

RELEASED

**DIVISION MEMORANDUM**  
No. 21 s. 2017

Ed, Division of Catanduanes

RD5 SECTION  
FEB 09 2017

**TO :** SDO Chiefs (CID/SGOD)  
Public Schools District Supervisor  
Elementary & Secondary School Heads  
(JMAMES, VIGA RDHS, AGBAN CES, SAVS, MAGNESIA ES, BARAS RDHS,  
DATAG CES, TIMAGO NHS, SUPANG DATAG NHS, ANTIPOLO NHS)

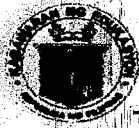
**FROM :** *Socorro V. Dela Rosa*  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

**SUBJECT :** **DIVISION COACHING SESSION ON CONTINUOUS IMPROVEMENT PROGRAM FOR BATCH 2**

**DATE :** **February 7, 2017**

Time: 11:15 AM  
Initial/Signature: *[Signature]*

1. In connection with Division CI training recently conducted last January 27-31, 2017 at Armenia Beach Resort, all Batch 2 CI trainees are advised to attend the coaching sessions which is scheduled every Thursday of the week at 1:00 pm -5:00 pm which will start on February 9, 2017 and end on July 7, 2017.
2. As per agreement during the Division Training on Continuous Improvement, the following guidelines were set:
  - a. The CI team composition cannot be changed nor replaced.
  - b. All CI team members must attend all scheduled coaching and plenary activities.
  - c. In the event that absence shall be made by a CI team member, he/ she shall not allowed to continue with the six (6) month course thus, will not be able to graduate except for reasons approved by the SDS.
3. The School CI team are required to meet at least once a week in the school level on a Regular basis during the six (6) months programs to intensively implement the submitted projects approved by the school heads.
4. The following are enclosed in this Memorandum for reference.
  - Enclosure 1: Official List of CI trainees
  - Enclosure 2: Schedule of Activities
5. Operational and food (snacks) expenses relatives to the conduct of CI Coaching sessions and plenary activities shall be charged against Division MOOE funds while travel and other incidental expenses are chargeable against local/ School MOOE subject to the usual accounting and auditing rules and regulation.
6. For immediate dissemination and compliance.



List of the SCHOOL CI TEAM

SCHOOL	NAME	
Tinago National High School	Buenalyn S. Jasareno	TEAM LEADER
	Oryza L. Somido	SCRIBE
	Rinaje M. Rullan	DOCUMENTOR
	Laila T. Torrit	COMMUNICATION
	Daisy E. Villarete	PROCESS OBSERVER
Viga Rural Development High School	Clemente T. Olarte	TEAM LEADER
	Maricris T. Frias	SCRIBE
	Mary Ann D. Santos	DOCUMENTOR
	Flor S. Tating	COMMUNICATION
	Marichu S. Oclos	PROCESS OBSERVER
San Andres Vocational School	Aileen A. Tabilog	TEAM LEADER
	Jocelyn C. Reyes	SCRIBE
	Melissa Mae V. Valeza	DOCUMENTOR
	Teresita S. Manlangit	COMMUNICATION
	Paulo Dela Cruz	PROCESS OBSERVER
Baras Rural Development School	Nicanor T. Buendia	TEAM LEADER
	Zoren I. Añonuevo	SCRIBE
	Melanie Joy Segismundo	DOCUMENTOR
	Rosita R. Marino	COMMUNICATION
	Jocelyn O. Rima	PROCESS OBSERVER
Supang Datag National High School	Maricel Cruz	TEAM LEADER
	Janice Borre	SCRIBE
	Lea Nazareno	DOCUMENTOR
	Leonisa De los Santos	COMMUNICATION
	Deo M. Belmonte	PROCESS OBSERVER
Antipolo NHS	Jason S. Vergara	TEAM LEADER
	Christine May P. Petajen	SCRIBE
	Ma. Zeny T. Abundo	DOCUMENTOR
	Maricel S. Ternida	COMMUNICATION
	Marie Joy Pajatin	PROCESS OBSERVER
Magnesia NHS	Araceli P. Magdaraog	TEAM LEADER
	Alvin T. Vargas	SCRIBE
	Loi Nadine V. Brusola	DOCUMENTOR
	Marvie S. Socao	COMMUNICATION
	Raph T. Vargas	PROCESS OBSERVER



### Continuous Improvement Coaching Session

Date	CI steps	Deliverables
Feb. 9, 2017	Get Organized	Team Charter Project Proposal
Feb. 16, 2017	Organized Presentation of VOC	Stakeholders response Affinity diagram
Feb. 23, 2017	Organized Presentation of VOC	Stakeholders response Affinity diagram
March 2, 2017	Walk the process	Current process map
March 9, 2017	Walk the process	Deployment Chart/ Activity Flowchart with storm clouds
March 16, 2017	Identify Priority Improvement Area (PIA)	Observation Results/ Focused Problem Statement
March 23, 2017	Root Cause Analysis	Why-why Diagram
March 30, 2017	Root Cause Analysis	Why-why Diagram
April 6, 2017	Quality Assurance by Region CI team, BEST and M & E Specialist	
April 20, 2017	Root Cause Analysis	Why-why diagram
April 27, 2017	Develop solutions	Future process map
May 11, 2017	Develop Solutions	Future process map
May 18, 2017	Formalized Improvement Plan	Implementation Plan Cost Mgt. Plan Resource Plan
May 25, 2017	Formalized Improvement Plan	Risk Mgt. Plan
June 5-9, 2017	Pilot your solution	Measurement of pilot Results
June 15, 2017	Roll-out your solution	Implementation plan Communication plan
June 22, 2017	Check your progress/ Preparation for symposium	Longitudinal data on the current and improved process Evaluation of the improved process
June 30, 2017	Division Symposium	
July 3-7, 2017	Dry Run to the BEST team leader and M&E specialist	Develop symposium material



SCHOOL	NAME	
Agban Central Elementary School	Beatriz S. Tanael	TEAM LEADER
	Reynald T. Tarroza	SCRIBE
	Rezel S. Bodota	DOCUMENTOR
	Bella V. Tesorero	COMMUNICATION
	Marilyn T. Villanueva	PROCESS OBSERVER
Magnesia Elementary School	Lolita D. Bautista	TEAM LEADER
	Maidy Ann R. Arcilla	SCRIBE
	Mary Liza T. Ibayan	DOCUMENTOR
	Rey Benavidez	COMMUNICATION
	Carla Lorraine R. Mendez	PROCESS OBSERVER
JMAMES	Floserfida Gil	TEAM LEADER
	Mailene Somido	SCRIBE
	Dianne Fritz M. Zafe	DOCUMENTOR
	Elsie Emerengana	COMMUNICATION
	Marita T. Tabuzo	PROCESS OBSERVER
Datag Central Elementary School	Janet C. Idanan	TEAM LEADER
	Nessie S. Frondoza	SCRIBE
	Delia F. Vitalicio	DOCUMENTOR
	Mylene V. Arcilla	COMMUNICATION
	Emelia C. Francisco	PROCESS OBSERVER
ALS Teacher	Marilou Bernal	TEAM LEADER
	Abraham T. Dela Cruz	SCRIBE
	Charles T. Perez, Jr.	DOCUMENTOR
	Raul Y. Eustaquio	COMMUNICATION
	Dominic G. Olonan	PROCESS OBSERVER
SDO	Elias V. Abundo	TEAM LEADER
	Ma. Sionne May T. Crispino	SCRIBE
	Achilles V. Alberto	DOCUMENTOR
	Amylou B. Celso	COMMUNICATION
	Mario Alvea	PROCESS OBSERVER