



July 23, 2018

DIVISION MEMORANDUM
 No. 7 As. 2018

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

CONDUCT OF THE DIVISION SCHOOLS CONTINUOUS IMPROVEMENT (CI) PROJECTS AND PROJECT PROPOSALS PRESENTATION

1. This Office announces the conduct of the Division Continuous Improvement (CI) Projects and Project Proposals presentation on July 31, 2018 and August 1, 2018 consecutively at the City of San Jose Del Monte Central School.
2. This activity serves as a venue for the Division CI Teams (Batch 2) to showcase and share their CI projects, accomplishments and experiences in the CI program to foster learning from the different teams and more appreciation of continuous improvement and to enable the School CI Teams (Batch 3) to present the proposed school-based CI project approved by the School Head which applies the steps in CI Methodology.
3. Participants to this activity are the Master Trainers and Master Coaches from Sapang Palay National High School, Muzon Pabahay Elementary School, BBH Elementary School, San Jose del Monte National High School, Towerville Elementary School, and School Heads and members of the CI Teams from the following schools:

Batch 2	Batch 3
1. Francisco Homes Elementary School	11. Paradise Farms Community School
2. SJDM Central Elementary School	12. Minuyan Elementary School
3. Bagong Buhay E Central School(BBE)	13. Bagong Buhay G Elementary School (BBG)
4. Tungkong Mangga Elementary School	14. Bagong Buhay B Elementary School (BBB)
5. Marangal Elementary School	15. Gumaok Elementary School
6. Goldenville Elementary School	16. Benito Nieto Elementary School
7. Kaypian National High	17. Minuyan National High School
8. Kakawate National High School	18. Towerville High School
9. Paradise Farms High School	19. San Jose Del Monte National Trade School
10. Muzon National High School	20. Marangal National High School

4. Expenses to this activity shall be charged against Division MOOE while the participants expenses (exhibit and travel) incurred shall be charged to Canteen Fund/School MOOE subject to the usual accounting and auditing rules and regulations.
5. Attached herewith are the following:
 - Enclosure No. 1 Presentation Guidelines, Exhibit Materials and Equipment and Project Briefer Contents and Format
 - Enclosure No. 2 Program of Activities
 - Enclosure No. 3 List of Participants to the Division CI Project Presentation (Batch 2)
 - Enclosure No. 4 List of Participants to the Division CI Project Presentation (Batch 2)
 - Enclosure No. 5 List of Division Master Trainers and Master Coaches
 - Enclosure No. 6 List of School Heads and Schools Division Office (SDO) Personnel
6. Immediate dissemination of this memorandum to all concerned is enjoined.

[Signature]
GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent

CI PROJECT PRESENTATION GUIDELINES

PRESENTATION	GUIDELINES
Format	The general format is a "conversation or story telling" style facilitated by a moderator
Concept	<p>Sharing from the CI Teams will focus on:</p> <ul style="list-style-type: none"> ▪ Background information ▪ Problem status before CI intervention (before state) ▪ Results on the CI intervention on the problem (after state) ▪ How the CI team implemented their CI project (i.e. priority root cause analysis, process mapping, solutions implemented, etc.) ▪ Plans or next steps for the CI teams <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>KEY questions that should be answered in the presentation:</p> <ol style="list-style-type: none"> 1. Where were we before? 2. Where are we now? 3. How we did it? 4. Where do we go from here?/What's in the future? </div>
Content	The presentation should include actual photos of CI works, short video clips of actual CI work, and other CI outputs.
Required Presentation Templates	Power point template
Required Presenters	The presenters should include all members of the CI Team.
Required Presentation Time	The actual presentation time is 20 mins. per CI Team
Required Presentation Equipment	Each CI Team should bring own laptop
Attire	Corporate

EXHIBIT MATERIALS AND EQUIPMENT

MATERIALS	IMPORTANT GUIDELINES
Photos/Images	<ul style="list-style-type: none"> ▪ Pictures should be in high resolution, not pixelated, stretched or distorted. ▪ Selfies or groupies are not allowed. ▪ Photos should be people in action during meetings, workshops, etc. and outputs and should have captions.
Project Innovation: These are actual materials developed for the program, e.g. new materials, posters, flash cards, revised/new forms, etc.	<ul style="list-style-type: none"> ▪ Quantity of materials should be enough for exhibit display. ▪ Quality of materials should be in good condition.

