



**MEMORANDUM**

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

**RUSH**

Subject: **FOCUSED GROUP DISCUSSION SIMPLIFYING THE CONTINUOUS IMPROVEMENT TEN-STEP PROCESS**

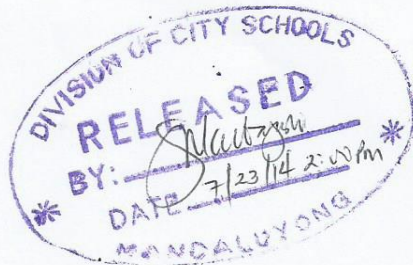
Date: July 23, 2014


1. Attached is Unnumbered Memorandum from the Office of the Undersecretary for Regional Operations, Department of Education, re: **Focused Group Discussion Simplifying the Continuous Improvement Ten-Step Process**, requesting attendance of selected CI facilitator and team member representatives, to wit;

Division Office CI Representative - Dr. Alyn G. Mendoza, EPS  
School CI Team Representative - Mr. Roberto Redobante, Head Teacher

2. This will be held on **July 24, 2014, 10:00 AM to 4:00 PM** at the Comida China, **Ground Floor, FRDC Building, 106 E. Rodriguez Ave., Ugong, Pasig City.**

3. Prompt dissemination of this **Memorandum** is desired.



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



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OFFICE OF THE UNDERSECRETARY  
FOR REGIONAL OPERATIONS

**URGENT**

MEMORANDUM

#5317

TO: ISABELITA M. BORRES  
Regional Director, Region III

LUZ S. ALMEDA  
Regional Director, National Capital Region

EVANGELINE P. LADINES  
Schools Division Superintendent, Mandaluyong City

PONCIANO A. MENGUITO  
Schools Division Superintendent, Quezon City

SABRINA ONGKIKO  
Central Office

SCHOOL HEADS

Krus Na Ligas High School  
Batasan Hills National High School  
Andres Bonifacio Integrated School  
Caduang Tete National High School  
Concepcion Elementary School

SUBJECT: *Focused Group Discussion: Simplifying the Continuous Improvement Ten-Step Process*

DATE: July 22, 2014

DIVISION OF CITY SCHOOLS	
<b>RECEIVED</b>	
By: <u>Joseph</u>	
Date: <u>23 JUL 2014</u>	
Time: <u>8:30 Am</u>	
MANDALUYONG	

The DepED Executive Committee has given the directive to simplify the Continuous Improvement (CI) Ten-Step Process to ensure that the new entrants to the program will be able to understand or absorb the CI process and techniques. Given this, the HCA project team following the CI dictum of getting the "Voice of the customer" or VOC will conduct a Focused Group Discussion (FGD) to draw out from the pilot CI Teams which topics proved to be of high value during their trainings and project roll-out and which topics can be streamlined.

This will be a one day activity wherein selected school heads, teachers, Schools Division Office representatives, and Regional Office representatives who are already using the CI manuals will be invited to participate.

The following are invited for the FGD:



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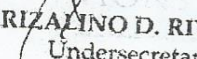
**MEMORANDUM**

1. One Schools Division Office representative each from Quezon City and Mandaluyong City
2. One School representative each from the CI teams of Krus Na Ligas High School, Andres Bonifacio Integrated School, Batasan Hills National High School, Concepcion Elementary School, and Caduang Tete High School
3. One Regional Office representative each from Region 3 and NCR
4. One Central Office representative

This will be held on July 24, 2014, 10:00am- 4:00pm at the Comida China, Ground Floor, FRDC Building, 106 E. Rodriguez Avenue, Ugong, Pasig City. Please refer to Annex 1 for the Program of Activities.

Travelling and other incidental expenses shall be charged to local funds. For queries and clarification, you may contact Angelika Britanico at 02 - 637 6207 or at [angelika.britanico@deped.gov.ph](mailto:angelika.britanico@deped.gov.ph).

For your information and appropriate action.

  
**RIZALINO D. RIVERA**  
Undersecretary

Encl.: as stated.  
Annex A: Program



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ANNEX A

Continuous Improvement  
E-learning content  
Focused Group Discussion (FGD) Design  
July 24, 2014  
Comida China

FRDC Building, 106 E. Rodriguez Avenue, Ugong, Pasig City

1.0 Background

The Continuous Improvement (CI) Program started its expansion phase 2<sup>nd</sup> week of July 2014. One of the major purposes of the extension phase is to develop a CI learning system that will be used by all the public schools in the country to enable them to make school improvements within the next two years.

Before the system can be put in place, the learning content needs to be developed. The content covers all the CI processes, tools and methods, school improvement projects of the model schools and CI videos.

The DepEd Executive Committee has given the directive to simplify the CI Ten-Step Process to ensure that the new entrants to the program will be able to understand or absorb the CI process. Given this, the Human Capital Asia project team following the CI dictum of getting the "Voice of the customer" or VOC will conduct a Focused Group Discussion to draw out from selected pilot CI Teams which topics proved to be of high value during their trainings and project roll-out and which topics can be streamlined.

This will be a one day activity wherein selected school heads, teachers, Schools Division Office representatives, Regional Office representatives who are already using the CI manuals will be invited to participate.

2.0 Objective

1. Gather feedback as to effectiveness of the current CI guides as learning material; and
2. Provide a user driven basis for simplifying the CI ten step process and topics that will be converted into the online learning materials

3.0 Participants

1. School reps ( 1 each )	
Krus na Ligas HS	5
Batasan National High school	
Concepcion Elementary School	
Caduang Tete Highschool	
Andres Bonifacio Integrated School	



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2. Schools Division Office Representative Mandaluyong Quezon City	2
3. Regional Office Representative National Capital Region Region III	2
4. Central Office Representative	1
Total	10

4.0 Program of Activity

Period	Activity
9:30am	Registration
10:30 am	Discussion on CI Stage 1: Assess Topics (Steps 1 - 4)
1:00 pm	Discussion on CI Stage 1: Analyze Topics (Steps 5 - 7)
3:30 pm	Discussion on CI Stage 3: Act Topics (Steps 8 -10)