



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

October 26, 2023

REGIONAL MEMORANDUM

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To: Schools Division Superintendents
 Functional Division Chiefs
 Schools Division Research Committee
 All Others Concerned

**INSTITUTIONALIZATION OF CONTINUOUS IMPROVEMENT (CI):
 CAPACITY BUILDING ON PROGRAM DEVELOPMENT
 USING THE CI METHODOLOGY**

1. Pursuant to DepEd Order No. 9, s. 2021, Institutionalization of a Quality Management System in the Department of Education, this Office through the Field Technical Assistance Division shall conduct the above captioned activity on November 22-24, 2023 and December 4-5, 2023.
2. This activity aims to:
 - a. understand the CI methodology vis-a-vis program development
 - b. appreciate the process of CI and its application in developing programs, projects, and activities; and
 - c. draft a Program Implementation Plan using the enhanced CI methodology.
3. Enclosure No. 1 is the Training Matrix.
4. Enclosure No. 2 is the Training Secretariat.
5. Enclosure No. 3 is the List Of Participants.
6. Should you have clarifications and concerns, please contact Maria Laarni Carla C. Paranis, Education Program Supervisor, Field Technical Assistance Division, through email address na@deped.gov.ph



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7. Immediate and wide dissemination of this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl: As stated
Reference;
DO 9, a. 2021

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Enclosure No. 1 - Training Matrix

**CAPACITY BUILDING ON PROGRAM DEVELOPMENT
 USING THE CI METHODOLOGY**
 November 22-24, 2023 and December 4-5, 2023

Time	To Do/ Activity	Resource Person/ Team
Day 1: November 22, 2023		
7:45 AM- 8:00 AM	Refri.stration	
8:00 AM- 8:15 AM	Opening Ceremonies	
8:15 AM- 8:30 AM	Welcome Remarks	WILFREDO E. CABRAL, CESO III Regional Director
8:30 AM- 9:00 AM	Expectations Setting Introduction for the Capacity Building	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
9:00 AM- 10:00 AM	Introduction to QUALITY	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM- 12:00 NN	Introduction to the Enhanced CI Methodology	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
12:00 NN- 1:00 PM	LUNCH	
1:00 PM- 1:15 PM	Enenrizer	
1:15 PM- 2:30 PM	LECTURE on Step 1: Define the Problem	RONALDO V. POLANCOS Subiect Matter Expert, CI



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		ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
2:30 PM- 3:00 PM	WORKSHOP on Defining the Problem	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 4:00 PM	PRESENTATION of Workshop Outputs	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
4:00 PM- 5:00 PM	LECTURE on Step 2: Analyze the Process/ Program	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
5:00 PM- 5:15 PM	Admin Reminders	
5:15 PM	End of Day 1	
Day 2: November 23, 2023		
7:45 AM- 8:00 AM	Registration	
8:00 AM- 8:30 AM	Opening Preliminaries Management of Learning	
8:30 AM- 9:00 AM	Review of Day 1	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI

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		Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
9:00 AM- 10:00 AM	WORKSHOP on Analyzing the Process/ Program	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM- 11:00 AM	PRESENTATION of Workshop Outputs	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G, MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
11:00 AM- 12:00 NN	LECTURE on Step 3: Develop Solution	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
12:00 NN- 1:00 PM	LUNCH	
1:00 PM- 1:15 PM	Energizer	
1:15 PM- 2:15 PM	WORKSHOP on Developing Solutions	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter



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2:15 PM- 3:00 PM	PRESENTATION of Workshop Outputs	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 4:30 PM	LECTURE on the Topics: Step 4: Plan the Implementation Step 5: Pilot the Solution Step 6: Monitor and Evaluate Step 7: Implement the Solution	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
4:30 PM- 5:00 PM	WORKSHOP on Preparation for Dasta Gathering and Program Development	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
5:00 PM- 5:15 PM	Admin Reminders	
5:15 PM	End of Day 2	
Day 3: November 24, 2023		
7:45 AM- 8:00 AM	Registration	
8:00 AM- 8:30 AM	Opening Preliminaries Management of Learning	
8:30 AM- 9:00 AM	Review of Day 1-2	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
9:00 AM- 10:00 AM	(Continuation)	RONALDO V. POLANCOS Subject Matter Expert, CI



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	WORKSHOP on Planning the Implementation	ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM- 12:00 NN	PRESENTATION of Workshop Outputs	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
12:00 NN- 1:00 PM	LUNCH BREAK	
1:00 PM- 1:15 PM	Enenrizer	
1:15 PM- 3:00 PM	LECTURE ON <i>Step 5: Pilot the Solution</i> <i>Step 6: Monitor and Evaluate</i> <i>Step 7: Implement the Solution</i>	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 4:30 PM	PRESENTATION of Workshop Outputs	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
4:30 PM- 5:00 PM	Closing Summary/ Calibration Session	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator



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		KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
5:00 PM- 5:15 PM	Admin Reminders	
5:15 PM	End of Day 3	
Day 4: December 4, 2023		
7:45 AM- 8:00 AM	Registration	
8:00 AM- 8:30 AM	Opening Preliminaries Management of Learning	
8:30 AM- 9:00 AM	Review of Day 1-3	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
9:00 AM- 10:00 AM	WORKSHOP/ Group Work on Refining Group's Outputs for Presentation	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM- 12:00 NN	GROUP PRESENTATION and PROCESSING OF OUTPUTS Functional Divisions/ Sections will present their proposed programs for 15 mins. ARD and the resource persons will have 15 mins per group for feedbacking session	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
12:00 NN- 1:00 PM	LUNCH BREAK	
1:00 PM- 1:15 PM	Energizer	
1:15 PM- 3:00 PM	GROUP PRESENTATION and PROCESSING OF OUTPUTS Functional Divisions/ Pft;nns unll t1-.oir	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Tr;;a;n;no- H<>f;J;t;;atnr

