



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

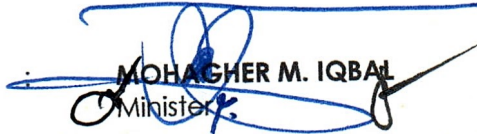
No. 234
 Series of 2023

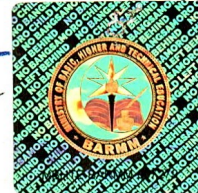
RELEASED

BY: Hajir
 DATE: 19 APR 2023
 TIME: 12:50 PM
 Ctrl. No. 2023-04-148

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

FROM


 MOHAGHER M. IQBAL
 Minister

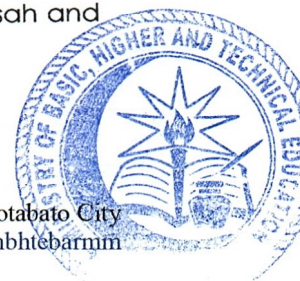


Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
 RELEASED
 By: HAYDER A. ABDUL
 Date: APR 19 2023
 Time: 12:55 PM

SUBJECT : CORRIGENDUM TO THE MBHTE REGIONAL MEMORANDUM NO. 218, S. 2023-04-148
 2023

DATE : April 13, 2022

1. Relative to the issued Regional Memorandum No. 218 s. 2023 dated March 20, 2023, titled **Training and Coaching on Quality Improvement Methods and Tools (QIMT) supported by Pathways' Technical Assistance (TA) to MBHTE on Quality Improvement**, please be informed of the following changes as agreed during the 27-31 March QIMT Training in Davao attended by Quality Improvement Team (QIT) members from the Office of the Minister (OMIN), Office of the Directorate General for Basic Education (DGBE), and Schools Division Offices (SDO):
 - a. The **QIMT Training for the Directorate-General for Madaris Education and two representatives from two K-3 schools per SDO, plus representatives from the Office of the Minister (OMIN) and DGBE who were not able to join the first training.** This forthcoming training is on **25-28 April 2023, exclusive of travel dates.** The school representatives are the School Head and Master Teacher (or its equivalent) from two K-3 selected schools in each SDO. The training program flow is attached as Annex A. The participants in the training are the designated members of the QIT from these offices and are listed in Annex B. Details on the venue will be provided as soon as available. Please ensure that your participants can attend.
 - b. As stated in the previous memoranda, the governing body for the TAs is headed by the Deputy Minister and composed of the DGs and designated staff from the OMIN. Thus, the OMIN shall participate in the trial process improvement in the following agreed processes:
 - i. instructional Supervision with the SDOs and schools;
 - ii. Instructional Supervision, ISAL Support, Accreditation of Madrasah and INSET with DGME;
 - iii. School accreditation and INSET with DGBE





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The trial process improvement of Instructional Supervision and INSET can be a collaborative activity of DGBE and DGME.

- c. The updated calendar of activities is attached as Annex C. Education Pathways to Peace in Mindanao will provide transportation, meals, and accommodations for in-person activities, including the forthcoming training this 25-28 April 2023.
2. All concerned are further directed to ensure that the members of the Quality Development Teams and QITs attend the activities involving their office as stated in the calendar and that they perform their tasks on time. This TA is important to the quality improvement efforts of the entire Ministry. Outputs must be presented in August 2023.
3. For immediate dissemination and strict compliance.

