



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte

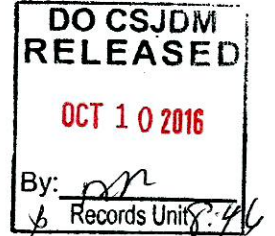


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October 6, 2016

DIVISION MEMORANDUM

No. 178 s. 2016



To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/ Secondary School Heads

ROLLOUT ON CONTINUOUS IMPROVEMENT (CI) PROGRAM

1. Pursuant to DepEd Unnumbered Memorandum dated December 2, 2015, this Division announces the rollout on Continuous Improvement (CI) Program on October 24-28, 2016, venue to be announced later.
2. This training aims to articulate basic understanding of Continuous Improvement (CI), explain the CI methodology and its steps and demonstrate CI application at the school level with the guidance of a coach.
3. Participants are the CI Teams from Sapang Palay National High School, San Jose Del Monte National High School, Muzon Pabahay Elementary School, Towerville Elementary School, and San Rafael BBH Elementary School. The team leaders and members should not be changed nor replaced in the course of the CI training and implementation.
4. Training and transportation expenses of resource speakers & staff shall be charged to Division Maintenance and Other Operational Expenses (MOOE) while transportation expenses of the School CI Team shall be charged to school MOOE or school canteen funds subject to the usual accounting and auditing rules and regulations.
5. Attached herewith is the training matrix for the said CI Program.
6. Immediate and wide dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

ROLLOUT ON CONTINUOUS IMPROVEMENT (CI) PROGRAM
Training Matrix

Time	Day 1		Day 2		Day 3		Day 4		Day 5	
	TOPIC	Facilitator/ R. Person	TOPIC	Facilitator/ R. Person	TOPIC	Facilitator/ R. Person	TOPIC	Facilitator/ R. Person	TOPIC	Facilitator/ R. Person
8:00-8:30	Opening Program - Checking of Attendance - MOL									
8:30-9:30	Setting of Expectations & Setting of Objectives	Dr. Editha Caparas-RO3, EPS 11	Workshop 3 - Enumeration of Processes	Dr. Rolando T. Sotelo/Dr. Ruby Cagadas	STAGE 1 : Step 1 - Get Organized	Dolores M. Lavilla & Leny de los Reyes	Step 4 - Identify PIAs	Dr. Rolando Sotelo/Epifania de Leon	Step 6 Develop Solutions	Dolores M. Lavilla/Ruby Cagadas
9:30-9:45	HEALTH BREAK									
9:45 - 10:45	Total Quality Management & Systems Thinking	Dr. Rolando T. Sotelo - CID Chief	Workshop 4 - Mapping of Stakeholders, KPIs & Processes	Dr. Rolando Sotelo/Dr. Ruby Cagadas	Step 2 - Talk with your Customers	Dolores M. Lavilla & Leny delos Reyes	Step 4 Identify PIAs	Dr. Rolando T. Sotelo/Epifania de Leon	Step 7 - Finalize Improvement Plan	Dolores M. Lavilla/Leny delos Reyes
10:45 - 12:00	Workshop 1 - Identification of Stakeholder	Dolores M. Lavilla-PSDS/Epifania de Leon	CI Methodology	Dr. Rolando Sotelo					Step 8, 9 & 10- Pilot, Roll Out Solutions & Check Progress	Dr. Rolando T. Sotelo/Epifania de Leon
1:00 - 5:00	Workshop 2 - Identification of Key Performance Indicators	Dolores M. Lavilla/Epifania de Leon	Airplane Game	Dr. Rolando Sotelo/ Members of Div. CI Team	Step 3 - Walk the Process	Dr. Rolando Sotelo/ Epifania de Leon	Step 5- Root Cause Analysis	Ruby Cagadas/Dolores M. Lavilla	Home Sweet Home	

Prepared by:

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DOLORES M. LAVILLA
PSDS

Reviewed by:

Rolando T. Sotelo
ROLANDO T. SOTELO, DEM
CID - Chief

Noted by:

Maria Carmen P. Cuenco
MARIA CARMEN P. CUENCO
Assistant Schools Division Superintendent