



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**Ministry of Basic, Higher and Technical Education**  
 Cotabato City



**Office of the Minister**

Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
 OFFICE OF THE MINISTER

**REGIONAL MEMORANDUM**

No. 218  
 Series of 2023

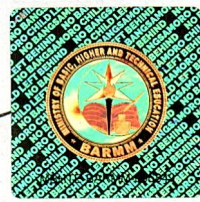
RELEASED

BY: Haji  
 DATE: 24 MAR 2023  
 TIME: 8:30 AM  
 Ctrl. No. 2023-03-167

TO : **HARON S. MELING**, Deputy Minister  
**ABDULLAH P. SALIK, JR.**, Director General for Basic Education  
**PROF. TAHIR G. NALG**, Director General for Madaris Education  
**JOURDAN K. PANGILAN**, Chief, Policy, Planning & Research Division  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**

Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
 INFORMATION AND COMMUNICATIONS DIVISION  
 Office of the Minister  
**RELEASED**  
 By: Moulon  
 Date: 03-24-23  
 Time: 8:55 AM  
 Control No: 2023-03-167

FROM :  **MOHAGHER M. QBAL**  
 Minister



SUBJECT : **TRAINING AND COACHING ON QUALITY IMPROVEMENT METHODS AND TOOLS SUPPORTED BY PATHWAYS' TECHNICAL ASSISTANCE (TA) TO THE MBHTE ON QUALITY IMPROVEMENT**

DATE : March 20, 2023

1. As agreed during the Joint Co-Design Workshop for Pathways' Technical Assistance (TA) to MBHTE on Quality Improvement (QI) and on Structure and Functional Design held last March 7-9, the remaining period of the QI TA which will run until June 2023, will mainly focus on trial process improvement. This TA, named Pathways Support for MBHTE on Quality Improvement with Meraki Consulting as the implementing partner, has the following components:
  - a. Development of the MBHTE quality management methodology based on the One MBHTE Quality Management Framework (QMF);
  - b. Development of prototypes of the QI projects in the schools division offices (SDOs) in the Office of the Minister (OMin), regional offices of the Directorate General for Madaris Education (DGME), and the Directorate General for Basic Education (DGBE); and
  - c. Documentation of the different types of prototypes and QI implementation.
2. This TA is consistent with the Ministry's Regional Memorandum No. 038 series of 2022. This Memorandum mandated the development of the One MBHTE Quality Framework, including the draft quality policy and quality standards for specific areas in the Ministry, cross-cutting management processes in the Office of the Minister, and specific processes within the directorates.
3. The Quality Design Teams (QDT) who participated in the aforementioned workshop agreed to create a Quality Improvement Teams (QIT) to implement the trial process improvement approach specifically on the following:







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- a. Instructional Supervision for the SDOs;
  - b. Instructional Supervision, Hiring of ISAL Teachers, Accreditation of Madrasah, and INSET for DGME;
  - c. School accreditation and INSET with DGBE; and
  - d. Program and project approval process with the Office of the Minister.
4. The governing body for the TAs is headed by the Deputy Minister and composed of the DGs and key officers at the OMIN. The DGBE and DGME will provide regular activity reports to the Deputy Minister with specific recommendations.
5. Attached as Annex A is the 2023 calendar of activities for this TA. Key activities are the following:
- a. QI Methods and Tools (QIMT) on Process Improvement Training for the QI teams on 27-31 March in Davao City;
  - b. Coaching sessions on QIMT application (April to early-June)
  - c. Implementation of planning and Change Management Workshop (early-June)
  - d. Write shop to review the QIMT (mid- June)
  - e. Presentation of outputs to the Deputy Minister, DGs, and the Minister (end June)
6. In Annex B are the names of the QDT and Annex C shows the QIT members. For those who have not confirmed the list, please do so with the **Office of the Deputy Minister** by **23 March 2023**, copy furnished Meraki Consulting Inc. through Carida Akis at [cpakis16@gmail.com](mailto:cpakis16@gmail.com). You are further directed to discuss your plans with your respective heads of office, attend the aforementioned activities and those listed in the calendar of activities, and complete the agreed trial implementation plans. Details on the venue and program in each will be furnished as soon as possible. Education Pathways to Peace in Mindanao will provide for your transportation, meals, and accommodations for onsite activities.
7. In the immediate is the training of the Quality Improvement Team (QIT) members on **QI Methods and Tools (QIMT) on Process Improvement** on **March 27-31**. This is for the **QIT** members. The venue is targeted to be in **Davao City**. Kindly confirm your attendance no later than **23 March 2023**. The program of activities will be provided at the soonest possible time.
8. Should you have concerns, kindly contact Ms. Akis through her email address provided above or through her mobile number +63 9176593344.
9. For immediate dissemination and strict compliance.



