assistant III
	Michelle P. de Mesa	Administrative Assistant III
	Hilariona E. Coronado	Administrative Officer IV
	Floricel Lagos	Administrative Assistant III
	Laila Anna B. Magtangob	Administrative Assistant III
	Carleen D. Aguila	Legal Assistant II
	Kristoffer Oineza	Administrative Officer II

The members of the Knowledge Management Team (KMT) shall have the following responsibilities:

- Implement and refer to the latest version of the Document Management Procedure, Document Matrix, and Organizational Knowledge Matrix in the PAWIM;
- Ensure that the requirements for uploading, maintaining, and retaining documented information are established and implemented;
- Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;
- Oversee activities related to managing organizational knowledge and setting document management standards; and
- Provide feedback to the QMR on the status of the control documents and records.

Dissemination of this Office Memorandum is hereby enjoined.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

qms-qmr/jam/01/10/2024

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