



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY
Surigao City



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December 16, 2019

DIVISION MEMORANDUM

No. 428 s. 2019



TO : Assistant Schools Division Superintendent
Chiefs- SGOD and CID
Division CI Master Trainers and Coaches
Division Multigrade (MG) Coordinator
PSDSs of the Selected MG School Participants
Selected School Heads and Teachers of MG schools
16 CI Teams of Batch 1 and Batch 2
This Division

FROM : **KAREN L. GALANIDA, PhD., CESO VI**
Schools Division Superintendent

SUBJECT : **2019 DIVISION ROLL OUT TRAINING ON CONTINUOUS
IMPROVEMENT (CI) PROGRAM : PHASE 3**

It was in October 2015, that DepEd Surigao City embarked on its journey with CI. Initially, the focus was on improving the reclassification process of the human resource section. After having two roll out trainings, sixteen (16) projects have been undertaken, three (3) of which are projects that improved the operating procedures for the delivery of a more customer-oriented and quality service while the rest are instructional projects that dwelt on improving processes for positive learning outcomes in schools.

Now, on its third cycle, the Division CI Master Coaches and Trainers will conduct the **2019 Division Roll Out Training on Continuous Improvement (CI) Program : Phase 3** on **December 26-28, 2019**. Venue will be announced later.

This activity aims towards promoting a culture of excellence in the Division in the delivery of quality service to all its clientele through continuous improvement. Specifically, this aims to :

- organize new CI teams in schools and the Division Office for continuous improvement of school processes and systems that directly impact learning outcomes;
- introduce the participants to the 10 steps of CI methodology;
- revisit Batch 1 and 2 CI projects for sustainability; and
- guide the participants in the crafting of their respective CI projects that they will undertake for the next seven (7) months.

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For this batch, five (5) CI Teams from the selected Multigrade schools in the Division will be organized. Another CI team will be organized in the Division Office to complete the targeted six (6) CI teams that will undertake a particular CI project for the next seven (7) months.

Each Multigrade school CI team will be composed of four (4) teachers and the school head, who will then serve as the Project Team Leader. **The Public Schools District Superintendents (PSDSs) of the Districts where the selected MG schools belong will be the Team Adviser. Thus, they are required to attend the roll out training from Day to Day 3.** On the other hand, staff of the **Personnel Section** will comprise the team from the Division Office. *Please refer to Attachment 1 for the list of participants to this 3rd roll out training.*

The sixteen (16) CI teams, with their Principals and Section Heads, shall join the activity on the third day, December 28, 2019 to present their plans for the sustainability of their existing and implemented CI projects. Please refer to Attachment 2 for the Directory of CI Teams of Batch 1 and 2.

Presentation of the sustainability plans of the CI projects of the previous batches as well as the presentation of the proposed CI projects of Batch 3 will be done in the afternoon of the third day. The Division CI Master Coaches and Division Multigrade Coordinator together with the Chiefs of the Schools Governance and Operations Division (SGOD) and the Curriculum Implementation Division (CID) shall be the critiques of the presentation. Recommendations on areas for improvements must be raised in order to ensure the success of the implementation of the projects.

Furthermore, participants are requested to bring their **approved School Improvement Plan (SIP), approved Annual Implementation Plan (AIP), a laptop, and their own Wi-Fi or Broadband connection, if possible, to be utilized for the hands-on /workshop activities for the entire duration of the training.**

Immediate dissemination of this memorandum is desired.

Attachment 1. List of Participants to the 2019 DIVISION ROLL OUT TRAINING ON CONTINUOUS IMPROVEMENT (CI) PROGRAM : PHASE 3

