



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

September 24, 2021

DIVISION MEMORANDUM
No. 372 s. 2021

SCHOOL-BASED CONTINUOUS IMPROVEMENT (CI) PROJECTS
PLENARY SESSION 1

To: OIC-Assistant Schools Division Superintendent
CID Chief
OIC-SGOD Chief
School Heads/OICs (Public ES, IS, JHS and SHS)
Continuous Improvement (CI) Coaches and Trainers
All Others Concerned

1. Relative to the implementation of the Continuous Improvement efforts of the Division under Project HEART or Honing Expertise of Action Researches and Transformation, the Schools Division Office hereby announces the conduct of the 1st Plenary Session on September 27-29, 2021, via Microsoft Teams.
2. A 15-minute presentation by each team will be done during the plenary session. Each CI project will be categorized by the following themes: (1) teaching and learning; (2) governance; (3) inclusive education; (4) disaster risk reduction and management; and (5) child protection. They will be guided by the assigned moderator and/or master coach.
3. School Heads and Process Owners may also witness the CI project presentation in preparation for the CI symposium and shall register through the uniform resource locator (URL): https://bit.ly/SDOIC_CIProjects_PlenarySession1_PreReg on or before September 26, 2021.
4. Schools Heads are advised to devise scheme on the classes (both online and modular) of the participating teachers to ensure that time-on-task policy is implemented.
5. Expenses incurred relative to the attendance of the participants to this activity shall be charged against school MOOE/local funds subject to the usual accounting and auditing rules and regulations.




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6. For information and guidance, the following are enclosed in the Memorandum:
 - Plenary Session Schedule
 - Management Staff and Technical Working Group
 - Program Matrix
 - Presentation Outline
7. For inquiries and clarifications, please contact the **Ms. Matea-Alvyn H. Trinidad**, SEPS for Planning and Research and Division CI Focal Person, at 09151863654.
8. Immediate dissemination of and strict compliance with the contents of this Memorandum is earnestly desired.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS
PROJECTS

**SCHOOL-BASED CONTINUOUS IMPROVEMENT PROJECTS
PLENARY SESSION SCHEDULE
September 27-29, 2021
Via Microsoft Teams**

Date	Time	Theme	Learning Area/ Topic	CI Project Title	CI Team	CI Coach
September 27, 2021	8:00-8:30	Teaching-Learning	Math	Utilizing Educational Games in Enhancing the Numeracy of Learners in Online Distance Learning Modality	Bayan Luma I ES	MAHT
	8:30-9:30			Project IDULISM (Instructional Dance video Upgrading the Learners' Integrated Skills in Math)	Bayan Luma II ES	MAHT
	9:30-10:00			PROJECT TENS (Teaching and Enhancing Numeracy)	Bukandala ES	MAHT
	10:15-10:45			Project CORONNNA (Conduct Online Remediation on Numbers in the New Normal Arrangement)	E. Villa ES	MAHT
	10:45-11:15			An Assessment of Mathematics Achievement of Grade 4 Modular Learners: Basis for Intervention Operation	Palico E/S	RCG
	11:15-11:45			Teaching Delivery Intervention in the Inconsistencies of the Learning Materials in Math 4 in the New Normal	Anabu II	RCG
	11:45-12:15			Project SOAR (S-strengthening Learners' O-output in Mathematics through Communicating and A-assisting the parents in the R-retrieval process)	Malagasang II ES	IHAM
	1:00-1:30		English	Reading Comprehension Empowerment: From Face to Face to Distance Reading Modes	Anabu I	RCG
	1:30-2:00			Reading Enhancement and Development in New Normal Setting	Pasong Buaya II ES	AGM
	2:00-2:30		EPP/TLE/ICT	SHIFT (Strengthening and Heightening Digital Literacy of Imuseno Learners Focusing on the Use of Technology)	Gov D.M. Camerino IS	MAHT
	2:30-3:00		Filipino	Project M3ES (Magbasa, Magbilang ,Matuto , Edukalidad Sulong!)	Malagasang III ES	IHAM
	3:00-3:30			OPLAN PAGBASA SA PANAHON NG PANDEMYA	BNTES Maharlika Annex	AGM

