



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 269, s.2021

May 7, 2021

**ONE-DAY RESKILLING OF TRAINERS ON FACILITATION FOR
 CONTINUOUS IMPROVEMENT (CI) PROGRAM**

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Division CI Teams
 Schools CI Teams
 All Others Concerned

1. Continuous improvement is a method for identifying opportunities for streamlining work and reducing waste. It helps to streamline workflows. Efficient workflows save time and money allowing the department to reduce wasted time and effort.
2. Further, the Department of Education, in its vision, aims to continuously improve itself to better serve its stakeholders. This is addressed by the CI Program. By observing continuous improvement best practices, the division can figure out ways to continue services as usual while analyzing improvement opportunities along the way, and based on gender equality perspective.
3. However, as observed, there are gaps in terms of workflow in some of the processes in the schools and division offices which sometimes tend to lessen productivity, therefore, resulting to customer dissatisfaction. Among the 46 schools within the division, only 5 schools were trained in CI methodology and 1 team from the Division Office.
4. To address this gap, the division of Digos City through the CI Team will conduct a **One-Day Reskilling of Trainers on Facilitation for Continuous Improvement (CI) Program on May 27, 2021 at 8:00 AM to 5:00 PM via Google Meet: <https://meet.google.com/ybv-yncj-nrz>.**
5. This training aims to enhance the facilitating skills of the CI Practitioners as they will train from their respective schools another set of CI Practitioners.
6. Attached are the detailed Learning and Development Plan and list of participants for reference.



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7. Connectivity expenses in participation to this training may be charged against local funds or by availing other load allowance subject to the provision in Unnumbered Division Memorandum dated March 31, 2020, re: Augmentation/Provision of Load Allowance to Division and School Personnel While on Community Quarantine.
8. For guidance and compliance.



CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City

71394
DATE: MAY 14 2021 TIME: 12:08
BY: 



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**LIST OF PARTICIPANTS TO THE ONE-DAY RESKILLING OF TRAINERS ON
FACILITATION FOR CONTINUOUS IMPROVEMENT (CI) PROGRAM**

May 27, 2021

District/School	Names of Participants
<i>Secondary Schools</i> Digos City National High School	Johannes P. Sabio
	Bernardino Jr P. Magno
	Arlene D. Bacamante
	Francisco F. Cabrillos, Jr.
	Myrell P. Dumigsi
<i>Digos Occidental District</i> Digos City Central Elem School	Ione Milagrosa A. Gelvero
	Nesylda D. Alpacion
	Thessa Mae D. Eting
	Noryleth A. Virtudazo
	Chessyl B. Sordilla
<i>Mt. Apo District</i> Rizal Central Elem School	Liwayway R. Fuenticilla
	Jocoh P. Romero
	Desie Jean B. Payan
	Jovelyn G. Aleria
	Shiela L. Maca
<i>Digos South District</i> San Miguel Elem School	Norma S. Baron
	Pauline Marie L. Yray
	Sarilie P. Bautista
	Iris L. Arpon
	Josephine M. Delima
<i>Digos Oriental District</i> Don Mariano Marcos Elem School	Mariegen C. Abrasaldo
	Loida M. Remando
	Mariejoy B. Carrido
	Maricelle Gutierrez
	Jiahirrah B. Adam
<i>Schools Division Office (SDO)</i>	Patriotiso O. Penas
	Eleser D. Mateo
	Ireene P. Dandoy
	Rebecca Lorelie P. Deiparine



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DETAILED LEARNING AND DEVELOPMENT PLAN

Title: Continuous Improvement (CI) Training of Trainers

Proposed Date: May 27, 2021

Day/Time	Learning Objectives (State what the learner will accomplish in this activity/session)	Session/Activity (Indicate Title of The Activity/ Session)	Expected outputs (What will be produced during the activity/session)	Topic/Content Highlights (List of topics, themes, and etc. to be covered in the activity/session)	Teaching/ Learning Methodology (Describe how the session/activity will be conducted to achieve learning objectives)	Nominated facilitator/ Resource Person/ learning Team (identify who will be responsible for delivering/ facilitating the activity/ session)	Resource: Needed (Venue, rooms, materials, etc.)
8:00-8:30 a.m.	To give background on the Program and its purpose	Opening Program		Rationale of the 1-day activity	PowerPoint Presentation through <u>face to face</u> Platform	- Master of Ceremony/CI Team Members - CID/SGOD Chief	Laptop, internet Connectivity
8:30-10:15 am	At the end of this session, the participants are expected to deepen understanding on <i>Effective facilitation</i>	Session # 1 - Effective Facilitation	Deepened understanding on the dimensions of group facilitation, characteristics of a good facilitator and	- Characteristics of a good facilitator - Dimensions of Group Facilitation	Interactive Discussions with power point presentation	Helen Casimiro CI Documenter	Laptop, internet Connectivity



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			facilitator's role in group stages	Facilitator's Role in Group Stages			
10:15-10:30	COFFEE BREAK						
10:30-12:00 NN	At the end of this session, the participants are expected to demonstrate valuable facilitation skills in managing CI topics and workshops	Session # 2 Challenges in facilitation and attributes of culturally diverse facilitator	React to situationers on obstacles and difficulties in facilitating	- Cultural diversity of a facilitator - Personal attributes of a culturally diverse facilitator - Tools to Leverage to Help Active Listening	Interactive Discussions with PowerPoint presentation and workshop	Xavier R. Fuentes IT/Documenter	
1:00-2:30 pm	At the end of this session, the participants are expected to discuss the nature of body language in facilitation.	Session #4 Body Language in Facilitation	Have a grasp of the different body language and how it may affect facilitation and reception of the audience.	- Elements of body language; - Different body language activities - Effects of body language in facilitation - Non-verbal communication - Haptics - Proxemics	Interactive Discussions with PowerPoint presentation	Ida I. Juezan Team Leader	



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				● Do's and Dont's in facilitating			
2:30-3:00 pm	Preparation for Simulation						
3:00-3:15 pm	Coffee Break						
3:15-5:00	At the end of the session, the participants are expected to: Simulate facilitation skills using the slide decks and session guides	Session # 7 - Simulation	Lecture package	Facilitation skills	Lecture-Workshop simulation	•Ferna Renira T. Alde CI Scribe •CI Coaches as process observers	Laptop, internet Connectivity

Prepared by:

IDA I. JUEZAN
IDA I. JUEZAN
CI Team Leader

Recommending Approval:

BEVERLY S. DAUGDAUG
BEVERLY S. DAUGDAUG, EdD
CID Chief

Approved:

CRISTY C. EPE
CRISTY C. EPE
Schools Division Superintendent

