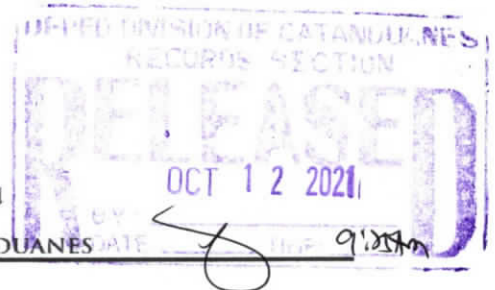




Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES



DIVISION MEMORANDUM

OSDS-CID-DM-44 S. 2021

TO : **Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Concerned School Heads  
Concerned Teachers  
Division CI Masters**

FROM : **SUSAN S. COLLANO**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

DATE : **October 11, 2021**

SUBJECT : **DIVISION RE-ORIENTATION WORKSHOP ON SCHOOL  
CONTINUOUS IMPROVEMENT (CI) PROJECT**

1. In line with the Division CI Training conducted last January 27-31, 2021 and to extend technical assistance to the remaining 3 CI school teams to finish their CI projects and be able to participate in the Virtual Regional CI Symposium on April, 2022, this office will be conducting a Division Re-Orientation Workshop for School CI Teams on October 13-15, 2021 at Rakdel Inn, San Pedro, Virac, Catanduanes.
2. Attached are the following:
  - a. **Enclosure 1. List of the participants**
  - b. **Training Matrix**
  - c. **Schedule of Division CI Coaching**
3. Operational and food expenses relative to the conduct of this activity shall be charged against HRTD funds while travel and other incidental expenses of the participants shall be charged against school MOOE funds subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and compliance.

Encl.:

References:

To be indicated in the Perpetual Index  
Under the following subjects:

jto/ DM **DIVISION RE-ORIENTATION WORKSHOP ON SCHOOL CONTINUOUS IMPROVEMENT (CI) PROJECT**  
008/October 11, 2021



San Roque, Virac, Catanduanes  
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DepEd Tayo - Region V - Catanduanes



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LIST OF PARTICIPANTS

SCHOOL	NAME OF PARTICIPANTS
ANTIPOLO NHS	CHRISTINE MAY BRILLANTES LUIS KARLO T. AVILA RENTZ D. REYES EMY ROSE I. VERGARA JOHN MARK BAGADIONG
MAGNESIA NHS	RALPH T. VARGAS ARACELI P. MAGDARAOG MARVIE S. SOCAO NESTOR T. UBALDER JR LOI NADINE V. BRUSOLA
SAN ANDRES VOCATIONAL SCHOOL	PAULO M. DELA CRUZ TERESITA S. MANLANGIT MARY JOY C. REYES ROBERT J. ROMERO FATIMA CARLA CAJUDAY

Facilitators:

CI FOCAL PERSON - ROMEL G. PETAJEN  
CI MASTERS - JEZRAHEL OMADTO  
MA. GINA TEMPLONUEVO  
MARY ROSE V. STA. ROSA  
EMELINE FRANCIA P. ABRASALDO





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**TRAINING MATRIX**

<b>Date</b>	<b>Time</b>	<b>ACTIVITIES/TOPIC</b>	<b>PERSONS-IN-CHARGE</b>
Day 1 OCTOBER 13, 2021	8:00AM-8:30am	<ul style="list-style-type: none"><li>• Preliminary Program National Anthem Prayer Welcome Remarks Checking of Attendance Message of SDS</li></ul>	
	8:30am -10:00pm	<ul style="list-style-type: none"><li>• Topic 1- System Thinking<ul style="list-style-type: none"><li>- Stakeholder</li><li>- Process</li><li>- KPI<ul style="list-style-type: none"><li>➤ Paper Plane Game</li></ul></li></ul></li></ul>	
	10:00-12:00pm	<ul style="list-style-type: none"><li>• Stage 1- ASSESS Step 1 Get Organized<ul style="list-style-type: none"><li>- 1.A- CI project Background</li><li>- 1.B- Broad problem Statement</li><li>- 1.C- Project Template</li><li>- <b>WORKSHOP</b></li></ul></li></ul>	
	12:00pm-1:00pm	Lunch Break	
			<ul style="list-style-type: none"><li>Step 2- Talk with your Customer<ul style="list-style-type: none"><li>- 2.a Identify Customer</li><li>- 2.b Affinity Diagram</li><li>- 2.c Metrics</li><li>- <b>WORKSHOP</b></li></ul></li></ul>





