



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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05 May 2026

**DIVISION MEMORANDUM**

CID-2026-072

**KNOWLEDGE MANAGEMENT TEAM (KMT) REVIEW, PROOFREADING AND  
VALIDATION OF THE SDO OPERATIONS MANUAL**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Knowledge Management Team Members  
All others Concerned

1. In line with Office Memorandum No. SGOD-2026-027, dated April 7, 2026, entitled "Continuing Capacity Enhancement on the Quality Management System for SDO Personnel: Conduct of Succeeding Activities," the Knowledge Management Team (KMT) is scheduled to conduct the Review, Proofreading, and Validation of the Division's Operations Manual on **May 4-5, 2026**, at the New Conference Hall, Alabel, Sarangani Province.
2. The activity aims to review, proofread, and validate the Operations Manual of the functional divisions to ensure clarity, accuracy, consistency, and alignment with existing quality management standards.
3. In this regard, the following personnel are hereby requested to assist the KMT as editors during the conduct of the review:
  - Ariel Lalisan - Kinam NHS
  - Raychel Bandilao - Malungon Gamay CES
  - Viena Nervo - Glan School of Arts and Trade (GSAT)
  - Evan L. Campos - Paraiso Integrated School
4. Expenses for meals and snacks shall be charged against Division MOOE and/or local funds, subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Dr. Donna S. Panes, at 09957712127.
6. Immediate dissemination of and strict compliance with this memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

**PROGRAMS**

Judith B. Alba/CID/MLA – knowledge management team (kmt) review, proofreading  
and validation of the sdo operations manual

0313/May 5, 2026



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