



Department of Education
Region III
DIVISION OF ANGELES CITY
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DIVISION MEMORANDUM

No. 75, s. 2015

DIVISION SEMINAR ON CONTINUOUS IMPROVEMENT PROGRAM (CIP)

To: Chiefs, CID and SGOD

Education Program Supervisors

Public Schools District Supervisors

Principals of Sta. Teresita ES, EPZA ES, Sapang Bato ES, Apung Guidang

Nepomuceno ES, Sto. Domingo ES, Cuayan ES, Northville IS, GRLIS

1. This is to announce that A Division Seminar on Continuous Improvement Program (CIP) will be conducted on May 4-5, 2015, at Sto. Rosario ES social hall.
2. The objectives of the seminar are as follows:
 - A. Clarify the participants' role as CI Facilitators
 - B. Enhance the participants' skills in facilitating CI Teams
 - C. Enhance the participants' understanding of basic CI concepts, tools and methods and how these may be applied in the context of School Based Management (SBM).
3. The participants to the seminar are the SDS and ASDS, 2 chiefs, 11 Education Program Supervisors, 7 Public schools District Supervisors, and 8 principals and 48 teachers (6 teachers per school) from Sta. Teresita ES, EPZA ES, Sapang Bato ES, Apung Guidang Nepomuceno ES, Sto. Domingo IS, Cuayan ES, Northville IS and Governor Rafael L. Lazatin IS.
4. The following basic qualifications must be considered in the selection of the CIP Team per school:
 - Understand the application of basic process management
 - Understand the application of basic projects management
 - Proficient in the use of office productivity tools like internet, email, word processing, spreadsheet, office presentations
 - Strong service orientation
 - Analytical
 - Able to relate with people across organizational levels
 - Proficient in oral and written communication
 - Good team player
 - Has integrity
 - Adaptable and flexible
 - Creative and resourceful
5. Expenses of the participants relative to the conduct of the seminar shall be charged against their respective school MOOE subject to the usual accounting and auditing procedure.
6. Immediate dissemination of this memorandum is desired.

NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent