



Office of the City Schools  
Division Superintendent

Republic of the Philippines  
Department of Education  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



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October 29, 2018

**DIVISION MEMORANDUM**

No. 1057, series of 2018

**DIVISION ROLL-OUT OF CONTINUOUS IMPROVEMENT (CI) PROGRAM**

TO: Chief Education Supervisor- SGOD  
Chief Education Supervisor- CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

1. Continuous improvement is a method for identifying opportunities for streamlining work and reducing waste. The Department of Education, in its vision, aims to continuously improve itself to better serve its stakeholders. This is made possible by the CI Program.
2. The Schools Division of Digos City figures out ways of creating a culture of excellence in service delivery thus incorporating Continuous Improvement (CI) Program in the Division Education Development Plan (DEDP). Anent to this, a Division Roll-out of Continuous Improvement (CI) Program shall be conducted on **November 10-14, 2018** at **Grand Regal Hotel, Lanang, Davao City**.
3. The participants to the training are the five (5) teams coming from five (5) schools and one (1) team from the division office. The training management team is composed of the Division CI team. The training matrix and the list of participants, trainers and Division Officials are hereto attached.
4. Each participant shall bring laptop and extension wire; all other training materials shall be provided by the management team.
5. After the roll-out, the teams are expected to come up with a draft of their CI Project Proposals for the approval of their respective immediate superiors.
6. For the attendance on November 10-11, 2018 which fall on a Saturday and Sunday, the participants shall be entitled to two (2) day service credits in accordance with DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. Likewise, non-teaching and teaching-related personnel shall be provided with two (2) days Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s.2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
7. Meals, snacks, accommodation and training materials of the participants shall be chargeable against HRTD Funds while travel and incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations. The first meal to be served is lunch on November 10, 2018 while the last meal is afternoon snacks on November 14, 2018. Check-in time is 2:00 PM on November 10, 2018 and



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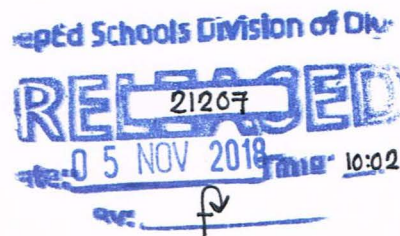
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check-out time is 12:00 noon on November 14, 2018.

8. For information, guidance and compliance.

  
**WINNIE E. BATON, EdD**   
Officer-In-Charge  
Office of the Schools Division Superintendent

References: Division Memorandum  
EAH: Division Roll-Out of Continuous Improvement (CI) Program  
30 October 2018





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**LIST OF PARTICIPANTS, TRAINERS AND DIVISION OFFICIALS FOR THE DIVISION  
ROLL-OUT OF CONTINUOUS IMPROVEMENT (CI) PROGRAM**

**I. PARTICIPANTS**

- |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. Rizal Central Elementary School</p> <ol style="list-style-type: none"> <li>1. Jocoh Romero</li> <li>2. Desie Jane Payan</li> <li>3. Liwayway Fuentecilla</li> <li>4. Rolit Grace Vibas</li> <li>5. Jovelyn Aleria</li> </ol>     | <p>D. San Miguel Elementary School</p> <ol style="list-style-type: none"> <li>1. Norma Baron</li> <li>2. Sarilie Padillo</li> <li>3. Pauline Marie Yray</li> <li>4. Josephine M. Delima</li> <li>5. Iris Alpon</li> </ol>              |
| <p>B. Digos City Central Elementary School</p> <ol style="list-style-type: none"> <li>1. Nesylida Alpacion</li> <li>2. Thessa Mae Eting</li> <li>3. Noryleth Virtudazo</li> <li>4. Hazel de Leon</li> <li>5. Shemae Manacio</li> </ol> | <p>E. Digos City National High School</p> <ol style="list-style-type: none"> <li>1. Johannes Sabio</li> <li>2. John Millan</li> <li>3. Roldan Entero</li> <li>4. Ramon Gravino</li> <li>5. Bernardino Magno Jr.</li> </ol>             |
| <p>C. Don Mariano Marcos Elementary School</p> <ol style="list-style-type: none"> <li>1. Loida Remando</li> <li>2. Metus Suarez</li> <li>3. Mariegen Abrasaldo</li> <li>4. Marietta Musong</li> <li>5. Maricelle Gutierrez</li> </ol>  | <p>F. Schools Division Office</p> <ol style="list-style-type: none"> <li>1. Francis Jude Alcomendras</li> <li>2. Jake Lloyd Vencio</li> <li>3. Patriotiso Peñas</li> <li>4. Hazel Marie Escabillas</li> <li>5. Elezer Mateo</li> </ol> |

