



Republic of the Philippines  
**Department of Education**  
Region V  
Schools Division of Sorsogon

---

**DIVISION MEMORANDUM**

No. 33, s. 2022

To: Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors/ Division Coordinators  
Public Schools District Supervisors/ OIC-PSDSs  
Division CI Masters/Coaches  
School Heads Concerned  
School CI Teams (Batch 6)  
Others Concerned

**SCHEDULE OF BLENDED COACHING AND MENTORING SESSIONS  
AND IMPLEMENTATION OF CONTINUOUS IMPROVEMENT (CI) PROJECTS  
FOR SCHOOL CI TEAMS (BATCH 6) IN THE NEW NORMAL**

1. As an offshoot of the 5-day Division Training on Continuous Improvement (CI) Program conducted for School CI Teams (Batch 6), this Office through the Division CI Masters/ Coaches shall conduct the Blended Coaching and Mentoring Sessions and Implementation of Continuous Improvement (CI) Projects for School CI Teams (Batch 6) starting school year 2021-2022 and onwards.
2. Participants in this activity are the Division CI Masters/ Coaches and the CI teams of the following schools:
  - a. San Vicente ES, Bulan IV
  - b. Bacolod ES, Juban II
  - c. Boton ES, Casiguran II
  - d. Bartolome G. Lee IS, Magallanes 3
  - e. Calao ES, Prieto Diaz 2
  - f. Bulacao ES, Gubat 3



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



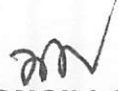
CIP 5461/21/05/1163



Republic of the Philippines  
**Department of Education**  
Region V  
**Schools Division of Sorsogon**

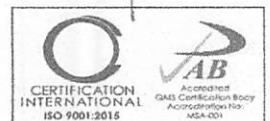
---

3. All members of the six (6) school CI teams are expected to attend the weekly CI coaching and mentoring sessions, preferably every Friday of the week or at least once a week to be agreed upon by the coach and the coachees with the concurrence of their school heads/ CI advisers. The list of CI team members and the schedule of the coaching and mentoring sessions with the weekly deliverables are found in the Enclosures.
4. Being blended in modality, individualized or plenary coaching and mentoring sessions/strategies may be done through any of the following modes: Online/ Virtual, Face to Face, In-school and/ or in the Division Office.
5. The school CI teams are also expected to meet regularly with their co-members to intensively prepare the expected deliverables and implement the project approved by the Schools Division Superintendent. Monitoring and technical/ instructional assistance shall be extended by the School Heads, Division CI Masters/ Coaches, PSDSs/ OIC-PSDSs, concerned EPSs/Division Coordinators to ensure a successful CI Project implementation geared to improve the teaching-learning process and learning outcomes.
6. Participants who rendered services during the entire conduct of/ initial implementation of the project and have successfully completed all the expected deliverables/requirements shall be given service credits in accordance with DepEd Order No.53, s. 2003 and/ or Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004.
7. Participants and all others involve in this activity shall strictly observe health and safety standards/ protocols during the conduct of all CI-related activities.
8. Travel and other incidental expenses of the Division/ School CI teams relative to the conduct of CI coaching and mentoring sessions and other CI-related project preparations and implementation shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
9. For information, guidance and compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
*Schools Division Superintendent*



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



Republic of the Philippines  
**Department of Education**  
 Region V  
**Schools Division Office - Sorsogon**

Enclosure 1 to Division Memorandum No. 33, s. 2022

**SCHEDULE OF BLENDED COACHING AND MENTORING SESSIONS  
 AND IMPLEMENTATION OF CONTINUOUS IMPROVEMENT (CI) PROJECTS  
 FOR SCHOOL CI TEAMS (BATCH 6) IN THE NEW NORMAL**

**LIST OF CI TEAMS**

<b>Bacolod Elementary School</b>	
1	Romelda O. Balin (Team Leader)
2	Linaly C. Grajo
3	Lovely Joy G. Gualvez
4	Rowena G. Gravamen
<i>School Head/ CI Adviser: Eleanor H. Frilles</i>	
<i>PSDS: Angelou B. Pura</i>	
<b>Bartolome G. Lee Integrated School</b>	
1	Elena B. Ricafort (Team Leader)
2	Cleofe L. Deligero
3	Sherilyn V. Genova
4	Margie R. Dionela
5	Jesselyn A. Detecio
<i>School Head/CI Adv: Jesus Nestor C. Tuason</i>	
<i>PSDS: Emma L. Navas</i>	
<b>Boton Elementary School</b>	
1	Salvacion L. Jintalan (Team Leader)
2	Mary Ann B. Durana
3	Joymee H. Gamitan
4	Mercy B. Bitbit
5	Julie H. Hayagan
<i>School Head/ CI Adviser: Randy H. Huerto</i>	
<i>PSDS: Noel T. Agnote</i>	

