

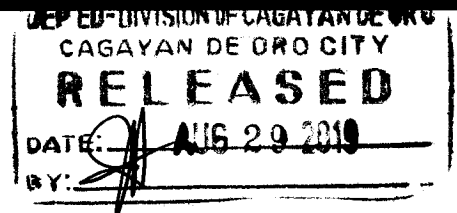


Republic of the Philippines  
Department of Education  
Region X  
**CAGAYAN DE ORO CITY DIVISION**  
Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



August 27, 2019

Division Memorandum No. 673, s. 2019



**CALL FOR CONTINUOUS IMPROVEMENT (CI) PROJECTS FOR THE  
2019 DIVISION CI SYMPOSIUM**

To :  
All Public Schools District Supervisors/District In-Charge  
All Education Program Supervisors/Learning Area Coordinators  
All Concerned Public Elementary and Secondary School Heads  
All Concerned Public Elementary and Secondary Teachers  
*This Division*

The field is hereby informed about the conduct of the 2019 Division Continuous Improvement (CI) Symposium on October 11, 2019 in cooperation with the Academic Doctors' Circle.

The submission of CI entries shall be done through this link: <https://urlzs.com/KsP3y> on or before September 20, 2019. All entries will be peer-reviewed by the division CI team and members of the Academic Doctors' Circle. All division qualifiers (paper presenters) for the 2019 Division CI Symposium will be disseminated through a memorandum on or before October 11, 2019.

Enclosed are the criteria for judging in both oral and poster categories with the CI format. For queries, pls contact Dr. Joel D. Potane through this telephone no. (088) 855 0048.

For your guidance and compliance.

  
**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects  
Division                      CI                      Symposium

**Competence. Dedication. Optimism.**

Telephone No.: (088) 855-0047 Telefax: (088) 855-0048 Website: [depedcdo.com](http://depedcdo.com) Email: [cagayandorocity@deped.gov.ph](mailto:cagayandorocity@deped.gov.ph)



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**Main Criteria for Oral and Poster Categories for CI projects**

**A. Full Paper (Steps 1 to 10) (40%)**

**Creativity (10%)**

A unique way to respond to a problem/need in the Division/School. None of it was ever thought of before. It started with powerful imaginations spurring into the gathering of empirical data to produce an original intervention, an innovation to a process needing it.

**Thoroughness in implementation (20%)**

Implementation of the study is inclusive of the 10-steps of Continuous Improvement complete with efforts for quality assurance and monitoring and evaluation.

**Benefits (25%)**

The study is beneficial to a wide spectrum of employees and learners because it hits the problem at the core. It enables employees to gradually improve the efficiency of their work processes. It allows learners to maximize opportunities to improve their academic performance.

**Participation (20%)**

The team structure is vivid and its roles and functions are well carried out, extending if possible to a wide array of participants from the topmost level in the division/school to internal stakeholders (learners, teachers, administrators and program managers), as well as external stakeholders (parents and other school/division partners).

**Standardization (15%)**

The study/project ensures that important elements of the process are performed consistently in the best possible way. Changes are made only when data show that a new alternative is better. Documentation is complete and up to date to illuminate the standard process.

**Replicability (10%)**

The objective possibility of being replicated in another similar CI study to establish validity. It can possibly produce the same results if all other elements in the study are the same.

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**B. Presentation (Oral) (60%)**

· Assess (Steps 1-4)	20%
· Analyze (Steps 5-7)	25%
· Act (Steps 8-10)	20%
Stage Presence	15%
Reasoning (Proponent's ability to orally Communicate the concepts and contexts of the project)	20%

**Organization (Oral)**

Total 100%

**C. Presentation (Poster) (60%)**

· Assess (Steps 1-4)	20%
· Analyze (Steps 5-7)	25%
· Act (Steps 8-10)	20%
Layout and Creativity	15%
Stage Presence	5%
Reasoning (Proponent's ability to orally Communicate the concepts and contexts of the project)	15%
	Total <u>100%</u>

**Content (Poster)**

**Overall Total:**

Paper	40%
Presentation (oral/poster)	60%
Total (Final score)	<u>100%</u>

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**Full Paper template: <https://bit.ly/322IUHa>**

**Full Paper**

**Abstract with keywords (Note: It shall NOT contain recommendations)**

It shall consist 250-300 words. The major aspects of the entire paper in a prescribed sequence shall include: 1) the overall purpose of the study and the research problem(s) you investigated; 2) the basic design of the study; 3) major findings or trends found as a result of your analysis; and, 4) a brief summary of your interpretations and conclusions.

**ASSESS STAGE**

- Step 1. Get Organized
- Step 2. Talk with your customer/s
- Step 3. Walk the process
- Step 4. Identify priority improvement areas

**ANALYZE STAGE**

- Step 5. Do Root Cause Analysis
- Step 6. Develop Solution/s
- Step 7. Finalize Improvement

**ACT STAGE**

- Step 8. Pilot Solutions
- Step 9. Roll out Solution
- Step 10. Check your progress

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**Mechanics**

1. The following time frame for oral presentation shall be observed strictly :
  - 5 minutes for oral presentation
  - 3 minutes per panel reactor

2. **Color coding scheme shall be followed:**

**A. Oral Presentation**

- |                |   |                           |
|----------------|---|---------------------------|
| ➤ Green light  | - | Start of the Presentation |
| ➤ Yellow light | - | 3 minutes                 |
| ➤ Red light    | - | 5 minutes                 |

**2.1 The full research paper must be softbound/ringbound (for division qualifiers only)**

Theme 1: Yellow, Theme 2: Green, Theme 3: Red, Theme 4: Blue ; Theme 5: Orange

Theme 1: Teaching and Learning

Theme 2 Child Protection

Theme 3 HRD

Theme 4 Governance

Theme 5 DRRM, Inclusive Ed, GAD

3. Each judge/reactor has to give recommendations on how the research findings can be replicated or utilized for policy directions, enhancing of existing programs and policies or formulating new innovative educational reforms
4. **The abstract** shall consist 250-300 words. The major aspects of the entire paper in a prescribed sequence shall include: 1) the overall purpose of the study and the research problem(s) you investigated; 2) the basic design of the study; 3) major findings or trends found as a result of your analysis; and, 4) a brief summary of your interpretations and conclusions.
5. **Formatting:** Paper Size: short-CDO template, Font Style: Arial, Font Size: 11, Spacing: Double Space  
Margins: Left: 1.25", Top, Right & bottom (1.00");  
Cover Page title: Arial, 11, bold, Proponent/s Name: Arial, 12; School/Division: Arial, 11

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