**II. TRAINERS**

1. Ida I. Juezan, EdD- Team Leader
2. Xavier S. Fuentes- IT/Communication In-Charge
3. Evangeline A. Hernan- Process Observer
4. Ferna Renira T. Alde- Scribe
5. Helen A. Casimiro- Documenter

**III. DIVISION OFFICIALS**

1. Winnie E. Batoon, EdD- OIC, Schools Division Superintendent
2. Melanie P. Estacio, PhD- OIC, Assistant Schools Division Superintendent
3. Sollie B. Oliver, MATE, LLB- SGOD Chief
4. Beverly S. Daugdaug, EdD- CID Chief
5. Cecile C. Uy – Quality Assurance, Technical Assistance, Monitoring & Evaluation (QATAME)



Republic of the Philippines  
**DEPARTMENT of EDUCATION**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
City of Digos

**FIVE-DAY ROLL-OUT OF CONTINUOUS IMPROVEMENT (CI) PROGRAM**

Training Matrix  
November 10-14 2018  
Grand Regal Hotel  
Lanang, Davao City

| Time       | Activity/Topic                              | Objective                                                                                                  | Person In-charge                   | Expected Output                                                                                                                     | Moderator of the Day                         |
|------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|            | Day 1 November 10, 2018                     |                                                                                                            |                                    |                                                                                                                                     |                                              |
| 8:00-12:00 | Arrival and Registration                    |                                                                                                            |                                    |                                                                                                                                     |                                              |
| 12:00-1:00 | LUNCH BREAK                                 |                                                                                                            |                                    |                                                                                                                                     |                                              |
| 1:00-2:00  | Opening Program/Overview                    | To give background on the Program and its purpose                                                          | Division CI Team                   | Appreciate the CI Process, ongoing improvement of products, services or processes through incremental and breakthrough improvements | Xavier S. Fuentes<br><br>CI IT/Communication |
| 2:00-3:00  | Leveling of Expectations                    | To give the participants confidence in the rollout of the program and get idea about their needs.          | Ferna Renira T. Alde<br>CI Scribe  | Gain confidence in the workshop and echo expectations from the facilitators and the program itself.                                 |                                              |
| 3:00-3:15  | Snacks/Coffee Break                         | Snacks/Coffee Break                                                                                        | Snacks/Coffee Break                | Snacks/Coffee Break                                                                                                                 |                                              |
| 3:15-5:00  | Introduction to quality systems perspective | To introduce the Total Quality Management as a fundamental rule for leading and operating an organization. | Helen A. Casimiro<br>CI Documenter | Gain understanding on the systems thinking and its impact on the organization.                                                      |                                              |

