



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

June 19, 2023

OFFICE MEMORANDUM

FTAD-2023- **365**

**UPLOADING OF DOCUMENTED INFORMATION TO THE KNOWLEDGE
 MANAGEMENT TEAM (KMT) GOOGLE DRIVE**

To: Director III
 Functional Division Chiefs
 All Others Concerned

1. To ensure that all documented information are secured and are readily available for use, this Office, through the Knowledge Management Team (KMT), hereby directs all concerned to upload all documented information to the KMT Google Drive.
2. Documented information to be uploaded are the following:
 - a. Scanned copy of the approved Operations Manual
 - b. Scanned copy of the Planning Documents (SWOT Matrix, Risk Registry, Opportunity Registry, and List of Relevant Interested Parties)
 - c. Approved Forms and Templates
 - d. Document Master List of both Internal and External Documents.
3. The KMT members of each office shall be responsible for uploading of the above-mentioned documented information.
4. The Functional Division Chief shall monitor the compliance of this Memorandum.
5. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV
 Regional Director

FTAD-MDS

