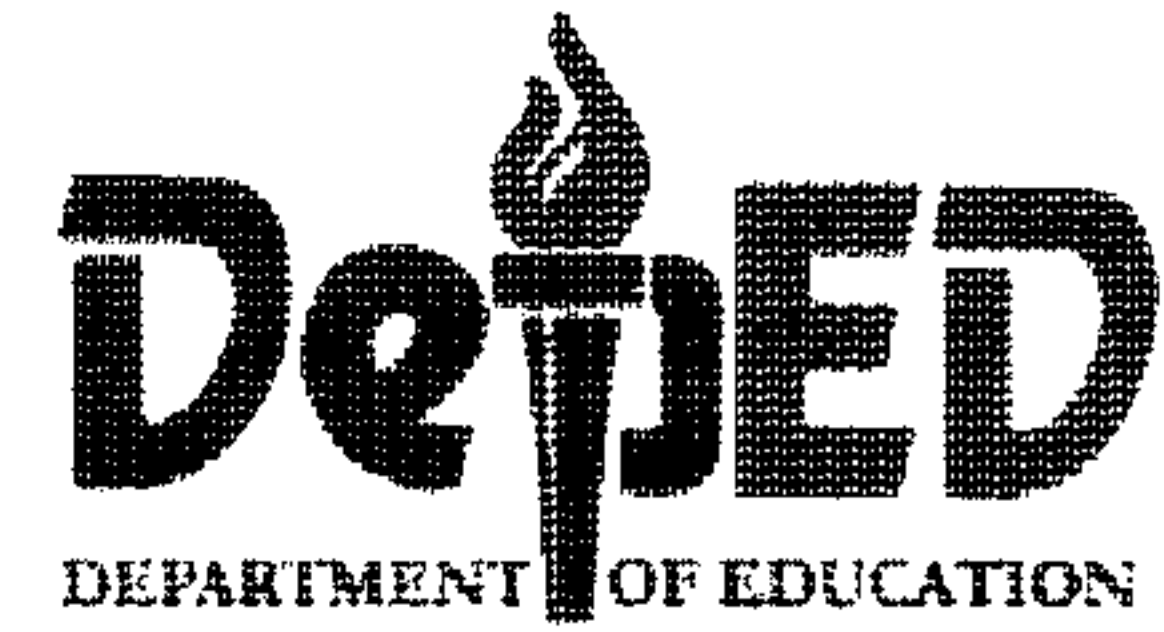




Republic of the Philippines
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
website: www.misor.net
Contact numbers (08822)724615, (088)8564454
Fax: (08822) 8564524



August 12, 2016

MEMORANDUM

To Dr. Erlinda Dael
Mr. Adefer Caño
Mrs. Lea Lou Fabria
Mrs. Marilyn Aban
Mrs. Gina Cagang

From CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent *Cherry Mae L. Limbaco*

Subject ASSIGNMENT TO COACH AND MONITOR THE IMPLEMENTATION OF
CONTINUOUS IMPROVEMENT PROJECT

You are requested to monitor and coach the implementation of Continuous Improvement Project in the schools in the venues and dates identified below:

Coach assigned	Schools	Venue	Date and Time
Mrs. Gina Cagang	Sugbongcogon CS Binuangan CS Salay CS Lagonglong CS	Salay Central School	August 17, 2016 8:00-12:00
Mrs. Marilyn Aban	Balingasag CS Baliwagan CS Jasaan CS	Balingasag CS	August 17, 2016 1:00 – 5:00
Mrs. Lea Lou Fabria	Laguindingan CS Gitagum CS Libertad CS	Laguindingan CS	August 18, 2016 8:00 – 12:00
Mr. Adefer Caño	Initao CS Naawan CS Manticao CS Lugait CS	Initao CS	August 18, 2016 1:00 – 5:00

The presentation is all about Steps 1 – 4 of the CI process.

Travelling and other expenses for this activity shall be charged to local fund subject to the usual accounting rules and regulations.

For compliance

TIMELINE OF IMPLEMENTATION FOR CONTINUOUS IMPROVEMENT PROJECTS

Steps	Date and activities	Coaching and Presentations Dates and Venues
		Eastern schools AM – Sugbongcogon, Binuangan, Salay, Lagonglong PM – Balingasag, Baliwagan, Jasaan
1. Get Organized	Aug 1 - e-mail name of Team members	
2- Talk with Your Customers	Aug 3 - e-mail questionnaire Aug 4-5 ... conduct VOC Aug 9 ... email result	
3- Walk the Process	Aug 10-12 – conduct walk the process (observation – current state)	
4- Identify priority improvement areas	Aug 16-17 – identification of priority improvement areas	Aug 17 – AM – Salay -venue PM – Balingasag - venue Presentation of Steps 1 - 4
5- Do root cause analysis	Aug 18-19 – do root cause analysis	
6- Develop Solutions	Aug 22-23 – develop solution	
7- Finalize Improvement Plan	Aug 22-23 ... finalize improvement plan	Aug 24 ... AM – Lagonglong - venue PM ... Jasaan - venue Presentation of Steps 5-7
8- Pilot Your Solution	Aug 24- 31 ... preparation of materials for implementation	Aug30 ... AM ... Lagonglong- venue PM – Baliwagan - venue Presentation of materials
9- Roll Out your Solution	Sept 1- to October 14 – project implementation Oct 17-18 – preparation for rehearsals and final presentations	October 21,2016 Rehearsals AM – Salay- venue PM – Baliwagan – venue
10- Check Your Progress		Oct 28 – Final Presentations - Venue- to be announced

● e- mail your outputs/ per step to : erlinda_dael@yahoo.com

danny.asio@gmail.com

<p>What to prepare during presentation and coaching:</p> <ul style="list-style-type: none"> - Presentation room good for 25 persons - Laptop/desktop - LCD projector - Documents of outputs
