

Republic of the Philippines DEPARTMENT OF EDUCATION

Region III - Central Luzon

SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY San Ignacio St., Poblacion, City of San Jose del Monte 3023



December 6, 2018

DIVISION MEMORANDUM No. 5 1s. 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) COMPLETE PROJECTS AND PROJECT PROPOSALS PRESENTATION

- 1. This Office announces the conduct of the Division Continuous Improvement (CI) Complete Projects and Project Proposals presentation on December 19-20, 2018 consecutively, venue to be announced later
- 2. This activity serves as a venue for the Division Cl Teams (Batch 3) to showcase and share their Cl 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 4) to present the proposed school-based CI project approved by the School Head which applies the steps in Cl 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 3	06	Batch 4	
1.	Paradise Farms Community School	1.	San Isidro Elementary School	
2.	Minuyan Elementary School	2.	Kakawate Elementary School	
3.	Bagong Buhay G Elementary School (BBG)	3.	Bagong Buhay F Elementary School	
4.	Bagong Buhay B Elementary School (BBB)	4.	Sapang Palay Proper ES	
5.	Gurnaok Elementary School	5.	San Martin BBC Elementary School	
6.	Benito Nieto Elementary School	6.	San Jose Del Monte Heights Elem. School	
7.	Minuyan National High School	7.	Heroesville Elementary School	
8.	Towerville High School	8.	Citrus National High School	
9.	Marangal National High School	9.	San Martin High School	

10. Muzon Harmony Hills High School

- Expenses to this activity shall be charged against Division MOOE while the participants' expenses (exhibit and travel) 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 Complete CI Project Presentation (Batch 3)

Enclosure No. 4 List of Participants to the Division CI Project Proposal Presentation (Batch 4)

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.

SHPascuel GERMÉLINA 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	Sharing from the CI Teams will focus on: 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 KEY questions that should be answered in the presentation: 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?		
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

IMPORTANT GUIDELINES
 Pictures should be in high resolution, not pixelated, stretched or distorted.
 Selfies or groufies are not allowed.
 Photos should be people in action during meetings, workshops, etc. and outputs and should have captions.
 Quantity of materials should be enough for exhibit display.
 Quality of materials should be in good condition.
 The brochure should clearly capture the CI project, successes, journey, etc.

PROJECT BRIEFER

Requirement	 Each CI Team is required to produce a CI project briefer/profile
Content	The content should include the following for each CI Project in the Division: Project Title CI Team Name (if there is) CI Team Composition and Role Key Customer Key Process Objectives 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

	CI Complete Project	Presentation		
	December 19	, 2018	70	
School	Time	School	Time	
Registration/Exhibit set-up	7:00-8:00 am			
Short Opening Program	8:00-8:30 am			
Paradise Farms Community School	8:30 am-9:00 am	Benito Nieto Elementary School	11:30 am-12:00 noon	
Minuyan Elementary School	9:00 am-9:30 am	Minuyan High School	1:00 pm-1:30: pm	
BBG Elementary School	9:30 am-10:00 am	Towerville High School	1:30 pm-2:00 pm	
BBB Elementary School	10:30 am-11:00 am	Marangal National High School	2:30 pm-3:00 pm	
Gumaok Elementary School	11:000 am-11:30 am			

CI Project Proposal Presentation Schedule (20 mins/group)

	December 2	20, 2018		
School	Time	School	Time	
Registration	7:00-800 am			
Short Opening Program	8:00-8:30 am		N-40 - 127	
San Isidro Elementary School	8:30 am-8:50 am	SJDM Heights Elem. School	10:10 am-10:30 am	
Kakawate Elementary School	8:50 am-9:10 am	Heroesville Elem. School	10:30 am-10:50: pm	
BBF Elementary School	9:10 am-9:30 am	Citrus National High School	10:50 am-11:10 am	
Sapang Palay Proper ES	9:30 am-9:50 am	San Martin High School	11:100 am-11:30 am	
San Martin BBC Elem. School	9:50 am-10:10 am	Muzon Harmony Hills HS	11:30 am-11:50 am	

NO.	CIPANTS TO THE DIVISION CI CO NAME	SCHOOL
1.	Arlene D. Fajardo	Paradise Farms Community School
2.	Ria C. Palma	Paradise Farms Community School
3.	Mary Jane L. 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. Victorio	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 Q. 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.	Herminigildo 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 Hiigh school
32.	Sieralyn S. Enriquez	Minuyan National Hiigh school
33.	Desiree A. Tinsay	Minuyan National Hiigh school
34.	April G. Vergara	Minuyan National Hiigh school
35.	Sharon D. Olivares	Minuyan National Hiigh 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. Guevan	Towerville High School
41.	Dustin Troy R. Joson	Marangal National High School
42	Maricon N. Samin	Marangal National High School
43.	Teodoro D. Canaria Jr.	Marangal National High School
44.	Ruby L. Tubilag	Marangal National High School
45.	Philip B. Fernandez	Marangal National High School

