



COLLEGE OF PUBLIC AFFAIRS AND DEVELOPMENT
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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KNOWLEDGE MANAGEMENT OFFICE

17 July 2024



PROF. JOSE V. CAMACHO, JR., PhD
Chancellor
University of the Philippines Los Baños
College, Laguna

#202407-MM1074

Dear **Chancellor Camacho**:

Good day!

The Department of Science Communication, College of Development Communication will be conducting a learning event titled **"Knowledge Management Basics for Effective Organizations"** on 16-17 August 2024, via Zoom.

Thus, we would like to request approval to allow the attendance of three (3) staff members from the CPAf Knowledge Management Office:

1. Lauro M. Atienza, University Extension Specialist I
2. Michiko Karisa M. Buot, University Researcher I
3. Rhea O. Sabrido, College Librarian I

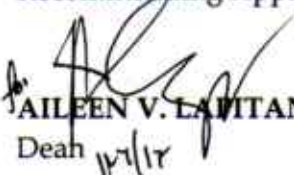
The registration cost will be P2,000.00 per participant, totaling P6,000.00. This amount will be charged to Future Proof Fund 9370100.

Please see the attachments for your reference. Thank you very much.

Very truly yours,


MARIA LUZ L. MALABAYABAS, PhD
Head, KMO *for*

Recommending Approval:


AILEEN V. LAITAN, PhD
Dean *pr/r*



Department of Science Communication

17 July 2024

Dr. Aileen V. Lapitan
Dean, College of Public Affairs
UP Los Baños, College Laguna

Attention: Dr. Maria Luz M Malabayabas, Knowledge Management Office Head,
CPAf

Subject: Invitation to join the training “Knowledge Management: Basics for
Effective Organizations”

Dear Dean Lapitan:

We are pleased to invite **Mr. Lauro Atienza** (University Extension Specialist I), **Ms. Michiko Karisa M. Buot** (University Researcher 1), and **Ms. Rhea O. Sabrido** (College Librarian 1), to participate in a series of learning sessions under the Department of Science Communication’s *Enhancing Science and Technology Education, Engagement, and Mentorship* (ESTEEM) Program. Our first offering, **Knowledge Management: Basics for Effective Organizations**, will take place online via Zoom on 16-17 August 2024. This training will serve as a prerequisite for the advanced KM for Development (KM4D) training course to be offered next year.

This basic KM training is intended for KM, information, and communication officers as well as systems administrators and academic personnel handling KM, management, and other related courses. It aims to equip the participants with knowledge and understanding of the importance of and basic concepts and methods in KM, familiarity with a range of knowledge sharing methods that you can use to leverage organizational knowledge for innovation, and the ability to analyze good KM practices as applied in public and private organizations.

Three of our esteemed colleagues from the Department of Science Communication with extensive expertise and real-world experience on KM will serve as resource speakers.

The training fee is PHP2,000, which covers all training materials and access to the online sessions. We are happy to provide reduced rate for group registration. **You may register through this link: <http://bit.ly/JOINDSCKMFEO> or email cbarkaina@up.edu.ph**
Please confirm your participation and register not later than **August 10, 2024**.


Should you have any questions or need further information, feel free to contact us through cdc_dsc.uplb@up.edu.ph or cbarkaina@up.edu.ph.

Thank you very much.

Sincerely yours,


CHARLENE MAE ARKAINA
University Extension Specialist, DSC CDC

Noted by:


WINIFREDO B. DAGLI, PhD
Chair, DSC-CDC



LEARNING SESSION

Knowledge Management

Basics for Effective Organizations



Fully online
via ZOOM

AUGUST
16 - 17

REGISTER HERE:
[BIT.LY/JOINDSCKMFEO](https://bit.ly/joindsckmfco)

DEADLINE OF REGISTRATION IS ON
AUGUST 10, 2024



LEARNING SESSION

Knowledge Management

Basics for Effective Organizations

Attend the online training and you'll be able to:

- Expand your skillset with knowledge management concepts and techniques.
- Gain knowledge management tools and practices to enrich your career life.
- Enhance workplace efficiency using applied knowledge management techniques.

REGISTER HERE:
[BIT.LY/JOINDSCKMFEO](https://bit.ly/joindsckmfco)



Objectives of the KM training

After the training session participants should be able to:

-  Explain the importance of and basic concepts in **knowledge management**;
-  Describe key KM methods and tools used in **organizational settings**;
-  Demonstrate at least one **knowledge-sharing method** related to their work;
-  Analyze **cases of good practices on KM** as applied in public and private organizations.

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College of
Development
Communication
University of the Philippines Los Baños



DEPARTMENT OF
SCIENCE COMMUNICATION

This training session will definitely be useful, especially if you are...

-  a **Knowledge management (KM) officer**
Broaden your horizons! Learn more about KM processes.
-  an **Information and Communication officer**
Explore your network! Learn KM to expand your channels.
-  a **Human resource and development officer**
Find new methods! Learn KM techniques for productivity.
-  a **Systems administrator**
Stay ahead! Relate KM processes and technology.
-  part of an **Academic personnel teaching management**
Develop insights! Integrate KM principles to instruction.

or simply interested to learn about **KM for your organization!**

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