Office of the Minister

REGIONAL MEMORANDUM
No. 374
Series of 2023

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

FROM : **MOHAGHER M. IQBAL**
Minister

SUBJECT : **UPDATES TO THE MBHTE REGIONAL MEMORANDUM NO. 234, SERIES OF 2023**

DATE : May 22, 2023

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1. This has reference to the issued MBHTE Regional Memorandum (RM) No. 234 dated 13 April 2023 as the corrigendum to the RM No. 218 dated 20 March 2023 on **Training and Coaching on Quality Improvement Methods and Tools (QIMT) supported by Pathways' Technical Assistance to the MBHTE on Quality Improvement.**

2. Please be informed of the changes in the activities in May due to major events in the Ministry and of the agreed schedules from June to September for this TA. Refer to Annex A for the Updated Calendar of Activities as of 15 May 2023.

3. For the month of May, the agreed new dates for the face-to-face coaching for Training on QIMT Batch 2 is on May 30-31 for trained QIMT staff from DGBE and schools in mainland SDOs and June 1-2 for trained QIMT staff from DGME and schools in the island SDOs and Cotabato. These are **exclusive of travel dates.** Refer to Annex B for the List of Participants and to Annex C for the indicative Program for this coaching. All participants are expected to fully prepare for their presentations during this activity to optimize the opportunity. Discuss your presentations with your respective SDS and Division Quality Improvement Team Member from Batch 1 prior to the event

4. The Pathways Program will provide transportation, meals, and accommodations for this activity. Please confirm your attendance by 23 May 2023 through Lizette Ilaga at mobile no. 0915-1368-401 and email ls.ilaga09@gmail.com. Changes are discouraged after this to avoid logistical issues.

5. All concerned are directed to ensure that the members of the Quality Development Teams and Quality Improvement Teams attend and satisfactorily submit the required outputs as agreed in each activity stated in the calendar. To remind everyone concerned, this TA is important to the QI efforts of the Ministry.

6. For immediate dissemination and strict compliance.

Annex A Updated Calendar of Activities as of 15 May 2023

TYPE	QI STEP	NAME	GOAL	ACTIVITY	Batch 1	Batch 2
Training	0	**Overview**	To capacitate QIT with the methodology	1. Training session of QITM	March 27-30	April 24-28
Coaching	1	**Let's Organize**	Alignment of the project, plan, and timeline with the coach	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]	April 28 [F2F]
Coaching	1	**Let's Organize** (consultation)	To consult the progress in data gathering	1. Consultation of initial data gathering results 2. Checking of Broad Problem statement 3. Assessment of initial data gathered	April 10-14	May 1-5
Coaching	2	**Let's Talk to Customers (VOC - Progress)**	To verify of the project and/or adding different dimensions on the project	1. Presentation of the key findings from data gathering 2. Determine approach for affinity diagram	April 17-21	May 8-12
Coaching	2	**Affinity Diagram (VOC - Consolidated)**	To evaluate of VoC themes	1. Presentation and Evaluation of affinity diagram 2. Review of Process walking (Methods + Tools)	April 24-28	May 8-12
Coaching	3	**Process Walk 1 (SIPOC)**	To have a high-level understanding of the process and its components	1. Presentation and consultation of initial SIPOC 2. Methodology review deployment charts and storm clouds	May 1–5	May 15-19

Coaching	3 & 4	**Process Walk 2 (Deployment Chart) + Identify priority improvement areas**	*To assess and approve of the Multi-level Process Maps*	1. Presentation of revised SIPOC 2. Consultation of initial deployment chart 2. Methodology review for priority areas & root cause analysis (RCA)	May 10 -11 [F2F]	May 22–26
Coaching	4	**Identify priority improvement areas**	*To identify problem causes (for problem solving)*	1. Presentation of final process maps 2. Presentation and consultation of initial RCA and probable problem statements 3. Selection of problem area of concern	May 15-19	May 29 – June 2 [F2F] **Batch 1 - Coach Elis (May 30 – 31)** **Batch 2 – Coach Zeke (June 1– 2)**
Coaching	4 & 5	**Identify priority improvement areas + Root Cause Analysis**	*To formulate Final Problem Statement and Objectives*	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	June 5-10
Coaching + Presentation	5	**Root Cause Analysis**	*To identify initial list of probable solutions*	1. Presentation and consultation of initial generated solutions 2. Brainstorming of proposed (to-be) process maps 3. Methodology review for solution planning and implementation	May 29 - June 2	June 12- 16
	5&6	**Root Cause Analysis +**			June 5-10	

