



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

September 16, 2024

DIVISION MEMORANDUM

No. 391, s. 2024

**PROJECT "NV CIA 5.0": NVIGORATE CONTINUOUS IMPROVEMENT FOR
HEIGHTENED ACHIEVEMENT CALL**

TO: OIC- 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. 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.
2. The Schools Division of Nueva Vizcaya thru the Curriculum Implementation Division is mandated to continuously search for CI projects along the Four Pillars of the Basic Education Development Plan: Access, Equity, Quality and Resiliency and Well-being in support to the MATATAG agenda of the Department.
3. On its Fifth year of CI implementation, Curriculum Implementation Division is calling all districts to submit entries to the Project NV CIA 5.0: NVigorate Continuous Improvement for Heightened Achievement on or before September 27, 2024.
4. This School Year, the Continuous Improvement (CI) Summit shall have the following categories:

Pillars	Level	No. of Entry
Access	High School	1 per district
Equity	Elementary	1 per district
Quality	Elementary	1 per district
Resiliency and Well-being	High School	1 per district

5. The CI entries shall undergo the following process:
 1. School Level:
 - a. School Head shall forward to the Office of the District Supervisor their entry of their Project NV CIA.
 - b. The entry paper shall follow the CI process.

- II. District Level
- Assesses the schools' entries relative to the category: Access, Equity, Quality and Resiliency and Well-being
 - submits district entry (Equity and Quality for Elementary and Access and Resiliency and Well-being for High School) to the Division Screening Committee.
- III. Division Assessment Committee
- assesses the submitted entry coming from the districts
 - The Curriculum Implementation Division shall endorse district entry to the Division Assessment Committee.
 - Presents the district entry during the Continuous Improvement Summit of the Division by the proponent/s during the Project NVCIA 5.0 Summit.

6. Attached is the CI template of this project.

7. 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:

OFFICIALS PROGRAMS ORGANIZATIONS



Enclosure No. 1: CI Project Template Proposal

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		Piloted solution	
	8. Pilot Solutions		
	9. Roll-Out Solutions	Roll-out solution	

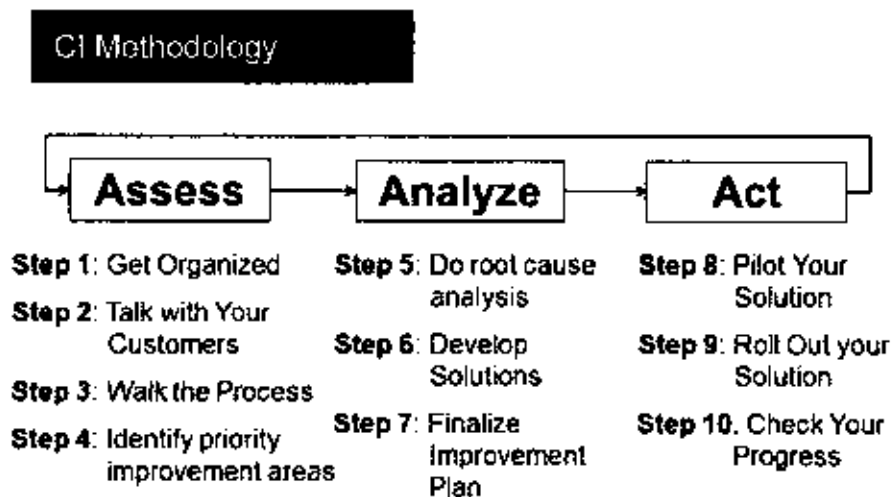
	10. Check Progress	Key Learning	
FUNDING SOURCES	SOURCE	SCHEDULE	AMOUNT
• INTERNAL	School MOOE		
• OTHER STAKEHOLDERS			
		TOTAL	
REVIEW AND APPROVAL REMARKS			

Enclosure No. 2: CI Project Accomplishment Report (To be accomplished after the NVCIA 5.0 Summit as a requirement for the acceptance)

