



Republic of the Philippines
DEPARTMENT OF EDUCATION
Zamboanga Peninsula, Region IX
Division of Zamboanga del Norte
Dipolog City 7100



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE
DIPOLOG CITY 7100

MEMORANDUM

To : All Public Schools District Supervisors
Division Chiefs/Section Heads
Office Personnel Concerned
This Division

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
SIGNATURES

From : Office of the Schools Division Superintendent

Subject: **CORRIGENDUM TO THE UNNUMBERED DIVISION MEMORANDUM**
RE: THREE-DAY DIVISION TRAINING ON CONTINUOUS
IMPROVEMENT (CI)

Date : March 6, 2018

1. This is to announce to all concerned the changes of the schedule on the conduct of the **THREE-DAY DIVISION TRAINING ON CONTINUOUS IMPROVEMENT (CI)** which was originally set last March 6-8, 2018 will be moved to March 13-15, 2018 at Mibang Hotel, Dipolog City.
2. Preliminary activities will start on Day O March 12, 2018 at 2:00 o'clock in the afternoon.
3. All the provisions stated in the said Memorandum still remain in effect.
4. Immediate dissemination of this memorandum is desired.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent 



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DIVISION TRAINING ON CONTINUOUS IMPROVEMENT (CI)

March 13-15, 2018
Mibang Hotel, Dipolog City
Schedule of Activities

Date	Time	Topic/Activity
March 12, 2018- Day 0	1:00-2:00pm	Registration
	2:00-3:30pm	Opening Program
	3:30-4:30pm	Expectation Setting
	4:30-5:30pm	CI Overview Dr. Lilia E. Abello
March 13, 2018- Day 1	8:00-12:00nn	Introduction to Quality System Perspective Dr. Lilia E. Abello
	12:00-1:00pm	Lunch Break
	1:00-6:00 pm	Stage 1: Assess CI Step 1: Get Organized CI Step 2: Talk with the Customer CI Step 3: Walk the Process
March 14, 2018- Day 2	8:00am-8:30am	Unfreezing Activities
	8:30- 12:00nn	CI Step 4: Identify Priority Improvement Areas CI Step 5: Do Root Cause Analysis Dr. Anita D. Subebe
	12:00nn-1:00pm	Lunch Break
	1:00pm- 6:00pm	CI Step 6: Develop Solutions Stage 2: Analyze CI Step 7: Finalize Improvement Plans Dr. Juliet J. Velasco
March 15, 2018- Day 3	8:00am-8:30am	Unfreezing Activities
	8:30-10:45am	Stage 3: Act CI Step 8: Pilot Your Solutions CI Step 9: Roll Out Your Solutions CI Step 10: Check Progress PSDS Carina C. Piamonte
	10:45-12:00nn	Planning Workshop and First Coaching Session Closing Program
	12:00nn-1:00pm	Lunch

HOME SWEET HOME



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

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2 FEB 2018
DATE: _____
NAME/SIGNATURE: _____

MEMORANDUM


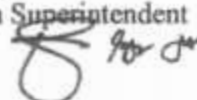
To: Public Schools District Supervisors
SDO Personnel Concerned
This Division

From: The Office of the Schools Division Superintendent

Subject: **THREE-DAY DIVISION TRAINING ON CONTINUOUS IMPROVEMENT (CI)**

Date: February 6, 2018

1. The Schools Division of Zamboanga del Norte strongly supports and responds to all effective initiatives leading to transformation through the use of effective processes and methodologies in resolving office and school problems, issues and concerns. Thus, the **Three-Day Division Training on Continuous Improvement (CI)** will be conducted on March 6-8, 2018 at Mibang Hotel, Mibang, Dipolog City.
2. The objectives of this seminar workshop are the following:
 - a. to articulate the basic understanding of Continuous Improvement (CI);
 - b. to explain the CI methodology and its steps, and ;
 - c. to demonstrate CI application at their level with the guidance of the Coach.
3. The participants to this activity are all **Public Schools District Supervisors/Principals In-charge of the District** and the selected personnel from the four (4) identified sections from the Schools Division Office namely; **School Governance and Operations Division, Budget and Finance, Administrative/Personnel Section and Health and Nutrition Section**. Each section shall send five (5) participants to include the section head as the team leader. Hence, this training has a total number of fifty-five (55) participants and ten (10) training facilitators and staff from the Schools Division Office.
4. This is a **LIVE-IN** activity. All participants are required to stay for the whole duration due to the extended sessions to be conducted late in the afternoon.
5. Board and lodging of the participants, supplies and materials, shall be chargeable against the Division HRTD Funds while travel expenses incurred by the participants relative to their attendance to this activity shall be chargeable against Local funds/School MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Officer In-Charge
Office of the Schools Division Superintendent


THREE-DAY DIVISION TRAINING ON CONTINUOUS IMPROVEMENT (CI)
March 13-15, 2018 – Mibang Hotel, Dipolog City

LIST OF PARTICIPANTS

1. Dr. Sonia Y. Uy
2. Dr. Cheryl V. Ocupe
3. Dr. Joy Labog
4. Horlita D. Balais
5. Neoriente A. Ferrer
6. Dr. Joy Letran-Singson
7. Dr. Bezer B. Crampantanta
8. Jessie E. Elacan
9. Robert I. Poculan
10. Leonido A. Pampilo
11. Arvie M. Ompoy
12. Casemera V. Lunjas
13. Junjet B. Quirog
14. Christian James S. Paco
15. Carmelle S. Bastasa
16. Helen O. Tangon
17. Marylynne B. Bayron
18. Narlyn Z. Mendoza
19. Arnel C. Masion
20. Elena A. Nieves
21. Nestor A. Lanit – La Libertad
22. Dr. Josephine P. Crisostomo - Mutia
23. Dr. Glenda B. Gudmalin - Piñan
24. Dr. Antonina D. Gallo – Polanco I
25. Regil B. Bendaño – Polanco II
26. Carina C. Piamonte - Rizal
27. Dr. Gerado R. Montilla Jr. – Sergio Osmeña I
28. Rey Teotimo B. Tambolero – Sergio Osmeña II
29. Reynaldo C. Magtuba- Sibutad
30. Dr. Fe G. Sumaylo – Katipunan I
31. Celsa J. Feras - Katipunan II
32. Remegio G. Luy – Manukan I
33. Benedicto S. Tomales – Manukan II
34. Dr. Marilyn L. Tabarno - Ponot
35. Dr. Antonio T. Acedo – Roxas I
36. Dr. Nelma A. Ochotorena – Roxas II
37. Melecio E. Asentista - Siayan
38. Dr. Ma. Theresa M. Imperial – Sindangan Central
39. Judith L. Pepito – Sindangan North
40. Roseminda B. Valera – Sindangan South
41. Roseller I. Murro – Bacungan
42. Araceli C. Tomboc - Baliguian
43. Simlo A. Lomarda - Godod
44. Serina B. Barrera – Gotalac I
45. Dr. Elda L. Evangelista – Gotalac II
46. Eddie E. Refugio - Kalawit
47. Reynaldo S. Alcala - Labason
48. Dr. Francisco E. Daarol – Liloy I
49. Dr. Julia R. Oidi – Liloy II
50. Dr. Mary Jean P. Acedo – Salug I
51. Dr. Lecita F. Tubal – Salug II
52. Christopher C. Lluisma - Sibuco
53. Merle N. Paras - Siocon
54. Susan M. Felizarta - Sirawai
55. Dr. Antonio S. Gumela - Tampilisan
56. Jessica L. Caburatan - Medics