



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division Superintendent**

May 30, 2023

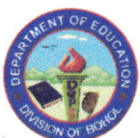
DIVISION MEMORANDUM

No. 0245, s. 2023

**CONTINUOUS IMPROVEMENT (CI) PROGRAM TIMELINE OF ACTIVITIES FOR SY  
2022-2023**

To: School District Supervisors/Acting PSDSs  
School Heads  
All Others Concerned

1. This office, in support of DepEd goals and objectives, and pursuant to DepEd Order 44, series 2015, through the School Governance Operations Division announces the CI Program Timeline of activities for this school year.
2. This timeline of activities shall serve as a guide for schools, coaches, and trainers to track the achievements of the following:
  - 2.1 harmonization implementation of the different CI stages by the schools' project teams
  - 2.2 focused coaching by coaches, trainers, and understudies through permanent district assignments
  - 2.3. ensured alignment of CI projects against identified Priority Improvement Areas (PIA) in the SIP, efficiency of implementation, and resolution to BLICs encountered.
  - 2.4. prepared for the celebration of gains and success in the identified priority improvement areas through district and division symposia.
3. It is assumed that schools have started their CI projects and implementation of Stage 1 (Asses) in the months of February to March 2023, so that the remaining two stages 2 (Analyze) and 3 (Act) are implemented in April and May 2023 respectively.
4. The schedule of the simultaneous District Symposium will be on June 17, 2023. There will be one best CI project to represent the district during the Division symposium on June 30, 2023, to July 1, 2023. This is in preparation for the regional search for Outstanding Program Implementers (OPI) in the Continuous Improvement Program Category.
5. Validation of the selected District CI project shall be conducted before the Division symposium.
6. A separate memorandum will be issued for the conduct of the division symposium.
7. Attached is the schedule of activities, mechanics, and assignments of PSDS/APSDDS, coaches, and trainers during the district symposium. This will also be the permanent district assignment for coaches and trainers not only during the symposium but also for coaching when districts call for their assistance before the district and division symposiums.
8. Teacher participants are entitled to a service credit while administrators/non-teaching



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personnel shall have the Compensatory Overtime Credits (COC) pursuant to CSC and DBM Joint Circular No. 2, series 2004, "Non-Monetary Remuneration for Overtime Services rendered".

9. Relevant expenses such as travel, food, accommodation, materials, and other incidentals shall be charged against school/division MOOE and other local funds subject to the usual COA auditing rules and guidelines.
10. This Memorandum also serves as **Travel Order**.
11. For the guidance and compliance of all concerned.
12. Immediate dissemination of this Memorandum is directed.

**EVANGEL M. LUMINARIAS Ph. D CESO V**  
Schools Division Superintendent



## Schedule of District Symposium: June 17, 2023

### Monitoring Assignment

#### Notes:

1. If the coach is a supervisor, his or her district shall be manned by the central school principal and district CI coordinator together with the monitoring coach.
2. The PSDS in red font are trainers and those with asterisk are understudies who shall perform dual responsibilities as coach and monitoring supervisor.
3. In this case, a secondary principal will complete the 3-man-team who will choose the CI project design team to represent the district during the division CI symposium.
4. Coaches assigned to 2 or more districts are advised to coordinate with the District CI Coordinator prior to the activity.

CD	Monitoring PSDS and Judge	Monitoring Coach and Judge	District CI Coordinator with PSDS designation (To be filled up by the monitoring coach during the district symposium.)
<b>CD 1</b>	<b>CD 3 PSDS</b>		
Albuquerque	Ms.Rowena Balduman	Neil John Jabujab	
Antequera	Dr, Renato Calamba*	Dr. Renato Calamba	
Baclayon	Ms. Mildred Buga	Mr.Neil John Jabujab	
Balilihan	Dr. Estrellita Barajan	Ms. Evelyn Marapao	
Calape	Dr.Maria Lelith Calacat	Dr. Carmela Restificar	
Catigbian	Dr. Marcelo Dapar	Ms Evelyn Marapao	
Corella	Dr. Cristina Apale*	Dr. Cristina Apale	
Cortes	Mr. Cerlito Romero	Mr. Cerlito Romero/ Fernando Enad	
Daus	Ms. Jocelyn Duyac	Mr. Cerlito Romero	
Loon North	Dr. Antonio Buaya*	Dr. Antonio Buaya	
Loon South	Ms. Isidora Codilla	Dr. Antonio Buaya	
Maribojoc	Mr. Urbano Bernasor	Dr. Renato Calamba	
Panglao	Dr. Danilo Aton	Dr. Danilo Aton	
Tubigon East	Dr.Carolyn Lee ESdrelon	Ms. Chona Alambatang	
Tubigon West	Dr. Rainelda Galula	Ms. Chona Alambatang	
Sikatuna	Ms. Juana Oacion	Ms. Evelyn Marapao	
CD	Monitoring PSDS and Judge	Monitoring Coach and Judge	District CI Coordinator with PSDS designation (To be filled up by the monitoring coach during the district symposium.)
<b>CD 2</b>	<b>CD 1 PSDSs and 5 PSDSs from CD 3</b>		
1.Bienunido	Dr. Bienvenido Ocana	Ms. Lourdes Bongay	
2Buenavista 1	Mr..Sergio Ranque	Ms. Rosanna Dablo	
3.Buenavista 2	Ms. Rosanna Dablo	Rosanna Dablo	
4.Clarin	Mr. Carlito Fuentes	Diodora Gabito	
5.Dagohoy	1.Marcelo Lloren	Marilyn Llido*	
6.Danao	Dr. Sarah Mortejo	Ms. Ivy Melencion*	
7.Getafe 1	Dr. Clemente Intong	Dr. Clemente Intong	
8.Getafe 2	Ms..Maria Luisa Tolop	Maria Luisa Tolop	



