



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

February 16, 2024

DIVISION MEMORANDUM
No. 100 s, 2024

CONTINUOUS IMPROVEMENT (CI) PROGRAM TIMELINE OF ACTIVITIES FOR SY 2023-2024

**To: Assistant Schools Division Superintendents
Chiefs CID and SGOD
Schools District Supervisors/Acting PSDSs
Elementary and Secondary School Heads
All Others Concerned**


1. In support to DepEd goals and objectives this office, pursuant to DepED Order 44, series 2015, through the Schools Governance Operations Division, announces the CI Program Timeline of activities for this school year.
2. This timeline of activities shall serve as guide for schools, coaches, and trainers to track achievements of the following:
 - 2.1. harmonized implementation of the different CI stages by the schools' project teams
 - 2.2 focused coaching by PSDSs, coaches, trainers, and understudies through permanent district assignments
 - 2.3. ensured alignment of CI projects against identified priority improvement areas (PIA) in the SIP, efficiency of implementation and resolution to BLICs encountered.
 - 2.4. prepared for the celebration of gains and success of identified priority improvement areas through portfolio review, onsite validation, and division symposium.
 - 2.5. ready for the regional search for Outstanding Program Implementers (OPI) in the Continuous Improvement Program Category.
3. It is expected that schools started their CI projects and implementation of Stage 1 (Asses) during the first quarter of the school year in the months of August to October 2023, so that the remaining two stages: Analyze -stage 2 and Act – stage 3 are implemented in November 2023 to February 2024 onwards.
4. Hereunder is the adjusted timeline of CI activities:
 - April 8-12, 2024 – District Symposium or monitoring/ validation by District CI Team (PSDS, District CI Coordinator, Secondary Principal)
 - April 15-24, 2024 – Monitoring/ coaching by Division CI TWG and finalization of CI projects by PDTs.
 - April 25- 26, 2024 – Submission of CI projects for portfolio validation by district CI team.



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- April 29-30, 2024 – CI Portfolio validation by Division CI TWG.
 - May 7-9, 2024 – Onsite validation of the selected CI projects after the documents review.
 - May 10 -11, 2024 – Division Symposium.
5. PSDS are required to submit on **April 2, 2024**, the following: a) schedule, if district symposium b) district CI team composition, if school validation through this link: <https://forms.gle/yf8RHmpCgbkz2LZU8>.
 6. If district symposium, Division CI TWG will be deployed to monitor the proceedings, provide TA and support to achieve the objectives.
 7. A follow-up memorandum will be issued after April 2, 2024, for the assignment of TWG and other details for the succeeding activities.
 8. Relevant expenses such as travel, food, accommodation, materials, and other incidentals shall be charged against school/division MOOE, SEF and other local funds subject to the usual COA auditing rules and guidelines.
 9. This Memorandum also serves as **Travel Order**.
 10. For the guidance and compliance of all concerned.
 11. Immediate dissemination of this Memorandum is directed.


CASIANA P. CABERTE Ph D. CESQ V
Schools Division Superintendent

