



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

No. 197.2015

TO : Schools Division Superintendents
(Abra, Baguio City, Benguet, Ifugao, Mt. Prov.)

FROM : **ELLEN B. DONATO, Ed. D., CESO III**
Director IV

DATE : October 21, 2015

SUBJECT: Schedule for the CAR CI Team Coaching

RELEASED
OCT 22 2015
DEPED-CAR Time: _____

- As per agreement between the CAR CI Team and the CAR CI Team coach, Ms. Grace Lorraine D. Intal during the 1st CI Coaching Session held at the Conference Hall, Baguio City Division Office on October 14, 2015, the schedule for the CAR CI Team Coaching is as follows:

Steps	Proposed Timeline	Deliverables	Date of Visit	Meeting Place
1. Get organized.	October, W2	-Team Charter -Approved Project Topic	Oct. 14, 2015 (Wed.)	Baguio City D.O.
2. Talk with customers.	October, W3	Affinity Diagram	Oct. 23, 2015 (Fri.)	Benguet D.O.
3. Walk the process.	Oct., W4-Nov., W1	SIPOC/Process Maps	Nov. 6, 2015 (Fri.)	R.O.
4. Identify priority improvement area.	Nov., W2-W3	-Observation Results -Focused Problem Statement	Nov. 20, 2015 (Fri.)	R.O.
5. Do root cause analysis.	Nov., W4-Dec., W1	Why-why Diagram	Dec. 4, 2015 (Fri.)	Ifugao D.O.
6. Develop solutions.	Dec., W2-W3	Solution Ideas	Dec. 15, 2015 (Fri.)	To be announced later
7. Finalize improvement plan.	Dec., W4-Jan., W1	Proposed Process with Tangible Output and Maps	Jan. 14, 2016 (Thurs.)	To be announced later
8. Pilot solution.	Jan., W2-W4	Pilot Test Results	Jan. 28, 2016 (Thurs.)	To be announced later
9. Roll-out solution.	Feb., W1-W4	Roll-out Results	Feb. 25, 2016 (Thurs.)	To be announced later
10. Check progress.	Mar., W1-W3	Monitoring Report	Mar. 24, 2016 (Thurs.)	To be announced later

- The transportation expenses, cost of the venue, accommodation, and other incidental expenses of the coach and the participants shall be charged against local funds subject to existing budgeting, accounting, and auditing rules and regulations.
- Immediate dissemination to all concerned is desired.

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Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434