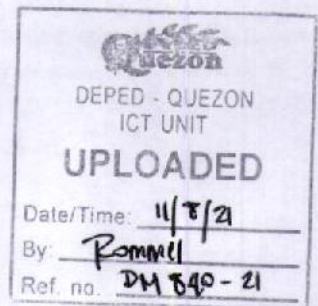




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 November 2021

DIVISION MEMORANDUM
DM No. 840 s. 2021

ENHANCEMENT TRAINING FOR DIVISION CIP MASTER TRAINERS AND COACHES

TO: OIC Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
CI Master Trainers and Coaches
All Others Concerned

1. SDO – Quezon advocates continuous improvement (CI) as a way of life in every school to address problems that hinder improvement of learning outcomes. This is an ongoing effort to improve product, services and processes focusing on stakeholders' needs and the desired performance. Thus, the division is setting a follow-up journey to continuously improve services and processes in every school to satisfy learners' needs.
2. Relative to this, in support to the Project SHINE and Project Nurturing Organization: Every School a CI (Project NO ESC), the division shall conduct a two-day live-in capacity building for CIP masters and coaches on November 14-17, 2021 at Sevilla's Farm and Resort, Domoit, Lucena City. Please see enclosure Number 1 - Training Matrix.
3. The main objective of the activity is to further enhance the capacity and skills of CI Masters and Coaches for continuous implementation and sustainability of Project NO ESC in all schools in the division.
4. Participants to this enhancement training are those who attended the last CIP training on November 18-20, 2019. Two (2) participants (CI Master and CI Coach) from each school shall be accommodated. There shall be fifty (50) participants for Group 1, fifty (50) participants for Group 2 and sixty (60) pax for Group 3. (Please see attached list). Participants are advised

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to bring laptops, extension cords and their completed CI Projects and shall register on this link <https://tinyurl.com/cb4CImc> on or before November 12, 2021.

5. Food, accommodation and training materials shall be charged to HRTD Fund. Traveling expenses of the participants may be charged to School MOOE/Local Fund while the SDO personnel shall be charged to Division MOOE subject to the usual accounting and auditing rules and procedues. First meal shall be dinner of Day 0 and last meal will be afternoon snack of Day 1.
6. To ensure the implementation of health safety protocol amidst this COVID-19 pandemic, the conduct of this activity shall comply with the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies.
7. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

cid/fms/cma/rqn/11/03/2021

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Enclosure to DM. No. 890 s. 2021

TRAINING MATRIX

Time/ Day 0 – Activities		Time / Day 1- Activities	
		7:00 - 7:30	MOL
		7:31 – 9:30	Session 2 -CI Master Coaching
		9:31 – 10:00	Break
		10:01- 12:00	Session 3-Coaching Skills
		12:01 – 1:00	Lunch Break
		1:01 – 3:00	Session 4 -Coaching Skills The Grow Model
		3:01- 3:15	Break
	3:15 – 4:30	CIP Presentation and Criticquing	
4:30 – 5:00	Arrival /Registration	4: 31 – 5:00	Planning and Closing Program
5:00 – 5:30	Opening Program/ Expectation Setting	5:00- Onwards	Home Sweet Home
5:30 – 6:45	Session1–Revisiting CI Process		
6:45 - 7:00	First Meal -Dinner		

Facilitators:

Dr. Celestina M. Alba – Education Program Supervisor
Dr. Juanito A. Merle - Education Program Supervisor
Ms. Maria Carla M. Caraan – Public Schools District Supervisor
Ms. Maria Fatima U. Calayag – Public Schools District Supervisor

Documentation :

Ms. Jocelyn T. Marino – Hinguiwin NHS
EMCEE – Ms. Alyssa Anilao – Marcial Rivera NHS
Support Staff: Raymond Q, Nieva

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Enclosure to DM. No. 840 s. 2021

LIST OF PARTICIPATING SCHOOLS
(2 pax per School)

Group 1 – Nov. 14-15	Group 2 – Nov 15-16	Group 3 Nov. 16-17
1. Banot ES – Sampaloc	1. San Isidro ES- Macalelon	1. Infanta NHS
2. Batangan ES – Gen. Nakar	2. Yawe ES – Padre Burgos	2. Tongohin NHS
3. Cacawayanan ES – Infanta	3. Padre Burgos CS – Padre Burgos	3. MSEMST
4. Calasumanga ES- Panukulan	4. Don Abadilla ES – Catanauan	4. Paaralang Sek., ng Lucban IS
5. Caniwan ES – Burdeos	5. Unisan ES – Unisan	5. Cagsiy NHS
6. Dona Aurora ES – Mauban South	6. Patabog ES – Mulanay	6. Talipan NHS
7. Malicboy East – Pagbilao 2	7. Quinasagan ES – Pitogo	7. Ungos NHS
8. Palsabangon ES- Pagbilao	8. Pitogo ES – Pitogo	8. Bukal Sur NHS
9. Patnanungan CES – Patnanungan	9. Gen. Luna ES – Gen. Luna	9. Sta. Catalina NHS
10. Jomalig ES – Jomalig	10. Dayap ES – Agdangan	10. Dagatan NHS
11. PEL 3B- Lucban	11. Gumaca West CS –	11. Quezon NHS
12. Tejeros ES – Mauban North	12. C. B. Encarnado – Alabat	12. San Antonio NHS
13. Sibulan ES – Polillo	13. Bucal ES – Calauag	13. Canda NHS
14. Ungos ES – Real	14. Don Emilio Salumbides ES- Lopez	14. Lutucan NHS
15. Bula Es – Tiaong	15. Malinao ES- Atimonan	15. Lusacan NHS
16. CM Recto MCS – Tiaong	16. Tagbakin ES – Atimonan II	16. Recto MNHS
17. Buenavista West WS- Cand. West	17. Guinayangan CES – Guinayangan	17. San Isidro NHS
18. Kiling ES – Sariaya West	18. Quezon ES – Quezon	18. Olongtao NHS
19. Montecillo ES – Sariaya East	19. Mainit Sur ES – Perez	19. Bondoc Peninsula AHS
20. Bungoy ES – Dolores	20. Perez CS – Perez	20. Godofredo M. Tan MSAT
21. Pury ES – San Antonio	21. Concepcion ES – Plaridel	21. San Isidro NHS
22. Pahinga Sur ES – Candelaria East	22. Gomez ES – Lopez West	22. Alabat INHS
23. Aurora ES- San Francisco	23. Gumaca East ES	23. Atimanan NCHS
24. San Narciso Es – San Narciso	24. Tagkawayan ES	24. Abuyon NHS
25. Hagonhong ES – Buenavista	25. Sabang ES – Calauag East	25. Maligaya NHS
		26. Malusak NHS
		27. Guinaynagan NHS
		28. Gumaca NHS
		29. Lamong Bay School of Fisheries
		30. Lopez Comprehensive NHS

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