



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

September 4, 2023

DIVISION MEMORANDUM

No. 297, s. 2023

**CALL FOR THE SUBMISSION OF DISTRICT ENTRIES FOR THE
PROJECT “NV CIA 4.0”: NVIGORATE CONTINUOUS
IMPROVEMENT FOR HEIGHTENED ACHIEVEMENT**

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

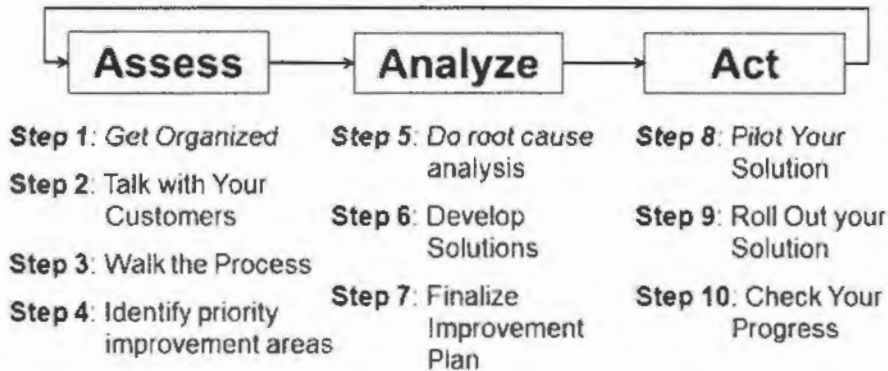
1. The Schools Division of Nueva Vizcaya thru the Curriculum Implementation Division is calling all districts to submit entries to the Project NV CIA 4.0.
2. Continuous Improvement (CI) Methodology is a methodology to continually assess, analyze and act on the performance improvement of key process focusing on both customer needs and the desired performance.
3. On its fourth year of implementation of the Project NV CIA 4.0, the Curriculum Implementation Division is on continuous search for CI projects along the four (4) Pillars of Education namely: Access; Equity; Quality; and Resiliency and Well-being from the schools/districts.
4. This Calendar Year, the Continuous Improvement (CI) Summit shall have the following categories:
 - a. 1 entry (Elementary Level) per district along Access; Equity; Quality; and Resiliency and Well-being
 - b. 1 entry (JHS/SHS) per district along Access; Equity; Quality; and Resiliency and Well-being
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 captured in the 3-year SIP or 2023 AIP.



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CI Methodology



II. District Level

- a. Assesses the schools' entries relative to the category: 1) Access; Equity; Quality; and Resiliency and Well-being; 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. 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 November 2023.

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.

7. Attached is the CI template of this project.

8. For your information, dissemination and compliance.

ORLANDO E. MANUEL 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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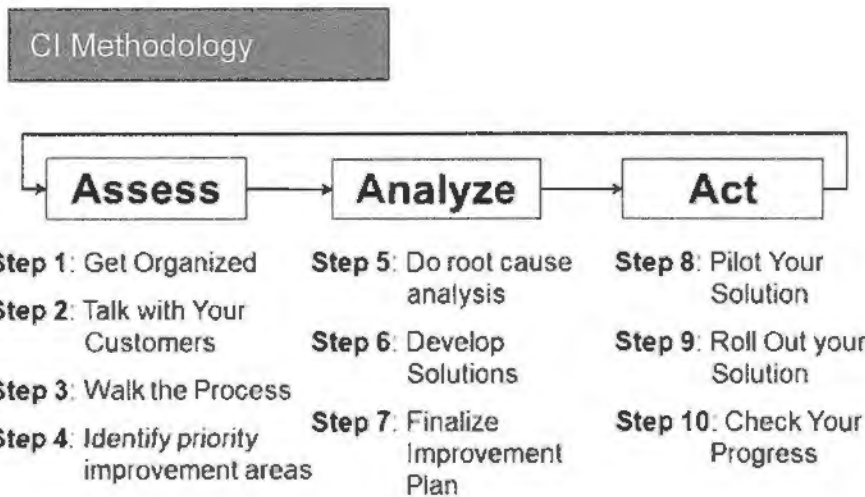
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Enclosure 1: Template of the CI project

