

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



23 May 2022

**Office Memorandum**

**CONDUCT OF CPROCIA: COACHING PROGRAM FOR  
REGIONAL OFFICE CONTINUOUS IMPROVEMENT  
(CI) ADVOCATES SESSION 5**

To **Chiefs, Functional Divisions  
Heads, Units/Sections**

1. As part of the ongoing Continuous Improvement Program (CIP), the Session 5 of the **CPROCIA: Coaching Program for Regional Office Continuous Improvement (CI) Advocates** will be conducted on May 31, 2022.
2. This activity aims to:
  - a. review and revisit the CI processes and steps; and
  - b. capacitate the participants in developing and implementing CI Projects.
3. Attendees to this activity are the 29 RO CI advocates and 5 CI coaches listed in the Inclosure. They are directed to register thru <https://bit.ly/CICoaching> until May 26, 2022. Certificate of Participation will be sent upon complete attendance to and evaluation of the Activity.
4. For other details, please coordinate with Emelia M. Aytona thru mobile number 09358652543.
5. For immediate and widest dissemination to all concerned.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

qad/esg/ema



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**Website:** depedcalabarzon.ph



Enclosure

**CI TEAMS AND ASSIGNED COACHES**

<b>CI Team</b>	<b>Coach</b>
<b>Team A</b> Jisela Ulpina - <i>Leader</i> Mark Anthony Malonzo Maricris Tadioan Glenda Dela Torre Donna Lago Nadina Gaton Alvin Metrillo	Michael Girard R. Alba
<b>Team B</b> Elena L. Lopez - <i>Leader</i> Buenalyn M. Manuel Pacita Q. Lungcay Allain B. Alvarez Emelia M. Aytona Jocelyn E. Alba	Rosalinda Mendoza
<b>Team C</b> Nancy Z. Dizon - <i>Leader</i> Viernalyn M. Nama Marites L. Gloria Laarni A. Evaristo Lea M. Villalobos Allan D. Tipan Jumar Sadsad	Edenia O. Libranda
<b>Team D</b> Neil Evangelista - <i>Leader</i> Maria Susana Oliveros Geleen Grace Mateo Gian Carlo Ventura Emil Reambillo	Roderica Camacho
<b>Team E</b> Andrea Maybel E. Abrencillo - <i>Leader</i> Joan Paula Dino Jocelyn Martin Eugenio S. Adrao	Elino S. Garcia

<b>Support Staff</b>	<b>FD</b>
Rey Valenzuela	ICT
Joseph Damian	HRDD
Mary Mae Hornido	QAD





	<p align="center"><b>Department of Education Region IV - A CALABARZON</b></p> <p align="center"><b>Human Resource Development Division</b></p> <p align="center"><b>Training/Activity Proposal Template (Non-Recognized Program of NEAP)</b></p>	 <p align="center">DEPED-4A-GF082045-21</p> <p>Effectivity Date: April 28, 2021</p> <p>Revision No.: 1</p> <p>Page No.: Page 1 of 8</p>
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**DIVISION CODE: 5**

<b>PROGRAM/TRAINING TITLE:</b>	<b>CPROCIA : COACHING PROGRAM FOR REGIONAL OFFICE CONTINUOUS IMPROVEMENT (CI) ADVOCATES</b>
<b>TARGET PARTICIPANTS AND NUMBER OF PARTICIPANTS:</b>	2 - ORD (RD/ARD) 1- ICT Personnel 2 - TWG 5 - CI Coaches 29- Regional Office CI advocates
<b>PROPOSED DATE AND VENUE:</b>	<p>This project is a continuation of CI coaching sessions done last year. There shall be series of coaching sessions for this project. Each activity shall be provided specific details of the activities below:</p> <p><b>A1. CPROCIA Session 3 – Step 6: Do the Root Cause Analysis</b></p> <p><b>A2. CPROCIA Session 4 – Step 7: Develop Solutions</b></p> <p><b>A3. CPROCIA Session 5 – Step 8: Finalize Improvement Plan</b></p> <p><b>A4. CPROCIA Session 6 – Step 9: Pilot Your Solution</b></p> <p><b>A5. CPROCIA Session 7- Step 10: Roll Out Your Solution ; Presentation of CI Project</b></p> <p><b>Proposed Date/Venue:</b></p> <p>A1. January 26, 2022/Virtual</p> <p>A2. February 24, 2022/Virtual</p> <p>A3. March 28, 2022/Virtual</p> <p>A4. April 28, 2022/Virtual</p> <p>A5. May 31, 2022/Virtual</p>
<b>FUNDING SOURCE:</b>	N/A