Annex A. Calendar of Activities

SESSION	OBJECTIVE	ACTIVITY	PARTICIPANTS	SETUP	WEEK OF
<b>QI Methods and Tools (QIMT) Training</b>	Capacitate building with QIMT methodology	Administration of the Baseline competency assessment tool Learning session on the 7 steps of QIMT	QIT	<b>F2F</b> Davao	March 27 - 30
1 <sup>st</sup> Coaching session <b>Let's Organize</b>	Alignment of the project, plan, and timeline with the coach	Identify Team Charter Present the Big picture (use of Systems' thinking) Define the Broad problem statement. Plan conduct of VOC (Identifying Stakeholders and consultation design)			March 31  April 10 - 14 <b>ONLINE</b>
2 <sup>nd</sup> Coaching session <b>Let's Talk to Customers</b>	Organized Presentation of Voice of the Customers (VOC)	Validated Stakeholders Responses Affinity Diagram	QIT	<b>ONLINE</b>	April 17 - 21
3 <sup>rd</sup> Coaching session <b>Let's Talk to Customers</b>	Process Walk and assessment of Process Maps	Preparation of Current Process Maps	QIT	<b>F2F</b>	April 24 - 28
4 <sup>th</sup> Coaching session Priority Improvement Identification	Identification of causes for problem solving	Preparation of Deployment Chart with storm clouds, pain points and Observation Results/ Focused Problem Statement	QIT	<b>ONLINE</b>	May 1 - 5
5 <sup>th</sup> Coaching session Root Cause Analysis	Final problem of concern and objectives setting	Why-Why Diagram or Fishbone diagram and Future Process Maps	QIT	<b>F2F</b>	May 8 - 12
Midway Check	Assessment of QIT Project progress	Evaluation of current report with Stakeholders and Experts	QIT, QDT Resource persons from SDO and sub-sectors	<b>F2F</b>	May 15 - 19

SESSION	OBJECTIVE	ACTIVITY	PARTICIPANTS	SETUP	WEEK OF
6th Coaching session Development of Solution	Identification of initial list of probable solutions	Idea brainstorming and constraints identification Future process mapping	QIT	<b>ONLINE</b>	May 22 - 26
7th Coaching session Improvement Plans	Assessment of solutions and plans	Constraints identification and Implementation plan setting	QIT	<b>F2F Cotabato</b>	May 29 - June 2
8th Coaching session Pilot your Solution	Review of pilot implementation  LECTURE ONLY	Indicators of success Approach to Measurement of Pilot Results	QIT	<b>ONLINE</b>	June 5 - June 9
Write Shop	Processing of comments from presentation	Revised / enhanced solution Updated Plan for the Pilot implementation and replication	Pathways QIT	<b>F2F Davao</b>	June 13
Change management Workshop	Learning session on managing the changes being introduced	Change Management Plan and Risk assessment plan	QDT	<b>-same-</b>	June 14
Sharing of learning	Presentation of outputs per QIT team	Process Improvement Project Presentation	Deputy Minister, DGs, QIT/QDT	<b>-same</b>	June 15
Milestone Ceremony	Celebration of project outputs and learning	Handover of outputs to MBHTE	-same-	<b>-same-</b>	June 16



Annex B. List of Quality Design Team (QDT) members

#	NAME	OFFICE	DESIGNATION
1	Sittie Johaira Guro	Office of the Minister	Chief – Internal Audit
2	Novie Lyn Buendia	Office of the Minister	OIC Chief - Accounting
3	Jourdan Pangilan	Office of the Minister	Chief - Planning
4	Samera Monib	Office of the Minister	Chief - Admin
5	Johnny Balawag	Basic Education	Director
7	Margie Pendulat	Basic Education	Chief - Quality Assurance
8	Abdulbasit Talicop	Basic Education	Chief – Curriculum Development Section
9	Hasmin Sungka	Basic Education	Executive Assistant
10	Maimona Bayan	Madaris Education	SEPS
11	Montazer Ali Akbar Gani	Madaris Education	EPS
12	Abdulkahar Guiambangan	Madaris Education	Chief EPS
13	Tim J. Undain-Sanchez, EdD, FRIEDr	SDO - Basilan	SDS
14	Dr. Concepcion F. Balawag, CESO V	SDO Cotabato City	SDS
15	Dr. Sahanee M. Sumagayan	SDO Lanao del Sur 1	SDS
16	Dr. Rubina M. Macabunar	SDO Lanao del Sur 2	SDS
17	Dr. Myra Mangkabung	SDO Lamitan	SDS
18	Bai Meriam Kawit, Al-hadja	SDO Maguindanao I	SDS
19	Dr. Alma M. Abdula-Nor	SDO Maguindanao II	SDS
20	Anna Zenaida A. Unte-Alonto	SDO Marawi City	SDS
21	Dr. Edgar Sumapal, Al-hadja	SDO Special Geographic Area	SDS
22	Dr. Kiram Irilis	SDO Sulu	SDS
23	Lermalyn Jalas-Sangogot, EdD	SDO Tawi-Tawi	SDS