Annex A. Program Flow

DAY 0 (April 24)	
Travel to Venue Dinner: Own	
DAY 1 (April 25)	
7:00 AM	Registration
8:00 AM	Opening Ceremonies <ul style="list-style-type: none"> • Prayer • Singing of the National Anthem • Singing of the Bangsamoro Hymn • Presentation of the Participants
	Welcome Remarks Mr. Louie Montalbo Pathways Adviser, Policy and Political Analysis
9:00 AM	Levelling Off <ul style="list-style-type: none"> • Expectation Setting • Objectives and Learning Outcomes • Continuous Improvement Overview • Introduction of the 5-Day Training • Introduction to Quality Perspective
9:45 AM	Morning Break
10:00 AM	Inclusion as a Dimension in Quality Education
12:00 NN	Lunch Break
1:30 PM	Energizer What is Total Quality Management? <ul style="list-style-type: none"> • Identify a process, Its Stakeholders, and the Stakeholders' Needs • Identification of Key Performance Indicators • Mapping of process, Stakeholders and KPIs
2:15 PM	Activity <ul style="list-style-type: none"> • Paper Plane Game
3:00 PM	Afternoon break
3:15 PM	TOPIC – STEP 1: GET ORGANIZED Lecture <ul style="list-style-type: none"> • Define the Problem Workshop Setting up the Project Template
4:20 PM	Summary of Day 1 Announcements for Day 2
	Dinner: Own
DAY 2 (April 26)	
6:30 AM	Registration
7:30 AM	Opening Ceremonies <ul style="list-style-type: none"> • Prayer Energizer Management of Learning (MOL)
8:00 AM	TOPIC – STEP 1: GET ORGANIZED (cont.) Lecture <ul style="list-style-type: none"> • Take to the Customers

	Workshop <ul style="list-style-type: none"> • Generating Customer Needs and Wants • Organize the Customer Needs into an Affinity Diagram • Introducing Measures
9:45 AM	Morning Break
10:00 AM	Lecture (cont.) <ul style="list-style-type: none"> • Walk the Process • What is a Flowchart? • Situating the Storm Clouds Workshop <ul style="list-style-type: none"> • Creating a SIPOC • Process Mapping and Situating the Storm Cloud
12:00 NN	Lunch Break
1:30 PM	Energizer TOPIC – STEP 2: ANALYZE THE PROCESS Lecture <ul style="list-style-type: none"> • Identify Priority Improvement • Focused Problem Statement • Root Cause Analysis
3:00 PM	Afternoon break
3:15 PM	Workshop <ul style="list-style-type: none"> • Data Presentation • Developing a Focused Problem Statement • Do Root Cause Analysis Lecture <ul style="list-style-type: none"> • Common Mistakes in RCA & Validating Causes
4:20 PM	Summary of Day 2 Announcements for Day 3
	Dinner: Own

DAY 3 (April 27)	
7:00 AM	Registration
7:30 AM	Opening Ceremonies <ul style="list-style-type: none"> • Prayer Energizer Management of Learning (MOL)
8:00 AM	TOPIC – STEP 3: DEVELOP SOLUTIONS Lecture <ul style="list-style-type: none"> • Develop Solutions • What is 5s? • What is Visual Management? Workshop <ul style="list-style-type: none"> • 5S Game • Finalize Improvement Plan
9:45 AM	Morning Break
10:00 AM	Workshop <ul style="list-style-type: none"> • VA and NVA in Paper Plane Game
12:00 NN	Lunch Break
1:30 PM	Energizer TOPIC – STEP 4: PLAN THE IMPLEMENTATION Lecture <ul style="list-style-type: none"> • Implementation Planning • Risk Management TOPIC – STEP 5: PILOT SOLUTIONS Lecture <ul style="list-style-type: none"> • The “Why-When-How” of Pilot Testing
3:00 PM	Afternoon break
3:15 PM	TOPIC – STEP 6: M&E the Pilot Solution Lecture <ul style="list-style-type: none"> • Results and Methods TOPIC – STEP 7: Implement the Solution Lecture <ul style="list-style-type: none"> • On People Commitment, Communication, and Standardization
4:20 PM	Summary of Day 3 Announcements for Day 4
	Dinner: Own

DAY 4 (April 28)	
6:30 AM	Registration
7:30 AM	Opening Ceremonies <ul style="list-style-type: none"> • Prayer Energizer Management of Learning (MOL)
8:00 AM	Activity <ul style="list-style-type: none"> • Paper Plane Game (Round 2)
9:45 AM	Morning Break
10:00 AM	Activity <ul style="list-style-type: none"> • Results evaluation Summary of Teaching Session
12:00 NN	Lunch Break
1:30 PM	Announcement for the Upcoming Coaching Sessions
3:00 PM	Afternoon break
3:15 PM	1st Coaching Session <ul style="list-style-type: none"> • Get Organized (Per Group)
4:20 PM	Adjourn
	Dinner: Own
Day 5 (April 29, 2023) Checkout Travel to Base	

