



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

August 15, 2022

DIVISION MEMORANDUM

No. 273, s. 2022

**SUBMISSION OF DISTRICT ENTRIES FOR THE PROJECT "NV CIA 3.0":  
NVIGORATE CONTINUOUS IMPROVEMENT FOR HEIGHTENED  
ACHIEVEMENT**

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

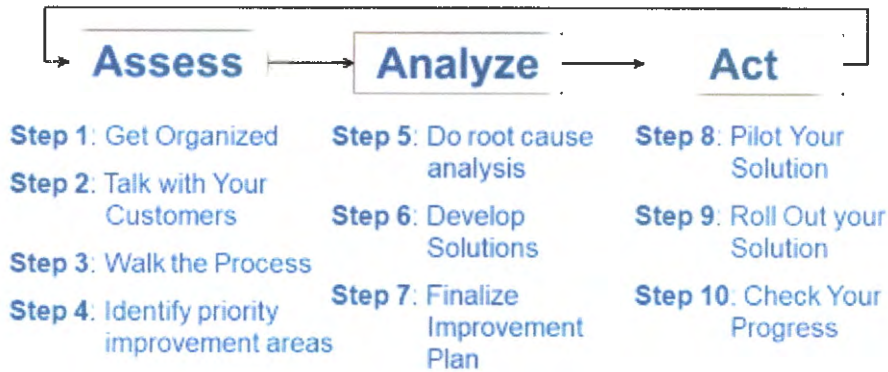
1. The Schools Division of Nueva Vizcaya thru the Curriculum Implementation Division is calling all districts to submit entries to the Project NV CIA 3.0.
2. Continuous Improvement (CI) Methodology is a methodology to continually assess, analyze and act on the performance improvement of key process focusing on both customer needs and the desired performance.
3. On its third year of CI implementation, the Curriculum Implementation Division is mandated to look into the continuous search for CI projects along Curriculum, Instruction and Assessment for the schools/districts/CID and operations and school governance for SGOD and OSDS.
4. 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
  - c. 1 entry per Functional Division of SDO-Nueva Vizcaya
5. 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 be captured in the 3-year SIP or AIP.



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## CI Methodology



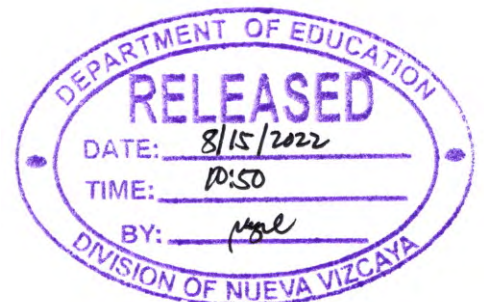
- II. District Level
  - a. Assesses the schools' entries relative to the category: 1) Curriculum/Instruction/Assessment; 2) presence of the CI project in the SIP/AIP.
  - b. submits district entry (1-Elementary and 1 JHS/SHS) to the Division Screening Committee
- III. Functional Division of SDO
  - a. CID, SGOD and OSDS Divisions shall endorse their Division's entry to the Division Assessment Committee thru Planning and Research.
  - b. The entries shall be endorsed by the Chief to the Division Assessment Committee
- IV. Division Assessment Committee
  - a. assesses the submitted entry coming from the districts
  - b. recognizes the district with the best NV CIA Project.
  - c. Presents the district entry during the Continuous Improvement Summit of the Division by the proponent/s in December 2022.

6. 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. For the three (3) Functional Divisions of the SDO, one (1) entry shall be endorsed to the Committee.

