Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong
Tel. no. 533-60-85 Fax. no.532-71-17
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MEMORANDUM

TO: OIC, Asst. Schools Division Superintendent
Education Program Supervisors/Public Schools District Supervisor
Principal, Andres Bonifacio Integrated School
+

Subject: **CONTINUOUS IMPROVEMENT (CI) PROGRAMME SYMPOSIUM**

Date: March 3, 2014

Attached are Unnumbered DepEd Memorandum from Usec Rizalino D. Rivera, Undersecretary for Regional Operations and letter from Mr. John Manzanas, Project Manager, CI Programme Philippines Australia Human Resource and Organizational Development Facility, re: **Continuous Improvement (CI) Programme Symposium** on **March 17, 2014** at the **Ace Hotel, Barrio Kapitolyo, Pasig City.**

Attendance of the following is advised.

Dr, Evangeline P. Ladines	- Schools Division Superintendent
Dr. Alyn G. Mendoza	- Division CIP Facilitator
Dr. Evelina P. Barrandoc	- Principal III
Mr. Roberto P. Redobante	- Dep't Head, CI HS Team Leader
Ms. Josie C. Boncalon	- CI Facilitator – Elementary
Ms. Maribel P. Erestain	- Master Teacher I
Ms. Emmalyn D. Gomez	- Teacher II
Ms. Gaudiola F. Samarita	- Teacher II
Ms. Melinda A. Mortega	- Teacher I
Ms. Maria Isabel S. Ochona	- Teacher I
Ms. Leah A. Carandang	- Teacher I
Ms. Agnes Rita A. Bernabe	- Admin. Asst. III

Wide and immediate dissemination of this **Memorandum** is desired.

DIVISION OF CITY SCHOOLS
RELEASED
BY: 3/4/2014 8:00 AM
DATE

EVANGELINE P. LADINES CESO VI
Schools Division Superintendent

Republic of the Philippines
Department of Education

#1470

DIVISION OF CITY SCHOOLS
RECEIVED
By: malou
Date: 24 FEB 2014
Time: 1:51 pm
MANDALUYONG

19 February 2014

TO : **Assistant Secretary Jesus L.R. Mateo,** Planning and Development
The Regional Directors: Region III, IV-A, VII, X and NCR
Schools Division Superintendents: Bulacan, Pampanga, Rizal, Laguna, Bohol, Misamis Oriental, Mandaluyong, Marikina and Quezon City
All Others Concerned

FROM : **RIZALINO D. RIVERA**
Undersecretary for Regional Operations

SUBJECT : **CONTINUOUS IMPROVEMENT (CI) PROGRAMME SYMPOSIUM**

We would like to invite the Regional Directors, Schools Division Superintendents and team members of the model schools, to attend a one-day Symposium on the conclusion of the pilot project implementation of the Continuous Improvement Programme. This will also include selected technical staff from the Central, Region and Division Offices who have attended the CI trainings. This will be held on **March 17, 2014** at the Ace Hotel, Barrio Kapitolyo, Pasig City. Please refer to ***Annex 1, 2 and 3*** for ***HCA's letter re the Symposium***, ***List/Number of slots for Participants*** and ***Program of Activities*** respectively.

For hotel booking and room assignments, school participants are requested to confirm their attendance to the Symposium through their assigned coaches of the Service Provider, HCA. The coaches on the other hand, will coordinate with DepEd Central Office and HCA Office for subsequent logistical arrangements. Division, Region and Central Office participants can confirm participation with Planning and Programming Division c/o Meryll Tabin. Please refer to the following for the specific details:

March 16: 2pm- Arrival of Ingress/Advanced Party

- These are school team members' representatives who will set up their booths
- They will stay in the hotel from March 16-18
- PM Snacks and Dinner will be served for them
- Only 3 representatives per school are required to be part of the ingress. BUT in the case of Bohol and Misamis Oriental, all school team members are required to fly in on March 16, considering that the available flights may not allow them to arrive early on March 17.

March 17: Arrival of the rest of the team members from Regions 3, 5 and NCR and the Central, Region and Division representatives.

Transportation and other incidental expenses shall be charged to local funds. To ensure proper representation of the schools, School Team Members are required to wear the ***Red National Uniform*** during the Symposium proper on March 17.

For queries and clarifications, you may contact your respective coaches (for the schools) or coordinate with Ms. Meryll Julia Tabin of the Office of Planning Service, Tel. No. (02) 633 7216 and (02) 638 8634 or email at meryll.tabin@deped.gov.ph

For your information and guidance.

