



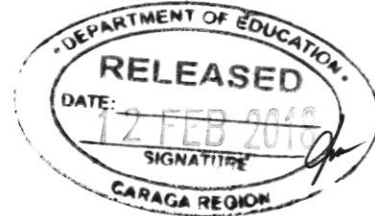
Republic of the Philippines
Department of Education
 Caraga Administrative Region
 J.P Rosales Avenue, Butuan City



February 12, 2018

REGIONAL MEMORANDUM

No. 098 s. 2018



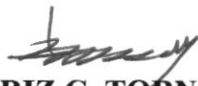
CRASH COURSE FOR THE DIVISION CI TEAMS (BATCH 1) AND QUARTERLY CONVERGENCE MEETING ON CONTINUOUS IMPROVEMENT (CI) PROGRAM

To: The Schools Division Superintendents
 RO & Division Office CI Teams
 Agusan del Sur, Agusan del Norte, Butuan City
 Surigao City, Surigao del Norte and Surigao del Sur
 This Region

1. Continuous Improvement (CI) Program shows positive results through CI projects crafted and implemented in the 31 schools and offices of the six (6) Pilot Divisions and Functional Divisions of the Regional Office as showcased during the CI Congress held on May 4, 2017 at Almont Inland Resort.
2. Corollary to this, the CI Teams of the Regional Office and six (6) Teams of the Schools Division Offices Batch 1 are enjoined to attend a Crash Course and Quarterly Convergence Meeting on March 7-8, 2018 at Bulwagan ng Kahusayan (formerly RELC II), DepEd Regional Office.
3. The activity aims to:
 - enhance the knowledge, skills and abilities of the CI Teams;
 - gather feedback on the implementation of CI Program;
 - discuss the status of the projects implemented and their initial gains;
4. Participants to this meeting are the Regional & Schools Division Offices CI Teams distributed as follows:

Office	No. of Participants
Regional Office	5
Agusan del Norte	4
Agusan del Sur	5
Butuan City	6
Surigao City	5
Surigao del Norte	5
Surigao del Sur	4
FTAD Staff	2
Total	36

5. Division Coordinators are required to bring the soft copy of Division CI Project in power point presentation following the 10 steps of CI methodology (*to be utilized during the training*), prepare a report for presentation following the attached template as well as the list of the new school CI Teams with corresponding projects crafted using the Microsoft excel format.
6. Travel expenses and per diems of the participants shall be charged against division local funds, while meals and snacks to the Regional funds subject to the usual accounting rules and regulations.
7. For information and guidance.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Enc: as stated

Reference: NONE

To be included in the **Perpetual Index**
Under the following subjects:

CONTINUOUS IMPROVEMENT (CI) PROJECT

FTAD01/cmniepes

Annex 1

STATUS ON THE IMPLEMENTATION OF DIVISION/SCHOOL PROJECTS

Division _____

Title of the Project	Project Objective/s	Project output/results as to date	Challenges Met	Solutions/Recommendations/

Prepared by:

ANNEX 2 : List of the new School CI Teams
Division _____

School	School Head	CI Team members	Nickname	Team Name	Title of the Project	Description of the Project

Prepared by:
