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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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14 FEB 2022

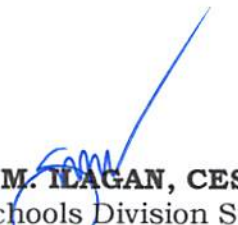
DIVISION MEMORANDUM

No. 043 s. 2022

**CAPACITY BUILDING ON CONTINUOUS IMPROVEMENT PROCESSES  
FOR SCHOOL CI TEAMS**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit / Section  
All Others Concerned

1. The City Schools Division of the City of Tayabas advocates continuous improvement (CI) as a practice in every school to continuously improve the delivery of basic education services under the new normal condition. This is an ongoing effort to improve product, services and processes focusing on both stakeholders needs and the desired performance.
2. In relation with this, this office announces the conduct of **Capacity Building on Continuous Improvement Processes for School CI Teams** on February 23 - 24, 2022 from 8:30 AM to 4:00 PM, via virtual platform.
3. The objective of this activity is to continuously capacitate members of school CI teams on CI processes and methodologies for sustain implementation of CI projects in the school.
4. Participants to this training are the school's CI Team Leader and one member of the CI team.
5. Attached are the Enclosure 1 List of Participants and Enclosure 2 -Technical Working Committee.
6. Immediate dissemination of and compliance with this memorandum is directed.

  
**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



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Enclosure 1

**List of Participants**  
**February 23-24, 2022**

	<b>SCHOOLS</b>	<b>Participants</b>	
1	Alsam Elem School	John Menard R. Lavadia	Clarine R. De Guzman
2	Busal Elem School	Arlene V. Sumilang	
3	Dapdap Integrated School	Jasmin P. Flores	Arlene Q. Polintan
4	Domoit Elem School	Jaymark C. Pabelonia	Angeline R. Tagun
5	EFES	Niña Carla A. Reyes	Ayvel F. Lasconia
6	East Palale ES	Noela V. Cabuyao	Myrah T. Cabuyao
7	FELES	Garry S. Villaverde	Perlita C. Dequina
8	Gibanga ES	Samia Joy R. Naynes	Luzviminda S. Cabile
9	Ilasan ES	John Benedict M. Aguerra	Kelvin John B. Padera
10	Ipilan -Alitao ES	Roberta V. Esmiller	Maribeth R. Eguia
11	Kalumpang ES	Maricel Z. Garcia	Joie Ellaine L. Uy
12	Katigan-Alupay ES	Sherwin T. Ferreras	Honey Leyden R. Pilar
13	Lakawan Elem Sch	Glenda A. Capistrano	Glenda Y. Castillo
14	Lalo Elem School	Marinelle D. Abella	Mary Joy Malimban
15	Lawigue Elem Sch	Marissa R. Capistrano	Hannah Shennen B. De Ocampo
16	Malao-a/ Calantas ES	Katrena M. Obis	Jundee C. Rivadinera
17	Masin Elem Sch	Haeizel C. Jasmin	Kaye J. Ordillano
18	Mate Elem School	Kris Anne A. Capistrano	Lorelie N. Racelis
19	North Palale ES	Rachel Ann A. Guaño	Rowena C. Oabel
20	Pandakake ES	Shiela May M. Balamban	Rhona R. Reyes
21	Potol ES	Maria Concepcion R. Cuadra	Mary Grace L. Tiosan
22	South Palale ES	Maria Paz T. Jamilano	Angelica L. Cabiles
23	Tayabas East CS	Marian O. Flores	Marilou S. Razalan Loida R. Decal
24	TWCS I	Esmeralda J. Quesea	Dr. Christine V. Cabuyao
25	TWCS II	Raquel V. Merano	Rowena Q. Rondilla
26	TWCS III	Laarnie E. Abulencia	Raquel Tabanao
29	TWCS IV	Roshayne V. Marcellana	Florencia E. Javin
30	Valencia	Karmela A. Veluz	Ma. Magdalena L. Nanez



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31	Wakas ES	Flora P. Puchero	Rebecca P. Villarama
32	West Palale ES	Raquel H. Reyes	Walter R. Pagana
33	Buenaventura Alandy NHS	Regicelle D. Cabaysa	Rempson P. Sumilang
34	Rosario Quesada IHS	Joane D. Galapati	Anna Joy C. Asilo
35	West Palale NHS	Johncent Roy C. Tibordo	Jerwin A. Talisic
36	Luis Palad IHS	Geraldine Constantino	Raymund Hugo
		Maricel Abella	Erico Ybardolaza
		Josephine Ramos	Cynthia Zorilla
		Marvin J. Rosales	Maria Madel Rubia
		Nezsi Garcia	Lorena Saul



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Enclosure 2

**Technical Working Committee (TWC)**  
February 22-23, 2022

**Over all Chairperson:** GERLIE M. ILAGAN, CESO VI  
OIC-Schools Division Superintendent

**Co- chairpersons:** ANTONIO P. FAUSTINO JR.  
OIC-Assistant Schools Division Superintendent

**Members:** EDWIN R. RODRIGUEZ  
CES-SGOD  
IMELDA C. RAYMUNDO  
CES-CID

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	GEORGIA P. TALABONG	<ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Coordinates with SEPS-HRTD on the activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SEPS-HRTD.</li> </ul>
Over-all L&D Management including (Logistics)	DR. JEAN ROSE RABANO	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyses gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>• Leads the debriefing sessions.</li> <li>• Prepares memo/advisories.</li> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> </ul>
QAME	DR. MARIA CORAZON A. BORBON	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyses harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Resource Speakers/Facilitators	GEORGIA P. TALABONG SANCHO C. CALATRAVA DR. JEROME A. CHAVEZ DR. JOSEPH JAY U. AUREADA DR. MA. AILLEN AVERILLA	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>

Support Staff/s	FRENALYN B. TABERNILLA	<ul style="list-style-type: none"> <li>• Prepare the platform of the training</li> <li>• Take/s pictures from the opening until closing programs.</li> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Manage/s unexpected system glitches.</li> </ul>
Certificate	JEROME JAVIN	<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	DR. JEAN ROSE RABANO LUZVIMINDA SALUDARES	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>- Present Agenda outline</li> <li>- Discuss relevant session protocol.</li> <li>- Moderate Q&amp;A sessions</li> <li>- Close out conference</li> </ul> </li> </ul>