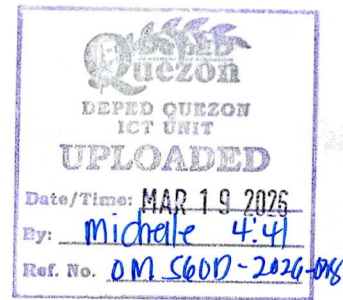




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



05 January 2026

OFFICE MEMORANDUM
 SGOD-2026- 028

DESIGNATION OF KNOWLEDGE MANAGEMENT TEAM (KMT)

To: Assistant Schools Division Superintendents
 Knowledge Management Team Members
 All Others Concerned

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.

NAME	POSITION	OFFICE
Jee-Ann O. Borines	Education Program Supervisor KMT Lead	CID-LRM
Sherelyn O. Pardilla	Records Officer III KMT Lead Alternate	RECORDS
Sielo Maureen S. Deveza	Administrative Aide VI KMT Secretariat	CID-LRM
KMT MEMBERS		
Resiele G. Coronacion	Administrative Assistant III	OSDS
Marinel I. Obmerga	Administrative Aide VI	ASDS
Dessa Marie D. Gandia	Administrative Assistant III	CID-IMS
Joe Angelo L. Basco	Project Development Officer II	CID-LRM
Ronnjemmele A. Rivera	Librarian II	CID-LIBRARY HUB
Laarni Rose R. Gutierrez	Education Program Specialist	CID-ALS
Paul Clifford N. Marquez	Senior Education Program Specialist	CID-Private Schools & SGOD-Social Mobilization
Raul R. Agaran	Education Program Supervisor	SGOD
Arvin P. Repaso	Project Development Officer II	SGOD-DRRM
Rommel T. Oczon	Project Development Officer I	SGOD-Youth Formation & Quality Management Representative (QMR)
Leah A. Perez	Education Program Specialist II	SGOD-HRD
Michelle G. Duma	Senior Education Program Specialist	SGOD-SMME
Ma. Teresita M. Abella	Nurse II	SGOD-Health
Akimi Therese Asano	OIC-Planning Officer	SGOD-Planning
Maria Bernadit M. Tupas	Education Program Specialist II	SGOD-Research

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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KMT MEMBERS		
Sharmaine G. Cortas	Technical Assistant IV	SGOD-EFS
Mark Roe M. Esmerna	Administrative Assistant III	Accounting
Maribeth D. Fragata	Administrative Aide VI	Budget
Connie T. Abulencia	Administrative Assistant III	Cashier
Christine A. Alviso	Administrative Assistant III	Admin/General Services
Jackqueline D. Nuyda	Administrative Assistant III	Legal
Mark Nicko F. Quindoza	Administrative Aide VI	ICT
Cindy P. Perez	Administrative Assistant III	Personnel
Marisyll Judee G. Mendoza	Administrative Assistant III	Records
Aira May C. Perez	Administrative Assistant III	Supply
Hilariona E. Coronado	Administrative Officer IV	Procurement
Mary Joyce S. Montaña	Education Program Specialist II	Training and Advocacy Team (TAT)
Floriciel R. Lagos	Project Development Officer I	Risk Management Team (RMT)
Layla Anna B. Magtangob	Administrative Assistant III	Quality Workplace Team (QWT)
Carleen D. Aguila	Legal Assistant I	Internal Quality Audit (IQA)

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;
- Assist the KMT Lead to 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 in your section;
- Assist the KMT Lead to oversee activities related to managing organizational knowledge and setting document management standards; and
- Provide feedback to the KMT Lead on the status of the control of documents and records.

Dissemination of this Office Memorandum is hereby enjoined.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

kmtjob031926

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