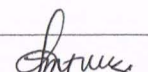
| Time        | Activity/Topic                                                  | Objective                                                                                                                                               | Person In-charge                            | Expected Output                                                                                |                      |
|-------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------|----------------------|
|             | Day 2 (November 11, 2018)                                       |                                                                                                                                                         |                                             |                                                                                                |                      |
| 8:00-8:30   | Prefatory/Management of Learning                                | Check previous learning<br>To clear parking lot                                                                                                         | Digos Occidental                            | Recall insights learned the previous days                                                      |                      |
| 8:00-10:00  | Walkthrough: Assess Phase<br>Step 1: Get Organized              | To figure out the responsibilities of team composition<br><br>Present CI Project template and Background                                                | Evangeline T. Hernan<br>CI Process Observer | Define the respective responsibilities of team members                                         |                      |
| 10:00-10:15 | Snacks/Coffee Break                                             | Snacks/Coffee Break                                                                                                                                     | Snacks/Coffee Break                         | Snacks/Coffee Break                                                                            | Ferna Renira T. Alde |
| 10:15-12:00 | Step 2: Talk With the Customers                                 | To give input on a customer-focused organization                                                                                                        | Evangeline T. Hernan<br>CI Process Observer | Translate the requirements of the customers into measures to know if the requirements are met. |                      |
| 12:00-1:00  | Noon Break                                                      | Noon Break                                                                                                                                              | Noon Break                                  | Noon Break                                                                                     |                      |
| 1:00-3:00   | Walkthrough: Assess Phase<br>Step 3: Walk the Process           | To give a comprehensive understanding of the existing school processes for the participants to understand the organization's current operational issues | Xavier S. Fuentes<br>CI IT/ Communication   | Understand the current processes and compare them to the desired state of the department.      |                      |
| 3:00-3:15   | Snacks/Coffee Break                                             | Snacks/Coffee Break                                                                                                                                     | Snacks/Coffee Break                         | Snacks/Coffee Break                                                                            |                      |
| 3:15-5:00   | Walkthrough: Assess Phase<br>Step 3: Walk the Process continued | To give a comprehensive understanding of the existing school processes for the participants to understand the organization's current operational issues | Xavier S. Fuentes<br>CI IT/ Communication   | Understand the current processes and compare them to the desired state of the department.      |                      |

| Time                      | Activity/Topic                                                                          | Objective                                                                       | Person In-charge                             | Expected Output                                                                                                       | Moderator of the Day |
|---------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------|
| DAY 3 (November 12, 2018) |                                                                                         |                                                                                 |                                              |                                                                                                                       |                      |
| 8:00-8:30                 | Unfreezing Activity/Management of Learning (By Digos South)<br>Clearing the Parking Lot |                                                                                 |                                              |                                                                                                                       |                      |
| 8:30-10:00                | Step 4: Identify the Priority Improvement Areas                                         | Introduce the steps in identifying storm clouds and measures.                   | Xavier S. Fuentes<br>CI IT/ Communication    | Interpret data through different graphs and suggest necessary measures                                                | Ida I. Juezan        |
| 10:00-10:15               | Snacks/Coffee Break                                                                     | Snacks/Coffee Break                                                             |                                              | Snacks/Coffee Break                                                                                                   |                      |
| 10:15-12:00               | Step 4: Identify the Priority Improvement Areas                                         | Introduce the steps in identifying storm clouds and measures.                   | Xavier S. Fuentes<br>CI IT/ Communication    | Interpret data through different graphs and suggest necessary measures                                                |                      |
| 12:00-1:00                | NOON BREAK                                                                              | NOON BREAK                                                                      | NOON BREAK                                   | NOON BREAK                                                                                                            |                      |
| 1:00-3:00                 | Walkthrough: Analyze Phase<br>Step 5: Do Root Cause Analysis                            | To give input in finding and validating the root causes of the focused problem. | Xavier Fuentes<br>IT/Communication In-charge | Understand the sub processes in Analyze Phase and learn how to validate the root causes to improve the current state. |                      |
| 3:00-3:15                 | Snacks/Coffee Break                                                                     | Snacks/Coffee Break                                                             |                                              | Snacks/Coffee Break                                                                                                   |                      |
| 3:15-5:00                 | Walkthrough: Analyze Phase<br>Step 5: Do Root Cause Analysis                            | To give input in finding and validating the root causes of the focused problem. | Xavier Fuentes<br>IT/Communication In-charge | Understand the sub processes in Analyze Phase and learn how to validate the root causes to improve the current state. |                      |