Annex B. Participants

No.	Name	Designation	Office
1	Beñamine Ubpon	Planning Officer III	Office of the Minister
2	Abdul Raffi Abas	SEPS – ESD (Planning)	Office of the Minister
3	Aura Albarico	Regional Program Coordinator	SDO- DGBE
4	Welma Vertido	Education Program Specialist II	SDO- DGBE
5	Maimona S. Bayan	Senior Education Program Specialist	SDO - DGME
6	Abdulkahar A. Guiambangan	Regional Education Supervisor	SDO – DGME
7	Montazer Ali Akbar M. Gani	Education Program Supervisor II	SDO – DGME
8	Abdulgafur I. Abdulhamid	Curriculum and Learning Division Chief	SDO – DGME
9	Abehurayra A. Abdulgani	Senior Education Program Specialist	SDO – DGME
10	Mohtar H. Salik	Senior Education Program Specialist	SDO - DGME
11	Jihan L. Abdulrasid, MEIL	Senior Education Program Specialist	SDO – DGME
12	Asraidah H.N. Amenoding	Administrative Officer V	SDO - DGME
13	Joehairin G. Dimanalao	Education Program Specialist II	SDO – DGME
14	Norhaine S. Candao	ISAL Hiring Program Head	SDO - DGME
15	Aurora Francisco Catigum	School Head	Basilan City SDO
16	Delna Kayoh Hayudini	Reading Teacher	Basilan City SDO
17	Husin Ludjuman Abdualhalim	School Head	Basilan City SDO
18	Ma. Helena Abayon Barlovento	Master Teacher	Basilan City SDO
19	Francivic L. Deleña	Principal I	Lamitan City SDO
20	Nur-Aida M. Faiza Teodoro	Teacher I	Lamitan City SDO
21	Zacarias L. Singson		Lamitan City SDO
22	Lorraine B. Suza		Lamitan City SDO
23	Russle B. Reyes		Tawi-Tawi SDO
24	Czarina D. Bantilan		Tawi-Tawi SDO
25	Aliede H. Mohammad		Tawi-Tawi SDO
26	Airuth A. Juhudi		Tawi-Tawi SDO
27	Ar-niza D. Julhan	School Head	Sulu SDO
28	Shierfa J. Sala	Teacher	Sulu SDO
29	Rafia Ismael	School Head	Sulu SDO
30	Radzma Ismael	Teacher	Sulu SDO
31	Richard U. Mogniling	Elementary Teacher	Maguindanao I SDO
32	Mary Ann T. Bongcawel	Elementary Teacher	Maguindanao I SDO
33	Salik Utto	Elementary Teacher	Maguindanao I SDO
34	Baireyma U. Utto	Elementary Teacher	Maguindanao I SDO
35	Imelda O. Monteclaro	Principal I	Maguindanao II SDO
36	Normalita C. Adam	Master Teacher I	Maguindanao II

No.	Name	Designation	Office
			SDO
37	Lilibeth M. Tanggote	Principal I	Maguindanao II SDO
38	Sandiali U. Kamlon	Teacher I	Maguindanao II SDO
39	Zolaica H. Madapal	Principal	Lanao del Sur I SDO
40	Raidah C. Abdul	Teacher	Lanao del Sur I SDO
41	Samiara P. Maminta	Principal	Lanao del Sur I SDO
42	Najerah D. Musa	Teacher	Lanao del Sur I SDO
43	Azisa Naga	Master Teacher I	Lanao del Sur II SDO
44	Artemia Miñales	Master Teacher I	Lanao del Sur II SDO
45	Prin Amna Macalanggan	Principal	Lanao del Sur II SDO
46	Hanifa Naga	Principal	Lanao del Sur II SDO
47	Sohaima Hadji Solaiman	Principal	Marawi City SDO
48	Noronisa M. Macaorao	Reading Coordinator	Marawi City SDO
49	Saliha Khalil	Asst. Principal/DRRM Coordinator	Marawi City SDO
50	Norhafida C. Hadji Said	Reading Coordinator	Marawi City SDO
51	Sittie Fairodz A. Nor	K to 3	SGA SDO
52	Meriam M. Andik	K to 3	SGA SDO
53	Baimadido K. Endaila	Master Teacher	SGA SDO
54	Alejandro P. Presto, Jr.	Master Teacher	SGA SDO
55	Margie Benedicto	School Principal II	Cotabato City SDO
56	Lorena Daabay	Master Teacher I	Cotabato City SDO
57	Shaffa Guiani	School Principal IV	Cotabato City SDO
58	Josefina Pilare	Master Teacher I	Cotabato City SDO

