

**Discussion 6.** Where are the key decision points in the KM cycle?

The key decision points within the major KM cycle stages of Capture, Codify, Create, Share, Acquire, and Apply arise at stages where knowledge must be evaluated for validity, relevance, alignment with institutional objectives, and operational impact before progressing further. During Capture and Acquire, the organization must determine whether the knowledge source is credible, policy aligned, and strategically significant, consistent with the principle that the quality of input determines the quality of outcomes. In Codify, a decision is required on how knowledge should be structured, standardized, and contextualized to ensure clarity, consistency, and usability across organizational units. In Create, particularly in light of knowledge production models, new knowledge claims must undergo validation and authorization before integration into institutional memory. In Share, governance mechanisms must determine appropriate access levels, dissemination channels, and user roles to maintain both accessibility and data protection. In Apply, the organization assesses whether the knowledge contributes to improved decision making, efficiency, compliance, or performance, and whether feedback necessitates revision, retention, or retirement of the content.

In my experience as a Computer Science undergraduate at UPLB, comparable decision points are evident in both academic and administrative processes. Within the Institute of Computer Science, project development requires validation of requirements before implementation, code review before integration into shared repositories, and testing before deployment. In transactions handled by the College Secretary and the Graduate School, documents such as curriculum checklists, substitution requests, and graduation clearances undergo formal evaluation to ensure compliance with official policies prior to approval. These structured checkpoints prevent inconsistencies, reduce errors, and preserve institutional integrity. Similarly, in the SESAM and GS KMIS context, clearly defined decision points embedded within each KM stage ensure that institutional knowledge remains accurate, authorized, contextually appropriate, and aligned with academic governance.