



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

15 January 2024

DIVISION MEMORANDUM
CID-2024-006

**WORKSHOP FOR DOCUMENTATION INFORMATION ON REVISION AND
CREATION OF DOCUMENTS**

TO : OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd order No. 009 s. 2021, Institutionalization of a Quality Management System in the Department of Education, the Department of Education (DepEd) issues the enclosed Guidelines on the Institutionalization of a Quality Management System (QMS) certifiable to ISO 9001 standards towards consistent, effective and efficient delivery of basic education services across all levels of governance: central, regional offices, schools division offices and schools/ community learning centers (CLCs). The Schools Division Office of Lucena City will conduct **Workshop for Documentation Information Revision and Creation of Documents** on January 23, 2024, at Lucena City Teachers and Employees Conference Center, 2nd Floor.
2. The objectives of the activity are:
 - a. Capacitate the KMT members on the Documentation Information Procedure
 - b. update the QMS templates per functional divisions and units.
 - c. ensure consistency in the delivery of quality services.
 - d. ensure that each functional divisions/units/section uses the registered documents.
3. The participants of this activity are the Knowledge Management Team members. Attached are the Matrix (Annex 1), TWG (Annex 2) and a list of participants (Annex 3).
4. For more details, please contact Josephine T. Natividad, KMT lead or Mylene R. Dapol-Deputy lead at telephone no. 09233075821.
5. Immediate and widest dissemination of this Memorandum is earnestly desired.


SUSAN DL. ORIBIANA
Schools Division Superintendent

KMT/001



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Telephone Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
FB Account: DepEd Tayo Lucena City
Website: depedlucena.com

Annex 1

MATRIX OF ACTIVITY

TITLE OF ACTIVITY: **WORKSHOP FOR DOCUMENTATION INFORMATION REVISION AND CREATION OF DOCUMENTS**

DATE OF ACTIVITY: **JANUARY 23, 2024**

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
8:00-8:30	Registration	Sayre M. Dialola Jomarie C. Cortez
8:30-9:00	Opening Program	Mylene R. Dapol Deputy Lead KMT
9:00-10:30	Document Management Procedure	Josephine T. Natividad KMT Lead
10:30-11:40	Updating of QMS Templates	Mylene R. Dapol Deputy Lead KMT
11:40-12:00	Q&A	Mylene R. Dapol Deputy Lead KMT
12:00-1:00	Lunch Break	
1:00-3:00	Workshop	Mylene R. Dapol Deputy Lead KMT
3:00-5:00	Checking and Submission of Outputs	Josephine T. Natividad KMT Lead

FLORIZA C. INDENIBLE

Master of Ceremony

Annex 2

Technical Working Group	
Program and Invitation Committee	Noel Rey T. Estuita
Registration Committee	Sayre M. Dialola Jomarie C. Cortez
Certificates Committee	Kale Nue D. Fundano
Physical Arrangement Committee	Luis Carmelo F. Fisico
Sound System and Technical Committee	Marlon P. Banagan
Food & Refreshment Committee	N/A
Evaluation Committee	Dr. Pascual C. La Rosa
Documentation Committee	Mylene R. Dapol
Health and Wellness Committee (If applicable)	N/A

Annex 3**LIST OF PARTICIPANTS****TITLE OF ACTIVITY:** **WORKSHOP FOR DOCUMENTATION INFORMATION REVISION
AND CREATION OF DOCUMENTS****DATE OF ACTIVITY:** **JANUARY 23, 2024**

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Susan DL. Oribiana	F	SDS	OSDS
3	Josephine T. Natividad	F	Chief, CID	CID
4	Mylene R. Dapol	F	EPS II	CID
5	Cinderella G. Magtibay	F	Admin Aide VI	OSDS
6	Andrea Tongo	F	ADAS II	Legal
7	Kim Beverly A. Albino	F	Admin Asst. III	Accounting
8	Mary Eden A. Malacad	F	Admin Asst I	Budget
9	Jhoana Marie Y. Carandang	F	Admin Aide VI	Cash
10	Rylen R. Zaide	F	Admin Aide	Admin
11	Ronalyn D. Patnon	F	Admin Aide	Admin
12	Nerissa Araneta	F	Admin Aide	Property & Supply
13	Floriza C. Indenible	F	Admin Asst. III	Personnel
14	Maria Chrisandra Eloj E. Quiroz	F	Admin Aide VI	Personnel
15	Noel Rey T. Estuita	M	PDO I	CID
16	Sayre M. Dialola	F	Librarian	CID
17	Kale Nue D. Fundano	F	Admin Aide VI	CID
18	Sheila Mae A. Ursolino	F	Dentist	SGOD
19	Julie Carmel U. La Rosa	F	Nurse	SGOD
20	Lea L. Garcia	F	Admin Aide VI	SGOD
21	Luis Carmelo F. Fisico	M	Admin Aide	SGOD
22	Jomarie C. Cortez	M	Admin Aide	SGOD