



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



September 30, 2019

DIVISION ADVISORY
No. 302 ,s.2019

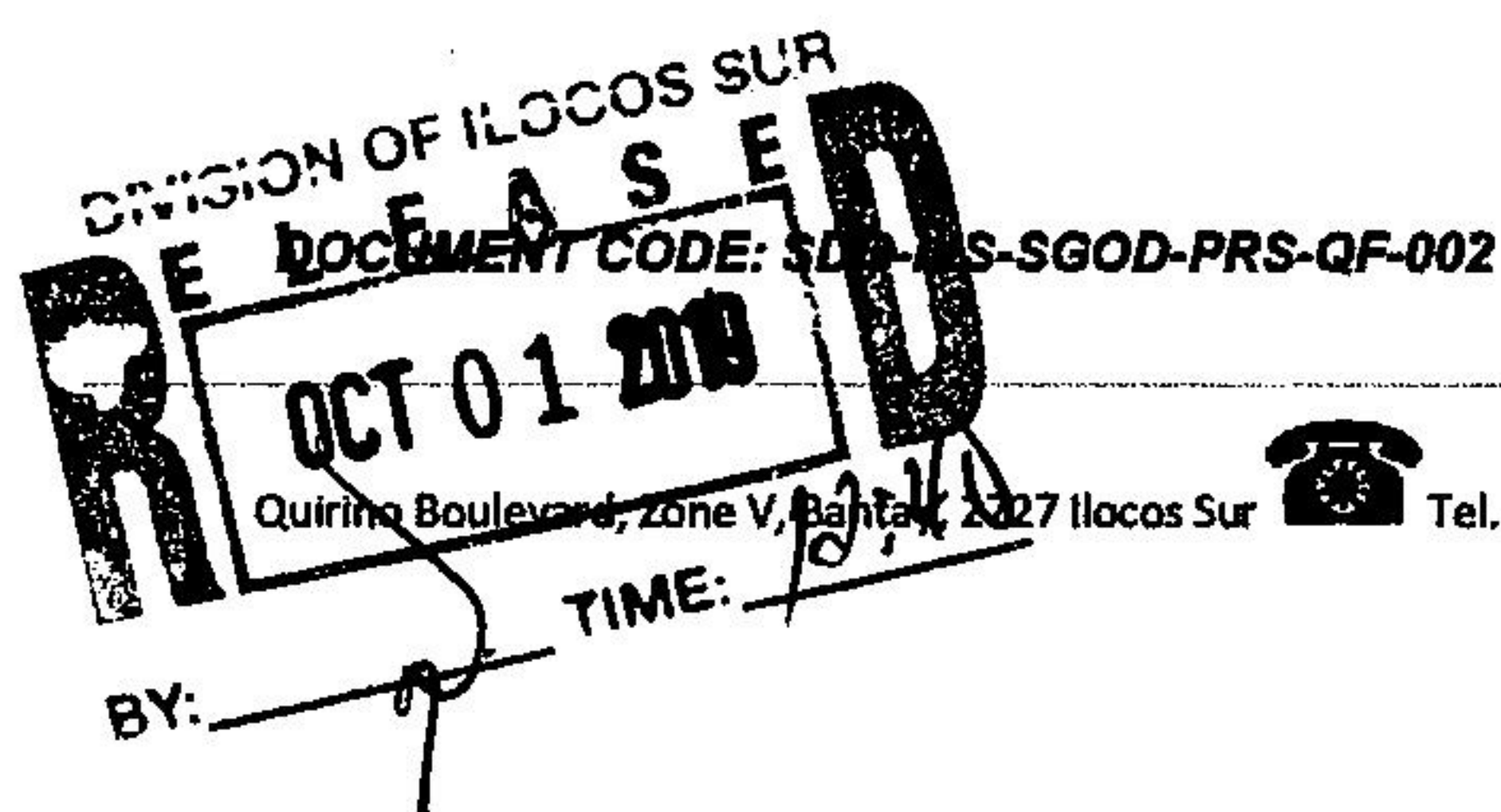
CONDUCT OF CONTINUOUS IMPROVEMENT(CI)
COACHING SESSION 3 OF 7 CI TEAMS (BATCH 2)

To: **OIC – Office of the Asst. Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

1. In connection with the Division Memorandum No. 203, s. 2019 re: **Schedule of Continuous Improvement (CI) Capacity Building Activities** dated July 04, 2019, the participants are hereby informed that the conduct of the **CI Coaching Session 3 of 7 CI Teams (Batch 2)** will be on **October 11, 2019** at **Hotelinda Suites, Vigan City, Ilocos Sur**.
2. The five (5) CI team members of the 7 schools are expected to perform the following:
 - a. Attend and complete the 6-month Continuous Improvement Coaching Sessions;
 - b. Work with the team on finishing the School CI Project for 6 months;
 - c. Present the School CI Project during Division Symposiums;
 - d. Train and coach the other schools;
 - e. Serve as quality assessors of CI projects.

