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DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF SORSOGON

Capitol Compound, Sorsogon City, Philippines 4700



January 16, 2019

DIVISION MEMORANDUM

No. 16, s. 2019

SCHEDULE OF CONTINUOUS IMPROVEMENT (CI) MONITORING TO SCHOOL CI TEAMS OF BATCH 1 AND BATCH 2

TO: Division CI Team
Concerned School Heads
School CI Teams- Batch 1
(Bulan NHS, Donsol NCHS, Gallanosa NHS, Gubat NHS, Pilar NCHS
Cumadcad CS, Sta. Magdalena CS)
School CI Teams- Batch 2
(Cumadcad NHS, Matnog NHS, Sta. Magdalena NHS, Pto. Diaz NHS,
Donsol East CS, Pilar I CS, Jose G. Alindogan ES, Gubat NCS, Barcelona CS,
Matnog CS, Bulan North CS- B and Bulan South CS)

1. To check the extent of implementation of the Continuous Improvement (CI) projects of the school CI teams of Batch 1 and Batch 2 in this Division, this Office hereby directs the Division CI Team to closely monitor the accomplishments of the aforementioned schools.
2. The focus of the monitoring will be on the utilization of the CI tools and flowcharts, accomplishment of the CI next steps, students' performance vis-à-vis Organizational KPI and Process KPI and CI enhancement tools/refinements and other reports.
3. Herewith is the timeline of the monitoring schedule:

School CI Team	Date of Monitoring
<ul style="list-style-type: none"> • Cumadcad NHS • Cumadcad CS 	January 29, 2019
<ul style="list-style-type: none"> • Pilar I CS • Pilar NCHS 	February 6, 2019

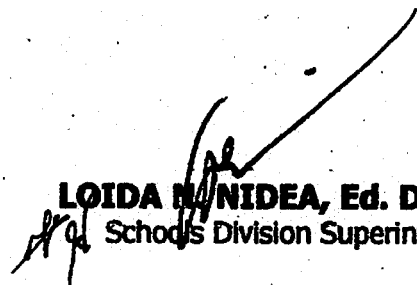
<ul style="list-style-type: none"> • Donsol East CS • Donsol NCHS 	February 12, 2019
<ul style="list-style-type: none"> • Bulan North CS-B • Bulan South CS • Bulan NHS 	February 13, 2019
<ul style="list-style-type: none"> • Sta. Magdalena CS • Sta. Magdalena NHS 	February 19, 2019
<ul style="list-style-type: none"> • Matnog CS • Matnog NHS 	February 20, 2019
<ul style="list-style-type: none"> • Gallanosa NHS • Jose G. Alindogan ES 	February 26, 2019
<ul style="list-style-type: none"> • Gubat North CS • Barcelona CS 	February 27, 2019
<ul style="list-style-type: none"> • Pto. Diaz NHS • Gubat NHS 	March 5, 2019

4. Relative thereof, all school CI teams are also reminded of the following reports to be submitted to this Office thru the Division CI Team to wit:

- For Batch 1
 - a. Year-end Accomplishment Report for SY 2017
 - b. Mid-year Accomplishment Report, June 2018-October 2018
 - c. Project Proposal/AR/ATC for SY 2018-2019
- For Batch 2
 - a. Mid-year Accomplishment Report, June 2018-October 2018
 - b. Project Proposal/AR/ATC for SY 2018-2019

5. Travel, meals and other incidental expenses of the Division CI Team relative to the conduct of the CI monitoring shall be charged against Division MOOE/local funds subject to the usual accounting and auditing rules and procedures.

6. For information and compliance.


LOIDA M. NIDEA, Ed. D., CESO V
 Schools Division Superintendent