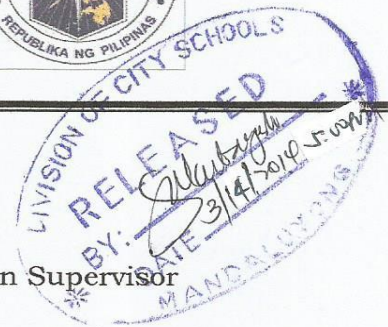




Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com



MEMORANDUM

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

Subject: **SUSTAINABILITY ACTION PLANNING WRITESHOP
UNDER THE CONTINUOUS IMPROVEMENT (CI) PROGRAMME**

Date: March 14, 2014

1. Enclosed is Unnumbered Memorandum from Usec. Rizalino O. Rivera, DepEd Undersecretary for Regional Operations, dated **February 27, 2014**, re: **Sustainability Action Planning Writeshop** to be conducted on **March 18 - 19, 2014** at the **Ace Hotel and Suites, Pasig City**.

Attendees are the following:

1. Dr. Evangeline P. Ladines, CESO VI - Schools Division Superintendent
 2. Dr. Alyn G. Mendoza - Education Program Supervisor
 3. Dr. Evelina P. Barandoc - Principal III
2. Wide and immediate dissemination of this **Memorandum** is desired.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent

10-MAR-2014 17:18



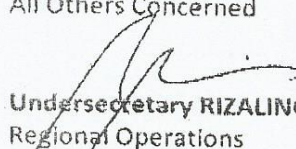
Republic of the Philippines
Department of Education

#2030 P.01
DIVISION OF CITY SCHOOLS
RECEIVED
By: Malou
Date: 11 MAR 2014
Time: 7:51 AM
MANDALUYONG

February 27, 2014

MEMORANDUM

TO : The Regional Directors: Region III, IV-A, VII, X and NCR
Schools Division Superintendents: Bulacan, Pampanga, Rizal, Bohol,
Misamis Oriental, Mandaluyong, Marikina and Quezon City
School Heads, 34 model schools of the nine Divisions
All Others Concerned

FROM : 
Undersecretary RIZALINO D. RIVERA
Regional Operations

SUBJECT : **SUSTAINABILITY ACTION PLANNING WRITESHOP UNDER THE
CONTINUOUS IMPROVEMENT (CI) PROGRAM**

The nine (9) divisions and thirty-four (34) model schools under the Continuous Improvement (CI) Programme have now completed the implementation stage of their pilot CI projects. One of the implementation activities is to develop a roll-out and two-year sustainability action plan for expanding the CI Programme across the school. In line with this, a Sustainability Action Planning Writeshop will be conducted on March 18-19, 2014 with the following objectives:

1. To craft a relevant, comprehensive, measurable 2-year Sustainable Action Plan (SAP) for rolling out the CI Programme at the school /division level inclusive of the change management and communication components, risk assessment and mitigation and M & E;
2. To establish, among DepEd Process Owners and the participants, firm support and linkage between the CI Programme and the DepEd Key Initiatives (K to 12, SBM, Strategic Planning, SIP and RPMS/PBB) as context for the CI Programme Roll Out;
3. To actively engage DepEd Key Initiatives process owners to effectively sponsor and champion the institutionalization and sustainability of the CI Programme.
4. To enhance and reinforce the CI Facilitator role among the participants; and
5. To reaffirm commitment to action on the CI Programme through reflection, insights and lessons from the launch in July 2013 to the Symposium in March 2014.

In this regard, may we invite the following:

1. All Model Schools Division Superintendents
2. All Model School Heads
3. 1 Region CI Facilitator per model region
4. 1 Division CI Facilitator per model division
5. 1 School CI Facilitator per school

Please refer to **Annex 1** for *Program of Activities* and **Annex 2** for the *List of Participants*.

This is a "live-in" write shop at the Ace Hotel and Suites, Pasig City. It follows the CI Symposium event scheduled on March 17, 2014. It is understood that expenses related to this training such as board and lodging and supplies and materials will be charged to PAHRODF; travelling and other incidental expenses shall be charged to local funds. Please note of the following logistical arrangements:

A. Confirmation of Participants

For participants needing hotel booking, participants are requested to confirm their attendance to the workshop through their assigned coaches of the Service Provider, HCA. The coaches on the other hand, will coordinate with the HCA Office for subsequent logistical arrangements.

B. Room assignments

1. Room/accommodation is twin or triple sharing (single beds each)
2. Room assignments will be submitted to the Hotel

For queries and clarification, you may contact Ms. Meryll Tabin at telephone numbers (02) 633-7216 and/or 638-8534 of the Office of Planning Service. You can also send an email to meryll.tabin@deped.gov.ph

For your information and appropriate action.

Encl.: as stated.

