



May 15, 2019

DIVISION MEMORANDUM


No.84 s. 2019

3rd DIVISION SYMPOSIUM ON CONTINUOUS IMPROVEMENT (CI) PROGRAM

TO: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors/Specialists
Public Schools District Supervisors
School Heads of CI Teams
School CI Teams
All Others Concerned

1. With the successful roll out of the Continuous Improvement Program to twelve schools through trainings and coaching sessions from August 24, 2018 to May 16, 2019, the **3rd Division Symposium on Continuous Improvement Program** will be conducted on May 21, 2019 at Villa Isabel Hotel, Sorsogon City.
2. The objectives of the symposium are:
 - a. Showcase the CI projects of the twelve CI school teams Batch 3 through plenary sessions and exhibits;
 - b. Recognize the accomplishments of the CI teams.
3. Attached are list of participants, program of activities and working committees for your information and guidance.
4. Expenses relative to the preparation of the CI exhibit and the Division Briefer shall be charged against respective local funds.
5. Participants should be in business attire.
6. School CI Teams are expected to set up their exhibits on May 20, 2019. Travel expenses of other school personnel who will assist the school CI team in putting up the booth on the said date shall be charged to school MOOE. The committee on hall preparation and the ICT Support Staff are also advised to be present on the same date.

7. Travel, accommodation and other incidental expenses of the School CI Teams and all other participants shall be charged against school MOOE/local funds, while foods, accommodations, supplies and materials, travel expenses of Division CI Team and other incidental expenses shall be charged against HRTD fund and Division MOOE subject to the usual accounting and auditing rules and procedures.
8. Participants shall be granted with a 1-day service credit / COC pursuant to Dep Ed Order No. 53 s.2003.
9. For information, guidance and compliance of all concerned.


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



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3rd DIVISION SYMPOSIUM ON CONTINUOUS IMPROVEMENT (CI) PROGRAM

EXECUTIVE COMMITTEE

Loida N. Nidea, Ed. D., CESO V
Schools Division Superintendent

Ma. Jeany T. Postrado, Ed. D.
Assistant Schools Division Superintendent

Florencio P. Bermundo
SGOD Chief

Rolando F. Embile
CID Chief

OVERALL CHAIRMAN

Michelle H. Guadamor
CI Team Leader

CO-CHAIRMAN

Bernadette R. Bedis
Salvador B. Belen, Jr.

WORKING COMMITTEES

Hall Preparation

Michelle H. Guadamor
Salvador B. Belen, Jr.
Bernadette R. Bedis
Jerry G. Firmanes

Certificates

Salvador B. Belen, Jr.
Bernadette R. Bedis

AVP/Tarpaulin

Salvador B. Belen, Jr.

Documentation

Rex T. Barbin
Joseph John J. Perez

Registration/Attendance

Rosemarie D. Lisano

ICT Support Staff

John Rey J. Perez

Foods/Accommodation/Token

Bernadette R. Bedis
Leah H. Peran

Program

Michelle H. Guadamor
Salvador B. Belen, Jr.
Bernadette R. Bedis



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ACTIVITY DESIGN/PROGRAM OF ACTIVITIES

May 21, 2019	
TIME	ACTIVITIES
7:30 - 8:00	Arrival and Registration
8:00 - 9:00	Opening Program
9:00 - 9:30	Break
9:30 -12:00	CI Project Presentation
	LUNCH BREAK
1:00 - 4:00	Continuation of CI Project Presentation
4:00 - 5:00	Closing Program

LIST OF PARTICIPANTS

PARTICIPANTS	NUMBER
SDS	1
ASDS	1
SGOD /CID Chief	2
EPS	12
PSDS	27
School Heads	12
Department Heads	8
Assistant School Principal	1
School CI Teams	60
Process Owners	12
Division CI Team	3
Guests from the Regional Office	3
Support Staff	8
TOTAL	150