

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

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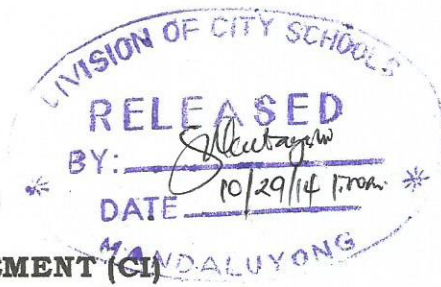


MEMORANDUM

TO: Education Program Supervisors/District Supervisor
 Principals, Public Elementary and Secondary Schools

Subject: **SEMINAR-WORKSHOP ON CONTINUOUS IMPROVEMENT (CI) PROGRAMME FOR SCHOOL CI TEAMS (CLUSTER II)**

Date: October 28, 2014



1. Considering the vital role of the teacher-leaders as key players of the Continuous Improvement (CI) Programme which aims to enhance the skills of school officials in managing school processes and turn schools into learner-centered institutions that continually improve and build on its best practices, a second batch of Seminar-Workshop on Continuous Improvement (CI) Programme for School CI Teams shall be conducted in two (2) parts, to wit:

	Date	Time	Place
Part 1	November 20 – 22, 2014	8:00 AM to 5:00 PM	Richville Hotel, Mandaluyong City
Part 2	November 27, December 4, 11, 2014, January 12, 2015	1:00 – 5:00 PM	Group A – Division Conference Hall Group B – HHIS Conference Room

2. Attached are list of participants and training matrix, for your information and guidance.

3. Each school CI Team is requested to bring the following training equipment and materials;

- a. Laptop with extension cord (1 each school)
- b. Manila Paper, pentel pen, scissors and masking tape

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

NERISSA L. LOSARIA, CESO VI
 Officer-In-Charge
 Office of the Schools Division Superintendent

