



Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes



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SEP 27 2016

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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 : SOCORRO V. DELA ROSA, CESO VI
 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 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 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.



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Enclosure No. 1

Official List of School Continuous Improvement (CI) Trainees

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

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Enclosure no. 2

COACHING IMPROVEMENT (CI) COACHING SCHEDULE

Date	CI Steps	Deliverables
September 30, 2016	Get organized/Project Background	Team Building/ Team Charter Team Building/ Team Charter Project Proposal
October 7, 2016	Organized Presentation of Voice of the Customers (VOC)	Stakeholders Responses Affinity Diagram
October 14, 2016	Organized Presentation of Voice of the Customers (VOC)	Stakeholders Responses 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 Improvement Areas (PIA)	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

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 process - Evaluation 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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