



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

July 25, 2024

OFFICE MEMORANDUM
FTAD-2024- **389**

ASSESSMENT ON THE DOCUMENTED INFORMATION MANAGEMENT

To: Assistant Regional Director
Regional Office Division Chiefs
Section/Unit Heads
Chairperson of Knowledge Management Team
All Others Concerned

1. This Office through the Knowledge Management Team shall conduct the Assessment on Documented Information Management per functional division/section/unit on August 12, 2024 with the following schedules:

TIME	SUB TEAMS TO ASSESS AND OFFICE TO BE ASSESSED				
	Sub Team 1	Sub Team 2	Sub Team 3	Sub Team 4	Sub Team 5
9:00 – 10:00 AM	PPRD	ORD Proper	CLMD	OARD	HRDD
10:00 – 11:00 AM	AD-Procurement	AD - RS	CLMD - LR	ESSD - PFS	ORD - ICTU
1:30 – 2:30 PM	QAD	AD - AMS	ORD - PAU	ESSD - SHS	FD
2:30 – 3:30 PM	ORD-Legal	AD - GSU	AD - PS	ESSD - SPPS	AD - CS
3:30-4:30 PM				FTAD	

2. The composition of each Sub-Team is as follows:

Sub-Team 1	Sub-Team 2	Sub-Team 3	Sub-Team 4	Sub-Team 5
Leader: M. Sarmiento	Leader: E. Rosales	Leader: G. Mangaliman	Leader: A. Cinco	Leader: R. Tiu
Members: J. Delopere	Members: A. Lim	Members: L. Tajo	Members: D Endriano	Members: R. Nayre
C. Zabala	J. Tajarros	J. Lagado	R. Vacal	M. Gallano
M. Duero	J. Gula	MA Ladrera	M. Camposano	E. Garcia
F. Bacus	W. Colinayo	H. Avila	Q. Yu	J. Nirza
M. Parado	B. Andrada	J. Dacatimbang	A. Calipayan	T. Peleño
AL Luaton	JM. Funa	CD Arante	R. Cuevas	GC Villegas

3. Compliance of each Office on the utilization of internal and external documents as stipulated in the PAWIM shall be assessed (e.g. Issuances, forms,

templates, Operations Manual, Planning Documents, Document Master List, DRAFTs, labels, and others) both hard and soft copies if applicable.

4. The Division Chiefs/Sections/Unit Heads are advised to ensure the availability of documents as of March 1, 2024 to present for perusal.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

FTAD-MDS