	SCHOOL	NAME OF TEACHERS
1	Edna B. Pauig	San Isidro Elementary School
2	Myra F. Penaranda	San Isidro Elementary School
3	Rosalie B. Antonio	San Isidro Elementary School
4	Joy E. Avena	San Isidro Elementary School
5	Mary Grace B. Pascual	San Isidro Elementary School
6	Rosel Q. Busion	Kakawate Elementary School
7	Jeffrey S. Flores	Kakawate Elementary School
8	Marita C. Trinidad	Kakawate Elementary School
9	Saraj Jane P. Zipagan	Kakawate Elementary School
10	Joy Camille B. Yonque	Kakawate Elementary School
11	Flerida P. Orian	Bagong Buhay F Elementary School
12	Marilen Q. Simbulan	Bagong Buhay F Elementary School
13	Erico D. Laganga	Bagong Buhay F Elementary School
14	Noelie S., Sta, Maria	Bagong Buhay F Elementary School
15	Ernesto E. Simbulan	Bagong Buhay F Elementary School
16	Virginia S. Venancio	Sapang Palay Proper Elementary School
17	Gerlie M. Sampilo	Sapang Palay Proper Elementary School
18	Mary Jane T. Guerrero	Sapang Palay Proper Elementary School
19	Mary Grace T, Chavez	Sapang Palay Proper Elementary School
20	Shonny P. Zamora	Sapang Palay Proper Elementary School
21	Jonna C. Verano	San Martin BBC Elementary School
22	Michelle O. Macadangdang	San Martin BBC Elementary School
23	Edwina P. Villaflores	San Martin BBC Elementary School
24	Vanessa R. Jardin	San Martin BBC Elementary School
25	Monalyn s. Salazar	San Martin BBC Elementary School
26	Lorela S. De leon	San Jose Del Monte Heights Elementary School
27	Emerose R. Guidote	San Jose Del Monte Heights Elementary School
28	Edwin S. Junio	San Jose Del Monte Heights Elementary School
29	Catherine D., Borje	San Jose Del Monte Heights Elementary School
30	Lilybeth A. Mendoza	San Jose Del Monte Heights Elementary School
31	Ferdinand Y. Singson	Heroesville Elementary School
32	Mayolyn B. Panganiban	Heroesville Elementary School
33	Caroline Jo G. Lacson	Heroesville Elementary School
34	Aisa E. Morales	Heroesville Elementary School
35	Jeremie E. Flores	Heroesville Elementary School
36	Asher Israel G. Quimson	Citrus National High School
37	Mark P. Villaplaza	Citrus National High School
38	Alexis B. Fernan	Citrus National High School
39	Lara C. Cabana	Citrus National High School
40	Elizabeth G. Niegas	Citrus National High School
41	Cherie Ann F. Jardin	San Martin High School
42	Evangeline B. Estabaya	San Martin High School
43	Marife H. Molining	San Martin High School
44	Maureen M. Roxas	San Martin High School
45	Carla Louise D. Zaballa	San Martin High School
46	Fatima R. Durante	Muzon Harmony Hills High School
47	Thelma L. Manabat	Muzon Harmony Hills High School
48	Femylene S. Sotalbo	Muzon Harmony Hills High School
49	Al .S. Masula	Muzon Harmony Hills High School
50	Federico N. Baquiran	Muzon Harmony Hills High School

MASTER TRAINERS AND MASTER COACHES

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

	SCHOOL HEADS (to attend on December 20, 2018)	SCHOOL
1	Kristel May G. Bernardino	San Isidro Elementary School
2	Gina B. Yonque	Kakawate Elementary School
3	Kimberly De Leon	Bagong Buhay F Elementary School
4	Virginia V. Manuel	Sapang Palay Proper Elementary School
5	Ramiro. M. Gacosta	San Martin BBC Elementary School
6	Zenaida B. Aguirre	San Jose Del Monte Heights Elementary School
7	Dianalyn A. Palaganas	Heroesville Elementary High
8	Rogelio G. Sison	Citrus National High School
9	Joel Jonathan O. Camero	San Martin High School
10	Marietta Licupit	Muzon Harmony Hills High School

	SCHOOL HEADS (to attend on Dec. 19, 2018)	SCHOOL
1	Rowena P. Lancero	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	Leo Glenn P. Evasco	Minuyan National High School
8	Lourdes R. Robes	Towerville High School
9	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	Darlan R. Grageda Jr.	Public Schools District Supervisofr
7	Maria Critina Nogoy	Education Program Supervisor
8	Mary Lei Jane R. Batan	Nurse