



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

January 6, 2023

DIVISION MEMORANDUM
No. 009 s. 2023

**IMPLEMENTATION GUIDELINES ON THE PREPARATION AND
IMPLEMENTATION OF CONTINUOUS IMPROVEMENT PROJECTS**

To: CID Chief
Division Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
All Others Concerned

1. SDO Bulacan issues the enclosed implementation guidelines on the preparation of CIP.
2. These guidelines provide the procedure, accountable persons, roles and functions in the preparation and evaluation and validation of proposed CI projects.
3. These implementation guidelines shall take effect immediately.
4. The attached sheet contains the CIP Information Sheet.
5. All completed and validated CIPs for the current year shall be listed through a division memorandum. All CIP certificates shall bear QR Code for authenticity.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encls: as stated

References: DO 44 s. 2015
RA 9155





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**IMPLEMENTATION GUIDELINES ON THE PREPARATION OF
CONTINUOUS IMPROVEMENT PROJECTS**

I. RATIONALE

Pursuant to Republic Act No. 9155, known as the Governance of Basic Education Act of 2001, this policy aims to strengthen School-Based Management (SBM) by further devolving the governance of education to schools, empowering school teams and personnel, expanding community participation and involvement, and making the delivery of education services to the learners more responsive, efficient, and effective through an enhanced school planning and continuous improvement Process to assess, analyze and set on the performance improvement of Key processes and service delivery, focusing on both stakeholder needs and desired performance with the end in view of improving learning outcomes.

DepEd Order 44 s. 2015 encourages school leaders to provide intervention for Continuous Improvement; CIP Project is an intervention measure designed to provide immediate and potent solutions for problems encountered in implementing basic education curricula. Through the years, it has greatly addressed learning losses among Bulakenyo learners. It has empowered teachers and school heads to take the initiative to improve students learning performance.

As part of the leveling-up of CIP implementation for the Calendar Year 2023, this contextualized guideline was prepared to ensure that CIP would-be-proponents will be guided very well and that their efforts are aligned with the CIP mandate.

1. The CI Project (CIP) must be need-based, i.e., it is anchored on the identified prevailing concerns encountered by the proponents in their school. Focus group discussion and brainstorming must be done before the conceptualization and development of the CIP.
2. The lead proponent must fill out the CIP Information Sheet (CIP-IS) and submit it with the approved AIP. The immediate superior must duly note it.
3. At the elementary level, the CIP proposal must be submitted by the principal to the office of the district supervisor. For their part, the PSDSes must endorse the proposal to the Schools Division Superintendent, with attention to EPS RAINELDA M. BLANCO, PhD, Division Focal Person in charge of Continuous Improvement Projects.





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For the Secondary level, the proposal must be noted by the department head or by the CIP school coordinator and endorsed by the principal to SDO.

4. The task of evaluating manuscripts of CIPs is a huge responsibility due to the volume of proposals. There will be a common schedule of CIP initial assessment, handled by sub-groups, headed EPSes based on the nature/learning area being espoused in received CIP proposals. The members of the CIP Core Group are the following: CID Chief, all EPSes, CIP-trained PSDSes, and SHs.
5. To provide a sense of direction and avoid a backlog in CIP evaluation/validation, the following timeline shall be observed:

II. IMPLEMENTATION PROCESS:

Timeline of CI Project Preparation and Implementation	
Activity	Target Date
a. Conceptualization of the project and development of CIP proposal; preparation of pertinent documents: manuscript of CIP-IS	Note: These are prerequisites that must be done before item c. This period of preparation is preferably be done from June to August.
b. Submission to the SH, district office, and endorsement to the SDO (must be marked 'RECEIVED' in the Records Section.) (on the submitted online CIP link, be aware of the cut-off date of submission.)	-Must be done two months before its target date of implementation.
c. Initial evaluation of CIP manuscripts by SDO- CIP Core Group/Sub-groups -Return the proposal immediately if deficient revise it for compliance.	-One (1) week after the receipt of the manuscript
d. Giving of go-signal/approval for implementation via email from SDO-CIP Core Group.	-Immediately after the initial evaluation
e. Implementation of CI Project by the Proponents.	(-Must be based on CIP-IS attached in the manuscript)
f. Monitoring of CIP and TA Provision EPS concerned	-Two months after the start of the implementation



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g. CIP Window Period	-No submission of CIP proposals from June to August
h. Validation Period of CIPs by Core/Sub Groups	-After the implementation phase of the project
i. Issuance of certificates to all completed CIPS	-Immediate after the validation of the completed CIPs
j. CIP Convergence/Festival (for teachers/school heads with validated CIPs, from January-November of the current year.	-First week of December
k. All completed and validated CIPs for the current year shall be listed through a division memorandum. All CIP certificates shall bear QR Code for authenticity.	Last week of December



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CONTINUOUS IMPROVEMENT PROJECT INFORMATION SHEET

Calendar Year 2023

1. Title of CIP :	
2. School and District:	School Head:
3. Grade Level Intended:	Subject Focus:
4. CIP Team	
Lead Proponent: _____	Designation: _____
Members: _____	Role: _____
_____	_____
_____	_____
5. Need/Problem to be Addressed by the CI Project:	
6. Expected Output:	
7. Expected Outcome:	
8. Timeline:	
Start of CIP: _____	CIP Completed: _____
(Target Date)	(Target Date)
9. (The CIP-SDO Core/Sub Group must file this portion out)	
Manuscript Proposal Evaluated by: _____	Date: _____
(Name and Signature)	
Comment: Okay for Implementation	With Deficiency, please revise
10. Composition of CIP Evaluation Team Assigned to Validate the Implementation	
Name of EPS: _____	
Members of Sub-Group: _____	

Note: This form must be filled out and attached to the CIP manuscript proposal for submission to SDO.

