



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



**MEMORANDUM**

**To:** Public Schools District Supervisors  
SDO Personnel Concerned  
*This Division*

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

**Subject:** **THREE-DAY DIVISION TRAINING ON CONTINUOUS IMPROVEMENT (CI)**

**Date:** February 6, 2018

1. The Schools Division of Zamboanga del Norte strongly supports and responds to all effective initiatives leading to transformation through the use of effective processes and methodologies in resolving office and school problems, issues and concerns. Thus, the **Three-Day Division Training on Continuous Improvement (CI)** will be conducted on March 6-8, 2018 at Mibang Hotel, Mibang, Dipolog City.
2. The objectives of this seminar workshop are the following:
  - a. to articulate the basic understanding of Continuous Improvement (CI);
  - b. to explain the CI methodology and its steps, and ;
  - c. to demonstrate CI application at their level with the guidance of the Coach.
3. The participants to this activity are all **Public Schools District Supervisors/Principals In-charge of the District** and the selected personnel from the four (4) identified sections from the Schools Division Office namely; **School Governance and Operations Division, Budget and Finance, Administrative/Personnel Section and Health and Nutrition Section**. Each section shall send five (5) participants to include the section head as the team leader. Hence, this training has a total number of fifty-five (55) participants and ten (10) training facilitators and staff from the Schools Division Office.
4. This is a **LIVE-IN** activity. All participants are required to stay for the whole duration due to the extended sessions to be conducted late in the afternoon.
5. Board and lodging of the participants, supplies and materials, shall be chargeable against the Division HRTD Funds while travel expenses incurred by the participants relative to their attendance to this activity shall be chargeable against Local funds/School MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Officer In-Charge  
Office of the Schools Division Superintendent