No.	Name	Gender	Designation	District	School
I. MULTIGRADE SCHOOL CI TEAMS					
1	Dr. Filipina F. Meehleib	F	Education Program Supervisor	CID	
Team 1					
2	Dr. Sammy D. Altres	M	PSDS	VII	Arturo Borja ES
3	Rosemarie O. Bautista	F	Teacher – In- Charge		
4	Noema N. Amparo	F	Teacher		
5	Rolissa E. Alfon	F	Teacher		
6	Junrey E. Lopez	M	Teacher		
7	Corazon R. Togonon	F	Teacher		
Team 2					
8	Dr. Inday Robbie A. Cubillan	F	PSDS	II	Zaragosa ES
9	Dr. Estrella D. Villaluna	F	Teacher – In- Charge		
10	Clerom G. Ensomo	M	Teacher		
11	Rowena L. Liquido	F	Teacher		
12	Hanilyn M. Jamen	F	Teacher		
13	Marigina G. Ensomo	F	Teacher		
Team 3					
14	Claire Eloise V. Ortega	F	PSDS	III	Alegria ES
15	Jesol D. Gorgod	F	School-In-Charge		
16	Nova Rachel D. Balagon	F	Teacher		
17	Marichu Azarcon	F	Teacher		
18	Lowela C. Rin	F	Teacher		
19	Daisy C. Escopete	F	Teacher		
Team 4					
20	Zosimo H. Lopez, Jr.	M	PSDS	VIII	Aurora ES
21	Rowena A. Cortes	F	School-In-Charge		
22	Josefa Moreno	F	Teacher		
23	Rosalie E. Cello	F	Teacher		
24	Roderico A. Plaza	M	Teacher		
25	Rona Posto	F	Teacher		
Team 5					

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26		Alejandro O. Ignalig	M	PSDS		
27		Joseph Melbert R. Rebot	M	Teacher- In- Charge	X	Sugbay ES
28		Janice Pacia	F	Teacher		
29		Rechel Linson	F	Teacher		
30		Jonalene Concha	F	Teacher		
31		Melvin Francisco	M	Teacher		
II. DIVISION OFFICE CI TEAM						
32		Gemma P. Sinday	F	AO V	Admin	OSDS
33		Farrah C. Coniate	F	AO IV	HRMO	
34		Trisha Jade Billedo	F	AdAs II		
35		Mary Rose Raganas	F	AdAs II		
36		Lucita Solimanan	F	AdAs III		
37		Evelyn P. Crisologo	F	AdAs III		

Attachment 2. DIRECTORY OF BATCH 1 AND 2 CI TEAMS

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No.	Name	Gender	Designation	District	School
BATCH 1					
I. DIVISION OFFICE CI PROJECT					
Project SOFiA (Seamless Operations in Finance and Accounting)					
2	Ida B. Ensomo	F	Division Accountant III	Finance and Accounting	OSDS
3	Leric A. Guyano	F	AO IV		
4	Krisna Bess D. Edera	F	AO V		
5	Janice D. Naig	F	Admin. Asst. III		
6	Nazareth G. Requillo	F	Admin. Asst. III		
II. School CI Projects					
Project SALVADOR (Save Learner's Voyage At-Risk of Dropping out Responsibly)					
7	Dr. Felix N. Bagnol	M	Principal IV	II	Surigao City Pilot School
8	Yvonne B. Choco	F	MT –II		
9	Marites B. Rendon	F	MT – II		
10	Marissa A. Cantutay	F	MT – I		
11	Norlyn B. Comillas	F	MT – I		
12	Elmer L. Bonilla	M	MT- I		
Project REAL (Reading Enhancement Activities for Learners)					
14	Dr. Arlene Boquilon	F	Principal II	I	Mariano Espina MCES
15	Renata L. Edera	F	Teacher III		
16	Mila L. Chavez	F	MT – I		
17	Roselyn T. Lastimosa	F	MT – I		
18	Annaliza C. Abrazado	F	MT - II		
Project iFlex.r (Innovative Practices : Fostering Learner's Quality Education for Excellence)					
20	Fe L. Espina-Rubio	F	Principal II	VIII	Navarro Memorial CES
21	Sheryll O. Biol	F	MT – I		
23	Rosalie C. Eludo	F	Teacher III		
24	Sharon R. Jarabe	F	Teacher III		
25	Rona J. Valenciano	F	Teacher I		
Project IREAD (Intensified Reading Enrichment Through Activated Discussions)					
26	Donald T. Arquiza	M	Principal I	XI	Canlanipa Central ES
27	Merlinda J. Nuevo	F	Teacher III		
28	Alma T. Jomio	F	Teacher III		
29	Leonilita S. Patiga	F	Teacher III		