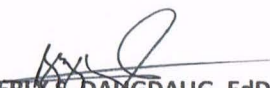
| Time                        | Activity/Topic                                                  | Objective                                       | Person In-charge                | Expected Output                                                              | Moderator of the Day |
|-----------------------------|-----------------------------------------------------------------|-------------------------------------------------|---------------------------------|------------------------------------------------------------------------------|----------------------|
| DAY 4 (NOVEMBER 13, 2018).. |                                                                 |                                                 |                                 |                                                                              |                      |
| 8:00-8:30                   | Prefatory Management of Learning                                | To enhance learning/<br>Clearing Parking Lot    | Digos Oriental District         | Recall insights learned the previous day                                     | Ida I. Juezan        |
| 8:15-10:00                  | Walkthrough: Analyze Phase<br>Step 6: Develop Solutions         | To explain the process simplification           | Ida I. Juezan<br>CI Team Leader | Appreciate the process simplification, value and non-value adding activities |                      |
| 10:00-10:15                 | Coffee Break                                                    | Coffee Break                                    | Coffee Break                    | Coffee Break                                                                 |                      |
| 10:15-12:00                 | Walkthrough: Analyze Phase<br>Step 7: Finalize Improvement Plan | To guide participants in making effective plans | Ida I. Juezan<br>CI Team Leader | Gain understanding on improvement plan preparations                          |                      |
| 12:00-1:00                  | Noon Break                                                      | Noon Break                                      |                                 |                                                                              |                      |

|               |                                                                             |                                                                                                                     |                                       |                                                                                        |                     |
|---------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------|---------------------|
| 1:00-3:00     | Walkthrough: Act Plan<br>Step 8: Pilot Solutions                            | To present implementation plans to guide participants on the activities that the schools/department will undertake. | Ida I. Juezan<br>CI Team Leader       | Understand and appreciate the advantages of the pilot testing and rollout of solutions | Helen A. Casin 11ro |
| 3:00-3:15     | Coffee Break                                                                | Coffee Break                                                                                                        | Coffee Break                          | Coffee Break                                                                           |                     |
| 3:15-5:00     | Step 9: Rollout Solutions                                                   | Relay elements of people side, benefits of people-side planning and communication plan development                  | Ferna Renira T. Alde<br><br>CI Scribe | Develop a communication plan                                                           |                     |
| 7:00-10:00 PM | SOCIALS                                                                     |                                                                                                                     |                                       |                                                                                        |                     |
| Time          | Activity/Topic                                                              | Objective                                                                                                           | Person In-charge                      | Expected Output                                                                        |                     |
|               | DAY 4 (NOVEMBER 13, 2018)                                                   |                                                                                                                     |                                       |                                                                                        |                     |
| 8:00-8:30     | Prefatory<br>Management of Learning/Clearing Parking Lot (By Division Team) |                                                                                                                     |                                       | To enhance learning                                                                    |                     |
| 8:30-9:30     | Step 10: Check your progress                                                | To present the ways in which the program progress may be checked                                                    | Ferna Renira T. Alde<br><br>CI Scribe | Check on the results and methods of the project.<br>Make a risk management plan.       |                     |
| 9:30-10:00    | Implementation Planning                                                     | To prepare gantt chart for implementation                                                                           | Evangeline A. Hernan                  | Implementation Plan crafted                                                            |                     |
| 10:00-10:15   | Coffee Break                                                                | Coffee Break                                                                                                        | Coffee Break                          | Coffee Break                                                                           |                     |
| 11:00-12:00   | Closing Program                                                             | To conclude the activity, distribute certificate of appearance and participation                                    | Digos Oriental                        | Receive certificates of appearance and participation                                   |                     |
|               | HOME SWEET HOME                                                             |                                                                                                                     |                                       |                                                                                        |                     |

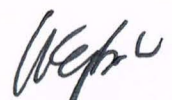
Prepared by:

  
IDA I. JUEZAN, PSDS  
CI Team Leader

Recommending Approval:

  
BEVERLY S. DAGDAUG, EdD  
Chief-Curriculum Implementation Division

Approved:

  
WINNIE E. BATOON, EdD  
Officer In-charge  
Office of the Schools Division Superintendent