

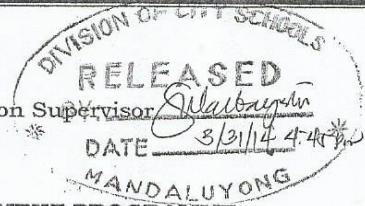


**MEMORANDUM**

**TO:** Asst. Schools Division Superintendent  
 Education Program Supervisors/Public Schools Division Supervisor  
 Principals, Public Elementary and Secondary Schools  
 Division Section Chiefs

**Subject:** **SEMINAR-WORKSHOP ON CONTINUOUS IMPROVEMENT PROGRAMME (CIP) FOR SUPERVISORS, PRINCIPALS, DEPARTMENT HEADS, MASTER TEACHERS AND DIVISION SECTION CHIEFS**

**Date:** March 31, 2014



The Department of Education (DpeEd), in collaboration with the Australian AID's (AusAID) Philippines Australian Human Resource and Organizational Development Facility (PAHRODF) launched the Continuous Improvement (CI) Program which aims to enhance the skills of the school officials in managing school processes and turn schools into learner-centered institutions that continually improve and build on its best practices.

In this connection, a **Seminar-workshop on Continuous Improvement Programme (CIP) for Supervisors, Principals, Department Heads, Master Teachers and Division Section Chiefs** shall be held on **April 9 - 11, 2014** at **Oasis Tanza Hotel, Cavite City**.


Expected attendees are indicated below:

<b>Participants:</b>	
(10) Education Program Supervisors/ Public School District Supervisor	
(22) Elementary and Secondary Principals	
(10) Department Heads/ ASTP (Secondary) - (1) per school	
(34) Master Teacher Coordinators (Elementary) - (2) per school	
(2) Administrative Officer V and HRMO	
<b>Facilitators:</b>	
(2) SDS and ASDS	Dr. Evangeline P. Ladines Dr. Nerissa L. Losaria
(1) Division - CIP Facilitator	Dr. Alyn G. Mendoza
(1) Principal - CIP (ABIS)	Dr. Evelina Barracndoc
(6) CI Team Members (ABIS)	Ms. Josie Boncalon
	Mr. Ramon Belardo, Jr
	Ms. Leah Carandang
	Ms. Melinda Mortega
	Mr. Roberto Redobante
	Ms. Maria Isabel Ochona
<b>Support Staff</b>	
(1) Technical Staff	Mr. Albert Sison
(3) Utility/Divers	Mr. Manolo Talosig
	Mr. Eleuterio Belen
	Mr. Cresencio Alcantara

Attached are the expected list of participants per school for the activity and training matrix, for information and guidance.

Attendance of all concerned is a must.

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

  
**EVANGELINE R. LADINES, CESO VI**  
 Schools Division Superintendent

**SEMINAR-WORKSHOP ON CONTINUOUS IMPROVEMENT PROGRAMME  
FOR EDUCATION PROGRAM SUPERVISORS, PRINCIPALS, MASTER TEACHERS  
DEPARTMENT HEADS AND SECTION CHIEFS**

<b>Schools</b>	<b>Principals</b>	<b>Elementary (2) Master Teacher/Coordinator</b>	<b>Secondary (1) Department Head/Coordinator</b>
Andres Bonifacio Integrated School	Dr. Evelina P. Barandoc	-----	-----
Doña Pilar C. Gonzaga Elementary School	Mrs. Ellalyn A. Abutal	1. Maritess Patacsil 2. Thelma Reyes	N/A
Plainview Elementary School	Dr. teresita E. Evangelista	1. Marilyn Raposon 2. Shiela Marie Destura	N/A
Nueve de Febrero Elementary School	Mrs. Janet M. Mariano	1. Robert Lacayanga 2. Vicky Martin	N/A
Pleasant Hills Elementary School	Mrs. Nimfa A. Matabang	1. Lyn Santiago 2. Jovy Swing	N/A
Addition Hills Integrated School	Mrs. Edita C. Septimo	1. Razel Meneses 2. Analiza Banzuela	1. Gilver Marteja
Jose Fabella Memorial School	Mrs. Olivia L. Pagurayan	1. Miralyn Pandaan 2. Lovelyn Mendoza	1. Rosie Casono
Mandaluyong High School	Mr. Rosarito A. Septimo	N/A	1. Ofelia Aguinaldo
Mataas na Paaralang Neptali A. Gonzales City of Mandaluyong Science High School	Dr. Ervin A. Salazar Mr. Henry A. Sabidong	N/A N/A	1. Esperanza Starks 1. Rubi Dolar
Bonifacio Javier National High School	Dr. Evangelina A. Diaz	N/A	1. Maria Linda Pereyra

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**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

**SEMINAR-WORKSHOP ON CONTINUOUS IMPROVEMENT PROGRAMME  
FOR EDUCATION PROGRAM SUPERVISORS, PRINCIPALS, MASTER TEACHERS  
DEPARTMENT HEADS AND SECTION CHIEFS**

