



DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Wangal, La Trinidad, Benguet



September 14, 2015

REGIONAL MEMORANDUM

No. **162.2015**

To: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF DIVISIONS
ALL OTHERS CONCERNED**



From: 
ELLEN B. DONATO, Ed.D., CESO III
Regional Director

Subject: **CONTINUOUS IMPROVEMENT (CI) REGIONAL ROLLOUT TRAINING**

1. In line with the Department's thrust to ensure quality education through ongoing refinements in curriculum and organizational processes, regional rollout training on **Continuous Improvement** will be conducted on September 21-25 at Brentwood Apartelle, Brentwood Village, Brgy. M. Roxas, Baguio City.
2. The objectives of the training are:
 - a. promote the culture of excellence in service delivery; and,
 - b. Intensify total quality management efforts at all levels in the department.
3. Participants to this training will come from Region 1, 2 and CAR. For **CAR** participants, the following divisions are identified: **Abra, Baguio, Benguet, Ifugao, Mountain Province and the Regional Office**. There shall be a maximum of five (5) suggested participants from each division:
 - (1) assistant schools division superintendent/OIC
 - (1) SGOD
 - (1) CID
 - (2) education program supervisors

The schools division office is requested to submit a list of their participants not later than **September 15**. For regional office participants, refer to attached enclosure.

4. The schools division superintendent must ensure that the following **guidelines and selection criteria** in choosing the participants are strictly followed:
 - a. The selected participant should be the same person who will attend all seven (7) sessions in the next seven (7) months hence, there will be **No Substitutes. Complete attendance in ALL the sessions** is likewise required. For the participant to fulfill the requirements of the program, he/she should not be assigned other functions while in attendance to the sessions.
 - b. The participant must possess the following:
 - ability to deliver quality presentations
 - ability to engage and involve participants in a learning environment (facilitation skills)

- exhibits behavior at work that are consistent with the values, ethics and standards of the training professions including maintaining a professional demeanor
 - shows adequate understanding and use of excel and powerpoint
 - minimum of 2 years experience
5. The dress code for the entire duration of the training is **casual office attire**.
 6. Each participant shall be charged a registration fee of Six Thousand Pesos Only (P6,000.00) to cover expenses for board and lodging and other supplies and materials which is chargeable to their local funds subject to the usual accounting and auditing rules and regulations. Travel expenses of participants shall be charged to their local funds
 7. Payments shall be in cash or in check. Check payments shall be addressed to:
Account Name : DepEd-CAR Trust Fund
LBP, La Trinidad, Benguet
Account Number: 1372-0024-99
 8. This is a live-in training. The first meal to be served will be dinner with afternoon snacks on **September 20** and the last meal will be breakfast on **September 26, 2015**.
 9. Working committees shall be provided with Compensatory Overtime Credit (COC) as per CSC and DBM Joint Circular No. 2, s. 2004
 10. Immediate dissemination of this Memorandum is desired.

ENC.: as stated

stf.HRDD

ALLOCATION OF PARTICIPANTS

- a. Region 1 - 50
- Region 2 - 35
- CAR - 30

- b. Regional Office Participants - 5
- ORD - ARD Estela L. Cariño
- CLMD - Pio D. Ecuán and Carmel Meris
- HRDD - Soraya T. Faculo
- QAD - Lilia Goc-oban

Executive Committee

RD Ellen B. Donato, Ed.D., CESO III
ARD Estela L. Cariño, Ed.D. CESO IV

- c. Registration (Collection) For Sept. 20, 2015 - 2
 - Maritess Calica
 - Eric Urmaza

- d. Attendance & Documentation - 4
 - Emilia M. Faustino
 - Margie B. Gardingan
 - Daisy P. Eswat
 - Manilyn D. Botilas