



September 6, 2019

DIVISION MEMORANDUM

No. 183, s. 2019

**SCHEDULE OF COACHING SESSIONS ON CONTINUOUS IMPROVEMENT (CI)
PROGRAM FOR SCHOOL CI TEAMS (BATCH 4)**

TO: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Division CI Team
School Heads Concerned
School CI Teams Batch 4 (Alberto De Castro ES, Casiguran CS, Irosin CS, Bulan NHS,
Cumadcad NHS and SDO CI Team)

1. As an offshoot of the recently concluded 5-day Division Training on Continuous Improvement (CI) Program for School CI Teams (Batch 4), this Office advises all CI trainees of the six (6) CI Teams of the identified schools to attend the coaching sessions slated **every Friday of the week** for Batch 4 which will commence on **September 13, 2019** and will end on **May, 2020** (as indicated in the attached schedule) at a **venue to be announced later**.
2. During the coaching sessions, participants are expected to apply the CI methodology as they present and refine/revise their output or expected CI Project deliverables.
3. The CI Team members are required to meet at least once a week on a regular basis during the ten-month program to intensively implement the submitted project proposal endorsed by their respective School Head and approved by the Schools Division Superintendent. A school CI coaching/monitoring shall also be conducted by the Division CI coaches when needed
4. Attached is the Division CI coaching schedule/activities.
5. A registration fee of **Two Hundred Forty Pesos (240.00)** shall be charged to each participant to cover expenses for meals. Schools with fiscal autonomy are hereby advised to pay the said amount every coaching session. For schools without fiscal autonomy, the same amount shall be deducted from their respective MOOE.
6. Travel, registration fee and other incidental expenses of the School CI teams relative to the conduct of CI coaching sessions and plenary activities shall be charged against local funds/MOOE while travel, registration fee and other related expenses of the Division CI Team shall be charged against Division MOOE subject to the usual accounting and auditing rules and procedures.
7. For information, guidance and compliance of all concerned.


LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent



**DIVISION CONTINUOUS IMPROVEMENT (CI) PROGRAM
 COACHING SCHEDULE (BATCH 4)**

DATE	CI STEPS	DELIVERABLES
September 13, 2019	Get Organized	CI Project Topic CI Project Proposal CI Team Charter
September 20, 2019	Talk with the Customers	VOC results
September 27, 2019	Talk with the Customers (Continuation)	Affinity Diagram
October 11, 2019	Walk the Process	SIPOC/ Process Maps
October 18, 2019	Walk the Process (Continuation)	Process Maps (Final)
October 30, 2019	Identify Priority Improvement Areas (PIA)	Observation Results/ Focused Problem Statement
November 8, 2019	Do Root Cause Analysis	Why-Why Diagram
November 15, 2019	Do Root Cause Analysis	Why-Why Diagram
November 22, 2019	Do Root Cause Analysis	Why-Why Diagram (Final)
November 29, 2019	Develop Solutions	Solution Ideas
November 29, 2019	Develop Solutions	Solution Ideas
December 6, 2019	Develop Solutions/Draft Improvement Plan	Solution Ideas/Proposed Process with Tangible Output and Maps
December 10, 2019	Finalize Improvement Plan	Proposed Process with Tangible Output and Maps (Final)
January 17, 2020	Pilot your Solution	Pilot Test Results 1 & 2
January 24, 2020	Pilot your Solution	Pilot Test Results 3 & 4
January 30, 2020	Pilot your Solution	Pilot Test Results 5
February 7, 2020	Roll-out your solution	Roll-Out Results 1 & 2
February 14, 2020	Roll-out your solution	Roll-Out Results 3 & 4
February 21, 2020	Roll-out your solution	Roll-Out Results 5 & 6
February 28, 2020	Roll-out your solution	Complete Roll-Out Results
February 28, 2020	Check your Progress	Monitoring Report
March 27, 2020	<i>Presentation of School CI Project to the School Head (March 6, 2020)</i> Presentation of School CI Project to the Division CI Team (March 27, 2020)	School CI Project Presentation
April 17, 2020	Finalization of CI Project Outputs	CI Projects Presentation/ CI Project AVP
April 24, 2020	CI Project Mock Presentation	CI Project Presentation
May 8, 2020	Final CI Project Presentation	CI Project Presentation/CI Tools
May 15, 2020	Division CI Symposium	CI Project Presentation/CI Tools
May 22, 2020	Preparation for the Regional CI Symposium	CI Project Presentation
May 27, 2020	Debriefing Conference	Feedback/Reports

G. Infante