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		Effectivity Date: April 28, 2021
		Revision No.: 1
		Page No.: Page 2 of 8

<b>REGISTRATION FEE:</b>	N/A
<b>PROPONENT:</b>	Emelia M. Aytona/Quality Assurance Division

### **I. RATIONALE**

As stated in DepEd Order No. 52 s. 2015 entitled New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education, QAD is accountable in ensuring compliance with standards of quality basic education by assessing, monitoring and evaluating the region and division performance to inform decision making and guide policy direction of the region towards continuous improvement in the delivery of basic education services.

Continuous improvement as mentioned in the prior Order, it is the on-going effort to improve products, services, and processes by making small, incremental improvements within a business. It is based on the belief that these incremental changes will add up to major improvements over time and it is as much about tactic (i.e. specific improvements) as it is about changing the culture of the organization to focus on opportunities rather than problems (Six, Sigma, 2015).

Continuous quality improvement does not just happen, it must be planned and tools available must be used to ensure that it happens continually and automate the processes. The process control under the guidelines of reducing the costs of operations, production and inspection and produce high quality service and operations is examined. Thus, program on Continuous Improvement (CI) is conceptualized. This project is a continuation of CI coaching sessions 1 & 2 conducted last year. There shall be series of coaching sessions (Sessions 3-7) for this project.

### **II. OBJECTIVES:**

At the end of this activity, the participants will be able to:

1. Perform the enabling processes and/or steps concerning the implementation of CI Projects
2. Finish a CI project based on the 10 steps of CI
3. Present the finished written output as recommended by the CI coaches




### **III. TRAINING METHODOLOGY:**

- Coaching
- Group exercises
- Workshop/ Guided Writeshop
- Group presentations

### **IV. EXPECTED OUTPUT OF THE TRAINING:**

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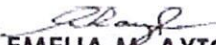
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After this project, the RO CI organized groups should be able to present the finished output for each CI steps finished as approved by the CI coaches


**V. ENCLOSURES:**

- a. List of participants (see next page)
- b. List of training management
  - i. Program training team
  - ii. Facilitators
  - iii. Class managers
  - iv. Process observer
  - v. QAME team
- c. Training Matrix/Designs
- d. Terms of Reference

**Prepared by:**

  
**EMELIA M. AYTONA**  
 EPS-QAD

**Recommending Approval:**




  
**ELINO S. GARCIA**  
 Education Program Supervisor  
 Officer-In-Charge  
 Quality Assurance Division

  
**LUZ E. OSMEÑA**  
 Chief Education Supervisor

**Approved by:**

  
**FRANCIS CESAR B. BRINGAS**  
 Regional Director

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		Revision No.: 1
		Page No.: Page 4 of 8

Enclosure 1. **LIST OF ATTENDEES**

Name	FD/Section/Unit
Mark Anthony Malonzo	HRDD
Maricris Tadioan	HRDD
Glenda Dela Torre	HRDD
Donna L. Lago	HRDD
Nadina Gatton	HRDD
Jisela Ulpina	HRDD
Alvin Metrillo	HRDD
Elena L. Lopez	CLMD
Buenalyn M. Manuel	QAD
Allain B. Alvarez	QAD
Emelia M. Aytona	QAD
Pacita Q. Lungcay	QAD
Jocelyn E. Alba	QAD
Nancy Z. Dizon	Finance
Viernalyn M. Nama	PPRD
Marites L. Gloria	Finance
Laarni A. Evaristo	Finance
Lea M. Villalobos	Finance
Allan D. Tipan	PPRD
Jumar M. Sadsad	PPRD
Leonardo Cargullo	CLMD
Neil Evangelista	ESSD

