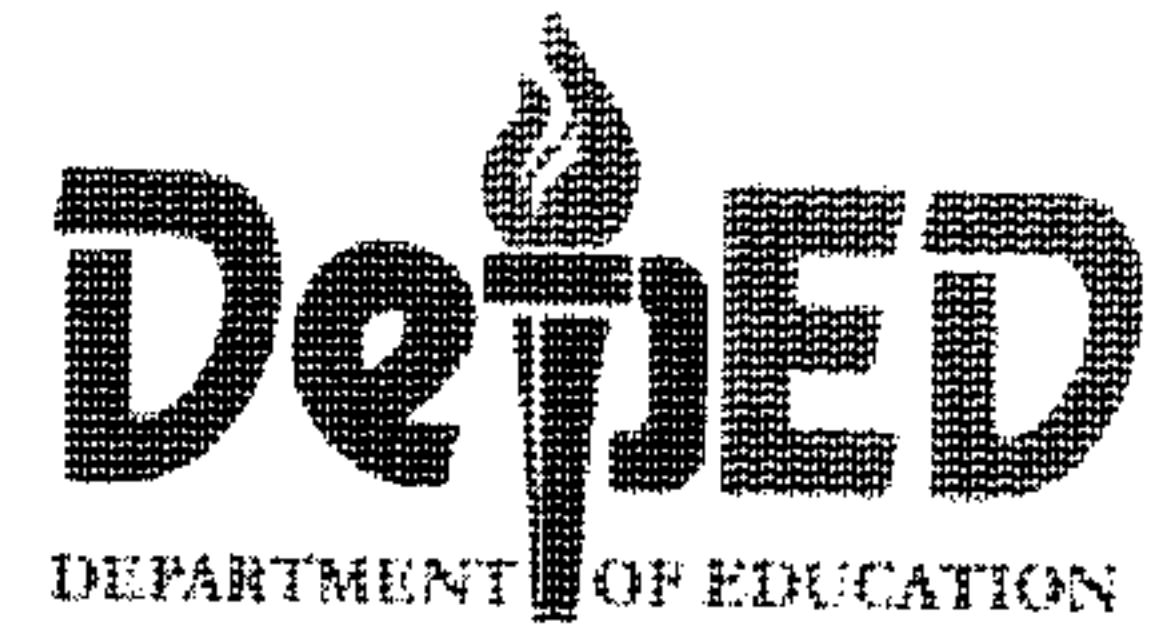


Republic of the Philippines
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
website: www.misor.net
Contact numbers (08822)724615, (088)8564454
Fax: (08822) 8564524



July 27, 2016

MEMORANDUM

To Public Schools District supervisors
School Principals of the following schools:

1. <i>Jasaan Central School</i>	8. <i>Lugait Central School</i>
2. <i>Baliwagan Central School</i>	9. <i>Manticao Central School</i>
3. <i>Balingasag Central School</i>	10. <i>Naawan Central School</i>
4. <i>Lagonglong Central School</i>	11. <i>Initao Central School</i>
5. <i>Salay Central School</i>	12. <i>Libertad Central School</i>
6. <i>Binuangan Central School</i>	13. <i>Gitagum Central School</i>
7. <i>Sugbongcogon Central School</i>	14. <i>Laguindingan Central School</i>

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

Subject Timeline for Monitoring, Coaching and Presentation of Continuous Improvement Project of Identified Expansion Schools

1 This Division through the Continuous Improvement Program Focal Persons will conduct monitoring and coaching to the identified expansion schools in the implementation of Continuous Improvement Projects, from July 2016 to October 2016.

2 Participants to the monitoring and coaching sessions are the PS District Supervisors of the identified schools, principals of the identified schools, and the team members. Team members are requested to bring their own laptop and extension wire. Proxy of the School Principal is not allowed.

3 Attached is the timeline for monitoring, coaching and presentation of the projects.

4 Traveling, food, materials and other expenses shall be charged to local fund subject to the usual accounting and auditing rules and regulations.

5 For inquiry, please text Dr. Erlinda G. Dael, mobile number 0917 311 9490.

6 For guidance and compliance.

TIMELINE OF IMPLEMENTATION FOR CONTINUOUS IMPROVEMENT PROJECTS

Steps	Date and activities	Coaching and Presentations Dates and Venues
1. Get Organized	Aug 1 - e-mail name of Team members	Eastern schools AM – Sugbongcogon, Binuangan, Salay, Lagonglong PM – Balingasag, Baliwagan, Jasaan
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	Aug 18 – AM – Laguindingan-venue PM – Initao - venue Presentation of Steps 1 - 4
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
