

Division Memorandum  
No. 83 s. 2016

DepEd-Division of Catanduanes  
**RECORDS SECTION**  
Date AUG 22 2016  
Time 1:25 PM  
By [Signature]

TO : SDO Chiefs (CID/SGOD)  
Elementary and Secondary School Heads  
**(Virac Pilot ES, Cabcab CES, Panganiban NHS, Bato RDHS,  
Cabugao IS & CNHS)**

FROM : [Signature]  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

SUBJECT : **DIVISION TRAINING ON CONTINUOUS IMPROVEMENT  
(CI) PROGRAM**

DATE : August 22, 2016

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1. The Department of Education continue to decentralize decision-making powers at different levels of governance to ensure that challenges are addressed and solved where these occur. One of the current program thrust of the present administration to empower its frontline service unit is the Continuous Improvement (CI) program.
2. In this regard, the five (5) identified teachers each from your school will be trained on **September 5-9, 2016 at a venue to be announced later.**
3. The training objectives are :
  - a. To Provide the participants with an understanding of the Basic CI principles, tools and methods and how these can be applied in School Improvement Plan (SIP) context.
  - b. Understand 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 and "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 a change management plan.
  - h. Rekindle the participants' personal commitment to the challenge of the DepED Vision and Mission.
  - i. Clarify how he CI programe supports the broader DepED reforms especially with regards to the School Based Management (SBM)

5. Program of Activities :

Date / Time	Activity	Expected Participants
Day 0 September 4, 2016		<ul style="list-style-type: none"><li>• BEST CI Team</li><li>• Catanduanes CI Team</li></ul>

(1 <sup>st</sup> meal is Dinner)	Arrival and Registration of the Participants	
Day 1- 4: September 5-8, 2016 8:00am-6:00 pm	Training Proper	<b>VIRAC PILOT ES</b> 1. Mary Grace Guerrero 2. Ma. Nieves Magat 3. Concepcion Berja 4. Jose Angelo Aquino 5. Jason Yutan
Day 5: September 9, 2016 (last meal is PM Snacks)	Plenary Session Awarding of Certificates Training Assessments	<b>CABUGAO I.S</b> 1. Ruzel Taule 2. Marry Ann Ricafort 3. Leny Aquino 4. Cecilia Tanon 5. Neiyen Temena <b>CABCAB ES</b> 1. Marites Habana 2. Medin Torrente 3. Analyn Canon 4. Karren Clavo 5. Nanette Sontillano <b>BATO RDHS</b> 1. Armando Suaverdes Jr. 2. Melody Temones 3. Fredelyn Tarrobal 4. Pio Teleg Jr. 5. John Dewey Chavez <b>PANGANIBAN NHS</b> 1. Estella Dela Cruz 2. Yilen Tuldac 3. Louie Sicio 4. Marian Claire Tulod 5. Marcelo Teves <b>CATANDUANES NHS</b> 1. Imaculate Latorre 2. Arlene Borja 3. John Edgar Maca 4. Angelee Sarmiento 5. Edeza Domingo <b>Support Staff:</b> 1. Ma. Sionne May Crispino <b>Medical Staff:</b> 1. Anavel Joson, RN

6. A registration of Four Thousand Pesos (P 4, 000.00) which will cover for the venue, food and accommodation for five days; travel and other incidental expenses of the participants shall be charged against School MOOE/ SIP funds subject to the usual government accounting and auditing rules and regulations.

7. Immediate dissemination and compliance with this Memorandum is desired.