



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



14 NOV 2017

NAME/SIGNATURE

DATE

**MEMORANDUM**

**To:** Public Schools District Supervisors  
Elementary Central School Principals  
Main Secondary School Principals  
Teachers Concerned

**From:** The Office of the Schools Division Superintendent

**Subject:** **SYMPOSIUM OF CONTINUOUS IMPROVEMENT (CI) PROJECTS**

**Date:** November 14, 2017

1. The School Continuous Improvement (CI) teams are about to complete their school projects. Their journey started last October, 2016 with a 5-day basic training then guided with their assigned CI coaches, they had implemented worthwhile projects to address gaps, issues and problems in their schools. They further capacitated with a 3-day Master Training and Master Coaching to support the teams in cascading the necessary skills and knowledge to other schools. In achieving the status as a CI Trainer and Coach and in recognizing their significant endeavour, the six (6) CI teams are required to present their projects in a **SYMPOSIUM** to be conducted on January **14-15**, 2018 at Manuel's Resort, Piñan, Zamboanga del Norte.
2. The objectives of this activity are the following:
  - a. to showcase the improvement projects of the schools through presentation and expo;
  - b. to exhibit outputs of the CI projects on their designated areas, and;
  - c. to recognize their accomplishments through a ceremony.
3. The participants on the first day are the six (6) CI teams for the final defense of their projects and putting up the materials for the project exhibits while the six (6) School Heads and the thirty-five (35) Public Schools District Supervisors shall be present on the second day. All members of the CI teams are required to wear their corporate attire on the second day.
4. Board and lodging of the participants, supplies and materials, shall be chargeable against the Division Funds while travel expenses incurred by the participants relative to their attendance to this activity and the expenses for the project exhibits shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent 