



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

November 12, 2019

DIVISION MEMORANDUM

No. 240, s. 2019

**SCHEDULE OF COACHING SESSIONS ON CONTINUOUS IMPROVEMENT (CI)
PROGRAM FOR SCHOOL CI TEAMS (BATCH 5)**

TO: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Division CI Team
School Heads Concerned
School CI Teams Batch


1. As an offshoot of the recently concluded 5-day Division Training on Continuous Improvement (CI) Program for School CI Teams (Batch 5), this Office advises all CI trainees of the ten (10) CI Teams of the identified schools to attend the coaching sessions slated **every Thursday of the week** for Batch 5 which will commence on **November 21, 2019** and will end on **August, 2020** (as indicated in the attached schedule) at Anne's Garden Juban Sorsogon.
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.





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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.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent





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**DIVISION CONTINUOUS IMPROVEMENT (CI) PROGRAM COACHING SCHEDULE
 (BATCH 5)**

DATE	CI STEPS	DELIVERABLES
Nov. 14, 2019	Get Organized	Team Charter and CI Projects
Nov. 21, 2019	Get Organized – continuation	Project topic Details/project proposal final Team Charter Final
Nov. 28, 2019	Talk with the customers	VOC result
Dec. 5, 2019	Talk with the customers – continuation	Affinity Diagram
Jan. 9, 2020	Walk the process	SIPOC/process map
Jan. 16, 2020	Walk the process – Continuation	Process map- final
Jan. 23, 2020	Identify Priority Improvement Areas PIA	Observation results Focused Problem Statement
Jan. 30, 2020	Do root cause analysis	Why-why diagram
Feb. 6, 2020	Do root cause analysis	Why-why diagram
Feb. 13, 2020	Do root cause analysis	Why-why diagram – final
Feb. 20, 2020	Develop solutions	Solution ideas
Feb. 27, 2020	Develop solutions	Solution ideas
March 26, 2020	Develop Solutions-drat improvement plan	Solution ideas- proposed process With tangible output and maps
April 16, 2020	Finalize improvement plan	proposed process with tangible output and maps – final
April 23, 2020	Pilot solutions	Pilot test result 1-2
April 30, 2020	Pilot solutions	Pilot test result 3-4
May 7, 2020	Pilot solutions	Pilot test result 5
May 14, 2020	Roll-out solution	Roll out results 1-2
May 21, 2020	Roll-out solution	Roll out results 3-4
May 28, 2020	Roll-out solution	Roll out results 5
June 18, 2020	Roll-out solution	Complete Roll out result
June 25, 2020	Presentation of CI project to the School head (April 23, 2020) Presentation of CI project to the Div. CI team (June 18, 2020)	School CI project Presentation
July 2, 2020	Finalization of CI project outputs	CI project presentation/AVP





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July 9, 2020	CI project mock presentation	CI project presentation
July 16, 2020	Final CI project presentation	CI project presentation/CI tools
July 23, 2020	Division CI Symposium	CI project presentation/CI tools
July 30, 2020	Preparation for the Regional CI presentation	CI project presentation ✓
Aug. 6, 2020	Debriefing Conference	Feedback/Reports