		Develop Solution				
	5&6	**Root Cause Analysis + Develop Solution**			June 12-17	
Coaching	6	**Develop Solution 2 (Confirmation)**	To determine and confirm final solution	1. Presentation of chosen solution and its reasons 2. Assessment of draft solution implementation plan 3. Evaluation of draft to-be process maps	June 21-23 Midway Check [F2F] *together with batch 2	
Coaching	7	**Finalize Implementation Plan + Preparation for Pilot**	To finalize all requirement and solution implementation plan	1. Presentation and consultation of initial solution timeline and implementation 2. Methodology review of pilot implementation	June 23 F2F	June 23 F2F
Coaching	8	**Pilot Testing**	To pilot implementation plan	1. Implement solution plan 2. Record key metrics and KPI	June 26 - Aug 11 Includes online coaching June 26 - Aug 11	
Preparation	9	**Monitoring and Evaluation + Showcase Preparation**	To assess solution improvements	1. Presentation of implementation results 2. Consultation on data presentation and reporting	2 Day F2F TBA Aug 15 - 16	
Workshop	10	**Change Management and Sustainability Planning**	Planning for further modelling in the next phases to finalize all requirement and solution implementation plan	Aug 17-18	F2F	
Presentation	11	**Sharing of learning Milestone Ceremony Day**	To showcase of Outputs	1. Presentation of Showcase report	August 9 –10 [F2F] SEPT 13-14 *Batch 1 & Batch 2*	

Annex B: List of Participants

No.	Name	Designation	Office
Coach Elis May 30-31, 2023			
1	Sittie Fairodz A. Nor	Teacher I	SDO - Special Geographic Area
2	Meriam M. Andik	Teacher III	SDO - Special Geographic Area
3	Baimadido K. Endalia	Master Teacher	Gli-Gli Elementary School
4	Alejandro P. Presto, Jr.	Master Teacher	Gli-Gli Elementary School
5	Richard U. Mongniling	Teacher I / School Head	Bongo Elementary School
6	Mary Ann T. Bongcawel	Teacher I	Bongo Elementary School
7	Salik C. Utto	Teacher I / School Head	Mileb Elementary School
8	Baireyman U. Utto	Teacher I	Mileb Elementary School
9	Imelda O. Monteclaro	Principal I	Pedro Dolores Elementary School
10	Normalita C. Adam	Master Teacher II	Borongan Elementary School
11	Lilibeth M. Tanggote	Principal I	Efipanio Molina Sr. Memorial Elementary School
12	Sandiali U. Kamlon	Teacher I	Simuay Junction Elementary School
13	Sohaimah D. Hadji Solaiman	School Head / Teacher-in-Charge	Guimba Lilod Primary School
14	Noronisa M. Macaorao	Teacher I	Guimba Lilod Primary School
15	Saliha S. Calil	Assistant Principal/ DRRM Coordinator	Timbangalan Primary School
16	Norhafidah C. Hadji Said	Teacher I	Timbangalan Primary School
17	Zolaica H. Madapal	School Principal I	Raya Radapan Primary School
18	Raidah C. Abdul	Teacher	Raya Radapan Primary School
19	Samiara P. Maminta, PhD	School Principal I	Mira-ato Primary School
20	Najerah D. Musa	Teacher	Mira-ato Primary School
21	Azisah A. Naga	Master Teacher	Pualas CES
22	Artemia L. Miñales	Master Teacher	Jose Abad Santos CES

No.	Name	Designation	Office
23	Prin Amna Baican B. Macalanggan	Principal	Jose Abad Santos CES
24	Hanifah T. Naga	Principal I	Pualas CES
25	Lynito S. Tadle	Head, Curriculum Research	DGBE
26	Camilo M. Bangcola	Chief, M&E Section	DGBE
27	Alizabrie D. Sungka	Chief, School Mamagement Division	DGBE
28	Welma R. Vertido	EPS II	DGBE

