



Republic of the Philippines
Department of Education
Caraga Region XIII
J.P Rosales Avenue, Butuan City



April 10, 2018

REGIONAL MEMORANDUM
No. 219 2018



GUIDELINES IN UPLOADING CONTINUOUS IMPROVEMENT (CI) PROJECTS

To: Schools Division Superintendents
This Region

1. The Continuous Improvement (CI) is one of the principles of the School-Based Management (SBM) thrust of the Department of Education. It aims to continually improve key processes and service delivery of the offices and schools towards the achievement of desired educational outcomes and eventually promote a culture of excellence at all levels in the Department.
2. It is for this reason that this Office has cascaded CI Program and required the SDOs to craft relevant projects based on the Priority Improvement Areas (PIAs) to fulfill the tall order for its implementation.
3. Along this line, this Office has created an online file repository of all the Projects for easy access of users and other stakeholders.
4. To ensure quality in uploading the Projects, the following guidelines are set.
 - Projects crafted by the CI Teams of the division and schools following the 10 steps of CI methodology should be submitted to the existing Division CI Teams in PowerPoint format.
 - The members of the existing Division CI Teams shall comprise the Division Quality Assurance Team (DQAT) or may invite potential members of the school CI teams to assure the quality of the Projects for submission to the Regional Office.
 - Only quality assured Projects should be emailed to ftadcaraga@gmail.com.
 - The Division should assign a focal person in-charge in sending the Projects to the Regional Office.
 - Projects uploaded in the google link should be in PDF Format to preserve the intellectual property rights of the project owners/writers.
5. The Divisions may adopt or customize the Projects appropriate and relevant to their needs to improve the desired learning outcomes.
6. To access the link, simply follow these steps.
 - Go to facebook.com/FTADCaraga
 - Scroll down to find the pinned post on the page.
 - Click the google drive link in the description of the pinned post.
(https://drive.google.com/drive/folders/1t10RjW-FC0rEz22ftEubCEu_fmPlgnxW)
 - Click either governance or teaching and learning to search for any projects.
7. For guidance and compliance.


BEATRIZ G. TORNO, PhD., CESO IV
Regional Director

Reference: NONE
To be included in the **Perpetual Index**
Under the following subjects:

CONTINUOUS IMPROVEMENT (CI)