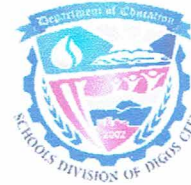




Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



November 20, 2019

**DIVISION MEMORANDUM**  
 No. 1093, s. 2019

**2019 CONTINUOUS IMPROVEMENT (CI) SUMMIT**

To: CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary School Heads  
 Secondary School Heads  
 Other Concerned Personnel

- In reference to Division Memorandum No. 411, s. 2019 re: Continuous Improvement (CI) Regular Coaching Session, this Office informs of the conduct of Continuous Improvement (CI) Summit for Digos City Division with the theme "**Challenge the Process, Navigate the Future**" on December 4, 2019, with venue to be announced later.
- The Summit serves as the penultimate activity to showcase the results of the CI projects of the different schools and division office.
- Participants to this Summit are the following 123 Personnel:


Regional Office (7)	Division Office (37)	Schools (79)
Dir. Evelyn Fetalvero ARD Ines Asuncion Regional Trainers & Coaches Dr. Jenielito Atillo Dr. Roy T. Enriquez Dr. Mary Jean Aldeguer Dr. Elsie Gagabe Dr. Basilio Manaay	SDS Cristy C. Epe ASDS Melanie P. Estacio SGOD Chief Sollie B. Oliver CID Chief Beverly S. Daugdaug Atty Mark Budiongan Mrs. Noreliza Misal Mrs. Neptune Tambilawan Mr. Francis Jude Alcomendras 1 QATAME (Cecile Uy) 1 HRTD (Ronald Dedace) 1 ADA (Rotsen Gayud) 10 EPS 6 PSDS (Excluding 3 PSDS CI Coaches and Division Team Member) 5 Division CI Coaches Division CI Team Members (Mr. Eleser Mateo, Mrs. Ireen Dandoy, Mr. Patriotiso Penas, Mrs. Loreie Dieparine)	School Teams and their School Heads San Miguel ES 5 Don Mariano ES 5 Rizal CES 5 Digos Central ES 5 DICNHS 5 46 Elementary and Secondary School Heads-excluding Mrs. Dieparine) 8 DICNHS Department Heads

- In preparation for this activity, a Pre-Summit will be held on November 30, 2019 from 8:00 AM to 5:00 PM at AVR, Digos City National High School, Digos City.
- CI Teams are required to submit during the pre-summit, a hard copy of their signed Project Proposal, Advocacy Brochure, CI Project with the 10-step CI Program Implementation with 2 to 3-paragraph summary indicating the impact of their program.

6. During the summit, teams are to showcase their CI accomplishments including the 5S in the designated display area. A tarpaulin measuring 48" long and 38" wide will be displayed in the exhibit area summarizing the details of their CI projects. Other materials as outputs of their projects are also expected to be displayed.
7. Food of Regional, Division Office personnel and five (5) CI Team Members from both elementary and secondary schools is chargeable to Division MOOE, while travel expenses is chargeable to local funds. Registration and travel expenses of school heads and DICNHS department heads are chargeable against local funds, all subject to the usual accounting and auditing rules and regulations.
8. Everybody is expected to be in corporate attire.
9. For information, guidance and compliance.



**CRISTY C. EPE, CESE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED** 48086  
DATE: NOV 27 2019 TIME: 4:29 PM  
BY: 

Encls: Division Memorandum No. 411 s, 2019 Continuous Improvement (CI) Regular Coaching Sessions  
References: Division Memorandum No. 411 s, 2019 Continuous Improvement (CI) Regular Coaching Sessions  
To be indicated in the Perpetual Index under the following subjects:  
Governance CI Summit  
ijj: 2019 CONTINUOUS IMPROVEMENT (CI) SUMMIT  
21 November 2019

Enclosure 1 Different Working Committees

<b>Task</b>	<b>Personnel</b>	<b>Office/School</b>
Over-All Chair	Cristy C. Epe, CESE	Schools Division Superintendent
Vice Chair	Melanie P. Estacio, Ph. D	Assistant Schools Division Superintendent
Over-all Coordinator	Ida I. Juezan	CI Team Leader- PSDS
CI Trainers/Coaches	Ferna Renira T. Alde	CI Scribe
	Helen A. Casimiro	CI Documenter
	Evangeline A. Hernan	CI Process Observer
	Xavier Fuentes	IT/ Communication
<b>WORKING COMMITTEES</b>		
Certificates	Ida I. Juezan	Division CI Coach
	Ferna Renira T. Alde	Division CI Coach
	Helen A. Casimiro	Division CI Coach
	Evangeline A. Hernan	Division CI Coach
	Xavier Fuentes	Division CI Coach
Program and Invitation	Ione Milagrosa A. Gelvero	Digos Central Elem. School
	Nesylda D. Alpacion	Digos Central Elem. School
	Thessa Mae D. Eting	Digos Central Elem. School
	Noryleth A. Virtudazo	Digos Central Elem. School
	Chessly B. Sordilla	Digos Central Elem. School
Registration	Norma S. Baron	San Miguel Elem. School
	Iris L. Arpon	San Miguel Elem. School
	Sarilie a. Padillo	San Miguel Elem. School
	Pauline Marie L. Yray	San Miguel Elem. School
	Josephine M. Delima	San Miguel Elem. School
Stage Decoration	Johannes P Sabio	DICNHS
	Bernardino P. Magno, Jr.	DICNHS
	Myrell P. Dumigsi	DICNHS
	Arlene D. Bacamante	DICNHS
	Francisco F. Cabrillos, Jr.	DICNHS
Leis	Mariegen C. Abrasaldo	Don Mariano Elem. School
	Maricelle J.Gutierrez	Don Mariano Elem. School
	Mariejoy B. Carido	Don Mariano Elem. School
	Jiahirra B. Adam	Don Mariano Elem. School
	Loida M. Remando	Don Mariano Elem. School
Hall/booths/Table Arrangement	Patriotiso O. Peñas	Digos Oriental District
	Rebecca Lorelie P. Dieparine	Abawag Elem. School
	Elizer D. Mateo	Division Office
	Ireene E. Dandoy	Division Office
	Jake Lloyd Vencio	Division Office
Flowers	Liwayway R. Fuenticilla	Rizal Central Elem. School
	Jovelyn G. Aleria	Rizal Central Elem. School
	Shiela L. Maca	Rizal Central Elem. School
	Jocoh p. Romero	Rizal Central Elem. School
	Desie Jane B. Payan	Rizal Central Elem. School
Ushers	Jonathan Rellon	Remedios Saplala Elem. School
	Nelson Lucero	Arcaflor Maniapao Elem. School
	Eugene Sayson	Balabag NHS
	Joel Cartagena	Balabag Elem. School
	Jonathan Almacin	Soong Elem. School
	Rex Calamohoy	Ranao Elem. School
Emcee	Edward Paller	Aplaya Elem. School