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	proposed programs for 15 mins. ARD and the resource persons will have 15 mins per group for feedbacking session	KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 4:30 PM	GROUP PRESENTATION and PROCESSING OF OUTPUTS Functional Divisions/ Sections will present their proposed programs for 15 mins. ARD and the resource persons will have 15 mins per group for feedbacking session	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
4:30 PM- 5:00 PM	Closing Summary/ Calibration Session	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
5:00 PM- 5:15 PM	Admin Reminders	
5:15 PM	End of Day 4	
Day 5: December 5, 2023		
7:45 AM- 8:00 AM	Registration	
8:00 AM- 8:30 AM	Opening Preliminaries Management of Learning	
8:30 AM- 10:00 AM	Review of Day 1-4	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
10:00 AM- 10:15 AM	HEALTH BREAK	
10:15 AM- 12:00 NN	WORKSHOP on the Rnh .. ,Pnt ofth..	RONALDO V. POLANCOS nhiPrt MottPr:... •• f"t



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	Program Implementation Plans	ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
12:00 NN- 1:00 PM	LUNCH BREAK	
1:00 PM- 1:15 PM	Energizer	
1:15 PM- 3:00 PM	WORKSHOP Enhancements of the Program Implementation Plans	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
3:00 PM- 3:15 PM	HEALTH BREAK	
3:15 PM- 5:00 PM	Closing Summary/ Calibration Session Agreements on the NEXT ACTION STEPS	RONALDO V. POLANCOS Subject Matter Expert, CI ARCIE G. MALLARI Training Facilitator KATHRINA L. STA. MARIA Co-Facilitator/ Documenter
5:00 PM- 5:15 PM	Admin Reminders	
5:15 PM	End of Day 5	



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Enclosure No. 2 - Training Secretariat

Training Secretariat

Chairperson: Melody N. Jolo

Members: Joseph Indicio

Jairus Em. mas Javier

Melissa dela Rosa

Don Ray Salvador

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Enclosure No. 3 - List of Participants

No.	Office	Position	Names
1	ORD	Regional Director	Wilfredo E. Cabral, CESO III
2	OARD	Assistant Regional Director	Cristito A. Eco
3	ORD/ ICT	Unit Head	Gerrie Roderick Padilla
4	ORD/ Legal	Unit Head	Atty. Annaliza Esperanza
5	ORD/ PAU	Unit Head	Genna Constantino
6	ORD/ RLRPS	EPS / Section Head	Leonila Mustapha
7	ASD	Chief	Atty. Joylyn Dulnuan
8	ASD/ AMS	Unit Head	Teresa Ubungin
9	ASD/ Cash	Unit Head	Naynie Ducut
10	ASD/ GSU	Unit Head	Rommel Villareal
11	ASD/ Personnel	Unit Head	Elsa Mariano
12	ASD/ Procurement	Unit Head	Arlyn Cabiten
13	ASD/ Records	Unit Head	Precious Villareal
14	ASD/ RPSU	SAO/Unit Head	Marilou Cusi
15	CLMD	OIC Chief/ EPS	Micah Pacheco
16	CLMD	EPS	Roland Montes
17	CLMD	EPS	Gloria Tamayo
18	CLMD	EPS	Maricar Agao Bancit
19	CLMD	EPS	Andrew Tan
20	CLMD	EPS	Arnold Gatus
21	CLMD	EPS	Charita Villanueva
22	CLMD	EPS	Marita Aquino
23	CLMD	EPS	James Roldan
24	CLMD	EPS	Dennis Mendoza
25	ESSD	Chief	Joan Pedroche
26	ESSD	EPS	Gina Cruz
27	ESSD	Unit Head	Connie Gepanayao
28	ESSD	Program Implementer	Merlino Mateo



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29	ESSD	Program Implementer	Perlito Manalad
30	ESSD	Program Implementer	Engr. Epifania Macaraeg Jr.
31	Finance	Chief	Juliet Icamen
32	Finance	SAO	Joey San Buenventura
33	Finance	Unit Head	Emelina Barrera
34	FTAD	Chief	Roger Morallos
35	FTAD	EPS	Jingle Lim
36	FfAD	EPS	Maria Laarni Carla Paranis
37	HRDD	Chief	Hajji Palmero
38	HRDD	EPS	Christian Espanol
39	HRDD	EPS	Rea Drei Eden
40	HRDD	EPS	Rodolfo Colocar
41	HRDD	EPS II	Jennifer Medina
42	HRDD	EPS II	Donray Salvador
43	HRDD	EPS II	Leah Ailah Vicencio
44	PPRD	OIC Chief/ EPS	Bernadeth Daran
45	PPRD	EPS	Lilia Ricero
46	PPRD	Program Implementer	Marco Realista
47	PPRD	Program Implementer	Nerissa Lauan
48	PPRD	EPS II	Vergel Jairus J. Emas
49	OAD	OIC Chief/ EPS	Marina Espino
50	OAD	EPS	Andres Bonifacio
51	OAD	EPS	Louie Duterte
52	QAD	EPS	Rowena Ontangco
53	QAD	EPS	Lydia Martin
54	QAD	EPS	Richard Catain
55	QAD	EPS	Herbert Virtucio
56	OAD	EPS	Alfredo Desamparo
57	OAD	EPS	Marina Espino



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