



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



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April 30, 2018

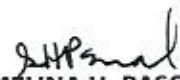
DIVISION MEMORANDUM

No. 69 s. 2018

ROLLOUT ON CONTINUOUS IMPROVEMENT (CI) PROGRAM

To: Assistant Schools Division Superintendent
Division Chief
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/ Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Unnumbered Memorandum dated December 2, 2015, this Division announces the third batch rollout on Continuous Improvement (CI) Program on May 21-23, 2018, 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 composed of five (5) Master Teachers/Teacher 3 in each school from Paradise Farms Community School, Minuyan Elementary School, Bagong Buhay G Elementary School, Bagong Buhay B Elementary School, Gumaok Elementary School, Benito Nieto Elementary School, Minuyan National High School, Towerville High School, San Jose Del Monte National Trade School, and Marangal National High School. The team leaders and members should not be changed nor replaced in the course of CI training and implementation.
4. Training and transportation expenses of resource speakers and staff shall be charged to Division Maintenance and Other Operating Expenses (MOOE) while transportation expenses of the School CI Team shall be charged to School MOOE/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

May 21-23, 2018

Time	Day 1		Day 2		Day 3	
	Topic	Facilitator	Topic	Facilitator	Topic	Facilitator
8:00-8:30	Opening Program	MOL				
8:30-9:30	Total Quality Management & Systems Thinking	Rolando T. Sotelo, DEM CID Chief	CI Methodology	Rolando T. Sotelo, DEM CID Chief	Step 4: Identify PIAs	Rolando T. Sotelo, DEM CID Chief Epifania de Leon -PSDS
9:30-9:45	Health Break					
9:45 – 10:45	Workshop 1 Identification of stakeholders	Ruby M. Cagadas-EPS Epifania de Leon-PSDS	Airplane Game	Rolando T. Sotelo/Div. CI Team	Step 5: Root Cause Analysis	Rebecca T. Talde –MT (SPNHS) Leny B. Delos Reyes - EPS
10:45 – 12:00	Workshop 2 Identification of Key Performance Indicators	Ruby M. Cagadas-EPS Epifania de Leon-PSDS	Stage 1: Step 1- Get Organized	Ruby M. Cagadas, Ed.D- EPS Epifania De Leon-PSDS	Step 6: Develop Solutions	Ruby M. Cagadas-EPS Epifania De Leon -PSDS
12:00 – 1:00	Lunch Break					
1:00 – 2:45	Workshop 3 Enumeration of Processes	Rolando T. Sotelo, DEM CID Chief Rebecca T. Talde-MT (SPNHS)	Step 2- Talk With Your Customers	Rebecca T. Talde-MT (SPNHS) Leny B. Delos Reyes-EPS	Step 7: Finalize Improvement Plan	Ruby M. Cagadas-EPS Rebecca T. Talde-MT (SPNHS)
2:45 – 3:00	Health Break					
3:00 -5:00	Workshop 4 Mapping of Stakeholders, KPIs & Processes	Rolando T. Sotelo, DEM CID Chief Leny B. Delos Reyes- EPS	Step 3: Walk the Process	Rolando T. Sotelo, DEM CID Chief Leny B. Delos Reyes -EPS]] Step 8, 9, & 10 – Rollout Solutions & Check Progress	Rolando T. Sotelo, DEM CID Chief Rebecca T. Talde- MT(SPNHS)

Prepared by:


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