February 27, 2014

HON. RIZALINO D. RIVERA
Undersecretary of Regional Operations
Department of Education

Dear Hon. Rizalino Rivera,

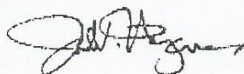
For our SAP Writeshop on march 18 to 19, 2014, part of our objectives for this event concern the following:

1. To establish, among DepEd Process Owners and the participants, firm support and linkage between the CI Programme and the DepEd Key Initiatives (K to 12, SBM, Strat Planning, SIP and RPMS/PBB and CI program) as context for the CI Program Roll Out
2. To actively engage DepEd Key Initiatives process owners to effectively sponsor and champion the institutionalization and sustainability of the CI Program.

Given the above, our participants shall need valuable inputs from the DepEd Process Owners which they can use as they draft their respective CI Program Roll Out Plans. May we therefore kindly request you to designate process owners/resources whom we can invite to conduct a briefing on their respective DepED Key Initiatives on march 18, 2014 during the first day of the SAP Writeshop. Their briefings will help align the school SAPs with the DepED key initiatives.

Thank you for your kind assistance. Please feel free to contact the undersigned at john.manzanas@gmail.com if you need any clarifications.

Very truly yours,



Mr. John Manzanas
Project Manager
CI programme

CI Program SAP Writeshop List of Participants

March 18-19, 2014

Ace Hotel and Suites, Pasig

Number	Division	Name	Designation
1	Bulacan	Alip, Romeo M.	SDS
2	Bulacan		Division Facilitator
3	Bohol	Bongalos, Wilfreda	SDS
4	Bohol		Division Facilitator
5	Laguna	Ibanez, Marites	SDS
6	Laguna		Division Facilitator
7	Mandaluyong	Ladines, Evangeline	SDS
8	Mandaluyong	Mendoza, Alyn	Division Facilitator
9	Misamis Oriental	Limbaco, Cherry	SDS
10	Misamis Oriental		Division Facilitator
11	Quezon City	Menguito, Ponciano	SDS
12	Quezon City		Division Facilitator
13	Marikina	Quesada, Elizabeth	SDS
14	Marikina		Division Facilitator
15	Pampanga	Zapanta, Leonardo	OIC-SDS
16	Pampanga		Division Facilitator
17	Rizal	Bautista, Rommel	SDS
18	Rizal	Roque, Gloria C.	Education Program Supervisor (EPS)
Number	School	Name	Designation
1	Sampaloc NHS	Alcantara, Loida	Principal
2	Pugad Lawin	Laceda, Edmar L.	Principal
3	Marikina HS	Lu, Josefino	Principal
4	Sto. Rosario ES	Tumang, Pura	Principal
5	Calape CES	Villaver, Ma. Rosanna S.	Principal
6	Fermin Tayabas NHS	Salamanes, Luz N.	Principal
7	Baliwagan CES	Cagang, Gina I.	Principal I
8	Laguindingan NHS	Caño, Adefer B.	Principal I
9	FVR NHS	Lagman, Lauro L.	Principal I
10	Lila Central ES	Tatad, Casiana G.	Principal I
11	Baliwagan NHS	Aban, Marilyn A.	Principal II
12	San Ildefonso ES	Cruz, Teofila N.	Principal II
13	Laguindingan CS	Fabria, Maria Lealou C.	Principal II
14	FVR Phase 2 ES	Genobiagon, Josephine E.	Principal II

15	Esteban Abada	Masubay, Alicia F.	Principal II
16	San Ildefonso NHS	Mendoza, Leodora G.	Principal II
17	Liliw NHS	Talambayan, Cristina E.	Principal II
18	Alaminos NHS	Alvero, Sonia J.	Principal III
19	Andres Bonifacio IS	Barandoc, Evelina P. ✓	Principal III ✓
20	Liliw CES	Cabrales, Armin	Principal III
21	Caduang Tete	Dela Cruz, Garry I.	Principal III
22	KNL HS	Dionio, Janet D.	Principal III
23	Carlos Albert HS	Lera, Agapito T.	Principal III
24	Alaminos ES	Manalo, Salome S.	Principal III
25	Macabebe ES	Manansala, Marlene G.	Principal III
26	Concepcion ES	Mutia, Albert B.	Principal III
27	KNL ES	Nacino, Natividad V.	Principal III
28	San Matias HS	Quiambao, Rowena T.	Principal III
29	Lila NHS	Romero, Cerlito L.	Principal III
30	BGB ES	Sonquit, Caroline S.	Principal III
31	Sampaloc ES	Yaneza, Imelda C.	Principal III
32	Batasan Hills NHS	Amid, Diego M.	Principal IV
33	San Diego ES	De Roda, Rosalito R.	Principal IV
Number	Region	Name	Designation
1	NCR	Mayo, Victoria	EPS II-OIC, EED
2	3	David, Estrellita L.	OIC, Chief HRDD
3	1V-A	Albano, Melna R.	SRPS
4	7	Cabotaje, Rosa H.	QAD Member
5	10	Dael, Erlinda	Educ. Program Supervisor I