



February 9, 2017

DIVISION MEMORANDUM
No. 035, s. 2017

**CONTINUOUS IMPROVEMENT PROGRAM (CIP) COACHING
CUM TRAVEL ORDER**


To: OIC, Assistant Schools Division Superintendent
Chief, CID & SGOD
Education Program Supervisors/Specialists
Public Schools District Supervisors
Public School Heads
All concerned

1. In reference to Division Memorandum No. 027 s. 2017 entitled Continuous Improvement Program (CIP) Division Roll-Out, a weekly coaching of CI Teams from four (4) secondary schools and eight (8) elementary schools shall be held for 20 weeks starting February 10, 2017, 8:00 a.m. to 5:00 p.m. at different venues in the Division.
2. The participants to the CI coaching sessions are divided into two groups with the following schedules and venues:

NORTH-WEST CLUSTER		VENUE	COACHING SCHEDULE
North Binakayan National High School Noveleta Elem. School Rosario Elem. School West Amaya School of Home Industry Margaondon Elem. School Ternate Elem. School		Rosario Elem. School	Feb. 10, March 24, & May 5, 2017
		Noveleta Elem. School	Feb. 14, March 31, & May 12, 2017
		Maragondon Elem. School	Feb. 23, April 7, & May 19, 2017
		Ternate Elem. School	March 3, April 14, & May 26, 2017
		ASHI	March 10, April 21 & June 2, 2017
		Binakayan National High School	March 17, April 28 & June 9, 2017
		Bulwagang Tanglaw (SDO)	June 16 & 23, 2017
SOUTH-EAST CLUSTER		VENUE	COACHING SCHEDULE
East Bulihan National High School Bancal Elem. School San Gabriel II (Elem. School)		Schools Division Office	Feb. 10, 14, 23, 2017 March 3, 10, 17, 24, 31, 2017
South Alfonso National High School Indang East Elem. School Amadeo Elem. School		TBA	April 7, 14, 21, 28, 2017 May 5, 12, 19, 26, 2017 June 2, 9, 16, 23, 2017

3. The agenda of the coaching are:
 - Updates and presentation of CI projects
 - Monitoring, evaluation, and plan adjustments of the projects
 - Other Matters

4. Members of the 12 CI teams are advised to be in attendance to the weekly coaching sessions. It is expected that after 20 weeks of coaching, all CI teams are ready for the presentations of their CI projects in a Division CI Symposium to be held in July 2017.
5. CI Master Coach Lorena L. Arca is the designated coach for the North-West Cluster while CI Master Coach Reniel Patrick S. Tejedor is the designated coach for the South-East Cluster.
6. Transportation, food, and other incidental expenses relative to the CI coaching of the five-member CI teams shall be charged against the school MOOE/local funds subject to usual accounting and auditing rules and regulations; while the transportation, food, and other incidental expenses of the CI coaches shall be charged against Division MOOE/local funds.
7. Each CI team is requested to bring a laptop during the coaching session and the host school shall prepare the necessary equipment for the coaching session.
8. The List of CI Teams and their corresponding members is attached in this Memorandum.
9. This Memorandum also serves as Travel Order of CI Team Members and Coaches.
10. Immediate and wide dissemination of this Memorandum is desired.


ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
for **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent

LIST OF SCHOOL CONTINUOUS IMPROVEMENT (CI) TEAM MEMBERS AND COACHES

NORTH-WEST CLUSTER (Coach: Lorena L. Arca)	SOUTH-EAST CLUSTER (Coach: Reniel Patrick S. Tejidor)
<ol style="list-style-type: none"> 1. Binakayan National High School <ul style="list-style-type: none"> • Merlinda C. Legaspi • Maricel A. Nicolasora • Marlorraine Estacion • Genevieve P. Lu • Cristina S. Mondido 2. Noveleta Elem. School <ul style="list-style-type: none"> • Marietta P. Esequé • Evelyn D. Torres • Sonia S. Calinog • Cammela C. Andujare • Rosario S. Bautista 3. Rosario Elem. School <ul style="list-style-type: none"> • Jennifer H. Macatangay • Rocell O. Bautista • Michelle C. Samulde • Richelle P. Papiona • Domingo Cueto 4. Amaya School of Home Industry <ul style="list-style-type: none"> • Edwin Luna • Renalita Tapawan • Alicia Jimeno • Jose S. Custodio • Jaymie S. Vicedo 5. Maragondon Elem. School <ul style="list-style-type: none"> • Charito D. Mamaril • Riezl M. Emelo • Elsie T. Abito • Eden Rose M. Mendoza • Ronalyn M. Angon 6. Ternate Elem. School <ul style="list-style-type: none"> • Carlene C. Gahoy • Roda Mia M. Dirain • Maricel G. Cabana • Emilie C. de Guzman • Arlin L. Tiongco 	<ol style="list-style-type: none"> 1. Alfonso National High School <ul style="list-style-type: none"> • Alma D. Cosino • Elenita F. Hernando • Nerrisa R. Betonio • Mylene R. Lescano • Liza D. Perea 2. Indang East Elem. School <ul style="list-style-type: none"> • Mary Anne Joy D. Romanes • Nerisa Venzon • Auris Catinsag • Florinda I. Mojica • Queenah Sangangbayan 3. Amadeo Elem. School <ul style="list-style-type: none"> • Allan D. Nava • Diane A. Bayot • Jessica E. Flores • Rea G. Retolla • Irish Claire B. Causaren 4. Bulihan National High School <ul style="list-style-type: none"> • John Paul T. Solon • Jonathan B. Diesta • Corazon M. Eugenio • Jeanifer A. Canaleja • Mary Anne L. Colico 5. Bancal Elem. School <ul style="list-style-type: none"> • Lucena B. Malabanan • Alfredo C. Malaca • Cris M. Magallanes • Ma. Victoria DC Muelle • Sufronio C. Bitangcor Jr. 6. San Gabriel II Elem. School <ul style="list-style-type: none"> • Roselina D. Sumaylo • Myline A. dela Cruz • Daisy M. Abenojar • Ramuel I. Bersamin • Josephine V. Ambrocio