



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



February 19, 2024

REGIONAL MEMORANDUM

No. 126, s. 2024

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

**CASCADING CONTINUOUS IMPROVEMENT (CI) METHODOLOGY ON
PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) DEVELOPMENT
IN THE SCHOOLS DIVISION OFFICE (SDO)**

1. Pursuant to Regional Memorandum No. 1140, s. 2023, Institutionalization of Continuous Improvement (CI): Capacity Building on Program Development Using CI Methodology, this Office, through the Field Technical Assistance Division shall conduct the above captioned activity on March 4-8, 2024.
2. This activity aims to:
 - a. train SDO personnel on CI methodology;
 - b. appreciate the process of CI and its application in program development and implementation; and
 - c. create an Implementation Plan in applying CI methodology in developing and implementing PPAs.
3. The participants in this activity are the three members of respective Continuous Improvement (CI) teams of 16 Schools Division Offices.
4. Participants are required to register on or before February 29, 2024 using the link <https://tinyurl.com/v439darj>.
5. Enclosure No. 1 is the Training Matrix.
6. Enclosure No. 2 is the Training Secretariat.



Address: 6 Misamis St., Bago Bantay, Quezon City
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7. Should you have clarifications and concerns, please contact the Regional CI focal person Maria Laarni Carla C. Paranis, Education Program Supervisor, Field Technical Assistance Division, through email address marialaarnicarla.paranis@deped.gov.ph.
8. Immediate dissemination of this Memorandum is desired.


JOCELYN DR. ANDAYA
Director IV

Encl.: As stated
Reference:
DO 9, s. 2021

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Enclosure No. 1 - Training Matrix

**CASCADING CONTINUOUS IMPROVEMENT (CI) METHODOLOGY ON
PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) DEVELOPMENT
IN THE SCHOOLS DIVISION OFFICE (SDO)**

March 4-8, 2024

Time	Topic/ Activity
Day 1: March 4, 2024	
7:45 AM- 8:00 AM	Registration
8:00 AM- 8:15 AM	Opening Ceremonies
8:15 AM- 8:30 AM	Welcome Remarks
8:30 AM- 9:00 AM	Expectations Setting Introduction for the Capacity Building
9:00 AM- 10:00 AM	Introduction to QUALITY
10:00 AM- 10:15 AM	Health Break
10:15 AM- 12:00 NN	Introduction to the Enhanced CI Methodology
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
1:15 PM- 2:30 PM	LECTURE on Step 1: Define the Problem
2:30 PM- 3:00 PM	WORKSHOP on Defining the Problem
3:00 PM- 3:15 PM	Health Break
3:15 PM- 4:00 PM	PRESENTATION of Workshop Outputs
4:00 PM- 5:00 PM	LECTURE on Step 2: Analyze the Process/ Program
5:00 PM- 5:15 PM	Admin Reminders
Day 2: March 5, 2024	
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
9:00 AM- 10:00 AM	WORKSHOP on Analyzing the Process/ Program
10:00 AM- 10:15 AM	Health Break
10:15 AM- 11:00 AM	PRESENTATION of Workshop Outputs
11:00 AM - 12:00 NN	LECTURE on Step 3: Develop Solution
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
1:15 PM- 2:15 PM	WORKSHOP on Developing Solutions



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2:15 PM- 3:00 PM	PRESENTATION of Workshop Outputs
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
4:30 PM- 5:00 PM	WORKSHOP on Preparation for Dasta Gathering and Program Development
5:00 PM- 5:15 PM	Admin Reminders
5:15 PM	End of Day 2
Day 3: March 6, 2024	
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
9:00 AM- 10:00 AM	(Continuation) WORKSHOP on Planning the Implementation
10:00 AM- 10:15 AM	Health Break
10:15 AM- 12:00 NN	PRESENTATION of Workshop Outputs
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
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>
3:00 PM- 3:15 PM	
3:15 PM- 4:30 PM	PRESENTATION of Workshop Outputs
4:30 PM- 5:00 PM	Closing Summary/ Calibration Session
5:00 PM- 5:15 PM	Admin Reminders
5:15 PM	End of Day 3
Day 4: March 7, 2024	
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
9:00 AM- 10:00 AM	WORKSHOP/ Group Work on Refining Group's Outputs for Presentation



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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
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/ Sections will present their proposed programs for 15 mins. ARD and the resource persons will have 15 mins per group for feedbacking session
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
4:30 PM- 5:00 PM	Closing Summary/ Calibration Session
5:00 PM- 5:15 PM	Admin Reminders
5:15 PM	End of Day 4
Day 5: March 8, 2024	
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
10:00 AM- 10:15 AM	Health Break
10:15 AM- 12:00 NN	WORKSHOP on the Enhancements of the Program Implementation Plans
12:00 NN- 1:00 PM	Lunch Break
1:00 PM- 1:15 PM	Energizer
1:15 PM- 3:00 PM	WORKSHOP on Enhancements of the Program Implementation Plans
3:00 PM- 3:15 PM	Health Break
3:15 PM- 5:00 PM	Closing Summary/ Calibration Session Agreements on the NEXT ACTION STEPS
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

Melissa dela Rosa

Don Ray Salvador



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