



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



REGIONAL MEMORANDUM  
No. 0508 , s. 2025

MAY 15 2025

To: Schools Division Superintendents  
All Others Concerned

**CALL FOR SUBMISSION OF ENTRIES FOR CONTINUOUS  
IMPROVEMENT (CI) PROJECTS**

1. The field is hereby called upon to submit entries for the Search for Continuous Improvement (CI) Projects under the following categories:
  - a. Best CI Implementing Division (Pilot and Non-pilot)
  - b. Best School CI Project
  - c. Best Non-school-based CI Project
2. Documents in soft copy must be emailed to [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph) with a copy furnished to [ftad\\_caraga@deped.gov.ph](mailto:ftad_caraga@deped.gov.ph) on or before August 29, 2025.
3. The Top 3 finalists will be identified and shall undergo field validation and interview. All original documents shall be presented to the validators during the visit.
4. Mechanics and criteria are attached as Enclosures 1 & 2.
5. For appropriate action and guidance.

  
**MARIA INES C. ASUNCION**  
Director IV  
Regional Director

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

CONTESTS                      RECOGNITION

FTAD/apm  
05/14/2025

**CRITERIA FOR BEST CI IMPLEMENTING DIVISION**

|                                                                                                                                                                                                                                                                                                                                                                                                                               |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>I. Percentage of Schools, Community Learning Centers (CLCs) &amp; Offices with complete and implemented the CI projects</b><br><i>*Offices means district and Offices at the Division</i><br><i>*Count only the finished and launched projects</i><br>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% | <b>10</b> |
| 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         |
| <ul style="list-style-type: none"> <li>Attach inventory of schools and offices duly signed by the Division Planning Officer</li> </ul>                                                                                                                                                                                                                                                                                        |           |
| <b>II. Percentage of Accomplishment of the Annual Action Plan</b>                                                                                                                                                                                                                                                                                                                                                             | <b>10</b> |
| 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         |
| <ul style="list-style-type: none"> <li>Attach duly signed CI Action Plan and Accomplishment report</li> </ul>                                                                                                                                                                                                                                                                                                                 |           |
| <b>III. Alignment of CI Projects to the priority needs of the Division Education Development Plan (DEDP)</b><br>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%                                                                                                                                                                    | <b>20</b> |
| 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         |
| <ul style="list-style-type: none"> <li>Attach MOVs following the template to be provided</li> </ul>                                                                                                                                                                                                                                                                                                                           |           |
| <b>IV. Achievement of CI Projects' Objectives</b><br>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%.                                                                                                                                                               | <b>20</b> |
| 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        |
| <ul style="list-style-type: none"> <li>Attach list of projects with percentage of accomplishment duly signed by Division CI Coordinator and SDS</li> </ul>                                                                                                                                                                                                                                                                    |           |
| <b>V. Sustainability of Original Division CI Project</b>                                                                                                                                                                                                                                                                                                                                                                      | <b>10</b> |
| Sustained and still functional                                                                                                                                                                                                                                                                                                                                                                                                | 10        |
| <ul style="list-style-type: none"> <li>Attach Accomplishment Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                |           |
| <b>VI. Scope and Replicability of the Projects</b>                                                                                                                                                                                                                                                                                                                                                                            | <b>20</b> |
| <b>A. Scope</b>                                                                                                                                                                                                                                                                                                                                                                                                               |           |
| Any Project that is replicated within the Region                                                                                                                                                                                                                                                                                                                                                                              | 10        |
| Any Project that is replicated within the Division                                                                                                                                                                                                                                                                                                                                                                            | 8         |

|                                                                                                                     |           |
|---------------------------------------------------------------------------------------------------------------------|-----------|
| <i>Any Project that is replicated within the District</i>                                                           | 6         |
| <ul style="list-style-type: none"> <li>• Attach any proof that the project is replicated and implemented</li> </ul> |           |
| <b>B. Number of Projects Replicated in all levels</b>                                                               |           |
| <i>5 or more projects replicated</i>                                                                                | 10        |
| <i>3-4 projects replicated</i>                                                                                      | 8         |
| <i>1-2 project replicated</i>                                                                                       | 6         |
| <b>VII. Interview</b>                                                                                               | <b>10</b> |

## CRITERIA FOR BEST SCHOOL AND OFFICE CI PROJECT

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| <b>I. Alignment of the CI Project to the DEDP</b>                    | <b>20</b> |
| <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        |
| <b>II. Percentage of Accomplishment of the Annual Action Plan</b>    | <b>10</b> |
| 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        |           |
| <b>III. Percentage of Achievement of Project's Objectives</b>        | <b>20</b> |
| <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         |
| <b>IV. Scope and Replicability of the Projects</b>                   | <b>30</b> |
| <b>A. Scope</b>                                                      | <b>15</b> |
| <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>B. Number of Schools Replicating the Projects</b>                 | <b>15</b> |
| <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         |
| <b>V. Sustainability of the Project</b>                              | <b>10</b> |
| <i>Project is sustained within 4 - 5 years</i>                       | 10        |
| <i>Project is sustained within 2 - 3 years</i>                       | 5         |
| <b>VI. Interview</b>                                                 | <b>10</b> |
|                                                                      |           |

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

Enclosure 2 to RM \_\_\_, s. 2025

**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 |
|-----------------|-------------------|-----------------------|-------------------|
|                 |                   |                       |                   |
|                 |                   |                       |                   |
|                 |                   |                       |                   |
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|                 |                   |                       |                   |
|                 |                   |                       |                   |
|                 |                   |                       |                   |
|                 |                   |                       |                   |

No. of CI Projects Aligned to DEDP: \_\_\_\_\_

Total Number of CI Projects Throughout the Division: \_\_\_\_\_

Prepared by:

Noted by:

\_\_\_\_\_  
Division CI Coordinator  
Superintendent

\_\_\_\_\_  
Schools Division