DIVISION OF CITY SCHOOLS
City of Mandaluyong

LIST OF CONTINUOUS IMPROVEMENT (CI) TEAM PER SCHOOL

Elementary Level

School	CI Team Leader	CI Team Members	School	CI Team Leader	CI Team Members	School	CI Team Leader	CI Team Members
Plainview Elementary School	Ms. Shiela Marie Destura	Ms. Minerva N. Villamena Ms. Rachel D. Bolaños Ms. Olivia M. Saraza Mr. Roberto B. Genio	Amado T. Reyes Elementary School	Ms. Evangeline E. Velasco	Ms. Amelia J. Perez Ms. Winda R. Valeta Ms. Mila O. Cavitana	Pleasant Hills Elementary School	Ms. Lyn M. Santiago	Ms. Jovy A. Swing Ms. Jean B. Castrence Mr. Emerson E. Garolocan Ms. Joyce B. Esposo
Filemon P. Javier Elementary School	Ms. Eleanor B. Tejada	Ms. Priscilla S. Amante Ms. Lano S. Cano Mr. Benedict Mary P. Ambos Ms. Analiza T. Diaz	Doña Pilar C. Gonzaga Elementary School	Ms. Maritess S. Patacsil	Ms. Shelah F. Santos Ms. Joenelyn s. Lorete Ms. Angelita M. Hare Mr. Leonard I. Villanueva	Pedro P. Cruz Elementary School	Mr. Manolito P. Datuin	Mr. Christopher R. Viernes Ms. Sophia Marie G. Carido Ms. Carmencita C. Cerdan Ms. Judy R. Cestona
Mandaluyong Elementary School	Ms. Cleofe R. Frias	Ms. Ruby E. Baniqued Ms. Victoria F. De Vera Mr. Ronnie F. Fajilagutan Ms. Elizabeth E. Catibog	Nueve de Febrero Elementary School	Mr. Robert B. Lacayanga	Ms. Ma. Victoria Z. Martin Ms. Recaila F. Peralta Mr. Robert S. Lapesora Ms. Ma. Teresa A. Valencia	Jose Fabella Memorial School	Ms. Lovilyn D. Mendoza	Ms. Lea B. Camacho Ms. Annalyn Laudencia Ms. Shalimar B. Enaje Ms. Maria Maxima D. Vargas
Doña Basilisa Yangco Elementary School	Mr. Aldin John Z. Lacaden	Ms. Jenel M. Jarandilla Ms. Cheryl Ley G. Padaca Mr. Jay-ar G. Bayalon Ms. Annabelle R. Aquino	Highway Hills Integrated School	Ms. Marvita L. Labide	Ms. Viva D. Carreon Ms. Loida B. De Guzman Ms. Lorna C. Ranche Ms. Roselily P. Montisor	Addition Hills Integrated School	Ms. Razel F. Meneses	Ms. Jennifer D. Isidro Ms. Monalyn B. Seño Ms. Lydia S. Obara Ms. Lynie A. Cabusora
Renato Lopez Elementary School	Ms. Barbara C. Ramos	Ms. Marites A. Salvador Ms. Karen C. Barraza Ms. Girlie F. Feruelo Ms. Lorna C. Ramos	Eulogio Rodriguez Integrated School	Ms. Erma D. Guerrero	Ms. Annie Lee A. Madanglog Mr. Froylhan T. Jovellanos Ms. Joanna Nicolasa S. Viernes Ms. Catherine P. Torreverde			
Hulo Elementary School	Ms. Florelyn C. Escultura	Ms. Elvie T. Torrente Ms. Marie Rogellyn S. Agulla Ms. Ma. Bernadette E. Borja Ms. Sittie Aisah M. Domaub	Ilaya Barangka Integrated School	Ms. Cereza H. Ofngol	Ms. Ma. Theresa B. Montes Ms. Raquel S. Sison Ms. Rebecca V. Villas Ms. Ronelia R. Rugas			
Isaac Lopez Integrated School	Ms. Angelina J. Bernardo	Ms. Consuelo M. Sacayanan Ms. Girlie D. Bartolome Ms. Edna C. Gaela Ms. Lorna A. Angeles	Andres Bonifacio Integrated School	Ms. Norma C. Ecija	Ms. Adelwisa M. Conte Ms. Shyril A. Soriao leah B. Awa-ao Ms. Analiza A. Ompad			

LIST OF CONTINUOUS IMPROVEMENT (CI) TEAM PER SCHOOL

High School Level

School	CI Team Leader	CI Team Members	School	CI Team Leader	CI Team Members	School	CI Team Leader	CI Team Members
City of Mandaluyong Science High School	Ms. Regina D. Tirones	Roxanne S. Villanueva Stephanie F. Fababair Marites P. Ocampo Ma. Victoria A. Cello	Eulogio Rodriguez Integrated School	Ms. Nona B. Veriña	Ms. Amelita A. Ibañez Ms. Joana Marie S. Santos Mr. Arvin R. Cruz Ms. Cynthia M. De Lino	Andres Bonifacio Integrated School	Ms. Maria Lyn J. Sitchon	Ms. Maily B. Turmanan Ms. Ignacio L. Salvador, Jr. Ms. Dorothy Grace I. Reyes Mr. Jonathan M. Mejarito
Highway Hills Integrated School	Ms. Maria Venancia P. Causon	Mr. Roderick R. Mendiola Ms. Marvilyn D. Nicanor Ms. Sonia J. Daganio Mr. Rhyann O. Mendiola	Ilaya Barangka Integrated School	Mr. Marlowe Louis F. Fabunan	Mr. Adrian C. Hernandez Mr. Erwin S. Pelayo Ms. Jenalyn C. Delos Santos Ms. Maria Yvette M. Meniano	Bonifacio Javier National High School	Mr. Christobeth B. Batistil	Ms. Precy V. Consemino Ms. Evelyn R. Arcangel Ms. Mary Grace G. Generalalao Ms. Elva E. Siaton
Mandaluyong High School	Ms. Susan B. Ramos	Ms. Jearvely H. Nalual Ms. Erlinda C. Teague Ms. Mary Jane SP Yoro	Addition Hills Integrated School	Ms. Marife R. Balibalita	Ms. Julie L. Morta Ms. April Ann S. Abriol Ms. Janet B. Gonzales Mr. Ryan B. Novillas	Isaac Lopez Integrated School	Ms. Lea M. Yumang	Ms. Venus M. Gonzales Mr. Joseph A. Cabrera Mr. Segundo T. Mañoza Cedenia F. Fadriqueña
Mataas na Paaralang Neptali A. Gonzales	Mr. Eugenio B. Sierra Jr.	Mr. Michael C. Sergio Ms. Leonilyn C. Raña Ms. Carmelita M. Yomo Ms. Rowena D. Millendez	Jose Fabella Memorial School	Mr. Macario V. Umali	Ms. Eugenia M. Dominguez Jamie Domingo Ms. Emily A. Nudalo Ms. Merly B. Bello			

