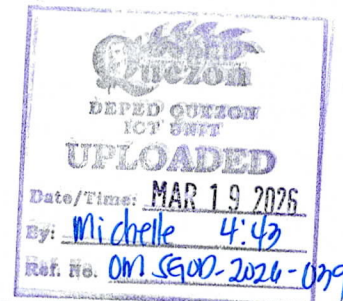




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



19 March 2026

OFFICE MEMORANDUM
SGOD-2026- 039

**TRAINING-WORKSHOP ON DOCUMENT CONTROL AND KNOWLEDGE
MANAGEMENT (KMT): REVISION, UPDATING, FINALIZATION,
AND PRINTING OF ONE QMS DOCUMENTS**

To: Assistant Schools Division Superintendents
Chief (CID and SGOD)
CID, SGOD and OSDS Section Heads
KMT, Alternate, Secretariat and Members
All Others Concerned

1. In line with the implementation of the Department of Education One Quality Management System (DepEd One QMS), it is essential to ensure that all documented information remains accurate, updated, controlled, and aligned with established standards to promote efficiency, consistency, and compliance across all functional units. In connection, this Office announces the conduct of the **Training-Workshop on Document Control and Knowledge Management: Revision, Updating, Finalization, and Printing of One QMS Documents on March 23-26, 2026** at **Division Library Hub, Pagbilao, Quezon**. (Please see Enclosure 1 for the Activity Matrix)
2. This training workshop aims to enable participants to competently revise, update, finalize, control, and prepare for printing all required documented information, including the Operations Manual, Quality Control Plans, templates, and forms, in full compliance with the standards and requirements of DepEd One QMS, to effectively manage and sustain QMS documented information. Specifically, it aims to:
 - a. Explain the principles and requirements of Document Control and Knowledge Management under DepEd One QMS.
 - b. Identify and evaluate gaps, inconsistencies, and outdated provisions in existing QMS Manual, Quality Control Plans (QCPs), and templates.
 - c. Apply proper document control procedures, including:
 - c.1. Document coding
 - c.2. Version control
 - c.3. Approval workflow
 - c.4. Distribution and retrieval system
 - c.5. Maintenance of master lists and registers

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>



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

- d. Revise and harmonize process flows, QCPs, and forms to ensure alignment with actual operational practices.
 - e. Standardize templates and formats to ensure uniformity across units and compliance with QMS documentation structure.
 - f. Consolidate and finalize all documented information for approval and printing.
 - g. Establish mechanisms for periodic review, updating, and digital archiving of QMS documents to sustain implementation.
3. The **participants** for this training-workshop are **sixty-six (66) Division Personnel** listed in the attached enclosure which are composed of the Top Management, QMS Lead, and workforce in the Knowledge Management Team.
 4. Participants are expected to be at the venue by **8:20 AM** for the opening program. They are also advised to **bring copies of their Quality Control Plans and templates**, along with their **laptops** and **extension cords**. Meals will start with breakfast as the first meal and end with afternoon snacks as the last meal for the four-day duration of the activity.
 5. **Expenses** to be incurred in the conduct of this activity such as food and office supplies shall be **charged against the Division Maintenance and Other Operating Expenses (MOOE)**, subject to the usual accounting and auditing rules and regulations.
 6. This activity is strategically conducted in preparation for the **upcoming Mock Audit scheduled in June 2026 and the Final External Audit in November 2026**. Given the proximity of the scheduled audits, **all concerned are directed to treat this activity with utmost priority** to ensure organizational readiness, compliance, and successful audit outcomes.
 7. The activity is expected to generate finalized **QMS Operations Manual**, updated and approved **Quality Control Plans (QCPs)**, **standardized templates and forms**, an updated **Document Masterlist**, and **camera-ready copies** of all approved documents for printing and dissemination.
 8. For any queries or concerns, you may contact KMT Lead Jee-Ann O. Borines, KMT Alternate Sherelyn O. Pardilla, or KMT Secretariat Sielo Maureen S. Deveza through any official means of communication.
 9. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

kmtjob03192026

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>



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

Enclosure 1 to OM SGOD No. 039

Training Workshop Matrix

Time	Day 1 (March 23, 2026)	Day 2 (March 24, 2026)	Day 3 (March 25, 2026)	Day 4 (March 26, 2026)
8:01-8:30	Arrival and Registration	Management of Learning	Management of Learning	Management of Learning
8:31-9:00	Opening Program	Workshop 2: Revision of QCPs based on the document code provided by KMT and Region's Unified Code Output: Finalized QCPs with correct document code of templates under Controls column	Continuation of Workshop 1 and 2 for other QCPs	Workshop 3: Finalization of Operations Manual per Functional Division (Core Group)
9:01-10:00	Topic 1: Overview Review: KMT			
10:01-11:00	Topic 2: KMT Members and their Duties and Responsibilities			
11:01-12:00	Topic 3: Presentation of KMT Documents Needed for this Activity (Operations Manual, QCPs and Templates)			
12:01-12:59	Lunch Break			
1:00-2:00	Topic 4: Presentation of Region's Unified Templates	Continuation of Workshop 1 and 2 for other QCPs	Continuation of Workshop 1 and 2 for other QCPs	Submission of Outputs: 1. Operations Manual 2. Quality Control Plans 3. Document Masterlist
2:01-3:00	Workshop 1: Review and updating of QCPs including templates (step by step procedure vs actual process)			
3:01-4:00	Consideration: 1 year MOVs prior to audit Output: Identified Templates (Internal and External) per QCPs submitted to KMT for document code			
4:01-5:00				Printing of Finalized Documents
	Debriefing	Debriefing	Debriefing	Closing Program
				Debriefing