Date	Time	Theme	Learning Area/ Topic	CI Project Title	CI Team	CI Coach
September 28, 2021	8:00-8:30	Teaching-Learning	Students Outputs	PROJECT E-SUBMIT (Encouraging Submission of Students' Outputs)	GJRR SHS	MAHT
	8:30-9:30		Monitoring Student Learning Progress	Project TIK-TALK Transformative & Informative Knowledge TALK (TIKTALK) in Monitoring Student Learning Progress	Imus National High School	MAHT
	9:30-10:00		LAC	Project EASSy LAC (Enhanced and Standardized System in Conducting Learning Action Cell)	GEANHS	RCG
	10:15-10:45		Learning Resources	MDAS sa Edukasyon ni Juan (Module/LAS Delivery and Retrieval Assistance and Services)	Gen. Juan Castaneda	RCG
	10:45-11:15		Video Lessons	Utilizing Video Lessons for ODL Grade 2 Learners to Address the Gap of Learners' Materials Availability	Tanzang Luma E/S	RCG
	11:15-11:45		Tutoring	TELE TUTORING: Revitalizing Pupils' Learnings Amidst Difficulties in the Modular-Printed Modality	Carsadang Bago ES	IHAM
	11:45-12:15		Blended Learning	Project REACT :REFINING,ELEVATING STUDENT ABILITIES,& CHALLENGES TOWARDS Blended Learning	Gen Flaviano Yengko SHS	AGM
	1:00-1:30		Disengaged Learners Risk	Project Quatro Alas (Analysis, Accuracy, Appraisal and Action): A Measure to Reduce the Risk of Disengaged Learners	Gen. Pantaleon Garcia SHS	IHAM
	1:30-2:00		Struggling Learners	Reaching out to Enhance Academic Performance of Struggling Learners in Distance Learning	GLTNHS	AGM
	2:00-2:30		Transition of LDM	Project STeM: Seamless Transition of learners Engaged in Modular Learning	Pasong Santol ES	IHAM
	2:30-3:00		ODL	Functional Literacy and Numeracy for Online Distance Learners	Gen. Tomas Mascardo NHS	IHAM
	3:00-3:30		Learning Apps	Project ULAT (Utilization of Learning Applications in Teaching)	BNTES	AGM

Date	Time	Theme	Learning Area/ Topic	CI Project Title	CI Team	CI Coach
September 29, 2021	8:00-8:30	Governance	Learning Space	Eskwela sa Tahanan: A Learning Space at Home During Pandemic	Toolong ES	MAHT
	8:30-9:30		Participation Rate	Participation Rate Improvement in Blended Learning of Grade 1 Learners Modality	Cayetano E/S	RCG
	9:30-10:00		PARDOS	SLARP: Saving Learners at Risk from PARDOS	Alapan I E/S	RCG
	10:15-10:45		PARDOS	Let Every Teacher Saves Dropouts Among Modular Learners (LET'S DO ML)	Alapan II E/S	RCG
	10:45-11:15		Academic Records	Project CLEAR (Computerized Learners' Elementary Academic Records)	Malagasang I ES	IHAM
	11:15-11:45		Learning Activities	Project SOLACE: Segregating and Organizing the Learning Activities Collected by Educators	HSNHS	AGM
	11:45-12:15		Learning Resources	Tracking of Retrieval and Distribution	Pasong Buaya III ES	AGM
	1:00-1:30		School-Based Management	Updating School-Based Management Records Through Team Ownership	Pasong Buaya I ES	AGM
	1:30-2:00		Promotion of Learners	Project Buhat	Tinabunan ES	AGM
	2:00-2:30	LAS	Project IDEAL Improved Distribution and Efficient Acquisition of Learning Activity Sheets	PSES Golden City Annex	IHAM	
2:30-3:00	Inclusive Education	I AM Inclusive (Inclusive Education in Attaining and Maintaining a Child-Friendly Environment)	Imus Pilot ES	MAHT		

