



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

May 3, 2021

DIVISION MEMORANDUM
No. 154, s. 2021

**SUBMISSION OF DISTRICT ENTRIES FOR THE PROJECT “NV CIA”:
NVIGORATE CONTINUOUS IMPROVEMENT FOR HEIGHTENED
ACHIEVEMENT**

TO: OIC- Assistant Schools Division Superintendent
CID Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Nueva Vizcaya thru the Curriculum Implementation Division conducted the 1st Continuous Improvement (CI) Summit in December 2020.
2. Continuous Improvement (CI) Methodology is a methodology to continually assess, analyze and act on the performance improvement of key process focusing on both customer needs and the desired performance.
3. Having been certified by the International Standard for Organization (ISO) thru Quality Management System 9001:2015, the Schools Division of Nueva Vizcaya continuous its quest for quality service.
4. The Curriculum Implementation Division is mandated to look into the continuous search for CI projects along Curriculum, Instruction and Assessment in the schools/districts.
5. This Calendar Year, the Continuous Improvement (CI) Summit shall have the following categories:
 - a. 1 entry (Elementary Level) per district
 - b. 1 entry (JHS/SHS) per district
6. The CI entries shall undergo the following process:
 - I. School Level:
 - a. School Head shall forward to the district their entry of their Project NV CIA.
 - b. The entry paper shall follow the CI process.
 - c. The CI entry shall have been captured in the 3-year SIP or AIP.

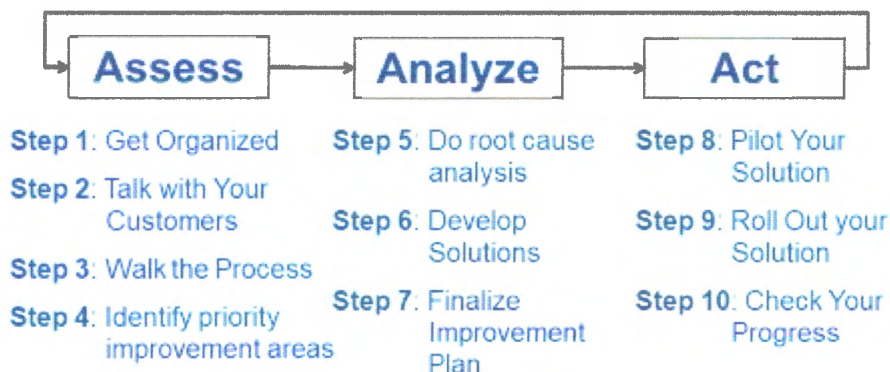


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CI Methodology



II. District Level

- Assesses the schools' entries relative to the category: 1) Curriculum/Instruction/Assessment; 2) presence of the CI project in the SIP/AIP.
- submits district entry (1-Elementary and 1 JHS/SHS) to the Division Screening Committee

III. Division Assessment Committee

- assesses the submitted entry coming from the districts
- recognizes the district with the best NV CIA Project.
- Presents the district entry during the Continuous Improvement Summit of the Division by the proponent/s

7. The participants to this project are schools (elementary per secondary school). Only one entry (1-Elementary and 1 JHS/SHC) shall be endorsed by the district to the Division Assessment Committee.

8. Attached is the flowchart, timeline and CI template of this project.

9. For your information, dissemination and compliance.

RACHEL R. LLANA, PhD., CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

Encl.:

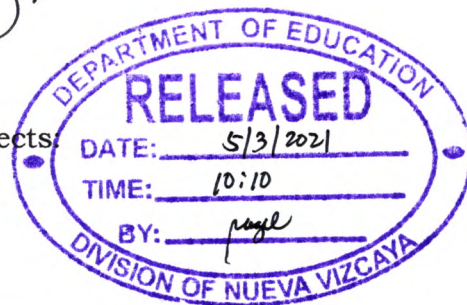
As stated

To be included in the Perpetual Index under the following subjects:

