



May 5, 2017

DIVISION MEMORANDUM

No. 69, s. 2017

CONTINUOUS IMPROVEMENT SYMPOSIUM

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/PIDs
Secondary Schools Heads
Selected Elementary School Heads

1. The successful roll-out of the Division-wide CI Training produced CI Teams from five districts, four secondary schools and one from the division office. These team members underwent a 4-day CI training last August 2016. These teams have completed their roll-out and are now ready to present their projects through a CI Symposium.
2. The **CI Symposium** will be held on **May 23-24, 2017** (The venue will be announced later).
3. The symposium will serve as a culminating activity for all CI teams to share their accomplishments and insights in the conduct of their respective projects. This activity aims to showcase the different CI projects through a plenary session, exhibit and a recognition program.
4. All CI teams are required to put up booths/exhibits and attend the dry-run on May 23, 2017 at 8:00 AM.
5. The CI Symposium proper is on May 24, 2017, 9:00 A.M. which will be participated by all CI Teams, selected participants and observers (*secondary school heads and 3 school heads per district*) for the expansion of the CI projects. See Enclosure No.1 for the list of participants and observers.
6. A registration fee of P 600.00 will be charged to all observers to cover expenses for their meals and venue chargeable against their school MOOE while expenses for food and accommodation of the CI Teams and identified participants shall be charged against the Division INSET Fund both subject to usual accounting and auditing rules and regulations.
7. Wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

LIST OF PARTICIPANTS

Participants	Number
SDS	1
ASDS	1
Chief Education Supervisors	2
Education Program Supervisors	10
PSDS/PID	14
1 CI Division Team	5
10 New CI Teams	50
School Heads of CI Teams	9
Total	92

Observers (Possible Expansion CI Project)	Number
All Secondary School Heads	50
3 School Heads per District	54
Total	104