7. Attached is the CI template of this project.

8. For your information, dissemination and compliance.

  
**RACHEL R. LLANA PhD, CESO V**  
Schools Division Superintendent



Encl.:

As stated

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

CONFERENCES      OFFICIALS      PROGRAMS      ORGANIZATIONS      SUMMIT



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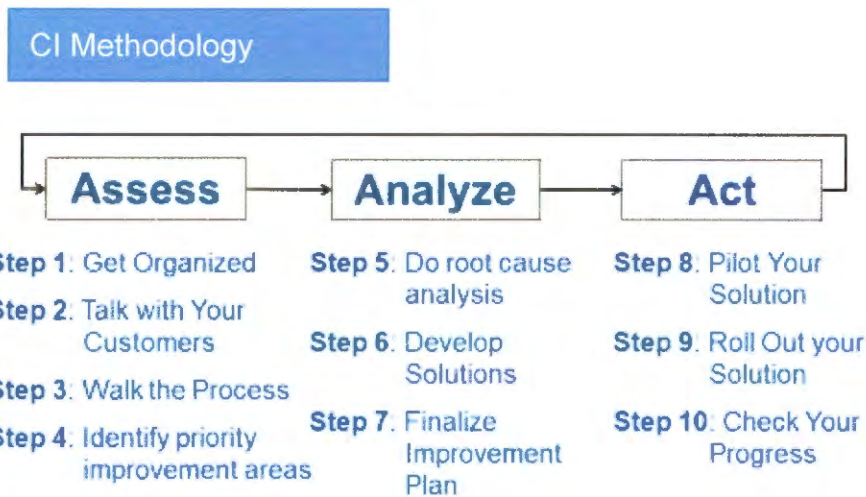
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Enclosure 1: Template of the CI project

**I. Project Title:**

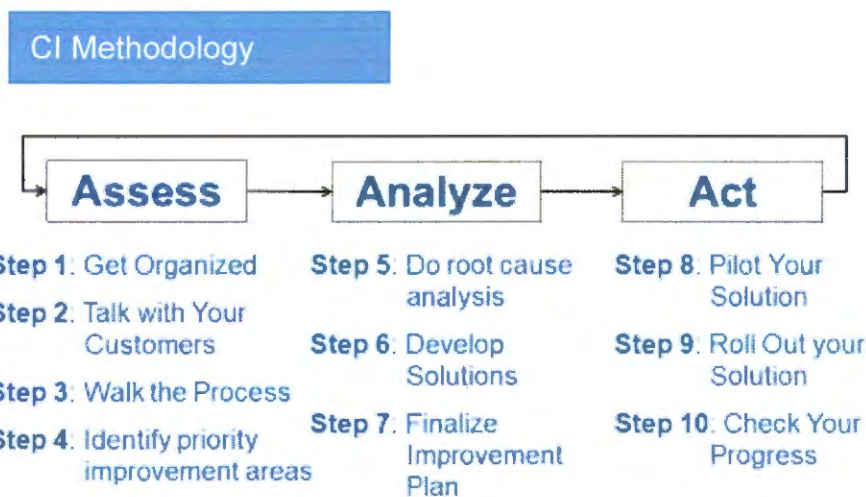
**II. Background and Rationale**

To include the steps in the Assess Stage such as: Get Organized; Talk with the Customer; and Walk the Process.



**III. Objectives and Expected Outputs**

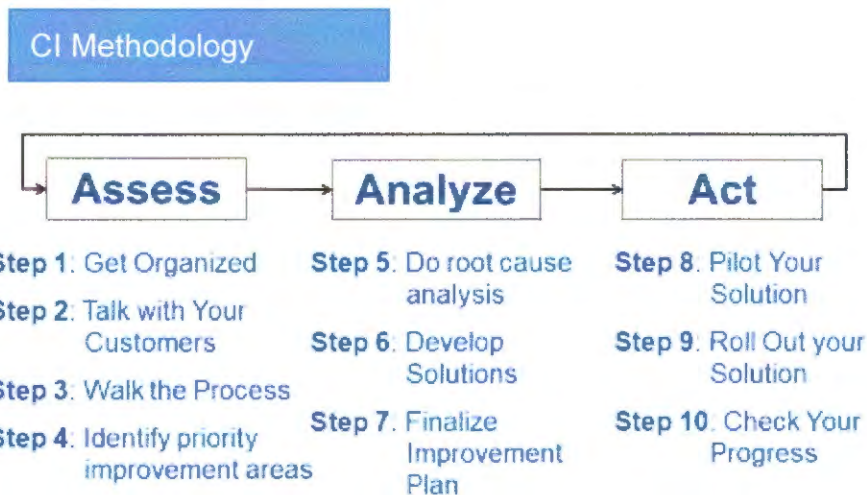
To include the last step in the Assess Stage which is identifying the Priority Improvement Areas.



