



DEPARTMENT OF EDUCATION

**SCHOOLS DIVISION OF SORSOGON**

Capitol Compound, Sorsogon City, Philippines 4700



August 5, 2019

**DIVISION MEMORANDUM**

No. 155, s. 2019

**5-DAY DIVISION LIVE-IN TRAINING ON CONTINUOUS IMPROVEMENT (CI)  
PROGRAM FOR SCHOOL CI TEAMS (BATCHES 4 and 5)**

TO: Division CI Teams  
School Heads  
School CI Team Batches 4 and 5

1. The Department of Education's Continuous Improvement is a comprehensive and structured approach that ensures quality education through ongoing refinements in curriculum and organizational processes in response to continuous feedback of learners and key stakeholders.
2. To capacitate selected school participants, a **5-Day Division Training on Continuous Improvement (CI) Program for School CI Teams (Batches 4 and 5) will be conducted on August 26-30, 2019 for Batch 4 and September 16-20, 2019 for Batch 5** at a venue to be announced later.
3. The training aims to:
  - a. 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 teaching-learning processes for CI project initiatives.
  - d. Understand the "Triple A" Process Improvement Methodology and project documentation (A3) Document.
  - e. Apply process simplification and visual management in improving processes.
  - f. Apply project management principles in preparing the implementation plan.
  - g. Rekindle the participants' personal commitment to the challenge of the DepED Vision and Mission
  - h. Clarify how the CI Program supports the broader Dep Ed reforms with regard to the School Based Management (SBM).

4. The following schools were identified for the CI Basic Training for Batches 4 and 5.

<b>Batch 4</b>	<b>Batch 5</b>
Casiguran Central School	Prieto Diaz Central School
Alberto De Castro Elementary School	Magallanes South Central School
Irosin Central School	Magallanes North Central School
Cumadcad National High School*	Monbon Elementray School (Irosin II)
Bulan National High School*	Pilar II Central School
SDO Sorsogon*	Salvacion Elementary School (Pilar III)
* <i>Additional CI Teams</i>	Castilla East Central School
	Dinapa Elementary School (Castilla South)
	Vinisitahan Elementary School (Donsol West II)
	Manjumlad Elementary School (Matnog II)

5. **An orientation conference for the school heads of the identified schools shall be conducted on August 20, 2019, 9:00 AM at the SDO Conference Hall.** School Heads are requested to bring the consolidated school NAT results for the last three years. Travel expenses shall be charged against school MOOE. Division CI Teams 1 and 2 are expected to attend the said conference.

6. Participants to this 5-day training are expected to be at the venue on August 26, 2019 for Batch 4 and September 16, 2019 for Batch 5 at 7:00 AM. The opening program will commence at 8:00 AM. The first meal to be served is breakfast and the last meal will be dinner of the last scheduled day.

7. Attached are list of participants, training matrix and working committees for your information and guidance.

8. In compliance with the BEST and Regional Office directives, the following guidelines were set:

- a. The CI Team members can neither be changed nor replaced.
- b. All CI trainees must attend all scheduled coaching and plenary activities.
- c. In the event that absence is made by a CI trainee, he/she shall not be allowed to continue with the ten-month CI course thus, will not be able to graduate.

9. Training materials, meals and accommodation of all CI Teams of the identified schools except those from additional schools (Pilar I CS, Cumadcad NHS, Bulan NHS) shall be charged against Division HRTD Fund/Division MOOE while CI Teams from additional schools shall pay a registration fee of 6,000 pesos per participant to cover expenses for meals and accommodation. Travel expenses and other incidental expenses relative to the conduct of this activity shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and procedures.

10. Since August 26, 2019 is declared as holiday (National Heroes Day), participants coming from the schools shall be entitled to one day service credit in accordance with Dep Ed Order No. 53 s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to Teachers. Likewise, non-teaching personnel shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No.2 s. 2004 on Non-Monetary Renumeration for Overtime Service Rendered.

11. Immediate dissemination of and compliance with this Memorandum are desired.



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Schools Division Superintendent