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		Page No.: Page 5 of 8

Maria Susana Oliveros	Admin
Gian Carlo Ventura	Admin
Emil Reambillo	ESSD
Andrea Mabel E. Abrencillo	FTAD
Joan Paola Dino	ORD
Jocelyn Martin	BAC
Eugenio Adrao	FTAD
Geleen Grace Mateo	Admin

CI Coaches	FD/SDO
Edenia O. Libranda	SDO – Biñan City
Michael Girard R. Alba	FTAD
Elin S. Garcia	QAD
Rosalinda A. Mendoza	SDO- Batangas
Roderica R. Camacho	SDO-Laguna

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		Revision No.: 1
		Page No.: Page 6 of 8

Enclosure 2 – Matrix

**CPROCIA: Coaching Session for Regional Office Continuous  
Improvement (CI) Advocates Session 3**  
January 26, 2022




TIME	ACTIVITY	IN-CHARGE/ FACILITATOR
AM		
8:00 – 8:30	Preliminaries	Technical Working Team
8:30 – 9:00	Opening Program	Technical Working Team
9:00 – 12:00	Coaching Session 3 Step 6: Do the Root Cause Analysis	CI Teams & Coaches
12:00 – 1:00	Lunch Break	
PM		
1:00 – 4:00	Continuation of Coaching Session 3	CI Teams & Coaches
4:00 – 4:30	Closing Program	Technical Working Team

**CPROCIA: Coaching Session for Regional Office Continuous  
Improvement (CI) Advocates Session 4**  
February 24, 2022

TIME	ACTIVITY	IN-CHARGE/ FACILITATOR
AM		
8:00 – 8:30	Preliminaries	Technical Working Team
8:30 – 9:00	Opening Program	Technical Working Team
9:00 – 12:00	Coaching Session 4 Step 7: Develop Solutions	CI Teams & Coaches
12:00 – 1:00	Lunch Break	
PM		
1:00 – 4:00	Continuation of Coaching Session 4	CI Teams & Coaches
4:00 – 4:30	Closing Program	Technical Working Team

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		Effectivity Date: April 28, 2021
		Revision No.: 1
		Page No.: Page 7 of 8

Enclosure 2 – Matrix




**CPROCIA: Coaching Session for Regional Office Continuous  
Improvement (CI) Advocates Session 5**  
March 28, 2022

TIME	ACTIVITY	IN-CHARGE/ FACILITATOR
AM		
8:00 – 8:30	Preliminaries	Technical Working Team
8:30 – 9:00	Opening Program	Technical Working Team
9:00 – 12:00	Coaching Session 5 Step 8: Finalize Improvement Plan	CI Teams & Coaches
12:00 – 1:00	Lunch Break	
PM		
1:00 – 4:00	Continuation of Coaching Session 5	CI Teams & Coaches
4:00 – 4:30	Closing Program	Technical Working Team

**CPROCIA: Coaching Session for Regional Office Continuous  
Improvement (CI) Advocates Session 6**  
April 28, 2022

TIME	ACTIVITY	IN-CHARGE/ FACILITATOR
AM		
8:00 – 8:30	Preliminaries	Technical Working Team
8:30 – 9:00	Opening Program	Technical Working Team
9:00 – 12:00	Coaching Session 6 Step 9: Pilot your Solution	CI Teams & Coaches
12:00 – 1:00	Lunch Break	
PM		
1:00 – 4:00	Continuation of Coaching Session 6	CI Teams & Coaches
4:00 – 4:30	Closing Program	Technical Working Team

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		Revision No.: 1
		Page No.: Page 8 of 8

Enclosure 2 – Matrix

**CPROCIA: Coaching Session for Regional Office Continuous  
Improvement (CI) Advocates Session 7**  
May 31, 2022

TIME	ACTIVITY	IN-CHARGE/ FACILITATOR
AM		
8:00 – 8:30	Preliminaries	Technical Working Team
8:30 – 9:00	Opening Program	Technical Working Team
9:00 – 12:00	Coaching Session 7 Step 10: Rollout your solution	CI Teams & Coaches
12:00 – 1:00	Lunch Break	
PM		
1:00 – 4:00	Presentation of CI Project	CI Teams & Coaches
4:00 – 4:30	Closing Program	Technical Working Team

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