



Republic of the Philippines  
**Department of Education**

REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024- 427

To : Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Concerned Division Personnel  
All others concerned

Subject : **PARTICIPATION IN MASTERING EXCELLENCE: EMPOWERING SCHOOL LEADERS IN THE ART OF CONTINUOUS IMPROVEMENT**

Date : July 17, 2024

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The Department of Education envisions to continuously improve itself to better serve its stakeholders. One way of achieving this is through the Continuous Improvement Program. Continuous improvement (CI), which is the foundation of organizational success, is a method of identifying opportunities for refining processes and reducing waste. It aids in streamlining workflows, ultimately saving valuable resources and enhancing productivity by reducing wasted time and effort.

Anent to this, the Schools Division of Digos City will conduct a training titled **Mastering Excellence: Empowering School Leaders in the Art of Continuous Improvement** on **August 13-15, 2024 at Megan's Function Hall, Corner Lim-Bataan Street, Digos City.**

This activity aims to improve schools and division processes through the Continuous Improvement (CI) Methodology. Specifically, this activity aims to:

1. introduce the 10 steps of the Continuous Improvement (CI) Methodology and the tools in carrying out these steps.
2. emphasize the critical points under each CI step.
3. demonstrate CI application at the school level with the guidance of the coach.

Resource speakers of the said activity are the following:

- Clarence Pillerin- PSDS
- Ida I. Juezan- PSDS
- Ferna Renira T. Alde- PSDS

The training design and the list of participants are hereto attached, for ready reference.

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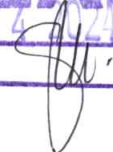
**Office of the Schools Division Superintendent**

Meals and snacks of the participants shall be charged against HRTD Funds (for PSDS and other identified Division Personnel) and School MOOE (for school heads). Travel and other incidental expenses relative to the conduct of the activity shall be charged to local funds subject to the usual accounting and auditing rules and procedures.

For the information of and compliance with by all concerned.

  
**MELANIE P. ESTACIO**  
OIC- Schools Division Superintendent 

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
N-INTSS  
DATE: JUL 24 2024 TIME: 7:00  
BY: 

Enclosed: As stated.  
SGOD/cab



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**Annex A. List of Participants**

<b>Name of Participants</b>	<b>Designation/ Position</b>	<b>School/Office</b>
Mary Joy Fortun	PSDS	CID/Digos Occidental District
Clarence S. Pillerin	PSDS/Learning Facilitator	CID/Digos Occidental District
Ferna Renira T. Alde	PSDS/Learning Facilitator	CID/ Digos Oriental District
Ida I Juezan	PSDS/Learning Facilitator	CID/Mt. Apo District District
Neil Bongcayao	PSDS	CID/Digos Oreintal District
Gervasio Salinas, Jr.	PSDS	CID/Secondary Schools District
Cherry Rosette Oliva	PSDS	CID/Digos South District
Ely Cataluna	PSDS	CID/Digos South District
Jessica Lucero	PSDS	CID/Secondary Schools District
Eleser Matero	PSDS	CID/Mt Apo District
Cherrie Anne B. Bohol	EPS	SGOD
Peter-Jason C. Senarillos	SEPS	SGOD
Janice S. Alquizar	EPS II	SGOD
Jose Israel Maravilles	PDO 1	SGOD
April Rose Alacala	PDO 1	SGOD
1 HNU		SGOD
Jacqueline Jaum	School Head	Balabag Elementary School
Aldin Barsalote, Jr.	School Head	Digos City Central Elementary School
Elecel Adam	School Head	Dulangan Elementary School
Angelito Villagonzalo	School Head	Federico Alferez Elementary School
Jonathan Almacin	School Head	Mahayahay Elementary School
Edsel Nacua	School Head	Pedro Basalan Elementary School
Prince Alfred Marzon	School Head	Ranao Elementary School
Antonia Jumawan	School Head	Ruparan Elementary School
Jonathan Rellon	School Head	Jolencio R. Alberca Elementary School
Juvy Salise	School Head	Aplaya Elementary School
Renato Calipayan	School Head	Badiang Elementary School
Abdul Gapor De Guzman	School Head	Cogon Elementary School
Allen Joseph Malahay	School Head	Dawis Elementary School
Mylene Samonte	School Head	Don Mariano Marcos Elementary School



