



Republic of the Philippines  
**Department of Education**  
 Caraga Administrative Region  
 J.P Rosales Avenue, Butuan City



February 12, 2018

**REGIONAL MEMORANDUM**

No. 099 s. 2018



**FOUR-DAY REGIONAL TRAINING OF TRAINERS AND COACHES ON CONTINUOUS IMPROVEMENT (CI) METHODOLOGY**

To: Schools Division Superintendents  
 RO & SDO CI Teams  
 This Region

1. Pursuant to the Department of Education’s commitment in “building a culture of continuous learning and improvement,” DepEd Regional Office together with the Schools Division Office (SDO) CI Teams are undergoing mentoring sessions in crafting relevant projects. These CI Teams will also serve as the trainers and coaches of their respective divisions and schools.
2. Along this line, there will be a training of trainers and coaches to be conducted on March 20-23, 2018. The venue will be announced later.
3. The training aims to:
  - express depth understanding of the 10 steps of CI methodology; and
  - gain knowledge, skills, attitudes and values in coaching and training using the CI methodology.
4. Participants to this training are the Regional and Division Office CI Teams distributed as follows:

| Office                                   | No. of Participants |
|------------------------------------------|---------------------|
| <b>I. Resource Speakers/Facilitators</b> | 4                   |
| <b>II. Regional Office</b>               |                     |
| A. VOICE Team                            | 5                   |
| B. ADMIN                                 | 2                   |
| C. CLMD                                  | 2                   |
| D. ESSD                                  | 2                   |
| E. PPRD                                  | 1                   |
| F. QAD                                   | 1                   |
| G. HRRD                                  | 1                   |
| H. FTAD                                  | 2                   |

| Office                                   | Participants |
|------------------------------------------|--------------|
| <b>III. Divisions (Batch 1)</b>          |              |
| Agusan del Norte (School CI Teams)       | 2            |
| Agusan del Sur (School CI Teams)         | 2            |
| Butuan City (School CI Teams)            | 2            |
| Surigao City (School CI Teams)           | 2            |
| Surigao del Norte (School CI Teams)      | 2            |
| Surigao del Sur (School CI Teams)        | 2            |
| <b>IV. Divisions (CI Teams Batch II)</b> |              |
| Bayugan City                             | 5            |
| Bislig City                              | 5            |
| Dinagat Islands                          | 5            |
| Cabadbaran City                          | 5            |
| Siargao Island                           | 5            |
| Tandag City                              | 5            |
| <b>Total</b>                             | <b>64</b>    |

3. It is expected that participants from the Divisions (Batch 1) should come from the school CI Teams who will soon become the members of the Division CI trainers and coaches.
4. For CI Teams (Batch 2), Division Coordinators are requested to bring the soft copy of the Division CI Project in power point presentation following the 10 steps of CI methodology.
5. A registration fee of P 6,000.00 will be collected from each participant to defray the professional fee and travel expenses of the resource speakers, training kit, meals and accommodation.
6. Travel expenses and per diems of the Division participants shall be charged against local funds subject to the usual accounting rules and regulations.
7. Attached is the template to be filled up using the Microsoft excel program and be emailed to [ftadcaraga@gmail.com](mailto:ftadcaraga@gmail.com) (Please see Annex 1).
8. For information and guidance.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
 Regional Director

Enc: as stated  
 Reference: NONE  
 To be included in the **Perpetual Index**  
 Under the following subjects:

**CONTINUOUS IMPROVEMENT (CI) PROJECT**