CI Project Brochure/Storybook (if available)	<ul style="list-style-type: none"> The brochure should clearly capture the CI project, successes, journey, etc.
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PROJECT BRIEFER

Requirement	<ul style="list-style-type: none"> Each CI Team is required to produce a CI project briefier/profile
Content	<p>The content should include the following for each CI Project in the Division:</p> <ul style="list-style-type: none"> Project Title CI Team Name (if there is) CI Team Composition and Role Key Customer Key Process Objectives <ul style="list-style-type: none"> -Overall Objective -Pilot Implementation -Roll-out Key Learning

CI PROJECT PROPOSAL PRESENTATION GUIDELINES

Format	The general format is a "conversation or story telling" style facilitated by a moderator
Content	The presentation should include the contents of the CI Team Charter and CI Project Proposal Templates
Required Presenters	The presenters should include all members of the CI Team.
Required Presentation Time	The actual presentation time is 15 mins. per CI Team
Required Presentation Equipment	Each CI Team should bring own laptop
Attire	Corporate

SCHEDULE OF ACTIVITIES

July 31, 2018			
School	Time	School	Time
Registration/Exhibit set-up	7:00-8:00 am		
Short Opening Program	8:00-8:30 am		
Francisco Homes Elementary School	8:30 am-9:00 am	SJDM Central Elementary School	11:30 am-12:00 noon
Bagong Buhay E Central School(BBE)	9:00 am-9:30 am	Tungkong Mangga Elementary School	1:00 pm-1:30: pm
Marangal Elementary School	9:30 am-10:00 am	Goldenville Elementary School	1:30 pm-2:00 pm
Kaypian National High	10:30 am-11:00 am	Kakawate National High School	2:30 pm-3:00 pm
Paradise Farms High School	11:00 am-11:30 am	Muzon National High School	3:00 pm-3:30 pm
CI Project Proposal Presentation Schedule (20 mins/group)			
August 1, 2018			
School	Time	School	Time
Registration	7:00-8:00 am		
Short Opening Program	8:00-8:30 am		
Paradise Farms Community School	8:30 am-8:50 am	Benito Nieto Elementary School	10:10 am-10:30 am
Minuyan Elementary School	8:50 am-9:10 am	Minuyan National High School	10:30 am-10:50: pm
Bagong Buhay G Elementary School (BBG)	9:10 am-9:30 am	Towerville High School	10:50 am-11:10 am
Bagong Buhay B Elementary School (BBB)	9:30 am-9:50 am	San Jose Del Monte National Trade School	11:10 am-11:30 am
Gumaok Elementary School	9:50 am-10:10 am	Marangal National High School	11:30 am-11:50 am

DIVISION CI PROJECT PRESENTATION (Batch 2)

1	Cheryl D.C. Erestain	Bagong Buhay E ES
2	Corazon G. Manuel	Bagong Buhay E ES
3	Emelita DB. Robles	Bagong Buhay E ES
4	Adelina R. Manuel	Bagong Buhay E ES
5	Leah S. Sia	Bagong Buhay E ES
6	Zoraida N. Abelilla	Francisco Homes ES
7	Ma. Cristina B. Babaran	Francisco Homes ES
8	Erlinda A. Grageda	Francisco Homes ES
9	Merly R. Indaya	Francisco Homes ES
10	Loma B. Gacutan	Francisco Homes ES
11	Virginia S. Ventura	Goldenville ES
12	Shirley A. Layag	Goldenville ES
13	Leonora P. Santiago	Goldenville ES
14	Victoria M. Anicete	Goldenville ES
15	Maricel F. Soler	Goldenville ES
16	Daisy D.C. Ifurong	Kakawate NHS
17	Victoria D.C. Comayas	Kakawate NHS
18	Marvin G. Comayas	Kakawate NHS
19	Eric J. Manuevo	Kakawate NHS
20	Remie Anne B. Cabugayan	Kakawate NHS
21	Donn Uriel D. Buenaventura	Kaypian NHS
22	Christine O. Ancajas	Kaypian NHS
23	Maria Lourdes T. Villagracia	Kaypian NHS
24	Vida Marice F. Grefalda	Kaypian NHS
25	Cirilo I. Bravo IV	Kaypian NHS
26	Michelle A. Belarmino	Marangal ES
27	Cristina M. Punsalang	Marangal ES
28	Monalisa V. Idio	Marangal ES
29	Juvilyn M. Cadungo	Marangal ES
30	Leah Marie I. Ligamzon	Marangal ES
31	Carina F. Austria	Muzon High School
32	Erwin J. Cabigao	Muzon High School
33	Cristan P. Genese	Muzon High School
34	Villaminda F. Lanzarrote	Muzon High School
35	Ana Lyn T. Disquitado	Muzon High School
36	Andre Rose S.F. Santos	Paradise Farms NHS
37	Michaela B. Hernandez	Paradise Farms NHS
38	Nelson R. Galicia	Paradise Farms NHS
39	Maria Victoria F. Abela	Paradise Farms NHS
40	Gwen T. Francisco	Paradise Farms NHS
41	Vilma S. Villanueva	San Jose del Monte CS
42	Wilfredo R. Nicolas	San Jose del Monte CS
43	Francis S. Bijasa	San Jose del Monte CS