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Norwenda Hairil	School Head	Pedro S. Garcia Elementary School
Rex Sayson	School Head	Isaac Abalayan Elementary School
Rowelem Rosima	School Head	Kibanban Elementary School
Inda Nacua	School Head	Ramon Magsaysay CElementary School
Nedymar Andrade	School Head	Arcaflor Maniapao Elementary School
Melacres Campomayor	School Head	Colorado Elementary School
Tita Heramiz	School Head	Domingo Abawag ES
Joy Baulete	School Head	Lungag ES
Merilyn Salboro	School Head	Remedios N. Saplala Elementary School
Marife Bohol	School Head	Casildo B. Nonol, Sr. Elementary School
Joel Cartajena	School Head	Igpit Elementary School
Mario Andales	School Head	San Miguel Elementary School
Nelson Lucero	School Head	Bagumbuhay Elementary School
Lloyd Cervantes	School Head	Apolandia Elementary School
Al Fernandez	School Head	Binaton Elementary School
Rebecca Lorelie Deiparine	School Head	Gaudioso Reusora CElementary School
Cesar Gevera, Jr	School Head	Marawer Elementary School
Jay Paul Cabural	School Head	Matti Elementary School
Dann Becamon	School Head	Necencio A. Isidro Elementary School
Eduardo Paller, Jr	School Head	Rizal Central Elementary School
Peter Paul Deiparine	School Head	Soong Elementary School
Noba Rubion	School Head	Kapatagan NHS
Eugene Sayson	School Head	Ruparan NHS
Rizza Villaluna	School Head	Igpit NHS
Juvic Sucayre	School Head	Matti NHS
Marvin Padillo	School Head	Balabag NHS
Julius Castanares	School Head	Soong NHS
King Devesfruto	School Head	Goma NHS
Aimee Amor Porto	School Head	Senior High School in Digos City
Raquel Cedeño	School Head	Dawis NHS
Jave Endar	School Head	Palan Bagobo-Tagabawa NHS
Elizabetha Bueron	School Head	Digos City National High School



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### Training Activity Plan (Training Design)

<b>Program</b>	Continuous Improvement				
<b>Activity Title</b>	Mastering Excellence: Empowering School Leaders in the Art of Continuous Improvement				
<b>General Objective</b>	To improve schools and division processes through the Continuous Improvement (CI) Methodology				
<b>Specific Objective</b>	1. To introduce the 10 steps of the Continuous Improvement (CI) Methodology and the tools in carrying out these steps. 2. To emphasize the critical points under each CI step. 3. To demonstrate CI application at the school level with the guidance of the coach.				
<b>Proposed Date</b>	August 13-15, 2024				
<b>Amount</b>	P 27, 000.00 (HRTD-2024)				
<b>Source of Funds</b>	HRTD- 2024				
<b>Items of Expenditures</b>	<b>Number of Pax Required</b>	<b>Unit Cost</b>	<b>Days Required</b>	<b>TOTAL</b>	<b>Source of Funds</b>
<b>Meals, snacks, venue</b>	15	P 600	3	P 27,000	HRTD-2024
	47	P 600	3	84, 600	School MOOE
<b>Total</b>	62	P 600	3	111,600	HRTD-2024 & School MOOE
<b>Rationale</b>	<p>The Department of Education envisions to continuously improve itself to better serve its stakeholders. One way of achieving this is through the Continuous Improvement Program. By observing best practices in continuous improvement, the different levels of governance can determine ways to continue providing services while analyzing improvement opportunities along the way, based on gender equality perspective.</p> <p>Continuous improvement, which is the foundation of organizational success, is a method of identifying opportunities for refining processes and reducing waste. Working to constantly improve is a primary strategy in which many organizations curtail operational expenses. Continuous improvement aids in streamlining workflows, ultimately saving valuable resources and enhancing productivity by reducing wasted time and effort.</p> <p>To foster a culture of innovation, adaptability, and efficiency, it is imperative to equip school leaders with the necessary skills and mindset for continuous improvement.</p> <p>However, as observed, there are gaps in terms of work flow in some of the processes in schools, district and division office which can occasionally diminish productivity, therefore resulting to customer dissatisfaction.</p>				





