



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



DIVISION MEMORANDUM
NO. 411, s. 2019

June 6, 2019

CONTINUOUS IMPROVEMENT (CI) REGULAR COACHING SESSIONS

To: BEVERLY S. DAUGDAUG, Ed.D.
Chief-Curriculum and Implementation Division

SOLLIE B. OLIVER, MAT, LLB
Chief-School Governance and Operations Division

NORELIZA MISAL
Accountant

1. In reference to Division Memorandum No. 188, s. 2018, re: Regional Training on Continuous Improvement (CI) for Trainers and Coaches, this office informs the field of the conduct of regular coaching sessions.
2. The activity is aimed to revisit existing office/school processes to:
 - a. improve product or quality of service;
 - b. increase efficiency and productivity;
 - c. decrease cost;
 - d. reduce waste;
 - e. raise employee satisfaction and teamwork;
 - f. build up customer satisfaction.
3. Participants to this coaching sessions are the following:
 - a. 5 Division CI Coaches
 - PSDS Ida I. Juezan - CI Team Leader
 - Evangeline A. Hernan - CI Process Observer
 - Ferna Renira T. Alde - CI Scribe
 - Helen A. Casimiro - CI Documenter
 - Xavier S. Fuentes - CI IT/Communication
 - b. 5 CI Team Members of:
 - San Miguel Elementary School
 - Digos City Central Elem. School
 - Don Mariano Marcos Elem. School
 - Rizal Central Elem. School
 - Digos City National High School
 - Division CI Team
4. Attached is the schedule of hosting and coaching sessions.
5. Travel expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules.
6. Immediate dissemination of this memorandum is desired.


WINNIE E. BATON, Ed.D.
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

Encls: Division Memo No. 188, s. 2018 dated October 10, 2018
References: Division Memo No. 188, s. 2018 dated October 10, 2018
To be indicated in the Perpetual Index under the following subjects:
Subjects: Governance CI Conferences Coaching

ijj: CONTINUOUS IMPROVEMENT (CI) REGULAR COACHING SESSIONS
06-06-2019

DepEd Schools Division of Digos City
RECORDS SECTION

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DATE: 14 JUN 2019 TIME: 11:57 AM
BY: [Signature]



Continuous Improvement (CI) Coaching Matrix

CY 2019

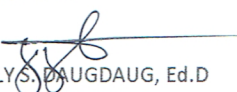
Process Steps	Matrix of Coaching Activities	DATE	Host
Step 1	ASSESS STAGE Get Organized		
	Team Structure	July 3, 2019	Rizal Central Elem. School
	Project Background		
	Informants/respondents		
	Broad Project Statement		
	Project Template		
Step 2	Talk With Customer		
	Preparations for VOC	July 10, 2019	San Miguel Elem. School
	Engagement questions		
	Probing questions		
	VOC		
	Letters/memos to the stakeholders		
	Conduct of FGD/VOC	July 22, 2019 1:00 PM	Don Mariano ES
	Sample transcriptions		
	Affinity Diagram		
	Segregation of needs and wants		
	Affinity Activities		
	VOC questions and responses	July 31, 2019	Digos CES
	Defining the Metrics (Parameters)		
	Key points of groups in the FGD		
	Findings according to relevance and performance		
Step 3	Walk the Process		
	SIPOC	August 16, 2019	DICNHS
	Current State-total No. of days spent in the sub-steps and whole process		
	Process Mapping		
	Situating Storm clouds as bottlenecks		
Step 4	Identifying PIA		
	Data Collection Strategies	August 23, 2019	Division Team
	Histogram Presentation		
	Pareto and Line Graphs		
	Focused Problem Statement		
	ANALYZE STAGE		
Step 5	Root Cause Analysis		
	Root Cause Analysis (Why-Why diagramming)	August 30, 2019	Rizal Central Elem. School
	Root Cause Validation		
	SIPOC (Future State)		
	Activity Chart		
	Deployment Chart		
	Value Added/Non-Value Added/Poka Yoke	September 6, 2019	San Miguel Elem. School
	Comparison of Current and Future State		
Step 6	Develop Solutions (ImPlan)		
	Preparations for Implementation	September 20, 2019	Don Mariano ES
	Specifications for the customer		
	Memo		
	Process Simplification		
	Visual Management		

Step 7	Finalize Improvement Plan		
	Flow chart new procedure		
	Revise job instructions		
	Prepare data collection forms	October 4, 2019	Digos Central ES
	Plan for small scale implementation		
	Plan for full-scale implementation		
	Plan for Monitoring and Evaluation		
Step 8	Pilot Solution		
	Risk Management		
	Risk Identification	October 25, 2019	DICNHS
	Response Strategy		
	Project Planning Risks		
	Prep for roll out		
	ACT STAGE		
Step 9	Roll out Solution		
	Change Management	November 8 , 2019	Division Team
	Communication Plan		
	Standardization		
	Documentation		
	Training	November 15, 2019	All Teams in their respective venues
Step 10	Checking Progress		
	Benefits derived from the activity	November 29, 2019	All Teams at DICNHS
	Lessons Learned		
	Future Activities		
	Closure		
	Pre-Summit		
	CI Summit	December 2, 2019	Division Team

Prepared by:


IDA I. JUEZAN, Ed.D
Div. CI Coach

Recommending Approval:

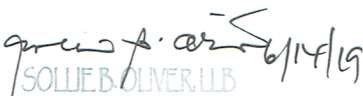

BEVERLY S. DAUGDAUG, Ed.D
CID Chief


SOLLIE B. OLIVER, LLB, MATE
SGOD Chief

Approved:

WINNIE E. BATOON, Ed.D
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent


SOLLIE B. OLIVER, LLB
Chief ES-SGOD
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