



August 2, 2016

DIVISION MEMORANDUM

No. 322, s. 2016

CONDUCT OF MONTHLY DISTRICT QUALITY CIRCLE

To : Public Schools District Supervisors/In-Charge
Elementary & Secondary School Heads/Senior High School Heads
This Division

1. To better serve the School and its' Stakeholders, improve School Heads' performance and strengthen work-relationship among School Heads, this Office shall conduct a **Monthly District Quality Circle** on the dates and venues stipulated below:

Trainers/Focal Persons	Participants/District	Venue
Elly H. Lofranco Gilbert Bailo	Magsaysay I & II School Heads (Elem & Sec)	Consuelo NHS
Beatriz E. Acdal, PSDS Panfila B. Zarate, PSDS Teodulo L. Babanto	Medina School Heads Talisayan School Heads (Elem & Sec)	Medina CS
Nestor U. Lofranco, PSDS Angie Ordinan	Kinoguitan School Heads Balingoan School Heads (Elem & Sec)	Kinoguitan CS
Nieva Bitonga, PSDS Marife Leonora R. Caculba	Binuangan School Heads Sugbongcogon School Heads (Elem & Sec)	Mangga ES
Rosana S. Emanel Eva Entusiasmo, PSDS Manuelita P. Capito	Salay School Heads Lagonglong School Heads (Elem & Sec)	Kabulawan ES
Daylinda O. Vequezo, PSDS Wennie A. Nacasabog, PSDS	Balingasag School Heads Villanueva School Heads (Elem & Sec)	Balingasag Central School
Joylito Villastique, PSDS Eva Guilaran Lynneth R. Abroguena	Jasaan School Heads Claveria I & 2 School Heads (Elem & Sec)	Jasaan Central School
Cydel P. Valmores Genes P. Lesaca	Tagoloan School Heads MOGCHS (Elem & Sec)	Casinglot ES
Horace Amelia Q. Nacua, PSDS Gerry G. Fabria, PSDS Analyn Salcedo	Opol School Heads Alubijid School Heads (Elem & Sec)	Opol CS
Imelda P. Galarrita, PSDS Jeannie Caracho Edward A. Jarales	Laguindingan School Heads Libertad School Heads Gitagum School Heads (Elem & Sec)	Laguindingan NHS
Ric D. Gabe, PSDS Nilda M. Mejos, PSDS Allan B. Roxas	Initao School Heads Naawan School Heads (Elem & Sec)	Tawan-tawan ES (Initao)
Joel L. Jayme, PSDS Ermer Gaid Erna Oco	Manticao School Heads Lugait School Heads (Elem & Sec)	Cabalantian ES



2. The following are the schedules and topics per quarter:

Month	Date	Suggested Topics	Output
August	August 26, 2016	Front line Services Customer/Client Services	<ul style="list-style-type: none"> Narrative Report with photos
September	September 30, 2016	Coping with Financial Challenges	<ul style="list-style-type: none"> Reflection Paper (individual) Narrative Report with photos
October	October 14, 2016	Prompt Submission of Liquidation and School Transparency	Narrative Report with photos
November	November 18, 2016	Strengthening School PTA	Narrative Report with photos
December	December 9, 2016	School-based Team Building	<ul style="list-style-type: none"> Module on Team-Building for School use Narrative Report with Photos

- All outputs per month shall be submitted (in folder) to the Division Office, Attention: Marife D. Balaba, Ph.D. a week after the conduct of the quality circle.
- In this end, Public School District Supervisors (PSDS)/District In-charge together with the Trainer/Focal Person are requested to perform the suggested tasks/activities:
 - Prepare Opening and Closing Program
 - Prepare Certificate of Appearance and Participation to all participants
 - Prepare attendance, documentation (photos) and narrative report (These shall be submitted to Dr. Marife D. Balaba, SEPS-HRD)
 - Facilitate in the conduct of the said activity
 - Prepare own powerpoint presentations for each topic and discuss thoroughly the suggested topics
- It is expected that after the conduct of this activity, the School Heads shall conduct an echo of the said session(s) to their respective schools.
- Travel expenses of the speakers and participants shall be charged against School Downloaded MOOE subject to the usual accounting and auditing rules and regulations.
- For your guidance and compliance.

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