9.Inabanga North	Mr.Margarito Estoce	Dr. Alice Raganas	
10.Inabanga South	.Dr. Alice Raganas	Dr. Alice Raganas	
11.CPG	Dr. Martina Aguilar	Generosa T. Castillo	
12.Sagbayan	2. Mr.Niceforo Suric	MS. Ivy Melencion*	
13.San Isidro	3. Dr. Buenaventurada Socorin	Dr. Renato Calamba	
14San Miguel	4. Dr. Antonia Ranario	Elvie Jabonillo	
15Talibon 1	Dr. Ma. Teresita Alampayan	Mr. Edjelbert Tesorio	
16.Talibon 2	Mr. Mario Garcia	Edjelbert Tesorio	
17.Trinidad 1	Ms..Maria Mel Belano	Maria Mel Belano	
18.Trinidad 2	.Dr. Felix Cosap	Maria Mel Belano	
19.Ubay 1	Mr. Maricel Mero	Ms. Leah Vanessa Aton	
20.Ubay 2	5.Ms. Maria Cleofe Bual*	Leah Vanessa Aton	
21.Ubay 3	Dr. Gemma Aniceta Ladroma	Leah Vanessa Aton/ Ma. Fe Gumanit	
<b>CD</b>	<b>Monitoring PSDS and Judge</b>	<b>Monitoring Coach and Judge</b>	<b>District CI Coordinator with PSDS designation (To be filled up by the monitoring coach during the district symposium.</b>
<b>CD 3</b>	<b>CD 2 PSDS</b>		
1.Alicia	Dr. Percy Torres *	Dr. Percy Torres*	
2.Anda	Mr. Miguel Pogoy	Ms. Ester Mingoc/ Gina Hornido	
3.Bilar	Dr. Zenaida Miano	Rachel S. Briones	
4.Batuan	Dr. Edilberto Avenido	Rachel S. Briones./Bernard Bayot	
5.Candijay	Mr. Felipenere Calape	Dr. Percy Torres*	
6.Carmen 1	Dr. Amelita Credo*	Dr. Amelita Credo*	
7.Carmen 2	Mr. Francisco Iofranco	Dr. Amelita Credo	
8.Carmen 3	Ms. Ma. Pamela Cenita	Ms. Ana Marie Valmoría*	
9.Dimiao	Dr. Marifel Bernales	Ms. Vivian Samputon	
10.Duero	Dr. Lolita Kibir	Ms. Ma Theresa P. Salas	
11.Garcia Hernandez	Dr. Juvy Ayenza	Ms.Ivy Amba*	
12.Guindulman	Mr. Rafael Celocia	Ms. Ivy Amba	
13.Jagna	Mr.Exequiel Cifra	Virginia Gamil	
14Lila	Mr.Romulo Cenabre	Virginia Gamil	
15Loay	Ms. Alberta Patulin	Ms. Analou Gamay	
16.Loboc	Mr. Nestor Villas	Casiana Tatad	
17.Mabini	Dr. Juan Torregosa	Ma Zena Ldaran/Ma Theresa O. Estorgio	
18.Pilar	Dr. Davelin Cuanan	Erwin Gamayon*	
19.Sevilla	Dr. Zenaida Boyles	Ms. Analou Gamay/ Juliet Cabading	
20.Sierra Bullones	Dr. Nelson Galo	Erwin Gamayon *	
21.Valencia	Dr. Ma. Maya Tumalon	Vivian Samputon /Mr. Jeffrey Mortejo	



