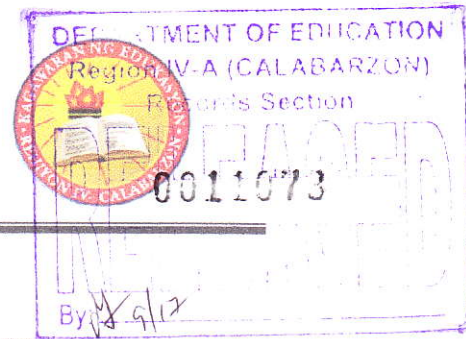




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

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MEMORANDUM

TO : THE SCHOOLS DIVISION SUPERINTENDENTS
Divisions of Batangas Province, Cavite Province, Quezon, Antipolo City, Batangas City, Calamba City, Cavite City, Dasmariñas City, Bacoor City, Imus City, Lipa City, Lucena City, San Pablo City, Santa Rosa City, Tayabas City

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : TRAINING OF FACILITATORS (TOF) FOR CONTINUOUS IMPROVEMENT PROGRAM (CIP) 2nd Phase

DATE : September 8, 2014

As an offshoot of the Training of Facilitators (ToF) for Continuous Improvement Program (CIP) Phase 1 conducted last July 30 to August 1, 2014, the 2nd Phase of CIP will be conducted on October 28-30, 2014 at NEAP CALABARZON, Malvar, Batangas.

This training will further enhance the understanding of the previous participants on the concepts and principles of Total Quality Management (TQM) and the understanding of the Triple A continuous improvement methodology and how to apply this to address opportunities.

Participants to this 3-day training will be those who have attended the CIP Phase 1 conducted last July 30 to August 1, 2014.

They are expected to be in the venue on October 28, 2014 at 7:00 AM. The opening program will commence at 8:00 AM. The first meal to be served is Breakfast and the last meal will be dinner of the last scheduled day.

Travelling expenses relative to this activity shall be charged against local funds while board and lodging of the participants, supplies and materials, honoraria of speakers and other incidental expenses shall be charged against regional funds subject to the usual accounting and auditing rules and regulations.

For clarifications and/or confirmation of participants, please call Planning Unit at telephone no. 02-6475964 c/o Ms. Melna R. Albano.

Immediate and wide dissemination of this Memorandum to all concerned is desired.

Received: Joseph
9/17/14
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