



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

November 3, 2022

REGION MEMORANDUM
 FTAD No. 26, s. 2022

**ORIENTATION-WORKSHOP ON THE KNOWLEDGE MANAGEMENT SYSTEM
 REPOSITORY PORTAL AND LAYOUTING OF THE COFFEE
 TABLE BOOK VOLUME 2**

To: School Division Superintendents
 Divisions of Tacurong City, General Santos City
 and Sarangani Province
 Concerned Regional Office Personnel

1. Pursuant to DM 14 s. 2022 titled The DepEd Quality Management System Manual and Procedures and Work Instructions Manual (PAWIM) specifically on Organizational Knowledge and Documented Information Management, this region shall be conducting a 2-in-1 activity, the **Orientation-Workshop on the Knowledge Management System (KMS) Repository Portal and Layouting of the Coffee Table Book Volume 2**, on **November 15-16, 2022** at a venue that will be announced on a separate notice.

2. There shall be two groups of participants namely, Group A composed of the Regional QA and Layout Team for the coffee table book, and Group B composed of Knowledge Management Team (KMT) members and all Functional Division Document Controllers (FDDCs) who shall be attending the Orientation-Workshop on KMS Repository Portal.

GROUP A	GROUP B
Rhea Joy Hallique, Lead (QA Team)	<u>All FDDCs</u>
RM Dion Winner D. Lebrero	FD- 1 QAD - 1
Clariza Satorre – Tacurong City	FTAD – 1 HRDD - 2
Apple John C. Satorre, Lead (Layout Team)	PPRD – 2 AD – 6
Ariel C. Lalisan – Sarangani Province	ESSD – 1 ORD - 3
Reggie D. Galindez – General Santos City	CLMD – 1 ARD - 1
Brylle O. Regidor – Sarangani Province	Napoleon J. Gio, KMT Lead and Members - 6
Sub-total: 7	Sub-total: 25
GRAND TOTAL	32

Important Note: Group A shall be staying overnight (November 15-16, 2022) while Group B shall be one day only (November 15, 2022).

3. For Group B, the first meal shall be snacks in the morning and the last shall be dinner on Day 1. For Group A, the first meal shall be snacks in the morning on Day 1 and the last meal shall be lunch on Day 2.





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

4. All expenses relative to the activity shall be charged to region MOOE subject to the usual accounting and auditing rules and regulations.
5. See the enclosed indicative flow of activities for reference. For queries and further information, email emily.enolpe@deped.gov.ph or call 09176947488.
6. For information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: As stated

Reference: DepEd Memorandum 14, s. 2022

To be indicated in the Perpetual Index under the subject

KNOWLEDGE MANAGEMENT

WORKSHOP

*EFE/ FTAD/RM/ ORIENTATION-WORKSHOP ON THE KNOWLEDGE MANAGEMENT SYSTEM REPOSITORY PORTAL
AND LAYOUTING OF THE COFFEE TABLE BOOK VOLUME 2/023/NOVEMBER 3, 2022*



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org Email: region12@deped.gov.ph





Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure to Region Memorandum FTAD No. 26, s. 2022

INDICATIVE FLOW OF ACTIVITIES

Group B

Day 1 (November 15)		
Time	Activity	Responsible
8:00-8:30 am	Arrival and Registration	Secretariat
8:30-9:00 am	Opening Preliminaries - Invocation - Opening Remarks - Overview and Statement of Objectives	KMT
9:00-10:00 am	Presentation on the Knowledge Management System Repository Portal	Apple John Satorre, KM Secretariat
10:00-10:15 am	Health Break	
10:15-11:15 am	Presentation on Documented Information Management Standards and Process Flow	Christine Mae Pible, DIM Focal Person
11:15-12:15 pm	Workshop 1: Finalization of Forms and Templates by FDDCs	KMT
12:15-1:15pm	Lunch Break	
1:15-3:15 pm	Workshop 2: Registration of Forms and Templates to KMS Repository and Portal	Christine Mae Pible
3:15-3:30 pm	Health Break	
3:30-5:00 pm	Continuation of Workshop 2	Christine Mae Pible
5:00-5:30pm	Agreements and Closing Ceremony	KMT
5:30-6:30 pm	Dinner break Home Sweet Home	

Group A

Day 1 and 2 (November 15-16)		
Time	Activity	Responsible
8:00-8:30 am	Arrival and Registration	Secretariat
8:30-9:00 am	Opening Preliminaries (Plenary with Group A) - Invocation - Opening Remarks - Overview and Statement of Objectives	KMT





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

9:00 – 10:00 am	Quality Assurance and Layouting of the coffee table book volume 2	QA and Layout Teams
10:00 10:15 am	Health Break	
10:15 am onwards until Nov 16, 11:00 am	Continuation of QA and Layouting Activities	QA and Layout Teams
11:00- 12:00 nn	Presentation of Final Output to KMT	KMT Lead
	Home Sweet Home	



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org Email: region12@deped.gov.ph

