



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

April 1, 2024

DIVISION MEMORANDUM
No. 165 , s. 2024

CONTINUOUS IMPROVEMENT (CI) PROGRAM CONDUCT OF DISTRICT ACTIVITIES - 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. Pursuant to Division Memo No. 079 s. 2024, this office announces the conduct of District Continuous Improvement (CI) activities following the schema that districts chose as per inputs in the link provided. This year's theme: " CI na Pundasyon Kaagapay sa Matatag na Edukasyon "
2. As per results inputted in the link, twenty-seven (27) out of 58 districts chose to do schools validation, while thirty-one (31) will conduct the usual district CI symposium. Both strategies will come up with one best CI project to represent the district during the congressional level documents review on **April 29-30, 2024**, and onsite validation on **May 7-9, 2024**, by the **Division CI Team**.
3. Results and MOV's of both symposium and school monitoring/validation of CI projects shall be submitted to the Schools Division Office using the ACR template on or before **April 26, 2024**, **C/O Carla Joyce Arnejo**. The portfolio of the selected best CI project shall also be submitted on the same dates.
4. The following documents are herein attached for the guidance of everyone concerned, to wit:
 - Assignment of coaches and schedule during the symposium, documents review and onsite validation.
 - Mode chosen by districts.
 - Mechanics of the CI Symposium
 - Criteria for the selection of CI best project
5. Relevant expenses such as travel, food, accommodation, materials, and other incidentals incurred during the district symposium or monitoring/validation, documents review/portfolio assessment, onsite validation of the top 3 projects per congressional district and division symposium shall be charged against school/division MOOE, SEF and other local funds subject to the usual COA auditing rules and guidelines.

CPC/CID/CMR/PVV



Deped Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
www.depedbohol.org



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

6. This Memorandum also serves as **Travel Order**.
7. For the guidance and compliance of all concerned.
8. Immediate dissemination of this Memorandum is directed.

Casiana P. Caberte

CASIANA P. CABERTE Ph D. CESO VI
Schools Division Superintendent

CPC/CID/CMR/PVV



Deped Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol

Telephone No.: (038) 411-2544

email Address: deped.bohol@deped.gov.ph

www.depedbohol.org

pg. 1

Attachment 1.

District Symposium and or Monitoring/Validation of schools' CI projects; April 8-12, 2024

Notes:

1. Listed below are the preferred mode of the districts in the conduct of district CI activities, schedule and assigned Division CI TWG to serve as Monitoring coach, along with the PSDS, and District CI Coordinator as members of the CI assessment body. **Division CI TWG/ monitoring coach shall bring the portfolio and SIP of the winning CI project ready for the documents review in the following week.**
2. For districts that chose to do schools monitoring/validation of their CI projects, the team shall be composed of the PSDS, district CI coordinator and one secondary principal who will visit the schools to assess and validate the status of the schools CI project implementation. **In this case, a report shall be submitted by the District CI Team containing the status of all the schools in the district in terms of their CI project implementation, solutions to PIAs in the SIP and its impact to the school. The ACR template shall be used with pictures.**
3. Coaches assigned are advised to coordinate with the District CI Team prior to the activity and adhere to the selection standards and criteria set. Ensure that projects are aligned to the PIAs in the SIPs.

DISTRICT SYMPOSIUM		
CD 1 Districts =16	Monitoring Coach	Schedule
1.Loan South	Ester Mingoc	April 11, 2024
2.Corella	Elvira Jabonillo	April 11, 2024
3.Calape	Danilo Aton	April 11, 2024
4.Baclayon	Virgilia Lofranco	April 11, 2024
5.Sikatuna	Percy Torres	April 12, 2024
6.Maribojoc	Mel Belano	April 12. 2024
7.Loan North	Diodora Gabito	April 12. 2024
8.Cortes	Erwin Gamayon	April 12. 2024
9.Daus	Maria Luisa Tolop	April 12. 2024
10.Panglao	Cerlito Romero	April 17, 2024
11.Tubigon East	Leah Vanessa Aton	April 24, 2024,
	MONITORING/ VALIDATION OF SCHOOLS IN THE DISTRICT	
1.Antequera	District CI Team	April 8-12, 2024
2.Balilihan	District CI Team	April 8-12, 2024
3.Catigbian	District CI Team	April 8-12, 2024
4.Calape	District CI Team	April 8-12, 2024
5.Maribojoc	District CI Team	April 8-12, 2024



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
 Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
 Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



