



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



DEPED - QUEZON
 ICT UNIT

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OFFICE MEMORANDUM
 OM No. 142, s. 2022

15 November 2022

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	Leader	CID-LRMDC
Floriciel Lagos	Member	Office of the SDS
Marinel I. Obmerga	Member	Office of the ASDS
Raymond Q. Nieva	Member	CID-IMS
Joe Angelo L. Basco	Member	CID Learning Resources
Aldren B. Libranda	Member	CID-Library Hub
Clarissa G. Casaña	Member	CID-Private School
Arvin P. Repaso	Member	SGOD-Disaster Risk Reduction
Danica May V. Jaranilla	Member	SGOD-Education Facilities Section
Regina V. Marino	Member	SGOD-HRTD
Edwin G. Signo, Jr.	Member	SGOD - Planning
Gilbert C. Alva	Member	SGOD - Research
Oscar R. Duma, Jr.	Member	SGOD - SMME
Paul Clifford N. Marquez	Member	SGOD-SocMoNet
Ma. Teresita M. Abella	Member	SGOD-School Health Section
France Joyce F. Taburdan	Member	SDO-Accounting
Rowena S. Adalim	Member	SDO - Budget
Connie T. Abulencia	Member	SDO - Cashier

DEPEDQUEZON-TM-SDS-04-010-005



"Creating Possibilities, Inspiring Innovations"

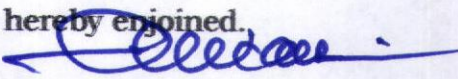
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Jay Isaac Datinggaling	Member	SDO – Admin
Jay Isaac Datinggaling	Member	SDO – GSS
Jackqueline D. Nuyda	Member	SDO – Legal Section
Cristell Mae Dianne D. Mangubat	Member	SDO – ICT Section
Reylan I. Ranillo	Member	SDO – Personnel Section
Angelo S. Rañeses	Member	SDO – Records
Michelle P. De Mesa	Member	SDO – Supply
Juanito A. Merle	Member	QMS-QMR
Raul R. Agaran	Member	QMS-Internal Quality Audit
Elizabeth M. De Villa	Member	QMS-Risk Management
Gilbert C. Alva	Member	QMS-Quality Workplate
Michelle G. Duma	Member	QMS-Training and Advocacy
Krisca Anne C. Zaracena	Member	QMS-Knowledge Management

2. The members of the QMS – 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 updating, maintaining, and retaining documented information are established and implemented;
 - Organize the operation and administrative records to ensure availability, 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
OIC - Schools Division Superintendent

qmsjam11/15/22

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