Annex C. List of Quality Improvement Team (QIT) members

#	Name	Office	Designation
1.	Beñamine Ubon	Office of the Minister	Planning Officer III
2.	Abdul Raffi Abas	Office of the Minister	SEPS -ESD (Planning)
3.	Hajmir Sedik	Office of the Minister	Administrative Assistant
4.	Sitti Berkis Andulrasid	Office of the Minister	Internal Auditor I
5.	Farhana Abdulkadir	Office of the Minister	Internal Auditor I
6.	Camilo Bangcola	Basic Education	Chief, M&E Section
7.	Alizabrie Sungka	Basic Education	Chief – School Management
8.	Clarissa Kempao	Basic Education	Regional Testing Coordinator
9.	Norilyn Sabdulla	Basic Education	Regional Student Assessment Officer
10.	Lynito Tadle	Basic Education	Education Program Specialist II
11.	Nor Ain Sani	Basic Education	Regional Student Assessment Officer
12.	Crisalyn Miraato	Basic Education	Senior Education Program Specialist
13.	Elma Maliga	Basic Education	EPS
14.	Aura Albarico	Basic Education	Regional Program Coordinator
15.	Welma Vertido	Basic Education	Regional Program Coordinator
16.	Maimona Bayan	Madaris Education	SEPS
17.	Abdulkahar Guiambangan	Madaris Education	Chief EPS
18.	Montazer Ali Akbar Gani	Madaris Education	EPS
19.	Abdulgafur Abdulhamid	Madaris Education	Curriculum and Learning Division Chief
20.	Abehurayra Abdulgani	Madaris Education	SEPS
21.	Mohtar Salik	Madaris Education	SEPS
22.	Jihan Abdurasid	Madaris Education	SEPS
23.	Asraidah Amenoding	Madaris Education	Admin Officer V
24.	Joehairin Dimanalao	Madaris Education	EPS II
25.	Norhaine Candao	Madaris Education	ISAL Hiring Program Head
26.	Isabelo Brillantes	SDO Basilan	EPS - Science/Quality Assurance Coordinator
27.	Geneva Hajal	SDO Basilan	Master Teacher/SH Coordinator
28.	Rachelle Amando	SDO Cotabato City	Education Program Supervisor
29.	Alivic Bilon	SDO Cotabato City	Education Program Supervisor
30.	Janeta Baakal	SDO Lamitan	SBM Coordinator
31.	Noel Notario	SDO Lamitan	ASDS/JHS & SHS In-Charge
32.	Cairon Abantas	SDO LDS 1	EPS/ Quality Assurance Officer



#	Name	Office	Designation
33.	Sainodin Abantas	SDO LDS 1	EPS, OIC ASDS (SE)
34.	Caroline Marohom	SDO LDS 2	Division Curriculum Implementation Delivery / Quality Assurance Development Officer
35.	Mila Violanda Lacambra	SDO LDS 2	Senior Education Program Supervisor
36.	Alvin Antallan	SDO Mag 1	SGOD Chief/SBM Focal
37.	Guillermo S. Rivera Jr.	SDO Mag 1	Division HRMO Staff
38.	Abdula Esmael	SDO Mag 2	EPS
39.	Amando Lacopia	SDO Mag 2	Education Program Supervisor
40.	Gloria Galo	SDO Marawi	CIDG
41.	Sittie Mae Pamanay	SDO Marawi	Research
42.	Jennifer Dagadas	SDO SGA	EP Supervisor
43.	Kryzel Karen Agustin	SDO SGA	HR-Designate
44.	Dolores Gonzalo	SDO Sulu	EPS FILIPINO/ CID
45.	Suaiba Suaib	SDO Sulu	Division Planning Officer Designate/ Learning Resource Div. Coordinator
46.	Abdul-Aziz Iya	SDO Tawi-Tawi	Chief, Quality Assurance Division
47.	Sarapudin Kadzramin	SDO Tawi-Tawi	SIP Coordinator