



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

April 5, 2021

OFFICE MEMORANDUM  
OM No. 018, s. 2021

**DESIGNATION OF QMS KNOWLEDGE MANAGEMENT TEAM (KMT) MEMBERS**

To : Division Officials and Employees

1. 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 QMS Knowledge Management Team (KMT) of the Schools Division of Quezon:

Name	Designation	Functional Division/Section/Unit/Office
Jee-Ann O. Borines	Team Leader/ Document Controller	CID-LRM
Rena R. Rodil	Member	TM-SDS
Marinel I. Obmerga	Member	TM-ASD
Raymond Q. Nieva	Member	CID-IMS
Joe Angelo L. Basco	Member	CID-LRM
Ronnjemmele Rivera	Member	CID-LIB
Clarisse Canzana	Member	CID-PRI
Arvin Repaso	Member	SGO-DRR
Danica May Jaranilla	Member	SGO-EFS
Michelle Duma	Member	SGO-HRD
Edwin Signo, Jr.	Member	SGO-PAR
Gilbert C. Alva	Member	SGO-PAR
Ma. Teresa M. Abella	Member	SGO-SHS
Maria Bernadit Tupas	Member	SGO-SME
Mary Joyce Salamat	Member	SGO-SMN
Z-Ann Zulueta	Member	SDS-ACC
Jay Isaac Datinggaling	Member	SDS-ADM/ GSS

DEPEDQUEZON-TM-SDS-04-010-004



*"Creating Possibilities, Inspiring Innovations"*

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Maria Rafaela Miguela A. Jimenez	Member	SDS-BUD
Connie Abulencia	Member	SDS-CSH
Cristelle M. Suante	Member	SDS-ICT
Jackqueline Nuyda	Member	SDS-LEG
Maila Morota	Member	SDS-PER
Angelo Rañeses	Member	SDS-REC
Michelle Pornobi	Member	SDS-SUP
Sedinuelle Y. Aguila	Member	QMS-KMT
Regina V. Marino	Member	QMS-TAT
Gloria Magtibay	Member	QMS-QWT
Franz Joyce Taburdan	Member	QMS-IQA
Juanito A. Merle	Member	QMS-QMR
Fernando T. Seño	Member	QMS-RMT
Carolina T. Zaracena	Member	QMS-FVS

2. The members of the QMS Knowledge Management Team 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 updating, 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.
3. Dissemination of this Memorandum is hereby enjoined.

**ELIAS A. ALICAYA JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**DEPED - QUEZON**  
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