DISTRICT CI SYMPOSIUM		
CD 2 Districts-21	Monitored by	Monitoring Coach
1.Ubay 2	Generosa T. Castillo, Ma. Theresa Salas	April 11, 2024
2.Ubay 3	Ivy Melencion, Carol Payot	April 11, 2024
3.Sagbayan	Rosanna Dablo, Ma. Theresa Estorgio	April 11, 2024
4.San Isidro	Ma. Zena Ladaran	April 12, 2024
5.Bienunido	Edjelbert Tesorio	April 12, 2024
6.Buenavista 1	Leah Vanessa Aton, Ma. Theresa Salas	April 12, 2024
7.Dagohoy	Vivian Samputon	April 12, 2024
8.Inabanga South	Lourdes Bongay, Jeffrey Montejo	April 12, 2024
9. Getafe 2	Cerlito Romero, Fernando Enad	April 12, 2024
10.Pres. CP Garcia	Ana Marie Artiaga, James Avenida	April 12, 2024
	MONITORING/VALIDATION OF SCHOOLS IN THE DISTRICT	
1.Buenavista 2	District CI Team	April 8-12, 2024
2.Clarin	District CI Team	April 8-12, 2024
3.Danao	District CI Team	April 8-12, 2024
4.Getafe 1	District CI Team	April 8-12, 2024
5.Inabanga North	District CI Team	April 8-12, 2024
6.San Miguel	District CI Team	April 8-12, 2024
7.Talibon 1	District CI Team	April 8-12, 2024
8.Talibon 2	District CI Team	April 8-12, 2024
9.Trinidad 1	District CI Team	April 8-12, 2024
10.Trinidad 2	District CI Team	April 8-12, 2024
11.Ubay 1	District CI Team	April 8-12, 2024

DISTRICT SYMPOSIUM		
CD 3 Districts-21	Monitoring Coach	Schedule
1.Alicia	Analou Gamay, Marina Bernasor	April 11, 2024
2. Mabini	Chona Alambatang	April 11, 2024
3. Sevilla	Cristina Apale, Delia Belnas	April 11, 2024
4.Candijay	Marilyn Llido, Virginia Gamil	April 11, 2024



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
 Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
 Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



5.Jagna	Antonio Buaya, Renato Calamba	April 12, 2024
6. Loay	Rachel Sabijon	April 12, 2024
7.Carmen 1	Ivy Amba, Amelita Credo	April 12, 2024
8.Carmen 2	Alice Raganas	April 12, 2024
9.Carmen 3	Casiana Tatad, Percy Torres	April 12, 2024
10.Anda	Clemente Intong, Generosa T. Castillo	April 12, 2024
11.Lila	Marilou Arbasto, Marina Bernasor	April 12, 2024
12.Loboc	Lourdes Bongay, Carla Joyce Arnejo	April 19, 2024
	MONITORING/VALIDATION OF SCHOOLS IN THE DISTRICT	
1.Batuan	District CI Team	April 8-12, 2024
2.Bilar	District CI Team	April 8-12, 2024
3.Dimiaio	District CI Team	April 8-12, 2024
4.Duero	District CI Team	April 8-12, 2024
5.Garcia Hernandez	District CI Team	April 8-12, 2024
6.Guindulman	District CI Team	April 8-12, 2024
7.Pilar	District CI Team	April 8-12, 2024
8.Sierra Bullones	District CI Team	April 8-12, 2024
9.Valencia	District CI Team	April 8-12, 2024



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
 Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
 Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



Attachment 2: CI SYMPOSIUM MECHANICS

Presentation	Booth	Monitors
<p>1. Focus on the three questions!</p> <p>a.) Where were we before?</p> <p>b.) Where are we now?</p> <p>c.) How did we do it?</p> <p>d.) Where do we go from here?</p>	<p>1. One booth per project.</p>	<p>1. Logistics shall be taken care by the host district (venue, sound system, committees, certificates, etc)</p>
<p>2. Presenter must be the principal/ school head of the school</p>	<p>2. Display of unnecessary materials is discouraged. Put only the materials used during the project implementation and other basic data about the project.</p>	<p>2. The Trainer- Coach shall be the chairperson and the PSDS as Co-Chairperson. If the PSDS is also the coach, the Central School Principal shall automatically be the Co- chairperson and a secondary school head as member of the monitoring team.</p>
<p>3. It's a 7-minute presentation using two screens to maximize presenting all relevant data about the project.</p>	<p>3. Aesthetics is basic but no crowding, beautiful yet simple.</p>	<p>3. The chosen CI project shall be based on objective deliberation by the team. How the three questions are answered with supporting data are best indicators to influence the team's decision.</p>
<p>4. Follow the 7X7 standards in the slide decks, Times New Roman font, black font-color, white background.</p>	<p>4. The Taong-Bahay" is preferably the process owner who can elaborate answers to questions.</p>	<p>4. Be sensitive of CI projects made for compliance from a project made of competence, integrity and due diligence.</p>
<p>5. A school with no accepted SIP shall be allowed to present but must have the SIP accepted by the SDS before the Division symposium.</p>	<p>5. An A3 file of the project or pamphlet/brochure shall be one of the things in the booth.</p>	<p>5. CI learning insights are good inputs about the team and the project.</p>
<p>6. Presenter must be the principal/ school head of the school</p>	<p>6. Display of unnecessary materials is discouraged. Put only the materials used during the project implementation and other basic data about the project.</p>	<p>6. The Trainer- Coach shall be the chairperson and the PSDS as Co-Chairperson. If the PSDS is also the coach, the Central School Principal shall automatically be the Co- chairperson and a secondary school head as member of the monitoring team.</p>