<b>Bulacao Elementary School</b>	
1	Ma. Theresa F. Esteves (Team Leader)
2	Rosalinda G. Quiñones
3	Rowena A. Yu
4	Maria Belinda F. Ereve
5	Mary Joy M. Fulo
<i>School Head/ CI Adviser: Joselito E. Estiller</i>	
<i>OIC-PSDS: Arnel David e. Duka Jr.</i>	
<b>Calao Elementary School</b>	
1	Rowena F. Don (Team Leader)
2	Catherine F. Espeña
3	Jonalyn D. Labay
4	Korina D. Domalaon
5	Brenda H. Dulva
<i>School Head/ CI Adviser: Geneath Dones</i>	
<i>OIC-PSDS: Marites J. Jesalva</i>	
<b>San Vicente Elementary School</b>	
1	Reone G. Dioneda (Team Leader)
2	Joselyn F. Gelua
3	Loriezel G. Franche
4	Cecille C. Avenir
5	Juliet E. Buatin
<i>School Head/ CI Adviser: Romeo G. Alipio</i>	
<i>PSDS: Isaias A. Bermas</i>	

**DIVISION CI COACHES/ CI TA PROVIDERS**

Salvador B. Belen Jr., PDO-II (LRMDS)  
 Bernadette R. Bedis, SEPS-HRDS  
 Michelle H. Guadamor, EPS-I (Science)  
 Jerry G. Firmanes, EPS-I (Mathematics)  
 Liny B. Grefal, P-II/ OIC-PSDS



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
 Landline: (056) 421-5415  
 Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
 Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



Republic of the Philippines  
**Department of Education**  
Region V  
Schools Division of Sorsogon

Enclosure 2 to Division Memorandum No. 33, s. 2022

**SCHEDULE OF BLENDED COACHING AND MENTORING SESSIONS  
AND IMPLEMENTATION OF CONTINUOUS IMPROVEMENT (CI) PROJECTS  
FOR SCHOOL CI TEAMS (BATCH 6) IN THE NEW NORMAL**

DATE	CI STEPS	DELIVERABLES
January 4-7, 2022 January 11-14, 2022	Get Organized	Team Charter and CI Project Proposal
January 18-21, 2022 January 25-28, 2022 February 2-4, 2022	Talk with the Customers	VOC results Affinity Diagram
February 8-11, 2022 February 15-18, 2022	Walk the Process	SIPOC/ Process Maps
March 1-4, 2022	Identify Priority Improvement Areas (PIA)	Observation Results/ Focused Problem Statement
March 8-11, 2022 March 15-18, 2022	Do Root Cause Analysis	Why-Why Diagram
March 22-25, 2022 March 29-31, 2022	Develop Solutions Finalize Improvement Plan	Solution Ideas (CI Solutions) Proposed Process with Tangible Output and Maps Risk Management Plan
April 4-8, 2022 April 11-15, 2022 April 18-22, 2022	Pilot your Solution	Pilot Test Results 1-5 (Results of Summative Assessment 1-5)



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163





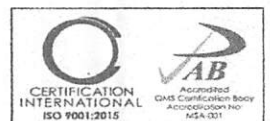
Republic of the Philippines  
**Department of Education**  
Region V  
Schools Division of Sorsogon

April 25-29, 2022 May 2-6, 2022 May 10-13, 2022 May 16-20, 2022 May 23-27, 2022 May 30-June 3, 2022	Roll-out your solution	Roll-Out Results 1-5 (Results of Summative Assessment 1-5)
June 6-10, 2022	Check your Progress  School and Division Presentation of CI Projects	Progress Monitoring and Project Evaluation Results  School CI Project Presentation
June 13-17, 2022	Refinement and Submission of Final CI Project Presentation and other tools/requirements to the Division Office for the Regional CI Symposium	School CI Project Presentation and other requirements
Full implementation of school CI project starting SY 2022-2023 and onwards		

gf



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163