



Department of Education
Republic of the Philippines
Region VI-Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas, City



DIVISION MEMORANDUM

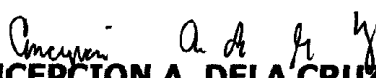

No. 186, s. 2017

**DIVISION TRAINING AND COACHING ON CONTINUOUS
IMPROVEMENT**

**TO : Public Schools District Supervisors
Elementary and Secondary School Heads Concerned**

1. The Division of Capiz will conduct a **Three-Day Live-in Division Training and Coaching on Continuous Improvement (CI) on November 16—18, 2017** (Venue will be announced later).
2. This activity aims to :
 - a. deepen participants' understanding of the 10 steps of CI;
 - b. highlight and emphasize critical points under each CI step;
 - c. assess strengths and weaknesses of school –based CI projects;
 - d. provide a structured approach in conducting the CI training; and
 - e. suggest pointers on how to effectively deliver the CI training manual.
3. The list of participants to this activity are the 10 CI teams found in Enclosure No. 1.
4. Training Matrix is found in Enclosure No.2.
5. Expenses for meals, accommodation and materials relative to this activity shall be charged against the Division INSET fund . Travel expenses and other incidental expenses shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
6. Be guided accordingly.

For the Schools Division Superintendent:


CONCEPCION A. DELA CRUZ
EPS-English
Officer-in-Charge 

Enclosure No. 1 to Division Memo no. 184 s.,2017

LIST OF PARTICIPANTS

Schools/Office	CI Team Members
Capiz NHS	5
Vicente Andaya Sr. NHS	5
Jose Diva Avelino Jr. NHS	5
Sapian NHS	5
New Division CI Team	5
Ivisan Elem. School	5
Jamindan Elem. School	5
Dao Elem. School	5
Dumalag Elem. School	5
Pres. Roxas East Elem. School	5
TOTAL	50

Enclosure No. 2 to Division Memo no. 26 s.,2017

Training Matrix

Time	Day 1	Day 2	Day 3
8:00-8:30	Registration	MOL	MOL
8:30-9:30	Opening Program	Personality Development Dr. Marggie Obligacion	Presentation/Practicum
9:30-10:30	Grow Model Mr. Jerry Mosquite		
10:30-11:30	Action Learning Dr. Merlie J. Rubio		
12:00-1:00	LUNCH BREAK		
1:00-2:30	How to Throw Powerful Questions Dr. Heidelyn Geromiano	Habits and Attitude Dr. Ma. Theresa V. Villagracia	Continuation of Presentation/Practicum
3:30-5:00			Closing Program