Facilitator: Dr. Alyn G. Mendoza, EPS- Division CIP Coordinator
Dr. Victor M. Javeña , EPS- Division Research & Development

ABIS Team Group/School Coaching with the Education Program Supervisor In-Charge

Mr. Ramon Belardo : **MPNAG, HHIS**
Mrs. Margarita Blazo: **NDFES, PHES**
Mrs. Rosalyn Manlangit: **PES; ABIS;**
Ms. Maria Isabel Ochona: **BJNHS; PPCES**
Mrs. Maribel Erestain : **MHS, MES,**
Mr. Rizaldie Quizon: **ILIS, FJES**
Mrs. Melinda Mortega: **RLES, DBYES**

Mrs. Josie Boncalon: **AHIS, JFMS**
Mr. Roberto Redobante: **IBIS, ATRES;**
Mrs. Emmalyn Gomez: **ERIS ;**
Mrs. Lea Carandang: **DPCGES,**
Mrs. Gaudiola Samarita: **HES, CMSHS ;**
Ms. Concepcion Ablay: **PES;**

Working Committees

Training Director	-	Dr. Alyn G. Mendoza
Food	-	Ms. Erdelinda G. Diaz / Mrs. Marife V. Arias
Training Materials	-	Dr. Victor M. Javeña/Mr. Ceasar A. Nachor
Registration	-	Ms. Jovy D. Balbuena
Accommodation	-	Mr. Rex A. Ado / Mr. Eden A. Paras
Programs and Certificates	-	Mrs. Lourdes P. Dela Cruz/ Dr. Rosa G. Alvarez

**DIVISION OF CITY SCHOOLS
CITY OF MANDALUYONG**

**SEMINAR-WORKSHOP ON CONTINUOUS IMPROVEMENT (CI) PROGRAMME FOR SCHOOL CI TEAMS
November 20-22, 2014**

Day1	Time	Topic/Activity	Resource Speaker/ In-charge
Nov 20	7:30	Registration and Distribution of Materials	Ms. Jovy Balbuena Education Program Supervisor/Div. Coor ABIS CI Team
	8:15	Opening Program	
		National Anthem	Mrs. Marife V. Arias Education Program Supervisor
		Prayer	
		Welcome Remarks	Ms. Erdelinda G. Diaz Education Program Supervisor
		Expectation Setting/ Workshop Objectives Programme Activities	Dr. Alyn G. Mendoza Education Program Supervisor
	9:00	Inspirational Message	Dr. Nerissa L. Losaria Officer-In-Charge Office of the Schools Division Superintendent
		Video Presentation CI Programme Overview and CI Organization CIP –Team ABIS (Elementary and Secondary)	Multimedia (Powerpoint) (Dr. A. G. Mendoza)
	9:40	Health Break	
	10:00	Team Building Workshop	Ms. Erdelinda G. Diaz Education Program Supervisor
	11:00	Total Quality Management: System Perspective	Dr. Nerissa L. Losaria
	12:00	LUNCH	
	1:00 pm	Process Management Workshop	Dr. Alyn G. Mendoza
	3:00	Health Break	
3:30	Role of the CI Teams	Mr. Ceasar A. Nachor Education Program Supervisor	
4:00	Emotional Intelligence –Foundational Competency of CI Team	Mrs. Marife V. Arias	
5:00	Dismissal		
		EMCEE: Mr. Ramon Belardo Jr. MT 2, ABIS CI Team	
		Facilitator: Ms. Jovy D. Balbuena Head Teacher 3, Division Coor	