ANNEX C Calendar of Activities

TYPE	QI STEP	NAME	GOAL	ACTIVITY	WEEK	ELIS	ZEKE
Training	0	Overview	<i>To capacitate QIT with the methodology</i>	1. Training session of QITM	March 27 - 30	F2F	F2F
Coaching	1	Let's Organize	<i>Alignment of the project, plan, and timeline with the coach</i>	1. Team Roles Delegation/Selection 2. Talk about existing standards, laws, or guidelines related to the assigned process 3. Methodology review for process exploration	March 31	F2F	F2F
Coaching	1	Let's Organize (consultation)	<i>To consult the progress in data gathering</i>	1. Consultation of initial data gathering results 2. Checking of Broad Problem statement 3. Assessment of initial data gathered	One (1) 2-hour session per team on the week of April 10	Online	Online
Coaching	2	Let's Talk to Customers (VOC - Progress)	<i>To verify of the project and/or adding different dimensions on the project</i>	1. Presentation of the key findings from data gathering 2. Determine approach for affinity diagram	One (1) 2-hour session per team on the week of April 17	Online	Online
Coaching	2	Affinity Diagram (VOC - Consolidated)	<i>To evaluate of VoC themes</i>	1. Presentation and Evaluation of affinity diagram 2. Review of Process walking (Methods + Tools)	One (1) 2-hour session per team on the week of April 24	Online	Online
Coaching	3	Process Walk 1 (SIPOC)	<i>To have a high-level understanding of the process and its components</i>	1. Presentation and consultation of initial SIPOC 2. Methodology review deployment charts and storm clouds	May 2-5	F2F (May 2-5)	One (1) 2-hour session per team on the week of May 2
Coaching	3 & 4	Process Walk 2 (Deployment Chart) + Identify priority improvement areas	<i>To assess and approve of the Multi-level Process Maps</i>	1. Presentation of revised SIPOC 2. Consultation of initial deployment chart 2. Methodology review for priority	May 8 - 12	One (1) 2-hour session per team on the week of	F2F (May 10-11)

TYPE	QI STEP	NAME	GOAL	ACTIVITY	WEEK	ELIS	ZEKE
				areas & root cause analysis (RCA)		May 8	
Coaching	5	Root Cause Analysis 1 (Initial)	<i>To identify problem causes (for problem solving)</i>	1. Presentation of final process maps 2. Presentation and consultation of initial RCA and probable problem statements 3. Selection of problem area of concern	One (1) 2-hour session per team on the week of May 15	Online	Online
Coaching	5	Root Cause Analysis 2 (Validation) + Midway Check	<i>To formulate Final Problem Statement and Objectives</i>	1. Presentation of final RCA 2. Methodology review for solution development (solution tools) 3. Brainstorming for solution 4. Presentation of Project Progress (Step 1 – 5)	May 22-26	F2F (May 24-26)	F2F (May 24-26)

Trainings will adopt a hybrid approach using face-to-face and online platforms. A learning management system (Google classroom) will be used to facilitate learning interaction and feedback.

Two coaches will conduct separate coaching sessions on the QITs assigned to them as follows:

Group 1	8 Quality Improvement teams (QITs)		
Eliser Fantillo (coach)	DGBE (2 teams)	1 team each:	SDOs and schools from Maguindanao 1 and 2, Lanao del Sur 1 and 2, Marawi City and Special Geographic Area
Group 2	7 Quality Improvement teams (QITs)		
Ezekiel Bernardo (coach)	DGME (2 teams)	1 team each:	SDOs and schools from Cotabato City, Sulu, Tawi-Tawi, Lamitan and Basilan.