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Date	Time	ACTIVITIES/TOPIC	PERSON-IN-CHARGE
Day 12 OCTOBER 14, 2021	8:00AM-8:30am	<ul style="list-style-type: none"><li>• PRAYER</li><li>• Checking of Attendance</li></ul>	
	8:30am -10:00pm	<ul style="list-style-type: none"><li>• Step 3- WALK THE PROCESS<ul style="list-style-type: none"><li>- 3.A Walk the Process</li><li>- 3.b SIPOC</li><li>- 3.c Process Mapping</li><li>- 3.d Activity &amp; Deployment Flowchart</li></ul></li></ul>	
	10:00-12:00pm	- <b>WORKSHOP</b>	
	12:00pm-1:00pm	Lunch Break	
			Step 4- PRIORITY IMPROVEMENT AREAS <ul style="list-style-type: none"><li>- 4.A Data Collection</li><li>- 4.b Focused Problem Statement</li><li>- <b>WORKSHOP</b></li></ul>
Day 3- October 15, 2021	8:00-8:30am	<ul style="list-style-type: none"><li>• Prayer</li><li>• Checking of Attendance</li></ul>	
	8:30-12:00am	<b>STAGE 2- ANALYZE</b> Step 5- ROOT CAUSE ANALYSIS <ul style="list-style-type: none"><li>• WORKSHOP</li></ul>	
	12:00-1:00	<b>LUNCH BREAK</b>	
	1:00-5:00PM	<b>Step 6 - Develop Solution</b> <b>Step 7- Finalize PIA</b> <b>Closing Program</b>	







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**SCHEDULE OF CI COACHING**

DATE	TIME	SCHOOL	DELIVERABLES	OUTPUT	CI COACHES
OCTOBER 28, 2021	8:00-12:00	ANTIPOLO NHS	STEP 1- GET ORGANIZED	<ul style="list-style-type: none"> <li>PROJECT PROPOSAL</li> <li>PROJECT BACKGROUND</li> <li>AFFINITY DIAGRAM</li> <li>BROAD PROBLEM STATEMENT</li> </ul>	J. OMADTO
	1:00-5:00PM	MAGNESIA NHS	STEP 2- TALK WITH YOUR CUSTOMER		E. ABRASALDO
OCTOBER 29, 2021	8:00-12:00PM	SAVS			MA. GINA TEMPLONUEVO
NOVEMBER 11, 2021	8:00-12:00	ANTIPOLO NHS	STEP 3. WALK THE PROCESS	<ul style="list-style-type: none"> <li>SIPOC</li> <li>PROCESS MAPPING</li> <li>ACTIVITY &amp; FLOWCHART</li> <li>DATA COLLECTION</li> <li>FOCUSED PROBLEM STATEMENT</li> </ul>	J. OMADTO
	1:00-5:00PM	MAGNESIA NHS			E. ABRASALDO
NOVEMBER 12, 2021	8:00-12:00PM	SAVS	STEP 4 PRIORITY IMPROVEMENT AREAS		MA. GINA TEMPLONUEVO
DECEMBER 9, 2021	8:00-12:00	ANTIPOLO NHS	STEP 5 ROOT CAUSE ANALYSIS	<ul style="list-style-type: none"> <li>RCA</li> <li>PROPOSED SOLUTION</li> </ul>	J. OMADTO
	1:00-5:00PM	MAGNESIA NHS			E. ABRASALDO
DECEMBER 10, 2021	8:00-12:00PM	SAVS	STEP 6 DEVELOP SOLUTION		MA. GINA TEMPLONUEVO
JANUARY 6-7, 2021	8:00-5:00	ANTIPOLO NHS	STEP 5 ROOT CAUSE ANALYSIS	<ul style="list-style-type: none"> <li>RCA</li> <li>FINALIZED PIA</li> </ul>	CI MASTERS
		MAGNESIA NHS			
			SAVS	STEP 6 DEVELOP SOLUTION	





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JAN 10-14, 2022	SCHEDULE OF PILOT TESTING
JAN - 17-21 2021	FINALIZED THE RESULTS AND PRESENTATION
JAN 28, 2021	DIVISION 2 <sup>ND</sup> CI SYMPOSIUM AND TECHNICAL ASSISTANCE