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	<p>To address this gap, the Division of Digos City will conduct this training titled <b>Mastering Excellence: Empowering School Leaders in the Art of Continuous Improvement</b> to school leaders. This training activity design outlines a comprehensive training program aimed at empowering school leaders to drive sustainable improvements in the division, district and schools. This activity will train the school leaders and process owners to have incremental initiatives and innovations to achieve best practices and advocate maximum delivery of services to the customers regardless of gender. After this training, participants will be coached for 6 months to work on a project which will integrate gender equality considerations.</p> <p>In general, investing in continuous improvement training is an investment in the future success and sustainability of our organization. By empowering school leaders with the knowledge, skills, and mindset to drive positive change, we can unlock untapped potential, enhance operational efficiency, and stay ahead in the education sector. This is a journey towards a culture of continuous improvement and excellence.</p>
<b>General Methodology</b>	<p>a. Lecture/Big Group Discussion          b. Hands-On Activities on the Plan, Analyze and Act Stages          c. Collaboration among the CI practitioners/team members on the solution of the problem identified.</p>
<b>Learning Facilitators</b>	<p>Ida I. Juezan, PSDS          Clarence S. Pillerin, PSDS          Ferna Renira T. Alde, PSDS</p>
<b>Participants</b>	<p>47 School Heads, 10 PSDSs, 1 Division CI Focal Person, 4 TWG/Division CI members</p>

**SCHEDULE OF ACTIVITIES PER DAY**

Time	Session Objectives	Activity/Session	Expected Outputs	Topic/Content	Methodology	Person Responsible	Resources Needed
7:30-8:00	To register the participants	Registration	Attendance	None	None	Division SBM/CI Coordinator	Attendance sheets
8:00-8:30	To set the program	Opening Program	Participants will have an overview of CI8	None	AVP	Division SBM/CI Coordinator	Laptop, projector, screen, sound system, preliminaries
8:30-8:45	To answer the pre-test to determine the prior knowledge	Pre-Test	Scores in the Pre-Test	None	Multiple Choice (Pre-Test)	Division SBM/CI Coordinator	Google form
8:45-9:30	To introduce the Total Quality Management as a	Introduction to Quality Systems	Gain understanding on the systems thinking and	Total Quality Management	Lecture	Ferna Renira T. Alde, Resource Person	Laptop, projector, screen, sound system,



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	fundamental rule for leading and operating an organization	Perspective	its impact on the organization				
9:30-10:30 am.	To figure out the responsibilities of team composition  Present CI Project template and Background	Walkthrough: Assess Phase Step 1: Get organized	Define the respective responsibilities of team members	Walkthrough: Assess Phase  Step 1: Get Organized	Lecture Workshop	Ida I. Juezan, Resource Person	Laptop, projector, screen, sound system,
10:30-12:00nn	To give input on a customer-focused organization	Step 2: Talk with the Customers	Translate the requirements of the customers into measures to know if the requirements are met	Step 2: Talk with the Customers	Lecture Workshop	Ida I. Juezan, Resource Person	Laptop, projector, screen, sound system
12:00nn-1:00p.m.	NOON BREAK						
1:00-3:30pm	To give a comprehensive understanding of the existing school processes for the participants to understand the organization's current operational issues	Walkthrough: Assess Phase  Step 3: Walk the Process continued	Understand the current processes and compare them to the desired state of development	Walkthrough: Assess Phase  Step 3: Walk the Process	Lecture Workshop	Clarence S. Pillerin	Laptop, projector, screen, sound system,
3:30-5:00 pm	To introduce the steps in identifying storm clouds and measures	Step 4: Identify the Priority Improvement Areas	Interpret data through different graphs and suggest	Step 4: Identify the Priority Improv	Lecture Workshop	Clarence S. Pillerin	Laptop, projector, screen, sound system