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



Enclosure 2 Matrix of Activities

**Matrix of Activities for the Continuous Improvement (CI) Summit**  
 December 4, 2019

Time	Activity	Output	Facilitator
7:30 AM – 8:00 AM	Arrival and registration of participants	Completed registration of participants	Registration Committee
8:00 AM -9:00 AM	Opening Program National Anthem Prayer Regional and Division Hymns Rationale Messages		CI TWG
9:00 AM- 9:35 AM	Presentation of Projects 20 minutes presentation and 15 minutes Reaction <b>CI Team 1- Digos City Central Elem School</b>	Presented the CI Project with the incorporation of the 10 steps in CI Methodology embedded in Assess, Plan, Act Stages	Team1 Reactor: Mrs. Elizabeth Bueron Team 1 Reactor: Mrs. Marilyn T. Salboro TWG
9:35 AM – 10:10 AM	Presentation of Projects 20 minutes presentation and 15 minutes Reaction <b>CI Team 2- San Miguel Elem School</b>	Presented the CI Project with the incorporation of the 10 steps in CI Methodology embedded in Assess, Plan, Act Stages	Team 2 Reactor: Mr. Tito M. Endrina Team 2 Reactor: Mrs. Rachel R. Pogoy TWG
10:10 AM – 10:25 AM	Coffee Break	Coffee Break	Coffee Break
10:25 AM – 11:00 AM	Presentation of Projects 20 minutes presentation and 15 minutes Reaction <b>CI Team 3- Digos City National High School</b>	Presented the CI Project with the incorporation of the 10 steps in CI Methodology embedded in Assess, Plan, Act Stages	Team 3 Reactor: Mrs. Zenaida G. Guya Team 3 Reactor: Mrs. Mrs. Jessica Lucero TWG
11:00 AM-11:35 AM	Presentation of Projects 20 minutes presentation and 15 minutes Reaction	Presented the CI Project with the incorporation of the 10 steps in CI	Team 4 Reactor: Mishel Cadungog Team 4 Reactor: Mrs. Luzminda Jasmin



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



Enclosure 2 Matrix of Activities

	<b>CI Team 4- Rizal Central Elem. School</b>			
	NOON BREAK			
1:00 AM-1:35 PM	Presentation of Projects 20 minutes presentation and 15 minutes Reaction <b>CI Team 5- Schools Division Office</b>	Presented the CI Project with the incorporation of the 10 steps in CI Methodology embedded in Assess, Plan, Act Stages	Team 5 Reactor: Mrs. Cherry Rossette E. Oliva Team 5 Reactor: Mr. Mario Andales TWG	
1:35 AM-2:10 PM	Presentation of Projects 20 minutes presentation and 15 minutes Reaction <b>CI Team 6-Don Mariano Marcos Elem. School</b>	Presented the CI Project with the incorporation of the 10 steps in CI Methodology embedded in Assess, Plan, Act Stages	Team 5 Reactor: Mr. Ely Cataluña Team 5 Reactor: Mr. Aldin Barsalote TWG	
2:10 PM - 2:40 PM	CI Coaching Milestones on Video			
2:40 PM- 3:00 PM	Testimonies and Attestation of Stakeholders 5 minutes each per team	Shared practices and impact of CI Program to the school community		CI Team, School Stakeholders
3:00 PM-3:15 PM	Coffee Break	Coffee Break		Coffee Break
3:15 PM – 3:30 PM	Testimonies and Commitment of Stakeholders 5 minutes per team	Shared practices and impact of CI Program to the school community		CI Team, School Stakeholders
3:30 PM – 4:15 PM	Gallery Walk	Answered questions asked by stakeholders, documented suggestions offered		CI Teams
4:15 PM – 5:00 PM	Closing Program Confirmation of CI Pins to the Practitioners Awarding of Certificate and Recognition Giving of Special Awards Closing lines			Division CI Coaches SDS, ASDS and Other Officials