**IV. Target Beneficiaries**

**V. Project Description, Interventions, Methods and Strategies**

To include the Analyze Stage (Root Cause Analysis and Develop Solutions) of the CI methodology

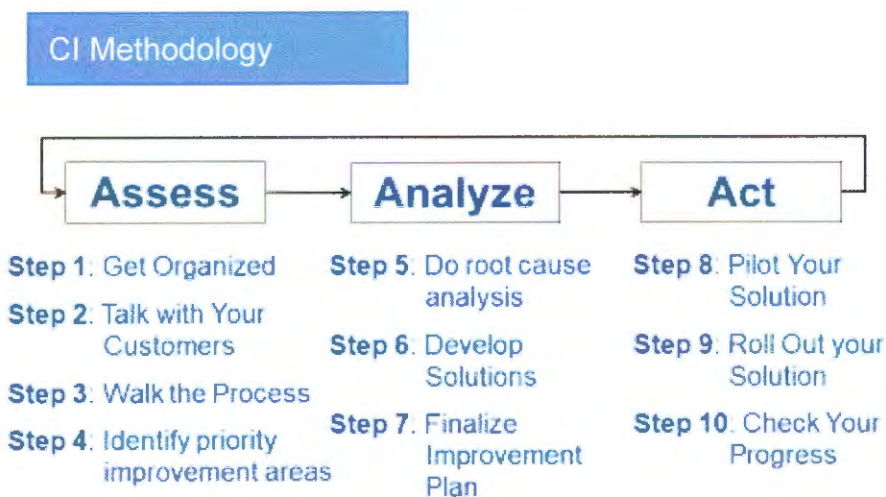


**VI. Project Implementation Plan**

To include in this stage the last step of the Analyze Stage (Finalize Improvement Plan)

**VIII. Monitoring and Evaluation**

To include the Act Stage of the CI methodology.



Enclosure No. 2: CI Project Template

**CONTINUOUS IMPROVEMENT PROJECT TEMPLATE**

PROJECT TITLE:			
School Head		DATE:	
Team Composition	Team Leader:		
	Scribe:		
	Communicator:		
	Process Observer:		
	Documenter:		
Key Customer			
Key Process			
BACKGROUND AND RATIONALE			
OBJECTIVES			
<b>INDICATIVE PROJECT SCHEDULE</b>	Activity	OUTPUT	TARGET DATE
<b>Assess</b>	1. Get Organized	Composition of the Project Team	
	2. Talk with the Customers	Individual/group/Focus Group Discussion	
	3. Walk the Process	SIPOC	
	4. Identify Priority Improvement Areas	Focused Problem Identification	
<b>Analyze</b>	5. Do Root Cause Analysis	Why-why diagram	
	6. Develop Solutions	Solutions developed	
	7. Finalize Improvement Plans	Implementation Plan	
		Piloted solution	
<b>Act</b>	8. Pilot Solutions		



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	9. Roll-Out Solutions	Rolled out solution	
	10. Check Progress	Key Learning	
FUNDING SOURCES	SOURCE	SCHEDULE	AMOUNT
• INTERNAL	School MOOE		
• OTHER STAKEHOLDERS			
		TOTAL	
REVIEW AND APPROVAL REMARKS			



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