



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



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(044)815-28150

April 25, 2017

**DIVISION MEMORANDUM**

No. 67 s. 2017

To: Public Schools District Supervisors  
Public Elementary/ Secondary School Heads  
All Others Concerned

**DIVISION CONTINUOUS IMPROVEMENT (CI) SYMPOSIUM**

1. This Office announces the conduct of the Division Continuous Improvement (CI) Symposium on June 2, 2017 from 8:00 am to 5:00 pm at the Division Library Hub.
2. This symposium serves as a venue for the Division CI Teams to showcase and share their CI projects, accomplishments and experiences in the CI program to foster learning from the different teams and more appreciation of continuous improvement.
3. Participants to this activity are the School Heads and members of the CI Teams from Sapang Palay National High School, San Jose Del Monte National High School, Muzon Pabahay Elementary School, Towerville Elementary School, and San Rafael BBH Elementary School.
4. Expenses to this activity shall be charged against Division MOOE while the participants' expenses (exhibit and travel) incurred shall be charged to Canteen Fund/School MOOE subject to the usual accounting and auditing rules and regulations.
5. Attached herewith are the following:  
Enclosure No. 1 Presentation Guidelines, Exhibit Materials and Equipment and Project Briefer Contents and Format  
Enclosure No. 2 Program of Activities and CI Project Presenters
6. Immediate and wide dissemination of this memorandum is desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

# PRESENTATION GUIDELINES

PRESENTATION	GUIDELINES
Format	The general format is a “conversation or story telling” style facilitated by a moderator
Concept	<p>Sharing from the CI Teams will focus on:</p> <ul style="list-style-type: none"> <li>▪ Background information</li> <li>▪ Problem status before CI intervention (before state)</li> <li>▪ Results on the CI intervention on the problem (after state)</li> <li>▪ How the CI team implemented their CI project (i.e. priority root cause analysis, process mapping, solutions implemented, etc.)</li> <li>▪ Plans or next steps for the CI teams</li> </ul> <div> <p>KEY questions that should be answered in the presentation:</p> <ol style="list-style-type: none"> <li>1. Where were we before?</li> <li>2. Where are we now?</li> <li>3. How we did it?</li> <li>4. Where do we go from here?/What’s in the future?</li> </ol> </div>
Content	The presentation should include actual photos of CI works, short video clips of actual CI work, and other CI outputs.
Required Presentation Templates	<b>BEST</b> power point template
Required Presenters	The presenters should include all members of the CI Team.
Required Presentation Time	The actual presentation time is 15 mins. per CI Team
Required Presentation Equipment	Each CI Team should bring own laptop
Attire	Corporate

# EXHIBIT MATERIALS AND EQUIPMENT

MATERIALS	IMPORTANT GUIDELINES
Photos/Images	<ul style="list-style-type: none"> <li>▪ Pictures should be in high resolution, not pixelated, stretched or distorted.</li> <li>▪ Selfies or groupies are not allowed.</li> <li>▪ Photos should be people in action during meetings, workshops, etc. and outputs and should have captions.</li> </ul>
Project Innovation: These are actual materials developed for the program, e.g. new materials, posters, flash cards, revised/new forms, etc.	<ul style="list-style-type: none"> <li>▪ Quantity of materials should be enough for exhibit display.</li> <li>▪ Quality of materials should be in good condition.</li> </ul>
CI Project Brochure/Storybook (if available)	<ul style="list-style-type: none"> <li>▪ The brochure should clearly capture the CI project, successes, journey, etc.</li> </ul>

# PROJECT BRIEFER

Requirement	<ul style="list-style-type: none"> <li>▪ Each CI Team is required to produce a CI project briefier/profile</li> </ul>
Content	<p>The content should include the following for each CI Project in the Division:</p> <ul style="list-style-type: none"> <li>▪ Project Title</li> <li>▪ CI Team Name (if there is)</li> <li>▪ CI Team Composition and Role</li> <li>▪ Key Customer</li> <li>▪ Key Process</li> <li>▪ Objectives <ul style="list-style-type: none"> <li>-Overall Objective</li> <li>-Pilot Implementation</li> <li>-Roll-out</li> </ul> </li> <li>▪ Key Learning</li> </ul>





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**Program of Activities**

TIME	ACTIVITY
7:00 a.m.	Registration
8:00 a.m.	Opening Ceremony
	Opening Prayer
	Philippine National Anthem
	Welcome Remarks
	Opening Remarks
9:00 a.m.	Opening of the Exhibit/Ribbon Cutting
10:00 a.m.	Introduction of the CI Teams
10:30 a.m.	CI Project Presentation 1
	CI Project Presentation 2
12:00 noon	Lunch break
1:00 p.m.	CI Project Presentation 3
	CI Project Presentation 4
	CI Project Presentation 5
3:00 p.m.	Closing Ceremony

**CI Project Presenters**

SCHOOL	CI PROJECT TITLE
San Rafael (BBH) Elementary School	Project CLEAR (Continuous Learning Enhancement in Adept Reading)
Muzon Pabahay Elementary School	Project AROMAP (Aim to Road of Math Problems)
Towerville Elementary School	Project TOWER (Project Towards Enhancing Remedial Reading Processes)
Sapang Palay National High School	Project E-AGAP (Enhanced Active Guidance Program)
San Jose del Monte National High School	Project PASADU (Performance Assistance for Students' Academic development and Upgrading)