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
 Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
 Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



Attachment : CRITERIA FOR JUDGING THE CI PROJECTS

CRITERIA FOR BEST SCHOOL CI IMPLEMENTER	POINTS
A. ACCOMPLISHMENTS	30 PTS
90-100% Target accomplished	30
80-89% Target accomplished	20
79% & below Target accomplished	10
No accomplishment	0
B. PROJECT COMPLETION	10 PTS
Step 1-10	10
Step 6-8	8
Step 3-5	6
Step 1-2	4
<i>Note: 10 pts. Deduction if data are inconsistent</i>	
C. ALIGNMENT OF SIP/AIP	15 PTS
CI project is aligned to SIP/AIP & accepted by the SDS	15
CI project is aligned to SIP/AIP, appraised by PSDS but not accepted by the SDS	10
CI project is aligned to SIP/AIP, approved by SPT	5
No SIP/AIP	0
D. DOCUMENTATION Complete Documents	15 PTS
Portfolio (Hard Copy) Which Include All Relevant MOVs	5
Video of The Implementation Highlights	5
Hard Copy of Accepted SIP/ AIP	5
E. BOOTH	5 PTS
1. VISUAL PRESENTATION	2
A. Message & Content	1
B. Graphics & Design	0.5
C. Captures & Theme	0.5
2. EXHIBIT ORGANIZATION	2 PTS
Concept is Logically Arranged	1
Exhibit is Relevant To The Project	1
3. TAONG BAHAY	1 POINT
Visible At The Booth	0.5
Knowledge Of The Project	0.5
F. STAKEHOLDERS INVOLVEMENT	10 PTS
BLGU	2
PTA	2
Complete Team Members	2
School Head/ Cluster Head	2
Parent Involvement	2
G. PRESENTATION/ DELIVERY	15 PTS
7 Minutes Presentation	7.5
2 Minutes Simple Entrance & Exit	
5 Minutes Presentation Proper	
Synchronization Of The Slides & The Presenters' Mastery of the Content Delivery	7.5
<i>Note: 1 Point Deduction Per Minute Excess of Presentation</i>	
<i>3 Points Deduction if SH fail to render report</i>	



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
 Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
 Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



**Attachment 4 : CONGRESSIONAL
LEVEL Documents Review/Portfolio
Assessment**

Venue: TBD

Date: April 29-30, 2024 (Monday and Tuesday)

CD 1

Maria Luisa F. Tolop
Ma. Rosanna S. Dablo
Lourdes Bongay
Alice C. Raganas
Ma. Mel Belano
Clemente P. Intong Jr.

CD 2

Ana Marie Valmoria
Generosa Castillo
Rachel S. Briones
Vivian Samputon
Ma. Zena Ladaran
Leah Vanessa Aton
Casiana Tatad
Chona Alambatang

CD 3

Edjelbert Tesorio
Cerlito L. Romero
Diodora Gabito
Antonio P. Buaya
Danilo A. Aton
Ester Mingoc
Analou Gamay
Virginia Gamil



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph



**Attachment 5: Assignment of Onsite
Validation for the Top 3 Projects per
CD**

Date: May 7-9, 2024 (Tuesday, Wednesday,
Thursday)

CD 1 Team 1

Maria Luisa F. Tolop
Erwin Gamayon
Ma. Rosanna S. Dablo

CD 1 Team 2

Lourdes Bongay
Percy Torres
Alice C. Raganas

CD 1 Team 3

Ma. Mel Belano
Clemente P. Intong Jr.
Jeffrey Montejo

CD 2 Team 1

Ana Marie V. Artiaga
Fernando Enad
Rachel S. Briones
Ma. Theresa Salas

CD 2 Team 2

Vivian Samputon
Generosa Castillo
Leah Vanessa Aton
Carla Joyce Arnejo

CD 2 Team 3

Casiana Tatad
Chona Alambatang
Analou Gamay
Marina Bernasor

CD 3 Team 1

Edjelbert Tesorio
Ma Zena Ladaran
Diodora Gabito
Carol Payot

CD 3 Team 2

Antonio P. Buaya
Danilo A. Aton
Ester Mingoc

CD 3 Team 3

Virginia Gamil
Cerlito L. Romero
James Avenido

Division Level Symposium

Venue: TBD

Date: May 10-11, 2024



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

