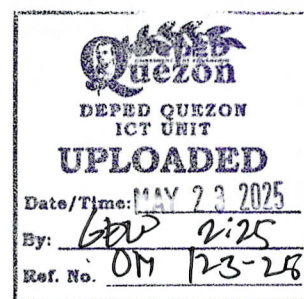




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



22 May 2025

**OFFICE MEMORANDUM**

OM No. 123, s. 2025

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

**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.

SECTION		POSITION
CID-LRM	JEE-ANN O. BORINES	Lead / Education Program Supervisor
Records	SHERELYN O. PARDILLA	Alternate / Records Officer III
CID-LRM	SIELO MAUREEN S. DEVEZA	Secretariat / Administrative Aide VI
<b>KMT MEMBERS</b>		
SDS	FLORICEL R. LAGOS	Project Development Officer I
ASDS	MARINEL I. OBMERGA	Administrative Aide VI
CID-IMS	RAYMOND Q. NIEVA	Administrative Aide VI
CID-LRM	JOE ANGELO L. BASCO	Project Officer Development II
CID-HUB	RONNJEMMELE A. RIVERA	Librarian II
CID-ALS	LAARNI ROSE R. GUTIERREZ	Education Program Specialist
CID-Private Schools	CLARISSA G. CASAÑA	Administrative Secretary
SGOD	RAUL R. AGARAN	Education Program Supervisor
SGOD-DRRM	ARVIN P. REPASO	Project Officer Development II

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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

SGOD-Youth Formation	MARK ANGELO M. TIUSAN	Project Officer Development I
SGOD-HRD	REGINA V. MARINO	Senior Education Program Specialist
SGOD-Social Mobilization	PAUL CLIFFORD N. MARQUEZ	Senior Education Program Specialist
SGOD-SMME	MICHELLE G. DUMA	Senior Education Program Specialist
SGOD-Health	DRA. MARIE ANTOINETTE A. TESALONA	Medical Officer III
SGOD-Planning	MARK ROE M. ESMERNA	Administrative Aide VI
SGOD-Research	MARIA BERNADIT M. TUPAS	Education Program Specialist II
SGOD- EFS	SHARMAINE G. CORTAS	Engineer
Accounting	LORENA G. ABDON	Administrative Assistant III
Budget	JEWEL LEE J. DEPUYOY	Administrative Aide VI
Cashier	CONNIE T. ABULENCIA	Administrative Assistant III
Admin/General Services	CHRISTINE A. ALVISO	Administrative Assistant III
Legal	JACKQUELINE D. NUYDA	Administrative Assistant III
ICT	MARK NICKO F. QUINDOZA	Administrative Aide VI
Personnel	CINDY P. PEREZ	Administrative Assistant III
Records	MARISYLL JUDEE G. MENDOZA	Administrative Assistant III
Supply	MICHELLE P. DE MESA	Administrative Assistant III
Bids and Awards Committee (BAC)	HILARIONA E. CORONADO	Administrative Officer IV
Knowledge Management Team (KMT)	SIELO MAUREEN S. DEVEZA	Administrative Aide VI
Training and Advocacy Team (TAT)	MARY JOYCE S. MONTAÑA	Education Program Specialist II
Risk Management Team (RMT)	ASUNCION C. ILAO	Education Program Supervisor
Quality Workplace Team (QWT)	LAYLA ANNA B. MAGTANGOB	Administrative Assistant III
Internal Quality Audit (IQA)	CARLEEN D. AGUILA	Legal Assistant II
Quality Management Representative (QMR)	THERESE O. PARDO	Administrative Assistant II

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

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
 (042) 784-0391, (042) 784-0321

DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)





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

---

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

  
**MARIA DOLORES D. ATIENZA**  
Administrative Office V


---

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

 DepEdTayoQuezon

 [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

 [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)