



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



October 18, 2019

DIVISION MEMORANDUM

No. 918, 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 SDO 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
 - ✓ to 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	: Ireene 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.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
44611

DATE: OCT 18 2019 TIME: 11:58 AM

BY: [Signature]

Encls: As stated

References:

To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE SGOD CI

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



Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



October 14, 2019

WINNIE E. BATOON, EdD

Officer-In-Charge

Office of the Schools Division Superintendent

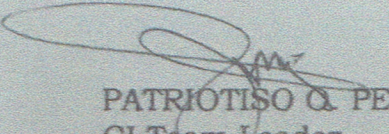
Sir:

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.

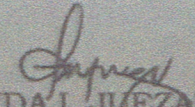
With these, we would like to ask permission from your office to **conduct** the said **pilot testing** on October 2019 (no specific date; will depend on the schedule of the office in-charge and availability of the SDO Team members).

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

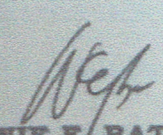
Respectfully yours,


PATRIOTISO O. PEÑAS
CI Team Leader

Noted by:


IDA I. JUEZAN
Division CI Coach

APPROVED BY:


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