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>



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

Enclosure 2 to OM SGOD No. 079

LIST OF PARTICIPANTS

NO.	Name	Position	Office
1	Rommel C. Bautista, CESO V	Schools Division Superintendent	OSDS
2	Roselyn Q. Golfo, PhD	Asst. Schools Division Superintendent	OASDS
3	Lorena S. Walangsumbat, EdD	OIC-Asst. Schools Division Superintendent	OASDS
4	Aris S. Barrago, PhD	OIC-Asst. Schools Division Superintendent	OASDS
5	Walter F. Galarosa, PhD	OIC-CID, Chief Education Supervisor	CID
6	Juanito A. Merle, EdD	SGOD, Chief Education Supervisor	SGOD
7	Engr. Daniel Jr. I. Hutamares	Engineer III	SGOD-EFS
8	Maria Dolores T. Atienza	Administrative Officer V	Admin Section
9	Wennie O. Gaela	Administrative Officer IV	Personnel Section
10	Catherine A. Pureza	Administrative Officer V	Budget Section
11	Atty. Rexcia Maria B. Baldeo	Attorney III	Legal Unit
12	Edmundo R. Marin Jr	Accountant III	Accounting Section
13	Shiela E. Javen	Administrative Officer IV	Cashier Section
14	Wilbert F. Porteza	Information Technology Officer	ICT Section
15	George D. Aguila	Administrative Officer IV	Supply Section
16	Jay S. Alfaro	Education Program Supervisor	CID-IMS
17	Maria Dylin S. Garcia	Education Program Supervisor	CID-IMS
18	Asuncion C. Ilao	Education Program Supervisor	CID-IMS
19	Joseph E. Jarasa	Education Program Supervisor	CID-IMS
20	Joan Alejaida R. Mauhay	Education Program Supervisor	CID-IMS
21	Carmen H. Macatugob	Education Program Supervisor	CID-IMS
22	Carmela Ezcel A. Orogo	Education Program Supervisor	CID-IMS
23	Abner L. Pureza	Education Program Supervisor	CID-IMS
24	Fernando T. Seño	Education Program Supervisor	CID-IMS
25	Jaime F. Zara Jr.	Education Program Supervisor	CID-IMS
26	Raul A. Agaran	Education Program Supervisor	SGOD
27	Rebie A. Marciano	Public Schools District Supervisor	CID-IMS
28	Jee-Ann O. Borines	Education Program Supervisor KMT Lead	CID-LRM
29	Sherelyn O. Pardilla	Records Officer III KMT Lead Alternate	RECORDS
30	Sielo Maureen S. Deveza	Administrative Aide VI KMT Secretariat	CID-LRM & Knowledge Management Team (KMT)
31	Resiele G. Coronacion	Administrative Assistant III	OSDS
32	Marinel I. Obmerga	Administrative Aide VI	ASDS
33	Dessa Marie D. Gandia	Administrative Assistant III	CID-IMS
34	Raymond Q. Nieva	Administrative Aide VI	CID-IMS
35	Joe Angelo L. Basco	Project Development Officer II	CID-LRM
36	Ronnjemmele A. Rivera	Librarian II	CID-LIBRARY HUB
37	Laarni Rose R. Gutierrez	Education Program Specialist II	CID-ALS
38	Paul Clifford N. Marquez	Senior Education Program Specialist	CID-Private Schools & SGOD-Social Mobilization
39	Liezl V. Alcala	Administrative Aide VI	SGOD-QMS
40	Arvin P. Repaso	Project Development Officer II	SGOD-DRRM
41	Rommel T. Oczon	Project Development Officer I	SGOD-Youth Formation & Quality Management Representative (QMR)

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>



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

42	Regina V. Marino	Senior Education Program Specialist	SGOD-HRD
43	Leah A. Perez	Education Program Specialist II	SGOD-HRD
44	Michelle G. Duma	Senior Education Program Specialist	SGOD-SMME
45	Ma. Teresita M. Abella	Nurse II	SGOD-Health
46	Akimi Therese Asano	OIC-Planning Officer	SGOD-Planning
47	Maria Bernadit M. Tupas	Education Program Specialist II	SGOD-Research
48	Sharmaine G. Cortas	Technical Assistant IV	SGOD-EFS
49	Mark Angelo M. Tiusan	Project Development Officer I	SGOD
50	Mark Roe M. Esmerna	Administrative Assistant III	Accounting
51	Maribeth D. Fragata	Administrative Aide VI	Budget
52	Connie T. Abulencia	Administrative Assistant III	Cashier
53	Christine A. Alviso	Administrative Assistant III	Admin/General Services
54	Jackqueline D. Nuyda	Administrative Assistant III	Legal
55	Mark Nicko F. Quindoza	Administrative Aide VI	ICT
56	Cindy P. Perez	Administrative Assistant III	Personnel
57	Marisyll Judee G. Mendoza	Administrative Assistant III	Records
58	Aira May C. Perez	Administrative Assistant III	Supply
59	Hilariona E. Coronado	Administrative Officer IV	Procurement
60	Mary Joyce S. Montaña	Education Program Specialist II	Training and Advocacy Team (TAT)
61	Floriciel R. Lagos	Project Development Officer I	Risk Management Team (RMT)
62	Layla Anna B. Magtangob	Administrative Assistant III	Quality Workplace Team (QWT)
63	Carleen D. Aguila	Legal Assistant I	Internal Quality Audit (IQA)
64	Clarissa G. Casaña	Administrative Aide VI	CID-LRM Project Management Team
65	Mercedita C. Lanot	Administrative Aide II	CID-LRM Project Management Team
66	Margaret T. Villaluz	Clerical Assistant (Go STAN)	CID-LRM Project Management Team

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>