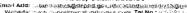
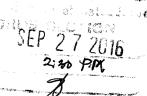


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Division Memorandum No. 101, s. 2016

TO

Elementary/ Secondary School Head

(Virac Pilot ES, Panganian NHS CAIC compound, CNHS, Cabcab CES

Cabugao, IS And Bato RDHS)

From

SOCOŔRO V. DELA ROSA, CESO YA

Schools Division Superintendent

SUBJECT

INSTITUTIONALIZATION OF CONTINUOUS IMPROVEMENT (CI) IN

SCHOOL OF DIVISION OF CATANDUANES

DATE

September 23, 2016

- 1. In line with Division CI training recently conducted last September 5-9, 2016 at Amenia Beach Resort, all CI trainees of pilot Schools are advised to attend the coaching sessions which is scheduled every Friday of the week at 3:00 pm which will commence on September 30, 2016 and end on February 24, 2017.
- 2. As per agreement during the Division Continuous Improvement (CI) training, the following quidelines 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 be 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 (pm snacks) expenses relatives to the conduct of CI coaching sessions and plenary activities shall be charged against Division MOOE funds while transportation and other incidental expenses of CI trainees shall be charged against local/ school MOOE funds subject to the usual accounting and auditing rules and regulations.
- 6. For compliance.



Republic of the Philippines Department of Education Region V(Bicol) SION OF CATANDUANES Virac, Catanduanes regiones 26 ped post on pathods mestars 5 dices as a regional control of the control of th





Enclosure No. 1

Official List of School Continuous Improvement (CI) Trainees

SCHOOL	ROLE					
Į.	Team Leader	Scribe	Communication	Documentation	Process Observer	
Bato RDS	Armando P.	John Dewy	Shiela Rose M.	Fredelyn	Melody	
	Suaverdez	Chavez	Bautista	Tarrobal	Temones	
Cabugao IS	Ruth P.	Sharina	Leny Aquino	Marry Ann	Neiyen	
	Bohayo	Temena		Ricafort	Temena	
Cabcab CES	Marites	Nanette	Karen Clavo	Analyn Canon	Medin	
14) 14	Habana	Sontillano			Torrente	
CNHS	Angelee	Arlene	John Edgar	Imaculate	Salve	
30	Sarmiento	Borja	Maca	Latorre	Azanza	
Panganiban !	Eddie	Eva	Amor Arcilla	Ma. Elena	Manuel	
NHS CC	Ogalesco	Valledor		Carullo	Tugano	
41.8						
Virac Pilot ES	Jason	Concepcion	Ma. Nieves	Jose Angelo	Susan T.	
2	Yutan	Berja	Magat	Aquino	MoJød	

Enclosure no. 2

COACHING IMPROVEMENT (CI) COACHING SCHEDULE

Date	CI Steps		Deliverables	
September 30,	Get organized/Project Background		Team Building/	
2016			Team Charter Team Building/	
			Team Charter Project Proposal	
October 7, 2016	Organized Presentation of		Stakeholders Responses	
October 17 E010	Voice of the Customers (\	/OC)	Affinity Diagram	
October 14, 2016	Organized Presentation o	-	Stakeholders Responses	
	Voice of the Customers (/OC)	Affinity Diagram	
October 21, 2016	Walk the Process		Current Process Maps	
October 28, 2016	Walk the Process		Deployment Chart with storm clouds	
November 4, 2016	Identify Priority Improve Areas (PIA)	ment	Observation Results/ Focused Problem Statement	
November 11, 2016	Root Cause Analysis		Why-Why Diagram	
November 18, 2016	1 st Quality Assurance by Region CI team, BEST and M & E specialist – all Schools			
November 25, 2016	Develop Solutions	Future Process Maps		
December 2, 2016	Develop Solutions	Future Process Maps		
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December 9, 2016	Formalized Improvement Plan	Implementation Plan Cost Mgt Plan Resource Plan	
December 16, 2016	Formalized Improvement Plan	Risk Mgt. Plan	
January 6-27, 2017	Pilot your solution	Measurement of Pilot Results	
February 3, 2017	Rollout your solution	Implementation Plan Communication Plan	
February 17, 2017	Check your Progress/Preparation for the Symposium	Longitudinal data on the current and improved processEvaluation of the Improved Process	
February 24, 2017	Dry run to the BEST team leader and M & E specialist	Develop symposium materials	
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