3. Participants in the Orientation cum Coaching Session are the following:

Participants		No. of pax
Schools Division Superintendent	Program Lead	1
OIC-Office of the Assistant Schools Division Superintendent	Assistant Program Lead	1
Chief Education Supervisor – SGOD	Program Manager Consultant	1
Chief Education Supervisor – CID	Consultant	1
Education Program Supervisor I – EsP	Consultant	1
Education Program Supervisor I – SGOD	Consultant	1
Senior Education Program Specialist(PRS)	Training Manager/QAME Associate	1
Planning Officer III	Documenter/Secretariat	1
CI Team of Teodoro Hernaez National HS		5
7 CI Teams - Batch 2		35



REVISION: 00

EFFECTIVITY DATE: 09-10-2018

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4. Enclosed is the training matrix of the Coaching Session.
5. Venue rental, lunch and snacks of participants, training materials and other related expenses are chargeable against the General Appropriations Act (GAA) for Human Resources Training and Development (HRTD) fund for FY 2019 while transportation expenses of the participants shall be chargeable against the downloaded Maintenance and Other Operating Expenses (MOOE) funds, subject to the usual budgeting, accounting and auditing rules and regulations.
6. Administrative remedies shall be instituted for the classes left behind by the teacher-participants pursuant to DepEd Order No. 9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith";
7. All other provisions of the Memorandum remain the same.
8. For information, guidance and attendance of all concerned.


JORGE M. REINANTE, CSEE, CEO VI, CESO V
Schools Division Superintendent

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

CONTINUOUS IMPROVEMENT CI COACHING SESSION





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**Continuous Improvement(CI) Coaching Session 3
of 7 CI Teams – Batch 2
October 11, 2019
TRAINING MATRIX**

Time	Topic/Activity	Person Responsible/LSP
7:30 – 8:00	Registration	Secretariat/Documenter
8:00 – 8:30	Opening Program National Anthem Doxology Zumba Acknowledgment of Participants <ul style="list-style-type: none">CI Team of Teodoro Hernaez NHS7 CI Teams-Batch 2 Words of Welcome Message Recap of the CI Orientation – Day 3	AVP AVP AVP Dr. Philip John Gregory Aldos Chief Education Supervisor(SGOD), CI Trainer Dr. Arnel C. Doctolero OIC – Office of the Asst. Schools Division Superintendent Mr. Jorge M. Relnante,CSEE,CEO VI,CESO V Schools Division Superintendent Dr. Maria Salome R. Abero Chief Education Supervisor (CID), CI Team Leader
8:30 – 9:00	Coaching Session Proper Presentation of the following CI Accomplished Templates: <ul style="list-style-type: none">CI Project TitleCI TeamBackground and RationaleMethodologyData PresentationSummary of VOC ResultsSIPOC Diagram (Current)Current Process MapCurrent Process Map with Storm CloudsFocused Problem StatementFishboneWhy Why DiagramObjective StatementProposed SIPOC DiagramProposed Deployment Chart or Process Flow Chart	Susana V. Vicerra,Teacher III/CI Trainer Alicia R. Halabaso,Master Teacher I/CI Coach Lydia T. Liclican,Master Teacher I/CI Trainer Maria Novena A. Sarmiento,Head Teacher III/CI Trainer Danilo C. Quitoriano,Principal III/CI Team Leader CI Team Teodoro Hernaez NHS Coaches Dr. Elsie Rigunay,EPS I-EsP/CI Coach Mr. Jose P. Bueno,Jr.,EPS I- SGOD/CI Trainer Dr. Philip John Gregory Aldos,Chief ES(SGOD), CI Trainer Dr. Maria Salome R. Abero,Chief ES(CID), CI Team Leader CI Team,SDO Ilocos Sur Consultants

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9:30-10:00	Health Break	
10:00-12:00	Continuation of Coaching Session	
Sanlata M. Plano Senior Education Program Specialist Master of Ceremonies		
12:00-1:00	Health Break	
1:00-1:05	MOL	
1:05-4:35	Continuation of Coaching Session	
4:35-5:00	Ways Forward	Mr. Jose P. Bueno, Jr. EPS – I (SGOD) / CI Trainer
Dr. Mark E. Manzano Planning Officer III Master of Ceremonies		

Prepared by:

Sanlata M. Plano
SANLATA M. PIANO
Senior Education Program Specialist

Recommending Approval:

Philip John Gregory G. Aldos
PHILIP JOHN GREGORY G. ALDOS, ED.D.
Chief Education Supervisor(SGOD)

~~APPROVED:~~

JORGE M. REINANTE, CSEE, CEO VI, CESO V
Schools Division Superintendent