DIVISION MEMORANDUM
No. 418, s. 2019

PILOT TESTING OF SDO PHOENIX CONTINUOUS IMPROVEMENT PROJECT ENTITLED: STEP INCREMENT PROCESS OPTIMIZATION (SIPO)

To: Schools Division Superintendent
   Chiefs, SGOD & CID
   Administrative Office V
   Administrative Office IV
   HRMO Personnel
   Records Section Personnel
   Division CI Team
   All Others Concerned

1. In reference to the Division Memorandum No. 411, s. 2019 dated June 6, 2019, re: Continuous Improvement (CI) Regular Coaching, the 300 Phoenix (Division CI Team) with a project entitled Step Increment Process Optimization (SIPO) will conduct a Pilot Test on the improved flow chart procedure to the office & personnel involved in processing the Step Increment on October 22-24, 2019.

2. This activity aims to:
   - implement the proposed improved process
   - identify potential problems that may arise during the implementation of the process
   - improve quality of service & build up customer satisfaction

3. Personnel involved in this activity are as follows:
   a. Schools Division Superintendent
   b. HRMO Personnel, AO IV, AO V
   c. Records Section Personnel
   d. Division C.I. Team-SDO Phoenix:
      Team Leader: Patriotiso O. Peñas
      Process Observer/ Scribe: Lorelie P. Deiparine
      Documenter: Irene P. Dandoy
      Communication/ICT: Eleser D. Mateo

4. Attached is the letter request approved by the Schools Division Superintendent.

5. Travel expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules.

6. For information and wide dissemination of this Memorandum is desired.
October 14, 2019

WINNIE E. BATOON, EdD
Officer-in-Charge
Office of the Schools Division Superintendent

Sir:

In reference to the Division Memorandum No. 411, s. 2019 re: Continuous Improvement (CI) Regular Coaching, the SDO Phoenix (Division CI Team) with a project entitled Step Increment Process Optimization is aiming to enhance efficiency of the process from filing to submission of required documents to the Regional Office. As part of the sessions in completing the CI project, the SDO Phoenix will conduct a Pilot Test on the improved flow chart procedure to the office & personnel in-charge of the process.

With these, we would like to ask permission from your office to conduct the said pilot testing on October 2019 (no specific date; will depend on the schedule of the office in-charge and availability of the SDO Team members).

We are looking forward for your positive response on our request.

Respectfully yours,

PATRIOTTICO O. PEÑAS
CI Team Leader

Noted by:

IDA L. JUEZAN
Division CI Coach

APPROVED BY:

WINNIE E. BATOON, EdD
Officer-in-Charge
Office of the Schools Division Superintendent