



Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



28 FEB 2022

DIVISION MEMORANDUM
DM No. __ 13 __ S. 2022

DIVISION TRAINING ON CONTINUOUS IMPROVEMENT

To: Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors Concerned
Elementary and Secondary School Heads (**Virac Central ES, Viga Central ES, San Andres Central ES, Bagamanoc RDHS, Caramoran RDHS, Pandan School of Arts and Trades**)

1. The Department of Education continues to decentralize its decision-making powers at different levels of governance to ensure that challenges are addressed and solved where this occur. One of the current programs/thrust of the present administration to empower its frontline service unit is the Continuous Improvement Program (CIP).
2. Corollary to this, the Schools Division Office of Catanduanes is holding a **Division Training on Continuous Improvement** on **March 15 to 17, 2022** at a venue to be announce later.
3. This training aims to:
 - a. provide the participants with understanding of the Basic CI principles, tools and methods and how these can be applied in School Improvement Plan (SIP) context;
 - b. understand the process management, translating learner needs to process Key Performance Indicators (KPIs), mapping and implementing the process that will achieve Key Performance (KP) targets;
 - c. identify priority school processes for CI project initiatives;
 - d. understand the "Triple A" process Improvement Methodology and project documentation (A3 Document);
 - e. apply process simplification and visual management in improving process;
 - f. apply project management principles in preparing for implementation plan;
 - g. prepare change management plan;
 - h. rekindle the participant's personal commitment to the challenge of DepEd vision and mission; and
 - i. clarify how the CI programme supports the broader DepEd reforms especially with regards to the School Based Management (SBM).



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DepEd Tayo - Region V - Catanduanes


4. The attendees to this training are the following:

Role	Station	Name
CI Masters/ Facilitators	SDO-CID	Romel G. Petajen Frankie T. Turalde Jezrahel T. Omadto Ma. Gina Templonuevo Miguelito Rodriguez Joselito T. Ruiz
	SDO-SGOD	Sarah S. Chiong Emeline Francia P. Abrasaldo
	Palta National High School	Mary Rose V. Sta. Rosa
Support Staff	SDO-CID	Erick Balane
Participants	Virac Central Elementary School	Geraldine Lumbao Glonida Marquez Zohl Tatad Jinky Lou T. Sarmiento Erika Gelaine Oabel
Participants	Viga Central Elementary School	Arlene T. Tudio Loida D. Tubeo Jessica O. <i>Dominguez</i> Lerma O. Timajo Christine Joy V. Tulod
Participants	San Andres Central Elementary School	Rhona M. Columna Efren S. Magno Arlene S. Lumabi Junalet A. Nazareno Medelyn S. Torrente
Participants	Bagamanoc Rural Development High School	Erwin G. De Jesus Ma. Carol V. Arcilla Millian Aphryl C. Cabrera Manilyn V. Villarey Ailee Joy C. Villafuerte
Participants	Caramoran Rural Development High School	Lita P. Asanza Ramir R. Del Barrio Adrian Z. De Quiroz Pinky T. Talion Laurence B. Vargas
Participants	Pandan School of Arts and Trades	Gener E. Alberto Nenia R. Torio John Lester B. Lacson Giovani T. Vargas Shervin S. Icawat

5. In order to ensure smooth running of the training, the CI Masters/Facilitators and support staff will have a **DSOW on March 10, 2022, 8:00 am** at the **CID office**.
6. No registration shall be collected. Travel and other incidental expenses are chargeable against local fund/school MOOE fund subject to the usual auditing rules and regulations.



7. Immediate dissemination and compliance of this memorandum is earnestly desired.


SUSAN S. COLLANO
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index

Under the following subjects:

ft/ DM **DIVISION TRAINING ON CONTINUOUS IMPROVEMENT**

0001/February 22, 2022



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