CONFERENCES
ORGANIZATIONS

OFFICIALS
SUMMIT

PROGRAMS

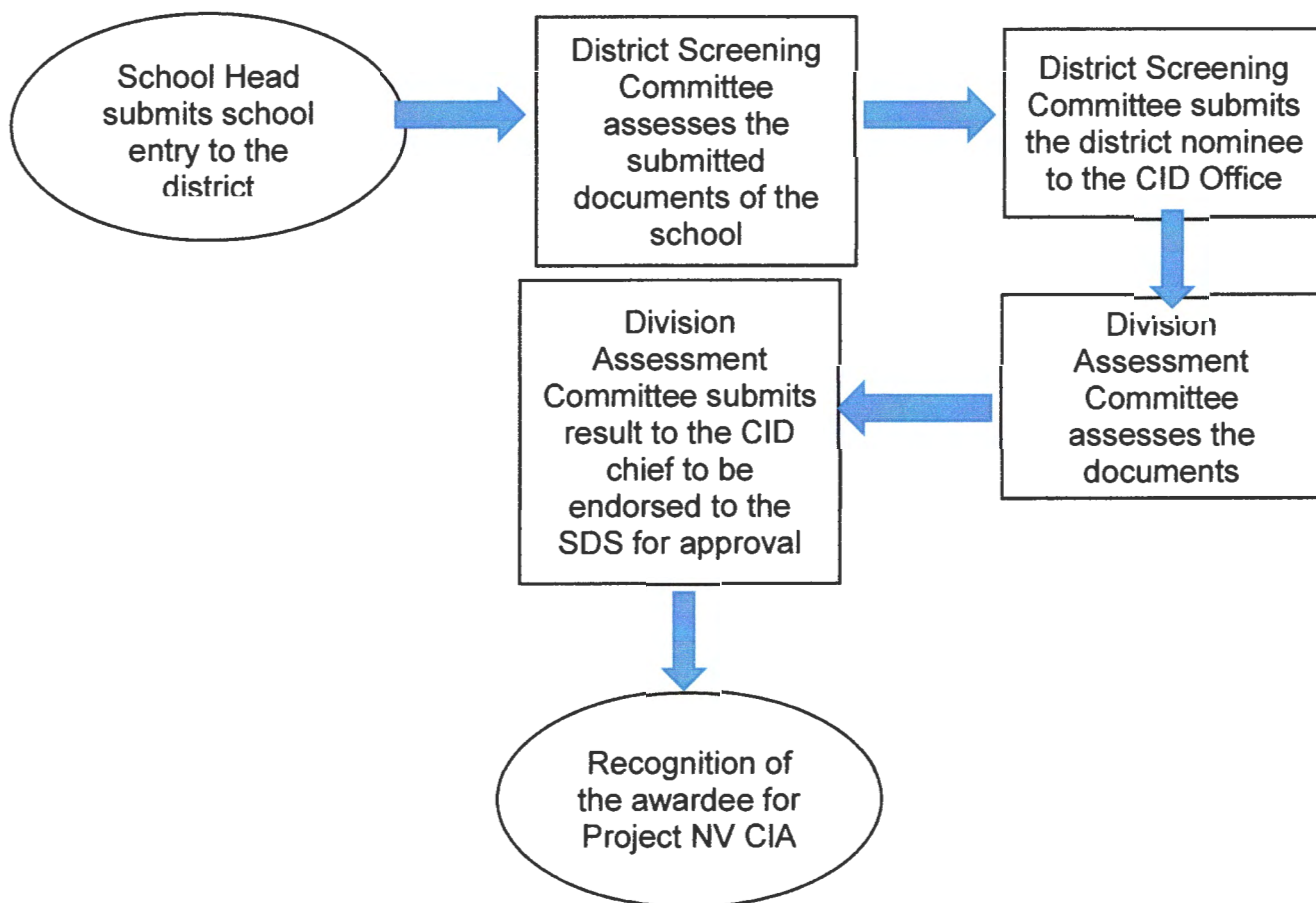


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Enclosure 1: Flowchart of the Activity



Project Implementation Plan	2020							
	May	June	July	Aug	Sept	Oct	Nov	Dec
<i>A. Pre-Implementation Activity</i>								
SDS through the CID Office issues memorandum	X							
PSDS/DICs disseminate the Division Memorandum to the schools	X							
<i>B. Implementation Activity</i>								
School Head submits school entry to the district		x						
District Screening Committee assesses the nominees of the school		X						
District Screening Committee submits district nominee		x						
EPS Anchor supervisor conducts coaching to the CI projects in the schools/districts			x	x	x	x	x	
Division Assessment Committee assesses the documents of the district nominees								X



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Division Assessment Committee forwards result to the CID chief to be approved by the SDS									X
<i>C. Post Implementation Activity</i>									
Recognition of the awardee of the Project NV CIA									X



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Enclosure No. 2: CI Project Template

CONTINUOUS IMPROVEMENT PROJECT TEMPLATE

PROJECT TITLE:			
PROPOSERS		DATE:	
BACKGROUND AND RATIONALE			
OBJECTIVES			
INDICATIVE PROJECT SCHEDULE	STAGE	SCHEDULE	RESOURCES NEEDED
	1. Assess		
	2. Analyze		
	3. Act		
FUNDING SOURCES	SOURCE	SCHEDULE	AMOUNT
• INTERNAL			
• OTHER STAKEHOLDERS			
		TOTAL	
REVIEW AND APPROVAL REMARKS			

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