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Project Mat-I WILL.Com.Fil (Mat-I Way in Improving Least Learned Competencies in Filipino)						
30		Rowena E. Jabonero	F	Principal II	X	Mat-i Central ES
31		Gretchel E. Clamocho	F	Teacher		
32		Lenie T. Timbal	F	Teacher		
33		Manuela W. Elumba	F	Teacher		
34		Miriam T. Fulgencio	F	Teacher		
35		Josephine D. Valles	F	Teacher		
Project CREAM (Curricular Reinforcement and Enhancement Activities Module)						
36		Ma. Luisa A. Guyano	F	Principal IV	III	Caraga Regional Science HS
37		Gemma C. Orozco	F	Master Teacher II		
38		Lizel D. Obenza	F	Teacher III		
39		Jerisse J. Parajes	F	Master Teacher I		
40		Arlene N. Pondang	F	Teacher III		
Project VERBATIM (Verbal Aptitude Towards Intellectual Milestones)						
41	Dr.	Arthur E. Jamera	M	Principal IV	VIII	Surigao City NHS
42		Flordelina L. Cabahug	F	Master Teacher I		
43	Dr.	Fe M. Clerigo	F	Master Teacher II		
44	Dr.	Wilma L. Petallo	F	Master Teacher II		
45	Dr.	Venus M. Aboruto	F	Master Teacher II		
BATCH 1						
I. DIVISION OFFICE CI PROJECT						
Project SUPPORT-PLUS (Sustaining Programs and Projects through Organized and Rationalized Tracking of Priority List on Utilities and Supplies)						
46		Michelle G. Jimenez	F	AO IV	Supply Section	OSDS
47		Roweno B. Noguerra	F	Admin. Aide I		
48		Hermosa M. Dulguime	F	Admin. Aide I		
II. School CI Projects						
Project VOICE (Varied Operations for Interactive Reading Competence in English)						
49	Dr.	Manuel B. Dayondon	M	Asst. Principal II	IX	Taft National HS
50		Joysyl A. Silvosa	F	Master Teacher II		
51		Rhodora L. Ecoben	F	Master Teacher		
52		Rinard V. Silvosa	M	Teacher III		

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53		Eliene Q. Alipao	F	Teacher III		
Project Saving SARDO (Students At Risk of Dropping Out)						
54	Dr.	Maria B. Menoza	F	Principal III	X	Mat-i National HS
55		Elgemary S. Abata	F	Teacher		
56		Grace O. Bonilla	F	Teacher		
57		Florencio C. Dionaldo	M	Teacher		
58		Christine P. Consigna	F	Teacher		
59		Mary Jean L. Gonzales-Pendijeto	F	Teacher		
Project E=mc2 (Enhancing science skills through Mastery, Comprehension and Critical thinking)						
60	Dr.	Richard B. Antallan	M	Principal II	IV	C.V. Diez MCES
61		Irene M. Garcia	F	Teacher		
62		Karen E. Cacayan	F	Teacher		
63		Eva A. Forcadilla	F	Teacher		
64		Carol B. Ortiz	F	Teacher		
65		Vicon Cherryl S. Arreza	F	Teacher		
Project NUMBER (Nurturing the Understanding in Mathematics By Enhanced Remediation)						
66		Ida Ensomo	F	Principal III	VII	Margarita Central ES
67		Rowena A. Diaz	F	Teacher		
68		Cecilia L. Narisma	F	Teacher		
69		Evelyn R. Bacolod	F	Teacher		
70		Belen Y. Zaluaga	F	Teacher		
71		Jam Z. Salvadores	M	Teacher		
Project SHARE-IT (Strengthening the Habit of Applied Reading Enrichment for Individual Transformation)						
72		Lucille A. Quezada	F	Principal I	VI	B. Vasquez Memorial CES
73		Jean C. Caturia	F	Master Teacher II		
74		Rieza Joy C. Campos	F	Teacher		
77		Maricel O. Cayan	F	Teacher		
78		Cendilaup P. Anting	F	Teacher		
79		Divina Z. Abatayo	F	Teacher		
Project FUSION (Focused Understanding Science Instruction based on Opportunities and Needs)						

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80		Nelson F. Hadji	M	Principal III	V	Surigao City CES
81		Rosalyn E. Lerog	F	Master Teacher II		
82		Marivic B. Col	F	Teacher		
83		Arrienne Lou G. Gidayawan	F	Teacher		
84		Ronahnieva B. Zapanta	F	Teacher		

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