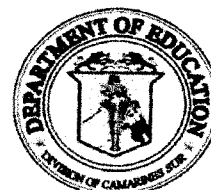





Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 141, s. 2018

TO: Asst. Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Division CI Masters
Heads of Elementary and Secondary Schools with CI Practitioners

FROM: **FERNANDO C. MACARAIG** 
Education Program Supervisor 1
Officer-in-charge
Office of the Schools Division Superintendent

DATE: May 11, 2018

SUBJECT: PLANNING CONFERENCE OF SCHOOL HEADS W/ CI PRACTITIONERS

1. In line with the efforts of institutionalization of Continuous Improvement Program in all schools in DepEd Camarines Sur, the 2018 Planning Workshop with the school Heads or with the CI Team Leader of schools with CI Practitioners under the Continuous Improvement Training for Classes I, II and III will be conducted on May 18, 2018, 8:00AM to 5:00PM at Rodriguez National High School, Pili, Camarines Sur.
2. The names of the participants and Division CI Masters are contained in Enclosure A. Enclosure B contains the CI Project Profile to be submitted by the school head/CI Team Leader during the conference. Enclosure C has the Planning Workshop Matrix.
3. No registration fee will be collected but participants are advised to bring laptop, extension wire and functional gadget for internet connection with packed snacks and lunch.
4. Travel and other expenses of all participants, and facilitators relative to the conduct of the above-mentioned activity shall be charged against Local Fund/MOOE and/or other fund source subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and immediate dissemination.

ONE Vision and Mission
ONE Camarines Sur Division
ONE Goal: Quality Education

Enclosure A – List of Participants

NAME OF PARTICIPANTS	NAME OF PARTICIPANTS
Mariben D. Berja –SDO, DepEd C. Sur	Mildred J. Prades – SDO, DepEd C. Sur
Mercy Del Castillo- SDO, DepEd C. Sur	Mildred J. Prades – SDO, DepEd C. Sur
Delfin Bondad – SDO, DepEd C. Sur	Maria Elena A, Argarin, Nabua West
Elmer V. Tena- SDO, DepEd C. Sur	Gina A. Valenciano, DepEd C. Sur
Ma. Divina H. Calleja, DepEd C. Sur	Edgar Tabagan – SDO, DepEd C. Sur
Catherine P. Almazar, DepEd C. Sur	Josephine C. Doroin – SDO, DepEd C. Sur
Salvacion E. Largo – SDO, DepEd C. Sur	Evelyn Anagao – SDO, DepEd C. Sur
Gloria Oriño- SDO – SDO, DepEd C. Sur	Manuel Cabiles, Canaman District
Ms. Lailani Sureda –San Jose NCS, Pili	Lourdes R. Nopre, Rodriguez NHS, Pili
MN M. Sibulo III, Binobong NHS, Pili	Ms. Lilia Sedeño, Nabua West CS
Jeremias F. Masapol Jr.-San Fernando NHS	Melinda P. Bandoy Pamikid NHS, Sn Fdo
Edna F. Aladano, GMEVS HS, Pili	Dr. Ella D. Mirandilla, Nabua NHS
Chiradee S. Borilla, DT Dilanco NHS	Analiza Cervantes, Managle NHS, Sipocot
Lorna V. Berja, Guijalo ES	Shiela B. Suñas, Fabrica NHS
Robert Briones, Goa Central School	Marilyn Layosa, Haring ES
Erma Escuro, San Vicente NHS	Rhinezel Matamorosa, Lupi CS
Cecilia Andrea C. Apolinario, Ocampo CS	Jim Guarnes, Baao NHS
Gemma A. Realo, DM Veneracion NHS	Melba C. Barbosa, Hanawan ES
Estrella B. Ilustre, Hibago ES	Marlene V. Primavera, Bula NHS
Eden B. Sabaupan, Pinit ES	Nelia Presbetero, Sta. Lutgarda NHS
Isabel M. Enciso, Villaflorida ES	Manny D. Buere, Barcelonita FS
Mr. Ruben Merilles, Burocbusoc ES, Buhi	Mr. Palmetto Valencia, Buhi CS, Buhi
Ms. Marites Y. Abagat, Buhi NCS, Buhi	Marieta B. Avila, Payatan ES
Mr. Job Rubi, Sagrada ES, Buhi	PSDS Cilos, San Jose District
Mrs. Doreen Arenque, CDAMHS	Ms. Gemma Garinga, Tinambac South CS
Rosalinda V. Cea, Buhi SPED IS	Marilyn Manalo, Bato North CS
Noel P. Caparanga, Sibaguan Agro-Ind'l HS	Lilia Nacario, Bagacay NHS
Gina O. Razo, Pinamasagan High School	Chiradee S. Borilla, DTH Dilanco MHS
Mr. Luciano Aborde, JF. Trivinio MHS	Amalia Requio, Tagpolo ES, Bato
Sonia D. Ordas, Sta. Elena ES, Bula	Francis Ryan D. Año, Laguio ES, Ragay

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ONE Camarines Sur Division
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Continuous Improvement (CI) Project Profile and Monitoring

2018 CI Project Title		
CI Team Name		
Team Leader:		
Scribe:		
Documentation:		
Communication:		
Process Observer:		
Please check		Available Document
CI Team Charter	CI Project Proposal	CI Action Research Proposal
Key Process:		
Key Customer:		
Process Owner:		
Date Project stated:		
Date Project will end:		
School		
Address		
School Head and Position		
CI Process Steps conducted		Date Implemented / Will be Implemented
ASSESS	Step 1: Get Organized	
	Step 2: Talk with the Customer	
	Step 3: Walk the Process	
	Step 4: Focused Problem Statement	
ANALYZE	Step 5: Do Root Cause Analysis	
	Step 6: Develop Solutions	
	Step 7: Finalize Improvement Plan	
ACT	Step 8: Pilot your Solution	
	Step 9: Roll Out Your Solution	
	Step 10: Check Your Progress	
Check One for the CI Class you belong		Dates of CI Training Attended
Class I		September 5 to 9, 2016/ Regent Hotel
Class II		October 17 to 21, 2016/Regent Hotel
Class III		November 21 to 24, 2017/Eurotel
Junior CI Team		of Class I, II, III

Prepared by:

NOTED:

Signature over printed name

School Head

Enclosure C. Planning Workshop Matrix

TIME	ACTIVITY
7:30 – 8:00	Registration and Opening Program
8:00 – 12:00	Orientation/Re-Orientation on the following topics: <ul style="list-style-type: none">• Development of CI Action Research• Documenting Best Practices or Teaching Practices• Preparation of Comprehensive Accomplishment Report• Presentation of the CI Project Template for SY 2018-2019
1:00 – 4:00	Workshop Proper
4:00 – 5:00	Closing, submission of outputs and distribution of certificates

Enclosure D. Planning Worksheet (To be submitted within the day)

School		
Address		
School Head		
CI Coaching Schedules:	Date	Venue
1 st Congressional District		
2 nd Congressional District		
3 rd Congressional District		
4 th Congressional District		
5 th Congressional District		
Number of CI Team to be organized this SY 2018-2019		
Focus of the CI Project for SY 2018 – 2019 with the Junior CI Teams		
1.		
2.		
3.		
4.		
5.		
6.		

Prepared by:

Signature over printed name

