KNOWLEDGE MANAGEMENT TEAM

DOCUMENTED INFORMATION

TABLE A. DISTRIBUTION

TYPE OF DOCUMENT	DISTRIBUTION METHOD		RESPONSIBLE/MASTER COPY KEPT BY
	Hard Copy	Soft Copy	
Planning Documents (SWOT, Risk Registry,	Photocopy, stamped with **Controlled Copy** given to concerned Functional Division	KMS Portal	Lead, KMT
Operations Manual	Photocopy given to concerned Functional Division	KMS Portal	Lead, KMT
DepEd Order and DepEd Memo		Uploaded in www.deped.gov.ph	PAS-PD
Office Memorandum and Office Order	Photocopy forwarded to concerned units/persons	Sent to DepEd emails through the Official DepEd MIMAROPA Regional Office email	Records Section -ASD
Regional Memorandum	N/A	Sent to DepEd emails through the Official DepEd MIMAROPA Regional Office email	Records Section -ASD
Forms and Templates	Printed Forms forwarded to concerned units/persons	e-Forms uploaded in the KMS Portal	Lead, KMT

Reports	N/A	Email or Forwarding of the report to requesting office	Process Holder
External Documents	N/A	e-copy uploaded in the KMS Portal	Process Holder

TABLE B. DOCUMENT REFERENCE CODES

TYPE OF DOCUMENT	REFERENCE CODE IN THE DOCUMENT	REFERENCE CODE IN THE DOCUMENT MASTERLIST	CODE DEFINITION	REGISTRATION IN-CHARGE IN THE DOCUMENT MASTERLIST
DepEd Order DepEd Memorandum	N/A N/A	DO No. 000, s. YYYY DM No. 000, s. YYYY	000 – number series YYYY – year released	Process Holder thru the KMT Representative per FD
Numbered Regional Memorandum	**REGIONAL MEMORANDUM** No. 000 s. YYYY	RM No. 000, s. YYYY	000 – number series YYYY – year released	Process Holder thru the KMT Representative per FD Number series: ASD-RS
Unnumbered Regional Memorandum	**REGIONAL MEMORANDUM** AAA-YYYY-000	RM AAA-YYYY-000	AAA – functional division code ORD – Office of the Regional Director	Process Holder thru the KMT Representative per FD

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<tr><td>ASD</td><td>Administrative Services Division</td></tr>
<tr><td>CLMD</td><td>Curriculum and Learning Management Division</td></tr>
<tr><td>ESSD</td><td>Education Support Services Division</td></tr>
<tr><td>FIN</td><td>Finance Division</td></tr>
<tr><td>FTAD</td><td>Field Technical Division</td></tr>
<tr><td>HRDD</td><td>Human Resource Development Division</td></tr>
<tr><td>PPRD</td><td>Policy, Planning and Research Division</td></tr>
<tr><td>QAD</td><td>Quality Assurance Division</td></tr>
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000 – number series
YYYY – year released
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<tr>
<td>Office Order

Office Memorandum</td>
<td>OFFICE ORDER
OO-AAA-YYYY-000

OFFICE MEMORANDUM
OM-AAAA-YYYY-000</td>
<td>OO-AAA-YYYY-000

OM-AAA-YYYY-000</td>
<td>OO – constant code for Office Order
OM – constant code for Office Memorandum
AAA – functional division code
000 – number series
YYYY – year released</td>
<td>Process Holder thru the KMT Representative per FD</td>
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Forms and Templates	RO-AAA-F-000	RO-AAA-F-000	F – constant code for Forms AAA – functional division code 000 – number series YYYY – year released	Process Holder thru the KMT Representative per FD
Request for Action	RFA-YYYY-AAAA-000	RFA-YYYY-AAAA-000	RFA – Request for Action AAA – functional division code 000 – number series YYYY – year released	Lead, KMT thru the KMT Representative per FD
External Documents and Forms	*(Coding will be based on the type and originating agency of the document* *e.g. NBC No. 214, s. 2021, CSC MC No. 17, s. 2015, NAP Form 3, CAV Form 16)*			Lead, KMT thru the KMT Representative per FD