Coach Zeke June 1-2, 2023

No.	Name	Designation	Office
29	Aurora F. Catigum	Teacher I/ School Head	SDO - Basilan
30	Delna K. Hayudini	Teacher I	SDO - Basilan
31	Husin L. Abduhalim	ESP I	Maluso Central Elementary School
32	Maria Helena A. Barlovento	Master Teacher	Maluso Central Elementary School
33	Francivic L. Deleña	ESP I	Campo Uno Elementary School
34	Nur-Aida M. Faiza Teodoro	Teacher I	Campo Uno Elementary School
35	Zacarias L. Singson	ESP I	Ubit Elementary School
36	Lorraine B. Suza	Teacher I	Ubit Elementary School
37	Ar-niza D. Julhan	Teacher III	Lambayong Elementary School
38	Shierfa J. Sala	Teacher I	Lambayong Elementary School
39	HJA. Sitti Rapia D. Ismael	Teacher II Teacher-In-Charge	Hji Butu Elementary School
40	Eleonor H. Said	Teacher I	Hji Butu Elementary School
41	Russel B. Reyes	Teacher II Teacher-In-Charge	SDO - Tawi-Tawi
42	Czarina D. Bantilan	Teacher I	SDO - Tawi-Tawi
43	Ailede H. Mohammad	Teacher I Teacher-In-Charge	SDO - Tawi-Tawi
44	Airuth A. Juhudi	Teacher	SDO - Tawi-Tawi

No.	Name	Designation	Office
45	Mergie D. Benedicto	School Principal II	Sero Central School
46	Lorena O. Daabay	Master Teacher II	Sero Central School
47	Romelyn R. Adolacion	Principal I	SPOCC
48	Josefina D. Pilare	Master Teacher I	SPOCC
49	Abehurayra A. Abdulgani	SEPS	DGME
50	Montazer Ali Akbar M. Gani	EPS II	DGME
51	Mohtar H. Salik	SEPS	DGME

Annex C: Indicative Program

BATCH SESSION 1

Time	Session Title / Objectives / Detailed flow	Resource Person/ Facilitator
GROUP 1 - Coach Elis Fantillo **Day 0 – May 29** **Travel to venue ; Dinner (own)**		
	DAY 1 – May 30	
6:30 am-8:00 am	Breakfast	
8:00 – 8:30 am	Registration	**Facilitator**
8:30 – 8:45 am	**Opening Ceremony** • Prayer • National Anthem • Bangsamoro Hymn	MBHTE
	• Welcome Remarks	TBD
	• Expectation setting and levelling off • Introduction of Participants and TA teams • Overview of Objectives and Program flow	QIT Coach
8:45– 9:45am	**Session 1: Group 1** *Session Objectives:* *Present School's Step 1-3 outputs* *Collaboratively improve on Step 1-3 outputs*	**QIT 1** **Representatives**
9:45- 10:00 am	**MORNING BREAK**	
10:00 - 11:00 am	**Session 2: Group 2** *Session Objectives:* *Present School's Step 1-3 outputs* · *Collaboratively improve on Step 1-3 outputs*	**QIT 2** **Representatives**
11:00 - 12:00NN	**Session 3: Group 3** *Session Objectives:* *Present School's Step 1-3 outputs* · *Collaboratively improve on Step 1-3 outputs*	**QIT 3** **Representatives**
12:00NN - 1:30 pm	**LUNCH BREAK**	
1:30 – 2:30 pm	**Session 4: Group 4** *Session Objectives:* *Present School's Step 1-3 outputs* *Collaboratively improve on Step 1-3 outputs*	**QIT 4** **Representatives**
2:30 – 3:30 pm	**Session 5: Group 5** *Session Objectives:* *Present School's Step 1-3 outputs* · *Collaboratively improve on Step 1-3 outputs*	**QIT 5** **Representatives**
3:30 – 3:45PM	**AFTERNOON BREAK**	