I. Project Title:

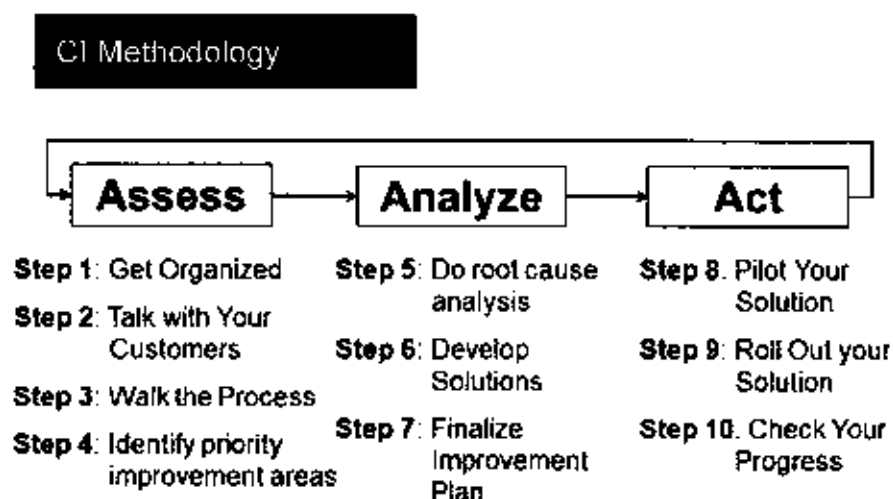
II. Background and Rationale

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

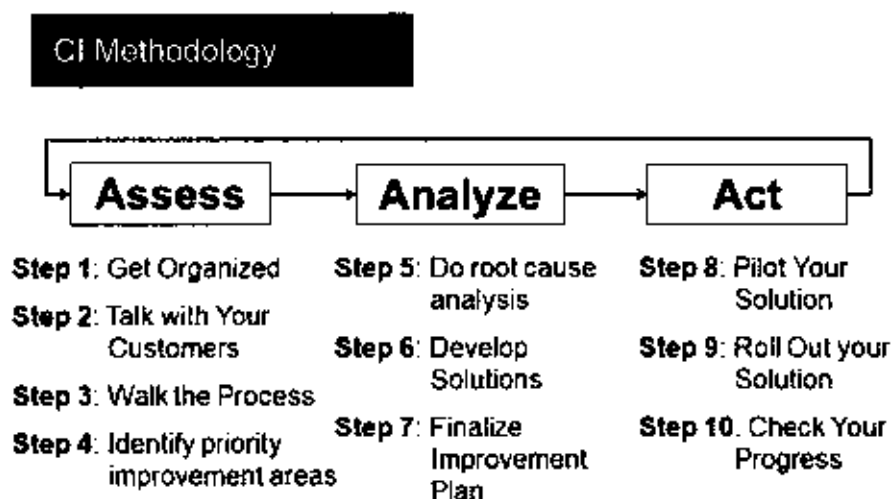
To include the last step in the Assess Stage which is identifying the Priority Improvement Areas.



IV. Target Beneficiaries

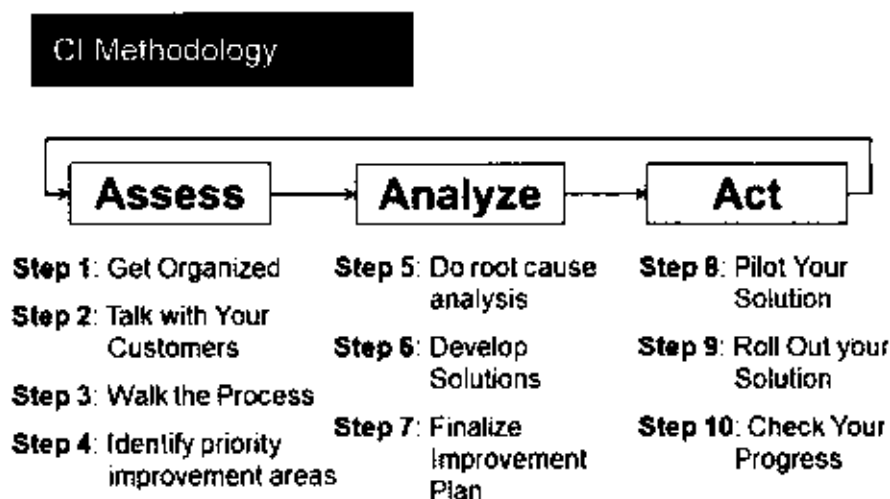
V. Project Description, Interventions, Methods and Strategies

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) including the Act Stage.



VIII. Monitoring and Evaluation