



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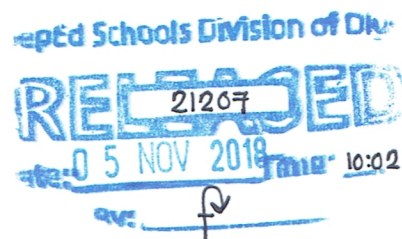
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check-out time is 12:00 noon on November 14, 2018.

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">1. Jocoh Romero2. Desie Jane Payan3. Liwayway Fuentecilla4. Rolit Grace Vibas5. Jovelyn Aleria | <p>D. San Miguel Elementary School</p> <ol style="list-style-type: none">1. Norma Baron2. Sarilie Padillo3. Pauline Marie Yray4. Josephine M. Delima5. Iris Alpon |
| <p>B. Digos City Central Elementary School</p> <ol style="list-style-type: none">1. Nesylda Alpacion2. Thessa Mae Eting3. Noryleth Virtudazo4. Hazel de Leon5. Shemae Manacio | <p>E. Digos City National High School</p> <ol style="list-style-type: none">1. Johannes Sabio2. John Millan3. Roldan Entero4. Ramon Gravino5. Bernardino Magno Jr. |
| <p>C. Don Mariano Marcos Elementary School</p> <ol style="list-style-type: none">1. Loida Remando2. Metus Suarez3. Mariegen Abrasaldo4. Marietta Musong5. Maricelle Gutierrez | <p>F. Schools Division Office</p> <ol style="list-style-type: none">1. Francis Jude Alcomendras2. Jake Lloyd Vencio3. Patriotiso Peñas4. Hazel Marie Escabillas5. Elezer Mateo |

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

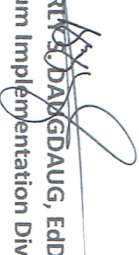
Time	Activity/Topic	Objective	Person In-charge	Expected Output	Moderator of the Day
8:00-12:00	Day 1 November 10, 2018 Arrival and Registration				
12:00-1:00	LUNCH BREAK				
1:00-2:00	Opening Program/Overview	To give background on the Program and its purpose	Division CI Team	Appreciate the CI Process, ongoing improvement of products, services or processes through incremental and breakthrough improvements	Xavier S. Fuentes 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 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 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 To clear parking lot	Digos Occidental	Recall insights learned the previous days	
8:00-10:00	Walkthrough: Assess Phase Step 1: Get Organized	To figure out the responsibilities of team composition Present CI Project template and Background	Evangeline T. Hernan 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 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 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 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 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 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)					
Unfreezing Activity/Management of Learning (By Digos South) Clearing the Parking Lot					
8:00-8:30					
8:30-10:00	Step 4: Identify the Priority Improvement Areas	Introduce the steps in identifying storm clouds and measures.	Xavier S. Fuentes 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 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 Step 5: Do Root Cause Analysis	To give input in finding and validating the root causes of the focused problem.	Xavier Fuentes 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 Step 5: Do Root Cause Analysis	To give input in finding and validating the root causes of the focused problem.	Xavier Fuentes 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/ Clearing Parking Lot	Digos Oriental District	Recall insights learned the previous day	
8:15-10:00	Walkthrough: Analyze Phase Step 6: Develop Solutions	To explain the process simplification	Ida I. Juezan 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 Step 7: Finalize Improvement Plan	To guide participants in making effective plans	Ida I. Juezan CI Team Leader	Gain understanding on improvement plan preparations	
12:00-1:00	Noon Break	Noon Break			

1:00-3:00	Walkthrough: Act Plan Step 8: Pilot Solutions	To present implementation plans to guide participants on the activities that the schools/department will undertake.	Ida I. Juezan CI Team Leader	Understand and appreciate the advantages of the pilot testing and rollout of solutions	Helen A. Casin 11/10
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 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 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 CI Scribe	Check on the results and methods of the project. 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					0

Recommending Approval: 
 BEVERLY S. DABAGDAUG, EdD
 Chief-Curriculum Implementation Division

Approved:

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

Prepared by: 
 IDA I. JUEZAN, PSDS
 CI Team Leader