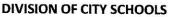
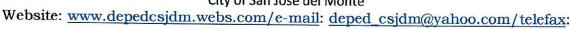


Republic of the Philippines **DEPARTMENT OF EDUCATION**

Region III



City of San Jose del Monte



(044)815-28150



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APR 25 2017

Records Unit

DIVISION MEMORANDUM

No. 67 s. 2017

7. 510.61

o: Public Schools District Supervisors
Public Elementary/ Secondary School Heads

All Others Concerned

DIVISION CONTINUOUS IMPROVEMENT (CI) SYMPOSIUM

- 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.
- 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	Sharing from the CI Teams will focus on: Background information Problem status before CI intervention (before state) Results on the CI intervention on the problem (after state) How the CI team implemented their CI project (i.e. priority root cause analysis, process mapping, solutions implemented, etc.) Plans or next steps for the CI teams KEY questions that should be answered in the presentation: 1. Where were we before? 2. Where are we now? 3. How we did it? 4. Where do we go from here?/What's in the future?	
Content	The presentation should include actual photos of CI works, short video clips of actual CI work, and other CI outputs.	
Required Presentation Templates	BEST 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 Cl Team	
Required Presentation Equipment	Each CI Team should bring own laptop	
Attire	Corporate	

EXHIBIT MATERIALS AND EQUIPMENT

MATERIALS	IMPORTANT GUIDELINES
Photos/Images	 Pictures should be in high resolution, not pixelated, stretched or distorted. Selfies or groufies are not allowed. Photos should be people in action during meetings, workshops, etc. and outputs and should have captions.
Project Innovation: These are actual materials developed for the program, e.g. new materials, posters, flash cards, revised/new forms, etc.	 Quantity of materials should be enough for exhibit display. Quality of materials should be in good condition.
Cl Project Brochure/Storybook (if available)	 The brochure should clearly capture the Cl project, successes, journey, etc.

PROJECT BRIEFER

Requirement	 Each CI Team is required to produce a CI project briefer/profile
Content	The content should include the following for each CI Project in the Division: Project Title CI Team Name (if there is) CI Team Composition and Role Key Customer Key Process Objectives Overall Objective Pilot Implementation Roll-out Key Learning



Republic of the Philippines **DEPARTMENT OF EDUCATION**Region III



DIVISION OF CITY SCHOOLS

City of San Jose del Monte

Website: www.depedcsjdm.webs.com/e-mail: deped_csjdm@yahoo.com/telefax: (044)815-28150

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)