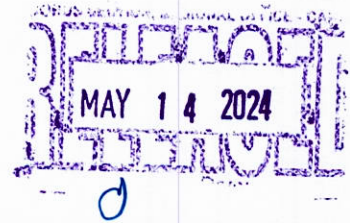




Republic of the Philippines
Department of Education
CARAGA REGION



May 14, 2024

REGIONAL MEMORANDUM
No. 0456, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION CI COORDINATORS
This Region

**CALL FOR SUBMISSION OF ENTRIES FOR 2024 CONTINUOUS
IMPROVEMENT PROJECTS**

- The field is hereby informed of the submission of entries for the Search for Continuous Improvement Projects under the following categories:
 - Best CI Implementing Division (Pilot and Non-pilot)
 - Best School CI Project
 - Best Non-school-based CI Project
- Documents in soft copy shall be emailed to ftad_caraga@deped.gov.ph on or before August 31, 2024 attention Alejandro P. Macadatar, Regional CI Coordinator.
- The Top 3 finalists will be identified and shall undergo field validation and interview. All original documents/records shall be presented to the validators during the visit.
- Winners will be announced in a separate memorandum.
- Mechanics and criteria are attached as Enclosures 1, 2 and 3.
- For appropriate action and guidance.

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

JOEL B. ROSALES
Chief, ASD

Encl/s.: AS STATED
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

SEARCH FOR CI VALIDATION

FTAD/apm
05/14/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
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SEARCH FOR BEST SCHOOL CONTINUOUS IMPROVEMENT (CI) PROJECT

Division of _____

School: _____

School Head: _____

Contact Number of School Head: _____

School CI Coordinator (if any) _____

Name of CI Project:			
Problem Statement:			
Brief Background of the Project			
Date Launched:			
General Objective:	_____	Percentage of accomplishment to date:	_____

List of schools replicating the project 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ (Use other sheet if needed.)	Governance Level (District/Division/Region/National) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Note: <i>Present duly signed proof of replication and/or adoption of the project.</i>	

Prepared by:

School Head

Submitted by:

Division CI Focal Person

CRITERIA FOR BEST CI IMPLEMENTING DIVISION

I. Percentage of Schools, Community Learning Centers (CLCs) & Offices with complete and implemented the CI projects		
<i>*Offices means district and Offices at the Division</i>		
<i>*Count only the finished and launched projects</i>		
Computed as total number of schools, CLCs & Offices implementing the CI Projects over the total number of schools, CLCs & Offices in the Division multiplied by 100%		
21% or more schools and offices implemented CI Projects	10	
16% to 20% of schools and offices implemented CI Projects	8	
11% to 15% of schools and offices implemented CI Projects	6	
6% to 10% of the schools and offices implemented CI Projects	4	
5% and less of the schools and offices implemented CI Projects	2	
• Attach inventory of schools and offices duly signed by the Division Planning Officer		
II. Percentage of Accomplishment of the Annual Action Plan	10	
Refer to the approved Annual Continuous Improvement (CI) Action Plan		
96%-100% accomplishment	10	
90%-95% accomplishment	8	
86%-89% accomplishment	6	
80%-85% accomplishment	4	
75%- 79% accomplishment	2	
• Attach duly signed CI Action Plan and Accomplishment report		
III. Alignment of CI Projects to the priority needs of the Division Education Development Plan (DEDP)		20
Rated by counting all CI Projects that are aligned to DEDP targets over the total number of CI Projects in the Division multiplied by 100%		
100% of the CI Projects throughout the division are aligned to DEDP	20	
At least 95% of the CI Projects throughout the division are aligned to DEDP	15	
At least 90% of the CI Projects throughout the division are aligned to DEDP	10	
89% and below of the CI Projects throughout the division are aligned to DEDP	5	
• Attach MOVs following the template to be provided		
IV. Achievement of CI Projects' Objectives		20
Computed by getting the average percentage of accomplishment per CI Project over the total number of Projects. Projects with more than 100% accomplishment shall only consider the highest rating of 100%.		
90% and above of the Project target objectives were achieved	20	
80% to 89% of the Project target objectives were achieved	15	
79% and below of the target objectives were achieved	10	
• Attach list of projects with percentage of accomplishment duly signed by Division CI Coordinator and SDS		
V. Sustainability of Original Division CI Project	10	
Sustained and still functional	10	
• Attach Accomplishment Report		
VI. Scope and Replicability of the Projects	20	
A. Scope		
Any Project that is replicated within the Region	10	
Any Project that is replicated within the Division	8	
Any Project that is replicated within the District	6	

• Attach any proof that the project is replicated and implemented	
B. Number of Projects Replicated in all levels	
<i>5 or more projects replicated</i>	<i>10</i>
<i>3-4 projects replicated</i>	<i>8</i>
<i>1-2 project replicated</i>	<i>6</i>
VII. Interview	10

CRITERIA FOR BEST SCHOOL AND OFFICE CI PROJECT

I. Alignment of the CI Project to the DEDP	20
<i>The project captures 3 or more targets of the DEDP</i>	20
<i>The project captures at least 2 targets of the DEDP</i>	15
<i>The project captures at least one target of the DEDP</i>	10
II. Percentage of Accomplishment of the Annual Action Plan	10
Refer to the approved Annual Continuous Improvement (CI) Action Plan	
<i>96%-100% accomplishment</i>	10
<i>90%-95% accomplishment</i>	8
<i>86%-89% accomplishment</i>	6
<i>80%-85% accomplishment</i>	4
<i>75%-79% accomplishment</i>	2
• Attach duly signed CI Action Plan and Accomplishment report	
III. Percentage of Achievement of Project's Objectives	20
<i>Achieved 95% and above of the project's objectives</i>	20
<i>Achieved 90% to 94% of the project's objectives</i>	15
<i>Achieved 85% to 89% of the project's objectives</i>	10
<i>Achieved 75% to 84% of the project's objectives</i>	5
IV. Scope and Replicability of the Projects	30
A. Scope	15
<i>Project is replicated outside the Division</i>	15
<i>Project is replicated outside the District</i>	10
<i>Project is replicated outside the School</i>	5
B. Number of Schools Replicating the Projects	15
<i>5 or more schools replicated the project</i>	15
<i>3-4 schools replicated the project</i>	10
<i>1-2 schools replicated the project</i>	5
V. Sustainability of the Project	10
<i>Project is sustained within 4 - 5 years</i>	10
<i>Project is sustained within 2 - 3 years</i>	5
VI. Interview	10

Important:

1. Replication does not mean/include:
 - a. being benchmarked by other school/office
 - b. presented the project during meeting/conferences
 - c. using the same title/name of the project
 - d. presentation to the stakeholders.
2. Replication means:
 - a. being adopted and implemented by the receiving school/office
 - b. with mark of accomplishment

**Template for Alignment of CI Projects to the priority needs of the Division
Education Development Plan (DEDP)**

Name of Project	School/Office/CLC	DEDP Target Addressed	Strategy Employed

No. of CI Projects Aligned to DEDP: _____

Total Number of CI Projects Throughout the Division: _____

Prepared by:

Noted by:

Division CI Coordinator

Schools Division Superintendent