



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



**MEMORANDUM**

**To:** Public Schools District Supervisors  
School Heads Concerned  
Teachers Concerned  
*This Division*

**From:** The Office of the Schools Division Superintendent

**Subject:** **DIVISION TRAINING ON CONTINUOUS IMPROVEMENT (CI) PROGRAM**

**Date:** March 28, 2018

**RELEASED**

APR 04 2018

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE

1. The Schools Division of Zamboanga del Norte strongly supports and responds to all effective initiatives leading to transformation through the use of effective processes and methodologies in resolving school problems, issues and concerns. Thus, the **Division Training on Continuous Improvement (CI) Program** will be conducted on April 23-27, 2018 at Mibang Hotel, Dipolog City.
2. There will be two (2) batches for this training and each batch will spend 2.5 days. The first batch will start on April 22, 2018 at 1:00 pm as day 0 and will end on April 24, 2018 in the afternoon. The second batch will start on April 25, 2018 in the morning and will end on April 27, 2018 in the morning, to wit:

1 <sup>st</sup> batch (April 22pm-24pm)	2 <sup>nd</sup> batch (April 25am-27am, 2018)
Cluster 1 and Cluster 4	Clusters 2, 3 and 5

3. The objectives of this seminar workshop are the following:
  - a. to articulate the basic understanding of Continuous Improvement (CI);
  - b. to explain the CI methodology and its steps, and ;
  - c. to demonstrate CI application at their level with the guidance of the Coach.
4. The participants to this training shall be identified by the Public Schools District Supervisor as the process owner of each team in their respective district. **Untrained Public Schools District Supervisors are advised to attend the first batch of this training.** There will be four participants in every district and shall compose of the following:
  - 1 Secondary School Head (*preferably from the main school*)
  - 1 Elementary School Head (*preferably from the central school*)
  - 1 Head Teacher (*either from elementary or secondary*)
  - 1 Master Teacher (*either from elementary or secondary*)
5. This is a **LIVE-IN** activity. The participants of the first batch are expected to be at the training venue and to check in on day 0, April 22, 2018 and snacks will be served in the afternoon while check out shall be done on April 24, 2018 at 12:00 noon with dinner to be served as the last meal. The participants of the second batch are expected to check in on April 24, 2018 and the first meal to be served is breakfast on April 25, 2018 while checked out shall be done on April 27, 2018 at 12:00 noon. Lunch shall be served as the last meal on the same date.
6. Service credits shall be granted to all participants, facilitators and staff for the services rendered during Saturdays and Sundays.
7. Board and lodging of the participants, supplies and materials, shall be chargeable against the Division INSET Funds while travel expenses incurred by the participants relative to their attendance to this activity shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Officer In-Charge  
Office of the Schools Division Superintendent

*[Handwritten Signature]*