



October 16, 2018

**DIVISION MEMORANDUM**

No. **101** s. 2018

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

**ROLLOUT ON DIVISION CONTINUOUS IMPROVEMENT (CI) PROGRAM (BATCH 4)**

1. This Division announces the conduct of the Division Continuous Improvement (CI) Program Rollout (Batch 4) on October 24-26, 2018, at a 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. 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 against School MOOE/school canteen funds subject to the usual accounting and auditing rules and regulations.
4. Attached as Enclosure nos. 1 and 2 are the Training Matrix and List of Participants respectively. The team leaders and members should not be changed nor replaced in the course of CI training and implementation.
5. Immediate dissemination of this memorandum to all concerned is enjoined.


  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

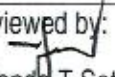
SCHOOL	NAME OF TEACHERS
San Isidro ES	EDNA B. PAUIG
	RYAN P. DELOS SANTOS
	ROSALIE B. ANTONIO
	JOY E. AVENA
	MARY GRACE B. PASCUAL
Kakawate ES	DONNABEL B. DELANTE
	CRYSTALYN A. LIBRES
	CECILIA L. APOSTOL
	GLADYS CHRISTINE P. BARLONGO
	ELOISA G. PORTIA
Bagong Buhay F ES	FLERIDA P. ORIAN
	MARILEN Q. SIMBULAN
	ERICO D. LAGANGA
	NOELIE S. STA. MARIA
	ERNESTO E. SIMBULAN
Sapang Palay Proper ES	VIRGINIA S. VENANCIO
	GERLIE M. SAMPILO
	BENEDICTO A. ANTONIO
	MARY GRACE T. CHAVEZ
	SHONNY P. ZAMORA
San Martin BBC ES	HERMELYN P. GRAPE
	MICHELLE O. MACADANG-DANG
	EDWINA P. VILLAFLORES
	RICHARD R. RANION
	MONALYN S. SALAZAR
San Jose Del Monte Heights ES	LORELA S. DE LEON
	EMEROSE R. GUIDOTE
	EDWIN S. JUNIO
	CATHERINE D. BORJE
	LILYBETH A. MENDOZA
Heroesville ES	FERDINAND Y. SINGSON
	MAYOLYN B. PANGANIBAN
	CAROLINE JO G. LACSON
	AISA E. MORALES
	JEREMIE A. FLORES
Citrus National HS	ASHER ISRAEL G. QUIMSON
	MARK P. VILLAPLAZA
	ALEXIS B. FERNAN
	LARA C. CABANA
	ELIZABETH G. NIEGAS
San Martin HS	MARK IAN B. BUNYOG
	EVANGELINE B. ESTABAYA
	MARIFE H. MOLINING
	MAUREEN H. ROXAS
	CARLA LOUISE D. ZABALLA
Muzon Harmony Hills HS	FATIMA R. DURANTE
	THELMA L. MANABAT
	FEMYLENE S. SOTALBO
	AL S. MASULA
	HOMER C. PANOY

**ROLLOUT ON CONTINUOUS IMPROVEMENT (CI) PROGRAM**

October 24-26, 2018

Time	Day 1		Day 2		Day 3	
	Topic	Facilitator	Topic	Facilitator	Topic	Facilitator
8:00-8:30	Opening Program	<b>MOL</b>				
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  Rebecca T. Talde -PSDS
9:30-9:45	<b>Health Break</b>					
9:45 – 10:45	Workshop 1  Identification of stakeholders	Rolando T. Sotelo, DEM CID Chief  Rebecca T. Talde -PSDS	Airplane Game	Rolando T. Sotelo/Div. CI Team	Step 5: Root Cause Analysis	Ernie Alcaraz-MPES  Ma. Cristina Nogoy, Ph.D.-EPS
10:45 – 12:00	Workshop 2  Identification of Key Performance Indicators	Rebecca T. Talde -PSDS  Ernie Alcaraz-MPES	Stage 1: Step 1- Get Organized	Ruby M. Cagadas, Ed.D- EPS	Step 6: Develop Solutions	Ruby M. Cagadas- EPS  Rebecca T. Talde-PSDS
12:00 – 1:00	<b>Lunch Break</b>					
1:00 – 2:45	Workshop 3  Enumeration of Processes	Rolando T. Sotelo, DEM CID Chief  Ernie Alcaraz-MPES	Step 2- Talk With Your Customers	Ruby M. Cagadas, Ed.D- EPS  Ma. Cristina Nogoy, Ph.D.- EPS	Step 7: Finalize Improvement Plan	Ma. Cristina Nogoy, Ph.D.-EPS  Rebecca T. Talde-MT (SPNHS)
2:45 – 3:00	<b>Health Break</b>					
3:00 -5:00	Workshop 4  Mapping of Stakeholders, KPIs & Processes	Rebecca T. Talde -PSDS  Ernie Alcaraz-MPES	Step 3: Walk the Process	Ma. Cristina Nogoy, Ph.D.- EPS  Ruby M. Cagadas, Ed.D- EPS	]] Step 8, 9, & 10 – Rollout Solutions & Check Progress	Rolando T. Sotelo, DEM CID Chief  Ruby M. Cagadas- EPS

Prepared by:  
  
 Ruby M. Cagadas  
 Div. CI Team Leader

Reviewed by:  
  
 Rolando T. Sotelo, DEM  
 CID Chief