



Republic of the Philippines
Department of Environment and Natural Resources

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SEP 14 2022

SPECIAL ORDER
No. 2022- 665

**SUBJECT : AUTHORIZING THE CREATION OF A KNOWLEDGE
MANAGEMENT TEAM AT THE FOREIGN-ASSISTED AND
SPECIAL PROJECTS SERVICE**

In the interest of the service and cognizant of the need to properly manage the growing knowledge products generated by projects, a Knowledge Management Team is hereby created at the Foreign-Assisted and Special Projects Service (FASPS). The KM Team shall be composed of the following:

I. KM Team Composition

Knowledge Manager : Director, Foreign-Assisted and Special Projects Service
(Chair)

Quality Assurance Manager : Assistant Director, Foreign-Assisted and Special Projects
(Co-Chair) Service

Knowledge Authors : Technical Staff, Office of the Director
Chief, Project Monitoring & Evaluation Division (PMED)
Chief, Project Management division (PMD)
Chief, Project Preparation Division (PPD)
Chief, Project Accounts Management Division (PAMD)

Knowledge Support Ms. Laarni Marciano (Lead)
Mr. Joel Abunda (Alternate)
Two (2) Staff per Division, PMD, PPD, PAMD, PMED
FASPs Focal Persons

II. Roles and Responsibilities

Knowledge Manager - shall initiate the Knowledge Project; provide general directions and approve the content of the Knowledge base for release to target audience

Quality Assurance Manager - shall plan the Knowledge Project in detail; mobilize the project team; and manage and assess knowledge products and delivery

Knowledge Authors - shall create the knowledge content, package and make knowledge products easy to access and use

Knowledge Support - shall provide technology services in support of the knowledge delivery environment and shall be responsible for the content management and administration of all social media accounts of FASPS

As such, the Knowledge Manager shall ensure that a knowledge management framework and system is developed and put in place, and all other requirements and mechanisms are provided to ensure operationalization of the FASPS KM system.

Expenses related to the operationalization of the knowledge management system shall be charged against the Office of the FASPS Director/FAPs Support Funds.

This Order shall take effect immediately.

ATTY. ERNESTO D. ADOBO, JR. CESO I
Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs

