



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 034-C s. 2018


January 10, 2018

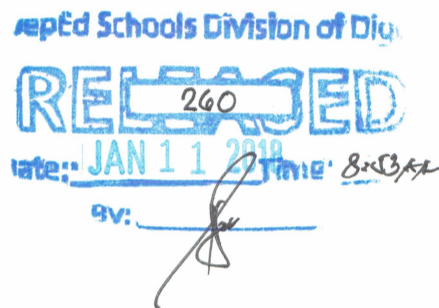
TWO-DAY ROLL-OUT OF CONTINUOUS IMPROVEMENT (CI) PROJECT

To:	Name	Designation	Division/Section
	MELANIE P. ESTACIO, PhD	ASDS	SDO
	BEVERLY S. DAUGDAUG, EdD	Chief-CID	CID
	SOLLIE B. OLIVER, LLB, MATE	Chief-SGOD	SGOD
	IDA I. JUEZAN	PSDS, Trainer	CID
	FERNA RENIRA T. ALDE	PSDS, Trainer	CID
	EVANGELINE A. HERNAN	EPS, Trainer	SGOD
	HELEN A. CASIMIRO	PSDS, Trainer	CID
	XAVIER S. FUENTES	EPS, Trainer	SGOD
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	NEPTUNE L. TAMBILAWAN	Budget Officer	BUDGET
	RONALD B. DEDACE	SEPS-HRD	SGOD
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	MARIA JADLOC	EPS-M & E	SGOD
	RAQUEL L. CEDEÑO	SSP II	CID
	ALL ELEMENTARY SCHOOL HEADS		CID
	ALL SECONDARY SCHOOL HEADS		CID

1. Republic Act No. 9155 or **Governance of Basic Education Act of 2001** decentralized education governance making “*the school as the heart of the formal education system*”, thus, Continuous Improvement (CI) Program is being implemented to create a culture of excellence in service delivery at all levels in the department; making the schools being effective and efficient in providing basic education to learners, and empower the staff towards improving service delivery to internal customers.

2. As part of the Continuous Improvement (CI) implementation, a division team was created to work on a project and conduct roll-out to the identified process owners in order to capacitate them in the process of lean methodology as regards MOOE liquidation.
3. The roll-out is scheduled on January 25-26, 2018 at Alyanna's Function Hall, Lapu-Lapu St., Digos City.
4. Travel of participants is chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance of this memorandum is desired.


WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent



ijj: Two-day Roll-out of Continuous Improvement (CI) Project
01-10-2018

2-Day Roll-out of Continuous Improvement (CI) Project

TRAINING MATRIX: DAY 1 (January 25, 2018)

Venue: Alyanna's Function Hall
Date : January 25-26, 2018

Time	Activity/Topic	Resource Speaker
7:30-8:00	Arrival/Registration	
8:00-8:30	Opening Program Phil. National Anthem- AVP Prayer- AVP Hymno Digoseno AVP Welcome Message & Rationale Beverly S. Daugdaug, Ed.D. CID Chief Presentation of Participants Sollie B. Oliver SGOD Chief Inspirational Message Melanie P. Estacio, Ph.D. ASDS Challenge Winnie E. Batoon, Ed.D. SDS Emcee Ronald Dedace SEPS- HRD	
8:30-9:30	Leveling of Expectations	Helen A. Casimiro PSDS- CI Team Documenter
9:30-10:00	Overview	Evangeline A. Hernan EPS- CI Process Observer
10:00-10:15	BREAK	
10:15-12:00	Walkthrough: Assess Phase	Ferna Renira T. Alde PSDS-CI Team Scribe
12:00-1:00	LUNCH BREAK	
1:00-3:00	Walkthrough: Analyze Phase	Ida I. Juezan Public Schools District Supervisor CI Team Leader
3:00-3:15	BREAK	
3:15-5:00	Continuation of Walkthrough: Analyze Phase	Ida I. Juezan Public Schools District Supervisor CI Team Leader

2-Day Roll-out of Continuous Improvement (CI) Project

TRAINING MATRIX: DAY 2 (January 26, 2018)

Venue: Alyanna's Function Hall

Date : January 26, 2018

Time	Activity/Topic	Resource Speaker
8:00-8:15	Prefatory/ Attendance Check	Ferna Renira T. Alde PSDS-CI Team Scribe
8:15-10:00	Walkthrough: Act Phase	Xavier S. Fuentes EPS-CI Team IT/ Communication In-charge
10:00-10:15	BREAK	
10:15-12:00	Workshop: Liquidation Tracking Sheet	Evangeline A. Hernan EPS- CI Process Observer
12:00-1:00	LUNCH BREAK	
1:00-3:00	Division Memo on MOOE Liquidation Guidelines	Xavier S. Fuentes EPS-CI Team IT/ Communication In-charge
3:00-3:15	BREAK	
3:15-4:30	Open Forum	Helen A. Casimiro PSDS- CI Team Documenter
4:30-5:00	Wrap Up Closing Program Giving of Certificates Closing Prayer	