Schools	Principals	Elementary (2) Master Teacher/Coordinator	Secondary (1) Department Head/Coordinator
Mandaluyong Elementary School	Mrs. Whelma M. Hilario	1. Mary Jane Araneta 2. Cleofe Frias	N/A
Highway Hills Integrated School	Mr. Romeo E. Bandal	1. Viva Carreon 2. Marilyn Torrano	1. Rosanna Ortiz
Eulogio Rodriguez Integrated School	Dr. Efen S. Consemino	1. Josephine Agustin 2. Marcelina Saculo	1. Elizabeth Lontayao
Renato Lopez Elementary School	Dr. Elizabeth A. Reyes	1. Barbara Ramos 2. Myrissia Salo	N/A
Filemon P. Javier Elementary School	Mrs. Lucia M. Liego	1. Priscilla Amanite 2. Nelsie Caculitan	N/A
Doña Basilisa Yangco Elementary School	Dr. Corazon R. regino	1. Jenel Jarandilla 2. Aldin John Lacaden	N/A
Isaac Lopez Integrated School	Mr. Manuel A. Laguerta	1. Loida Matic 2. Elvira Canilao	1. Pompio Floro
Amado T. Reyes Elementary School	Mrs. Leonila Q. Masangcay	1. Jenette Yap 2. Evangeline Velasco	N/A
Ilaya Barangka Integrated School	Mr. Ernesto Jose Z. Albea	1. Cereza Ofingol 2. Ronelia Rugas	1. Leonard Sagun
Hulo Elementary School	Dr. Imelda O. Garcia	1. Mrs. Florelyn Escultura 2. Joselin Balane	N/A
Pedro P. Cruz Elementary School	Mrs. Marvie R. Duran	1. Manolito Datuin 2. Leovigilda Gempisao	N/A

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Training Design

**SEMINAR-WORKSHOP ON CONTINUOUS IMPROVEMENT PROGRAMME (CIP)  
for Supervisors, Principals, Department Heads and Master Teachers  
and Division Section Chiefs**

Date	Time	Topic/Activity
April 9	6:00 am	Assembly Time (Division Office)
	6:30 -8:00 am	Travel time
	8:30-9:00	Arrival at Oasis Tanza Hotel , Cavite City Snacks Registration
	9:30 am	Opening Program National Anthem Prayer Mrs. Marife V. Arias Welcome Remarks Dr. Nerissa L. Losaria Assistant Schools Division Superintendent Expectation Setting Workshop Objectives Programme of Activities Dr. Alyn G. Mendoza, Education Program Supervisor Message Dr. Evangeline P. Ladines Schools Division Superintendent, CESO VI
	10:00 am	CI Programme Overview and CI Organization Ms. Nina Estudillo, Human Asia Capital Video Presentation of CIP
	11:00 am	Team Building Ms. Nina Estudillo
	12:00 noon	Lunch
	1:00 pm	Total Quality Management - System Perspective Dr. Nerissa L. Losaria, ASDS
	2:30 pm	Workshop- Dr. A.G. Mendoza
	3:30 pm	Health Break
	4:00 pm	Process Management Dr. A.G. Mendoza
	6:00 pm	Dinner
	7:00 pm	Recreation and Relaxation
	Facilitator: Dr. Victor Javeña	

Date	Time	Topic/Activity
April 10	6:30 -8:00 am	Breakfast
	8:00 am	Stage 1: Assess Dr. Evelina P. Barandoc, Principal, ABIS • Get Organized • Talk with Your Customer
	9:30 am	Health Break
	10:00 am	Dr. A. G. Mendoza * Walk the Process • Identify Improvement Areas
	12:00 noon	Lunch
	1:00 pm	Stage 2. Analyze - Mr. Roberto Redobante Do Root Cause Analysis
	2:30pm	Workshop
3:00 pm	Health Break	

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3:30	Stage 2 : Analyze	Dr. A.G. Mendoza
	• Develop Solutions	
	• Finalize Improvement /Plan	
6:00 pm 7:00 pm	Dinner	
	The Role of the CI Facilitator, Ms Nina Estudillo	
	Emotional Intelligence- Foundational Competency of a Facilitator	
	Self-Awareness	
	Johari Window	
	Self- Regulation	
	Self – Motivation	
	Awareness and Sensitivity to Others	
	Effective Relationships with Others	

Facilitator: Mrs. Lourdes dela Cruz

April 11	Time	Topic/Activity
	6:30 -8:00 am	Breakfast
	8:00 am	Stage 3 : Act Dr. Evelina P. Barandoc, Principal, ABIS
		• Pilot your Solution
		• Roll out Solution
		• Check your Progress
	9:30 am	Health Break
	10:00 am	Sharing of CIP Project of ABIS-Team
	11:00 am	Facilitating Change – Dr. E. P. Ladines, SDS
	12:00 noon	Lunch
	1:00 pm	Basic Facilitator’s Skills - Ms. Nina Estudillo (Encouraging, Paraphrasing, Reflecting, Summarizing)
		Giving and Receiving Feedback
		Process Observation
		Non-Verbal Communication
	2:00 pm	Next Step Planning
	2:45 pm	Closing Program
	3:00 pm	Snacks and Homeward
	Facilitator:	Ms. Erdelinda Diaz

**Working Committees**

- |                           |   |                           |
|---------------------------|---|---------------------------|
| Training Proposal         | - | Dr. Alyn G. Mendoza       |
| Accommodation/Food        | - | Ms. Erdelinda G. Diaz     |
|                           |   | Ms. Jovy D. Balbuena      |
| Training Materials        | - | Dr. Victor M. Javeña      |
|                           |   | Mr. Ceasar A. Nachor      |
| Registration              | - | Mrs. Emma G. Arrubio      |
| Transportation            | - | Mr. Rex A. Ado            |
|                           |   | Mr. Bony G. Abalos        |
| Programs and Certificates | - | Mrs. Lourdes P. Dela Cruz |
|                           |   | Dr. Rosa G. Alvarez       |

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