Cc.: HCA

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PHILIPPINES AUSTRALIA
HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT FACILITY
www.pahrodf.org.ph

05 February 2014

Honorable Rizalino D. Rivera
Undersecretary , Regional Operations
Department of Education
Meralco Avenue, Pasig City

Dear Hon. Rizalino Rivera,

We would like to update some items of the symposium design initially submitted to your Office last December 2013. The planned Continuous Improvement Symposium is now scheduled on March 17, 2014. This will be held at the ballroom of the Ace Hotel and Suites in Bo. Kapitolyo, Pasig City.

The symposium's objectives cover the following:

- Celebrate the quick wins of the schools through the CI project;
- Showcase the process improvements from the CI projects;
- Share insights from a resource person on how to maximize the practice of CI in Education

This will now be a one-day event with a program covering a plenary, exhibit and break out sessions. Attached is your formal invitation to attend this event, which includes the Program of Activities for your reference.

May we also kindly request your office to issue the DepEd advisory for this event to our CI participants in our model Regions, Divisions and schools so they can officially prepare for the symposium. Human Capital Asia will shoulder all expenses for this event except transportation to and fro the venue of our participants.

In case you have questions, please feel free to contact me at my email address at john.manzanas@gmail.com. We will be happy to provide clarifications.

Very truly yours,

Mr. John Manzanas
Project Manager
CI programme

Australian AID

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Symposium Program of Activities
Continuous Improvement Programme
Ace Hotel and Suites
Pasig City

March 17, 2014

Time	Activity
7:00 a.m.	Registration Guests/participants can visit exhibit area
8:00 a.m.	Opening ceremonies a. Opening prayer b. Philippine National Anthem c. Australian National Anthem
8:10 a.m.	Opening Remarks Honorable Rizaline D. Rivera Undersecretary for Regional Operations Department of Education
8:20 am	CI Project Overview Eduardo R. Fenix Team Leader, CI Programme
8:40 am	TRANSITION TO BREAK OUT SESSIONS AM snacks will be served at the break out rooms
8:50 am	**START OF BREAK OUT SESSIONS** Sharing of learnings cross schools
	Session 1: Continuous Improvement in Delivering Remedial Reading
	Session 2: Continuous Improvement in Managing Class Attendance
	Session 3: Continuous Improvement in Teaching Mathematics and Filipino
11:20 am	RETURN TO MAIN PLENARY
11:30 am	Message from Australian Embassy
11:40 am	Keynote address Honorable Br. Armin A. Luistro, FSC Secretary, Department of Education
12:00 pm	Photo opportunity Official opening of exhibit area (Ribbon cutting rites) Tour of school exhibits
12:30 pm	Lunch break
	RETURN TO BREAK-OUT SESSIONS
1:30 pm	Session 4: Continuous Improvement in Teaching Reading
	Session 5: Continuous Improvement in Delivering Remedial Science / other major subjects
	Session 6: Continuous Improvement in Waste Management and Feeding program

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Time	Activity
3:30 pm	RETURN TO MAIN PLENAR
3:40 pm	Talk on Total Quality Management in Education Dr. Conrad Iñigo Vice-President for Academic Affairs Lyceum Philippines
4:10 pm	Open forum
4:30 pm	Message to participants CI Direction: Moving Forward Honorable Rizalino D. Rivera Undersecretary for Regional Operations Department of Education
4:45pm	Symbolic ritual
5:15pm	Graduation
6:15pm	Free time to tour exhibit
7:15 pm	Dinner
8:00pm	Fellowship