Time	Session Title / Objectives / Detailed flow	Resource Person/ Facilitator
3:45 – 4:45pm	**Session 6: Group 6** *Session Objectives:* *Present School's Step 1-3 outputs* *Collaboratively improve on Step 1-3 outputs*	**QIT 6** **Representatives**
4:45 – 5:00 pm	End of day 1 Announcements & Reminders for Day 2	QIT Coach
	Dinner (own)	
Day 2 (May 31)		
6:30 am-8:00 am	Breakfast and Registration	
8:00 – 8:15AM	**Day 2 Preliminaries** • Morning Prayer • Energizer • Quick Recap of Day 1 • Overview of Day 2	**TBD/MBHTE**
8:15 – 9:15 AM	**Session 7: Group 7** *Session Objectives:* *Present DGBE-InseT Step 1-3 outputs* *Collaboratively improve on Step 1-3 outputs*	**QIT 7** **Representatives**
9:15-10:15AM	**Session 8:** Synthesis and lead up to Step 4 outputs.	**QIT Coach**
10:15-10:30	**MORNING BREAK**	
10:30-12:00NN	Work planning of Step 4-7	QIT Coach
12:00-1:30PM	**LUNCH BREAK**	
	End of day 2	
	Dinner (own)	
	Day 3 – June 1 **Check out** **(Travel back to base)**	

BATCH SESSION 2

Time	Session Title / Objectives / Detailed flow	Resource Person/ Facilitator
GROUP 2 COACH ZEKE BERNARDO Day 0 – May 31 Travel to venue , Dinner (own)		
Day 1 – June 1		
6:30am- 8:00am	Breakfast	
8:00 – 8:30 am	Registration	**Facilitator**
8:30 – 8:45 am	**Opening Ceremony** • Prayer • National Anthem • Bangsamoro Hymn	MBHTE
	• Welcome Remarks	TBD
	• Expectation setting and levelling off • Introduction of Participants and TA teams • Overview of Objectives and Program flow	QIT Coach
8:45– 9:45am	**Session 1: Group 1** *Session Objectives:* *Present School's Step 1-3 outputs* *Collaboratively improve on Step 1-3 outputs*	**QIT 1 Representatives**
9:45- 10:00 am	• **Morning Break – 15 mins**	
10:00 - 11:00 am	**Session 2: Group 2** *Session Objectives:* *Present School's Step 1-3 outputs* · *Collaboratively improve on Step 1-3 outputs*	**QIT 2 Representatives**
11:00 - 12:00 nn	**Session 3: Group 3** *Session Objectives:* *Present School's Step 1-3 outputs* · *Collaboratively improve on Step 1-3 outputs*	**QIT 3 Representatives**
12:00 nn - 12:10 pm	End of day 1 *Announcements & Reminders for Day 2*	QIT Coach
12:10 – 1:30 pm	**LUNCH BREAK**	
Day 2 – June 2		
6:30 – 8:00AM	Breakfast and Registration	
8:00 – 8:30AM	**Day 2 Preliminaries** • Morning Prayer • Energizer • Quick Recap of Day 1	

Time	Session Title / Objectives / Detailed flow	Resource Person/ Facilitator
	• Overview of Day 2	
8:30 – 9:30AM	**Session 4: Group 4** *Session Objectives:* *Present School's Step 1-3 outputs* *Collaboratively improve on Step 1-3 outputs*	**QIT 4 Representatives**
9:30 – 10:30AM	**Session 5: Group 5** *Session Objectives:* *Present School's Step 1-3 outputs* *Collaboratively improve on Step 1-3 outputs*	**QIT 5 Representatives**
10:30 – 10:45AM	**Break**	
10:45 – 11:45AM	**Session 6: Group 6** *Session Objectives:* *Present DGME's Step 1-3 outputs* *Collaboratively improve on Step 1-3 outputs*	**QIT 6 Representatives**
11:45 – 12:00NN	**Insights and Reactions**	MBHTE guests
12:00 – 1:30PM	**LUNCH BREAK**	
1:30 – 3:00PM	Synthesis and lead up to Step 4 outputs. **Work planning of Step 4-7**	QIT Coach
3:00PM	**End of Day 2**	
	Day 3 – June 3 **Check out** **(Travel back to base)**	