MANAGEMENT STAFF AND TECHNICAL WORKING GROUP

EXECUTIVE COMMITTEE

DR. ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

MR. IVAN BRIAN L. INDUCTIVO
OIC – Assistant Schools Division Superintendent

DR. GLENDA DS. CATADMAN
CID Chief

MR. IVAN HONORPETTE A. MIJARES
OIC – SGOD Chief

Management Staff	Members
Project Managers	Mr. Ivan Honorpette A. Mijares Ms. Adora G. del Mundo Ms Riza C. Garcia Ms. Matea- Alvyn H. Trinidad
Technical Working Staff (including, attendance, certificates, and registration, documentation, program, and invitation)	Ms. Nelia A. Ramos Ms. Honey Angela O. Escullar
M & E Officer	Ms. Naamah C. Mambalos
Learning Area Experts	Dr. Josephine P. Canlas Dr. Leticia P. Rogacion Mr. Ricardo R. David III Dr. Rolando B. Talon Jr. Ms. Feliz A. Tayao Mr. June Bence C. Adelan

TERMS OF REFERENCE (TOR)

PROJECT MANAGERS

1. Oversee the entire plenary session processes and presentations.
2. Review activity completion report prepared by the technical working staff.
3. Ensure smooth project flow.

LEARNING AREA EXPERTS

1. Provide technical assistance through learning area specialization and expertise.
2. Provide feedback to Project Managers.
3. Attend the debriefing session.

M & E Officer

1. Prepare M & E/QAME Plan and submits the same to the Program Manager and QAME Regional Coordinator.
2. Ensure that the QAME Processes such as the gathering (through monitoring tools and FGD) analysis of data as well as the presentation of findings are observed and ensure protocol is observed in these procedures.
3. Consolidate QAME results and submit report to the Program Manager.
4. Oversee the entire QAME process of the program.
5. Provide input i.e. results of the QAME during the debriefing.
6. Ensure that debriefing happens at the end of the day.
7. Prepare the consolidated graphical analysis of QAME results of the training and report during the closing program.

TECHNICAL WORKING STAFF

1. Ensure attendance of participants.
2. Keep the master list of participants.
3. Spearhead the registration and checking of attendance of participants.
4. Safe keep the training materials and supplies and monitor the usage if there are any
5. Coordinate with the Project Managers.
6. Gather and keep supporting documents for liquidation and reporting purposes.
7. Prepare/Consolidate the activity completion report following the prescribed format for submission to RO and CO.
8. Take down minutes of all meetings/debriefing sessions.

**SCHOOL-BASED CONTINUOUS IMPROVEMENT PROJECTS
PLENARY SESSION PROGRAM MATRIX**

September 27-29, 2021

Via Microsoft Teams

Date	Time	Duration	Activity/Session	Responsible Person/Facilitator/Resource Person
September 27, 2021	7:30-8:00	30 minutes	Signing in of Participants and Opening Program	TWG
	8:00- 10:00	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
	10:00-10:15	15 minutes	HEALTH BREAK	
	10:15 - 12:15	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
	12:15-1:00	45 minutes	LUNCH BREAK	
	1:00-3:30	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
September 28, 2021	7:30-8:00	30 minutes	Signing in of Participants	TWG
	8:00- 10:00	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
	10:00-10:15	15 minutes	HEALTH BREAK	
	10:15 - 12:15	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
	12:15-1:00	45 minutes	LUNCH BREAK	
	1:00-3:30	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
September 29, 2021	7:30-8:00	30 minutes	Signing in of Participants	TWG
	8:00- 10:00	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
	10:00-10:15	15 minutes	HEALTH BREAK	

September 29, 2021	10:15 - 12:15	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
	12:15-1:00	45 minutes	LUNCH BREAK	
	1:00-3:00	120 minutes	CI Projects Presentation and provision of TA	CI Teams CI Coaches and Learning Area Experts
	3:00-3:00	30 minutes	Closing Program	TWG

CI PROJECT PRESENTATION OUTLINE

- Slide 1: Project title and team
- Slide 2: Project Background (rationale of why the project is being conducted)
- Slide 3: Current system view (illustration of the current system)
- Slide 4: Present system (SIPOC) (current system presented in SIPOC)
- Slide 5: Problem Statement
- Slide 6: Objective Statement
- Slide 7: Why Why diagram
- Slide 8: Root Cause Validation
- Slide 9: Proposed Improvement
- Slides 10-14: Future SIPOC
- Slide 15: Potential Problem Analysis