44	Lyn S. Ledesma	San Jose del Monte CS
45	John Patric A. Palad	San Jose del Monte CS
46	Jimwel D. Herrera	Tungkong Mangga ES
47	Doreen D. Gabriel	Tungkong Mangga ES
48	Vicente M. Cañeso	Tungkong Mangga ES
49	Ericka Dominique M. Aquino	Tungkong Mangga ES
50	Anjo R. Salas	Tungkong Mangga ES

PARTICIPANTS TO THE DIVISION CI PROJECT PROPOSAL PRESENTATION (Batch 3)

NO.	NAME	SCHOOL
1.	Arlene D. Fajardo	Paradise Farms Community School
2.	Ria C. Palma	Paradise Farms Community School
3.	Mary Jane Cortez	Paradise Farms Community School
4.	Maricris T. So	Paradise Farms Community School
5.	Cristine Joy A. Lucas	Paradise Farms Community School
6.	Amorsolo C. Ayaso	Minuyan Elementary School
7.	Jennifer A. Iguban	Minuyan Elementary School
8.	Cathrinn C. Victori	Minuyan Elementary School
9.	Sarrah Fe M. Simbulan	Minuyan Elementary School
10.	Clarissa S. Bernaldo	Minuyan Elementary School
11.	Reynalda L. Paradeza	Bagong Buhay G Elementary School
12.	Val B. Tumbali	Bagong Buhay G Elementary School
13.	Yolanda Albeza	Bagong Buhay G Elementary School
14.	Catalina S. Esguerra	Bagong Buhay G Elementary School
15.	Maryann M. Sanchez	Bagong Buhay G Elementary School
16.	Heminigildo I. Tajan	Bagong Buhay B Elementary School
17.	Dianalyn A. Palaganas	Bagong Buhay B Elementary School
18.	Oliver O. De Leon	Bagong Buhay B Elementary School
19.	Angelyn B. De Guzman	Bagong Buhay B Elementary School
20.	Marissa D. De Leon	Bagong Buhay B Elementary School
21.	Precilla G. Espino	Gumaok Elementary School
22.	Arlene L. Sotelo	Gumaok Elementary School
23.	Marilou E. Malvar	Gumaok Elementary School
24.	Esterlina T. Sarga	Gumaok Elementary School
25.	Shirley R. Ortea	Gumaok Elementary School
26.	Marietta C. Mateo	Benito Nieto Elementary School
27.	Susana P. Ricasio	Benito Nieto Elementary School

28.	Nanette P. Mateo	Benito Nieto Elementary School
29.	Annaliza M. Advincula	Benito Nieto Elementary School
30.	Janet V. Bernardino	Benito Nieto Elementary School
31.	Rosita C. Falible	Minuyan National High school
32.	Sieralyn S. Enriquez	Minuyan National High school
33.	Desiree A. Tinsay	Minuyan National High school
34.	April G. Vergara	Minuyan National High school
35.	Sharon D. Olivares	Minuyan National High school
36.	Chona C. Dulay	Towerville High School
37.	Joy Ann E. Diaz	Towerville High School
38.	Paula Xaviera C. Gonzales	Towerville High School
39.	Lailanie Q. Dela Pena	Towerville High School
40.	Perlita T. I Guevan	Towerville High School
41.	Filipina C. Gutierrez	San Jose Del Monte National Trade School
42.	Mary Ann L. Salapong	San Jose Del Monte National Trade School
43.	Laila E. Delos Santos	San Jose Del Monte National Trade School
44.	Dominador O. Acedera	San Jose Del Monte National Trade School
45.	Carmen P. Luciano	San Jose Del Monte National Trade School
46.	Dustin Troy R. Joson	Marangal National High School
47.	Maricon N. Samin	Marangal National High School
48.	Teodoro D. Canaria Jr.	Marangal National High School
49.	Ruby L. Tubilag	Marangal National High School
50.	Philip B. Fernandez	Marangal National High School

