

## **SIMPLE TIPS ON KNOWLEDGE MANAGEMENT SYSTEM STRATEGIES FOR SCHOOLS**

*by:*

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Knowledge Management Systems (KMS) might be considered as a new paradigm when applied to public school, but it is no longer relatively new since some organizations in the are KMS practitioners including the Development Academy of the Philippines.

KMS can be a very good strategy for knowledge retention at the Department of Education since it is one of the national government agencies with a volume of workforce.

One problem that KMS can address is challenge on loss of knowledge due to the workforce that retired, transferred to another school, or resigned. KMS provide a clear framework on the identification, collection, organizing and storing of the critical knowledge. By adopting KMS principles, schools can strengthen both teaching and administrative functions.

In schools, applying a KMS can enhance collaboration among teachers, improve access to learning resources, and support data-driven decision-making.

One KMS strategy is sharing of best practices. Teachers do not only need upskilling, coaching and mentoring from school head. Teachers can also learn from their co-teachers by sharing the best practices in a program or activity as well as the learning from challenges and mistakes occurred, hence the failure risk will decrease.

Moreover, a digital repository is another strategy that can be used. Depending on the available resources of the school, digital repository can be a flash drive, hard drive, or

cloud storage where teachers may upload and organize their lesson plans, instructional materials, reports and best practices.

The archives can be accessed later by other authorized school personnel in case data from a previous report is needed or in case the teacher or school head who made the report is transferred to another school.

This strategy is efficient as it facilitates ease of locating the files and other reports, and it assists in minimizing the redundant efforts in making the same reports.

There is an existing ISO Standard for KMS, which is ISO 30401, for which any agency may pursue certification. Since schools have limited resources, simple KMS practices may be enough to ignite the culture of knowledge management.

#### *References:*

Dalkir, K. (2017). Knowledge Management in Theory and Practice. MIT Press.