CI SYMP OSIUM ATT NDEES
Ace Hotel, Capitolyo, asig City
M rch 17, 201

Annex 2

Central Office	
Region	
Division	
Schools	

25 SLOTS
slots including RD
slots including SDS
6 slots in uding School Head/Principal

REGION	DIVISION	SCHOOL/OFFICE	No.	NAME	DESIGNATION
III		RO	1	Bo Isabelita	Director
			2	Dav Estrellita L.	OIC, Chief HRDD
			3	to entified	
	Bulacan	Division of Bulacan	4	Ali meo	SDS
			5	Ta , Bernadette F.	OIC-ASDS
			6	Bau a, Ma. Aileen N.	Education Program
		FVR National High School	7	Alo Sheryl M.	Teacher I
			8	Cor Noemi C.	Head Teacher I
			9	Cru elba O.	Teacher I
			10	Lag Lauro L.	Principal I
			11	Pal Marissa H.	Master Teacher I
			12	Ro Meriam H.	Teacher I
			13	Sal , Francisca T.	Head Teacher I
			14	Sar riel, Virginia S.	Master Teacher I
		FVR Phase 2 Elementary School	15	Alc Elsie A.	Teacher I
			16	Car , Josephine I.	Teacher III
			17	Cru irley R.	Teacher I
			18	Ger gon, Josephine E.	Principal II
			19	Gra Laura D.	Teacher I
			20	Mar Ellen Grace R.	Teacher I
			21	Rose Azenith T.	Teacher II
			22	San o, Lorna P.	Teacher I
		San Ildefonso Elementary School	23	Cruz, Teofila N.	Principal II
			24	Dungo orenzo C.	Teacher I
			25	Leonar o, Evangeline C.	Teacher II
			26	Mallari Rufina Y.	Master Teacher I
			27	Nieto, ybeth B.	Teacher III
			28	Perez, aroline V.	Teacher II
			29	Ramos, Marites G.	Teacher I
			30	Tayao, Mary Anne V.	Teacher III
III	Pampanga	Division of Pampanga	31	Zapanta, Leonardo	OIC SDS
			32	to be identified	
			33	to be identified	
		San Ildefonso National High School	34	Catimbang, Joy Franklin	Head Teacher I
			35	de los Reyes, Airene B.	Teacher I
			36	Espiritu Anicia N.	Teacher I
			37	Guevara, Bienvenido L.	Head Teacher I
			38	Mendoza, Leodora G.	Principal II
			39	Valmonda, Arminda M.	Teacher III
			40	Vendiola ion, Analiza A.	Head Teacher I
			41	Viglago Fil-Ann G.	Teacher I

REGION	DIVISION	SCHOOL/OFFICE	No.	NAME	DESIGNATION
	Mandaluyong		145	Carandang, Leah A.	Teacher I
			146	Gomez, Emmalyn D.	Teacher II
			147	Mortega, Melinda A.	Teacher I
			148	Bernabe, Agnes Rita S.	Admin. Asst. III
			149	Erestain, Maribel P.	Master Teacher I
			150	Ochona, Maria Isabel S.	Teacher I
			151	Samarita, Gaudiola F.	Teacher
NCR	Marikina	Division of Marikina	152	Quesada, Elizabeth	SDS
			153	to be identified	
			154	to be identified	
		Concepcion Elementary	155	Amorato, Celie Grace C.	
			156	Basijan, Jennimar M.	Teacher I
			157	Lawas, Raquel A.	Teacher II
			158	Lu, Josefino	Principal
			159	Santos, Jonalyn L.	Teacher I
			160	Sison, Elena	Master Teacher I
			161	Basijan, Nimfa M.	Master Teacher I
			162	Soquerata, Diana Rose C.	Teacher
NCR	Marikina	Marikina High School	163	Alava, Margarita B.	Master Teacher II
			164	Cruz, Veronica D.	Master Teacher II
			165	Guevara, Maria Odessa Elelli C.	Teacher I
			166	Ladera, Jacqueline	Master Teacher
			167	Mutia, Albert B.	Principal III
			168	Navera, Lolita G.	Head Teacher III
			169	Padilla, Gina R.	Master Teacher I
			170	Perez, Felicitas A.	Head Teacher III
	Quezon City	Division of Quezon City	171	Menguito, Ponciano	SDS
			172	to be identified	
			173	to be identified	District Supervisor
		Batasan Hills National High School	174	Albio, Jenny Z.	Teacher-Registrar
			175	Amid, Diego M.	Principal IV
			176	Baluluan, Shalom	Master Teacher II
			177	Bañaga, Edna B.	Head Teacher III
			178	Castillo, Cerulo P. Jr.	Head Teacher VI
			179	Domingo, Ernesto R. Jr.	Teacher I / Computer Coordinator
			180	Favila, Noel S.	Head Teacher
			181	Impelido, Cristina I.	Master Teacher I
			182	Lorenzo, Michael	Teacher I
			183	Mendoza, Fabiana R.	Teacher III
			184	Miranda, Josephine Q.	Master Teacher I
			185	Poblador, Raymond B.	Teacher I/ G17Clinic/Economics
			186	Suarez, Amado D. Jr.	Teacher I
			187	Trinidad, Elgerra Y.	Teacher-Registrar
			188	Yap, Ruth G.	Head Teacher V