LIST OF DIVISION MASTER TRAINERS AND MASTER COACHES

NAME	SCHOOL	TRAINER	COACH
1.Cenon C. Dela Cruz	San Rafael (BBH) Elementary School		✓
2.Michelle E. Del Carmen	San Rafael (BBH) Elementary School		✓
3.Rosalinda M. Marquez	San Rafael (BBH) Elementary School	✓	
4.Rowena I. Balingasa	San Rafael (BBH) Elementary School	✓	
5.Emel J. Lincuna	San Rafael (BBH) Elementary School		✓
6.Emie C. Alcaraz	Muzon Pabahay Elementary School	✓	
7.Jasmin B. Maglonzo	Muzon Pabahay Elementary School		✓
8.LeilanieC. Languian	Muzon Pabahay Elementary School		✓
9.Benedicto B. Antonio	Muzon Pabahay Elementary School		✓
10.Jovelyn A. Asis	Muzon Pabahay Elementary School	✓	
11.Carolyn W. Oliveros	Towerville Elementary School	✓	
12.Jackelyn M. Santos	Towerville Elementary School	✓	
13.Ednel S. Garcia	Towerville Elementary School		✓
14.Erica G. Mojica	Towerville Elementary School		✓
15.Minerva N. Calzado	Towerville Elementary School		✓
16.Rebecca T. Talde	Sapang Palay National High School	✓	
17.Junarlito P. Rondina	Sapang Palay National High School	✓	
18.Macaria D. Gonzales	Sapang Palay National High School		✓
19.Caridad F. Riman	Sapang Palay National High School		✓
20.Eloisa S. Orpilla	Sapang Palay National High School		✓
21.Roseille Dimagiba	San Jose del Monte National High School	✓	
22.Teresa Dela Cruz	San Jose del Monte National High School		✓
23.Elena Garrucho	San Jose del Monte National High School	✓	
24.Maria Gracia Aurelio	San Jose del Monte National High School		✓
25.Merlita Bautista	San Jose del Monte National High School		✓

Enclosure no. 6 to the Division Memorandum no. __s. 2018

	SCHOOL HEADS (to attend on July 31, 2018)	SCHOOL
1	Lilbeth D. Dasco	Francisco Homes Elementary School
2	Nerliza C. Miranda	SJDM Central Elementary School
3	Chito M. Reporen	Bagong Buhay E Central School(BBE)
4	Flordeliza M. Limon	Tungkong Mangga Elementary School
5	Lourdes A. Solomon	Marangal Elementary School
6	Francisco M. Policarpio	Goldenville Elementary School
7	Florida C. Gonzales	Kaypian National High
8	Cristina T. Santiago	Kakawate National High School
9	Danilo A. Casas	Paradise Farms High School
10	Annie C. Joaquin	Muzon National High School

	SCHOOL HEADS (to attend on August 1, 2018)	SCHOOL
1	Lyn Grace C. Abanador	Paradise Farms Community School
2	Ma. Theresa M. Dela Cruz	Minuyan Elementary School
3	Marissa M. Solomon	Bagong Buhay G Elementary School (BBG)
4	Sofronio P. Macawile	Bagong Buhay B Elementary School (BBB)
5	Maria Fatima D. Felicia	Gumaok Elementary School
6	Dionisia D. Herrera	Benito Nieto Elementary School
7	Eliza U. Jarabe	Minuyan National High School
8	Lourdes R. Robes	Towerville High School
9	Alex D. Angeles	San Jose Del Monte National Trade School
10	Ima D. Mejia	Marangal National High School

	DIVISION OFFICE	
1	Germelina H. Pascual	Schools Division Superintendent
2	Maria Carmen P. Cuenco	Assistant Schools Division Superintendent
3	Rolando T. Sotelo	CID Chief
4	Ruby M. Cagadas	Education Program Supervisor
5	Leny B. Delos Reyes	Education Program Supervisor
6	Darian R. Grageda Jr.	Public Schools District Supervisor
7	Maria Socorro M. De Guzman	Admin. Officer
8	Marife C. Arandela	Project Development Officer