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			necessary measures	ement Areas			
DAY 2							
8:00-8:30	To enhance learning/ Clearing Parking Lot	Prefatory Managem ent of Learning	Recall insights learned the previous day	Manage ment of Learnin g			Laptop, projector, screen, sound system,
8:30- 10:00 a.m.	To give input in finding and validating the root causes of the focused problem	Walkthrou gh: Analyze	Understand the sub- processes in Analyze Phase and learn how to validate the root causes to improve the current state	Walkth rough: Analyze Phase  Step 5: Do Root Cause Analysi s	Lecture  Workshop	Clarence S. Pillerin, Resource Person	Laptop, projector, screen, sound system,
10:00- 12:00 nn	To give input in finding and validating the root causes of the focused problem	Walkthrou gh: Analyze Phase  Do Root Cause Analysis	Understand the sub- processes in Analyze Phase and learn how to validate the root causes to improve the current state	Walkth rough: Analyze Phase  Do Root Cause Analysi s	Lecture  Workshop	Clarence S. Pillerin, Resource Person	Laptop, projector, screen, sound system,
12:00nn- 1:00p.m.	NOON BREAK						
1:00-3:00 p.m.	To explain the process simplification		Appreciate the process simplification , value and non-value adding activities	Walkth rough: Analyze Phase Step 6: Develo p Solutio ns	Lecture  Workshop	Ida I. Juezan, Resource Person	Laptop, projector, screen, sound system,



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3:00-5:00 p.m.	To guide participants in making effective plans	Walkthrough: Analyze Phase  Step 7: Finalize Improvement Plan	Gain understanding on improvement plan preparations	Walkthrough: Analyze Phase  Step 7: Finalize Improvement Plan	Lecture  Workshop	Ida I. Juezan, Resource Person	Laptop, projector, screen, sound system,
<b>DAY 3</b>							
8:00-10:00 a.m.	To present implementation plans to guide participants on the activities that the schools/department will undertake	Walkthrough: Act Plan  Step 8: Pilot Solutions	Understand and appreciate the advantages of the pilot testing and rollout of solutions	Walkthrough: Act Plan  Step 8: Pilot Solutions	Lecture  Workshop	Ida I. Juezan	Laptop, projector, screen, sound system,
10:00a.m. -12:00nn	Relay elements of people side, benefits of people-side planning and communication plan development	Step 9: Rollout Solutions	Develop a communication plan	Step 9: Rollout Solutions	Lecture  Workshop	Ferna Renira T. Alde	Laptop, projector, screen, sound system.
1:00-2:30 p.m.	To present the ways in which the program progress may be checked	Step 10: Check your progress	Check on the results and methods of the project  Make a risk management plan	Step 10: Check your progress	Lecture  Workshop	Ferna Renira T. Alde, Resource Person	Laptop, projector, screen, sound system,
2:30-4:00p.m.	To prepare GANTT Chart for Implementation	Implementation Planning	Implementation plan crafted	Implementation Planning	Lecture  Workshop	Ferna Renira T. Alde, Resource Person	Laptop, projector, screen, sound system,
4:00-4:10 p.m.	To answer the post-test to determine the learning	Post-Test	Scores in the Post-Test	Continuous Improvement	Multiple Choice (Post-Test)	CI Coordinator	Google Form



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4:10-5:00 p.m.	To conclude the activity, distribute certificate of appearance and participation	Closing Program	Receive certificates of appearance and participation	Closing Program	Digos Oriental District	Laptop, projector, screen, sound system,
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Prepared by:

*Cherrie Anne B. Bohol*  
**CHERRIE ANNE B. BOHOL**  
 EPS, Division CI Focal Person

Noted by:

*Sollie B. Oliver, Jr.*  
**SOLLIE B. OLIVER, JR., MATE**  
 Chief ES SGOD

Recommending approval:

*Maria Genevieve T. Francisquete*  
**MARIA GENEVIEVE T. FRANCISQUETE**  
 Assistant Schools Division Superintendent

Funds Available: ₱ 111,600.-  
*Neptune L. Tambilawan*  
**NEPTUNE L. TAMBILAWAN**  
 AO IV - Budget Office 5/16/24

Approved by:

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**  
 OIC-Schools Division Superintendent



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