Day 2	Time	Topic/Activity	Resource Speaker
Nov 21	7:45	Recap CI Methodology	
	8:00	Stage 1: Assess Step 1: Get Organized	Mrs. Lourdes P. dela Cruz Education Program Supervisor
	9:00	Step 2: Talk with the Customer	Mr. Rex A. Ado Education Program Supervisor
	10:00	Health Break	
	10:30	Workshop	Mr. Rex A. Ado
	11:00	Step 3: Walk the Process	Dr. Alyn G. Mendoza Education Program Supervisor
	12:00	LUNCH	
	1:00	Workshop	Dr. Alyn G. Mendoza
	1:30	Step 4: Identify Priority Areas	Dr. Victor M. Javeña Education Program Supervisor
	2:30	Workshop	
	3:00	Health Break	
	3:30	Stage 2: Analyze Step 5: Do Root Cause Analysis	Mr. Roberto Redobante Head Teacher
	4:30	Workshop	
	5:00	Dismissal	Facilitator: Dr. Rosa G. Alvare Education Program Supervisor

Day 3	Time	Topic/Activity	Resource Speaker
Nov 22	7:45 am	Recap	Dr. Evelina Barandoc Principal, ABIS
	8:00	Step 6: Develop Solution	
	9:00	Workshop	
	9:30	Step 6: Workshop	
	10:00	Health Break	
	10:30	Step 7: Finalize Improvement Plan	
	11:30	Workshop	
	12:00	Lunch	
	1:00	Stage 3 : Act Step 8: Pilot your Solution Step 9: Roll out Solution	
	2:00	Step 10: Check your Progress	
	3:00	Workshop	
	3:30	Health Break	
	4:00	Closing Program	
		Opening of Notes Impression Challenge Commitment Giving of Certificates Closing Remarks	
	Homeward		
	Dismissal	Mrs. Lourdes P. dela Cruz	

Part II: Coaching Session

Date	Time P.M.	Workshop/Activities	Coaching	
			Group A Dr. Evelina P. Barandoc	Group B Dr. Alyn G. Mendoza
Nov 27, 2014 Thur	1:00 2:00 3:00 4:00 5:00	Get Organize Talk with the Customer Health Break Walk the Process Break	Ms. Maria Isabel Ochona Mr. Ramon M. Belardo Ms. Maria Isabel Ochona	Mr. Roberto P. Redobante Mr. Roberto P. Redobante Mr. Rizaldie Quizon
Dec 4, 2014 Thur	1:00 3:00 3:30 5:00	Identify Improvement Areas Health Break Do Root Cause Analysis Break	Mrs. Gaudiola Samarita Ms. Maria Isabel Ochona	Mr. Roberto Redobante Mr. Roberto Redobante
Dec 11, 2014 Thur	1:00 3:00 3:30 5:00	Develop Solution Health Break Finalize Improvement Plan Break	Mr. Ramon M. Belardo Mrs. Maribel P. Erestain	Mrs. Leah Carandang Mrs. Melinda Mortega
Jan 12, 2015 Mon	1:00 2:00 3:00 4:00 5:00	Pilot your Solution Roll out Solution Health Break Check your Progress Break	Mrs. Josie Boncalon Mrs. Rosalyn S. Manlangit Mrs. Rosalyn S. Manlangit	Mrs. Emmalyn Gomez Ms. Concepcion Ablay Mrs Margarita Blazo