Schedule of Face-to-Face Coaching

Group 1: To be finalized. Dates are inclusive of travel time	Group 2: To be finalized. Dates are inclusive of travel time
Session 1: May 2-5	Session 1: May 9 – 12
Session 2: May 24-27 (Milestone Check)	Session 2: May 24-27 (Milestone Check)
Session 3: June 14-17	Session 3: June 14-17
Session 4: Aug 21-26	Session 4: Aug 21-26

Online coaching will be approximately two hours per QIT on the dates and time agreed upon with the teams. An example of the schedule is below:

Annex A. Program Flow

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9:00 AM	Levelling Off <ul style="list-style-type: none"> • Expectation Setting • Objectives and Learning Outcomes • Continuous Improvement Overview • Introduction of the 5-Day Training • Introduction to Quality Perspective
9:45 AM	Morning Break
10:00 AM	Inclusion as a Dimension in Quality Education
12:00 NN	Lunch Break
1:30 PM	Energizer What is Total Quality Management? <ul style="list-style-type: none"> • Identify a process, Its Stakeholders, and the Stakeholders' Needs • Identification of Key Performance Indicators • Mapping of process, Stakeholders and KPIs
2:15 PM	Activity <ul style="list-style-type: none"> • Paper Plane Game
3:00 PM	Afternoon break
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	Workshop <ul style="list-style-type: none"> • Generating Customer Needs and Wants • Organize the Customer Needs into an Affinity Diagram • Introducing Measures
9:45 AM	Morning Break
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3:15 PM	TOPIC – STEP 6: M&E the Pilot Solution Lecture <ul style="list-style-type: none"> • Results and Methods TOPIC – STEP 7: Implement the Solution Lecture <ul style="list-style-type: none"> • On People Commitment, Communication, and Standardization
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DAY 4 (April 28)	
6:30 AM	Registration
7:30 AM	Opening Ceremonies <ul style="list-style-type: none"> • Prayer Energizer Management of Learning (MOL)
8:00 AM	Activity <ul style="list-style-type: none"> • Paper Plane Game (Round 2)
9:45 AM	Morning Break
10:00 AM	Activity <ul style="list-style-type: none"> • Results evaluation Summary of Teaching Session
12:00 NN	Lunch Break
1:30 PM	Announcement for the Upcoming Coaching Sessions
3:00 PM	Afternoon break
3:15 PM	1st Coaching Session <ul style="list-style-type: none"> • Get Organized (Per Group)
4:20 PM	Adjourn
	Dinner: Own
Day 5 (April 29, 2023) Checkout Travel to Base	

Schedule of Online Coaching

Group 1 Online

Let's Talk to Customers (VOC - Progress)		
Date	Time	MBHTE Unit
18-Apr	8:00-10:00AM	LDS2
19-Apr	8:30-10:00AM	LDS1
19-Apr	10:00-11:30AM	SGA
19-Apr	1:30-3:00PM	Marawi City
20-Apr	8:00-10:00AM	DGBE (InSet)
20-Apr	10:00-11:30AM	Mag2
20-Apr	1:00-2:30PM	Mag1
20-Apr	3:00-5:00PM	DGBE (Accreditation)

Group 2 Online

Let's Talk to Customers (VOC - Progress)		
Date	Time	MBHTE Unit
18-Apr	8:00-10:00AM	Cotabato City
18-Apr	10:00-12:00PM	Basilan
19-Apr	8:00-10:00AM	Sulu
19-Apr	10:00-12:00PM	Tawi-tawi
20-Apr	8:00-10:00AM	Lamitan
20-Apr	10:00-12:00AM	Madaris A
21-Apr	8:00-10:00AM	Madaris B



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REGIONAL MEMORANDUM

No. 218
 Series of 2023

RELEASED

BY: Hajar
 DATE: 24 MAR 2023
 TIME: 8:50 AM
 Ctrl No. 2023-03-147

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

Ministry 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: 2023-03-163

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. 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.