List of Trainers, Coaches, and Understudies

	<b>District Symposium</b>	
	<b>TWG/Trainers</b>	
1	Rosanna Dablo	PSDS-Baclayon
2	Maria Luisa F. Tolop	PSDS-Antequera
3	Vivian Samputon	P2-Sagbayan
4	Maria Mel H. Belano	PSDS- Tubigon West
5	Clemente Intong, Ph D	PSDS –Balilihan
6	Evelyn Marapao	SDO
7	Ma. Zena Ladaran	P 2-Inabanga North
8	Alice Raganas	PSDS-Maribojoc
9	Lourdes Bongay	HT 3-Panglao
10.	Rachel S. Briones	P2-Batuan
11	Niel John Jabuhab	SDO
12	Cerlito Romero	PSDS-Valencia
13	Leah Vanessa Aton	P 1-Calape
14	Edjelbert Tesorio	P1- Catigbian
15	Ester Mingoc	P1-Lila
16	Casiana Tatad	P1-Dimiao
17.	Marilyn Llido	P1- Duero
18	Ana Marie Valmoria	P1- Talibon 2
19	Amelita Credo	PSDS- Trinidad 1
20	Antonio Buaya	PSDS- Pilar
21	Percy Torres	PSDS- Trinidad 2
22	Danilo Aton	PSDS –Alicia -
23	Diodora Gabito	P-3 Carmen 2
24	Fernando Enad	MT 2-Sagbayan
25	Jeffrey Mortejo	P1- Sagbayan
26	Elvie Jabonillo	P1-Baclayon
27.	Cristina Apale	APSDS- Dimiao
28	Ivy Melencion	P1-Tubigon East
29	Ivy Amba	P1-
30	Erwin Gamayon	Dimiao
31	Gina Hornido	P1-Alburquerque
32	Bernard Bayot	P2-Inabanga North
33	Ma. Fe Gumanit	HT 3-Getafe 2
34	Ma. Juliet C. Cabading	P-1 Getafe 1
35	Ma. Theresa P. Salas	P 1- Baclayon
36	Generosa T. Castillo	EPSvr- Science
37	Carla Joyce Arnejo	SDO/ Secretariat
38	Carmela M. Restificar Ph. D	CID Chief
39.	Marcela Bautista Ph D	SGOD Chief



## CI Symposium Guidelines

Presentation	Booth	Monitors
<p>1. Focus on the three questions!                      a) Where were we before?                      b.) Where are we now?                      3) How do we get there</p>	<p>1. One booth per project,</p>	<p>1. Logistics shall be taken care by the host district (program, Rating sheets, venue, sound system, committees, certificates, attendance sheets, etc)</p>
<p>2. Presenter must be the principal/ school head of the school</p>	<p>2. Display of unnecessary materials is discouraged. Put only the materials used during the project implementation and other basic data about the project.</p>	<p>2. The Trainer- Coach shall be the chairperson and the PSDS as Co-Chairperson. If the PSDS is also the coach, the Central School Principal shall automatically be the Co- chairperson and a secondary school head as member of the monitoring team.</p>
<p>3. It's a 7-minute presentation using two screens to maximize presenting all relevant data about the project.</p>	<p>3. Aesthetics is basic but no crowding, beautiful yet simple.</p>	<p>3. The chosen CI project shall be based on objective deliberation by the team. How the three questions are answered with supporting data are best indicators to influence the team's decision.</p>
<p>4. Follow the 7X7 standards in the slide decks, Times New Roman font, black font-color, white background.</p>	<p>4. The Taong-Bahay" is preferably the process owner who can elaborate answers to questions.</p>	<p>4. Be sensitive of CI projects made for compliance from a project made of competence, integrity and due diligence.</p>
<p>5. A school with no accepted SIP shall be allowed to present but must have the SIP accepted by the SDS before the Division symposium.</p>	<p>5. An A3 file of the project or pamphlet/brochure shall be one of the things in the booth.</p>	<p>5. CI learning insights are good inputs about the team and the project.</p>

## CRITERIA FOR JUDGING THE CI PROJECTS

Category	Description	Maximum Points	Score
1. SIP	Approved by the SPT, undergone district appraisal, and accepted by the SDS	30	
2. AIP based	The project is one of the identified PIA in the SIP	20	
3. Accomplishments	Objectives are met 100%	20	
4. CI Project Design Team	Evident collaboration and teamwork	15	
5. School	Full support by the SH and stakeholders reflected in the project success and booth.	15	

