



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



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June 13, 2017

DIVISION MEMORANDUM

No. 91 s. 2017

**TRAINING ON CONTINUOUS IMPROVEMENT FOR MASTER TRAINERS (MT) AND
MASTER COACHES (MC)**

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

1. Pursuant to DepEd Unnumbered Memorandum s. 2016, this Division announces the conduct of Training on Continuous Improvement for Master Trainers (MT) and Master Coaches (MC) on June 19-20, 2017, venue to be announced later.
2. This training aims to:
 - a. deepen participants' understanding of the 10 steps of CI;
 - b. highlight and emphasize critical points under each CI step;
 - c. identify the strengths and weaknesses of school-based CI projects done by some model schools in the Division;
 - d. provide structured approach in conducting the CI training; and
 - e. provide pointers on how to effectively deliver the CI training manual.
3. Participants to this training are School Heads and 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.
4. Training and transportation expenses of resource speakers and 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
6. Immediate and wide dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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Training Matrix

Date	Time	Topic/Activity	Facilitator
June 19, 2017 (Day 1)	7:00 am	Registration	
	8:00 am	Opening Program	
	8:30 am	Overview of the CI Master Training and Master Coaching Setting	Dr. Rolando T. Sotelo
	9:30 am	AM Snacks	
		BREAKOUT SESSION	
	10:00 am	CI Master Training	Dr. Rolando Sotelo/ Ms. Dolores Lavilla
		CI Master Coaching	Ms. Leny Delos Reyes/Ms. Efiphania De Leon/Dr. Ruby Cagadas
	12:00 noon	Lunch Break	
	1:00 pm	CI Master Training	Dr. Rolando Sotelo/ Ms. Dolores Lavilla
		CI Master Coaching	Ms. Leny Delos Reyes/Ms. Efiphania De Leon/Dr. Ruby Cagadas
	3:45 pm	PM Snacks	
	3:30 pm	CI Master Training	Dr. Rolando Sotelo/ Ms. Dolores Lavilla
		CI Master Coaching	Ms. Leny Delos Reyes/Ms. Efiphania De Leon/Dr. Ruby Cagadas
	5:00 pm	Dinner	



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Training Matrix

Date	Time	Topic/Activity	Facilitator
June 20, 2017 (Day 2)	7:00 am	Breakfast	
	7:30 am	Registration	
	8:00 am	Management of Learning (MOL)	
	8:15 am	CI Master Training Adult Learning & 4As	Dr. Rolando Sotelo/ Ms. Dolores Lavilla
		CI Master Coaching Attending & Integrating	Ms. Leny Delos Reyes/Ms. Efiphania De Leon/Dr. Ruby Cagadas
	9:45 am	AM Snacks	
	10:00 am	CI Master Training Facilitation	Dr. Rolando Sotelo/ Ms. Dolores Lavilla
		CI Master Coaching	Ms. Leny Delos Reyes/Ms. Efiphania De Leon/Dr. Ruby Cagadas
	12:00 noon	Lunch Break	
	1:00 pm	CI Master Training Listening & Questioning	Dr. Rolando Sotelo/ Ms. Dolores Lavilla
		CI Master Coaching	Ms. Leny Delos Reyes/Ms. Efiphania De Leon/Dr. Ruby Cagadas
	3:00pm	PM Snacks	
	3:30 pm	CI Master Training Presentation Skills Development	Dr. Rolando Sotelo/ Ms. Dolores Lavilla
		CI Master Coaching	Ms. Leny Delos Reyes/Ms. Efiphania De Leon/Dr. Ruby Cagadas
	5:00 pm	Closing Program	