I. Project Title:

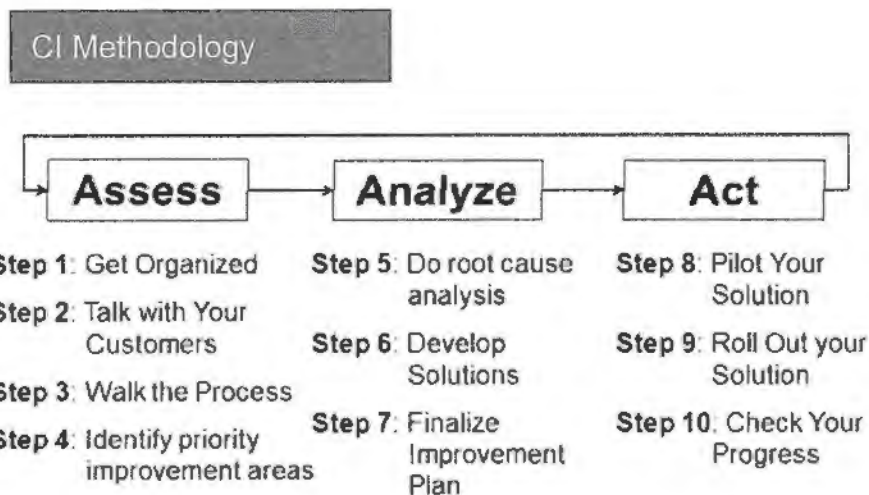
II. Background and Rationale

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.**

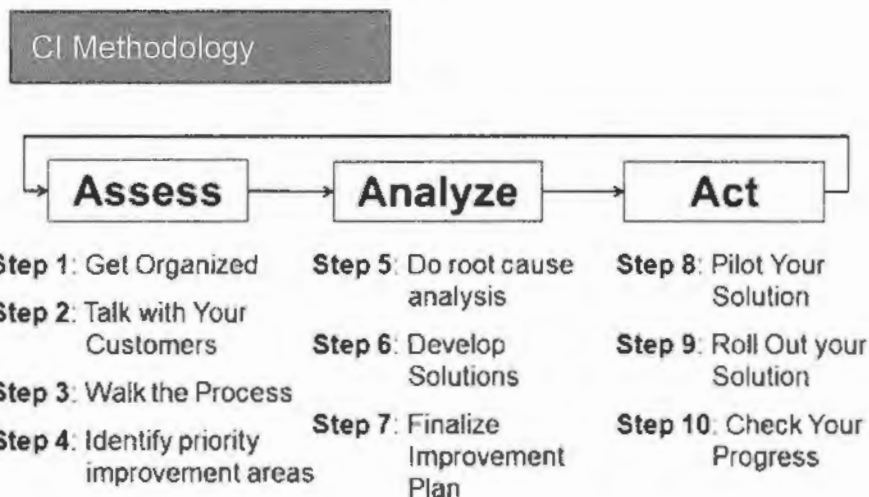


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IV. Target Beneficiaries

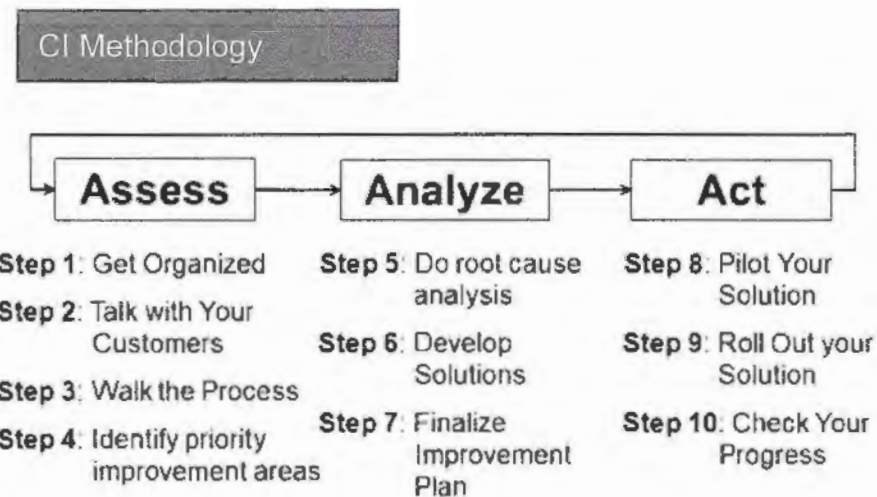
V. Project Description, Interventions, Methods and Strategies

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**) including the Act Stage.



VIII. Monitoring and Evaluation



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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			
INDICATIVE PROJECT SCHEDULE	Activity	OUTPUT	TARGET DATE
Assess	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	
Analyze	5. Do Root Cause Analysis	Why-why diagram	
	6. Develop Solutions	Solutions developed	
	7. Finalize Improvement Plans	Implementation Plan	
Act	8. Pilot Solutions	Piloted solution	
	9. Roll-Out Solutions	Rolled out solution	



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	10. Check Progress	Key Learning	
FUNDING SOURCES	SOURCE	SCHEDULE	AMOUNT
• INTERNAL	School MOOE		
• OTHER STAKEHOLDERS			
		TOTAL	
REVIEW AND APPROVAL REMARKS			



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