Division Memorandum
No. 032/ s. 2019

CONTINUOUS IMPROVEMENT (CI) TEAM

To: BEVERLY S. DAUGDAUG- Chief CID
   SOLLIE B. OLIVER, LLB, MATE- Chief SGOD
   PSDS Concerned
   NORELIZA MISAL- Division Accountant
   JESSICA LUCERO- ESP II
   EDSIEL NACUA- ESP I
   ANTONIA JUMAWAN- ESP II
   ANGELITO VILLAGONZALO- ESP II

Attention: Division CI Coaches and Teams

1. In line with the implementation of the Continuous Improvement (CI) Program, this office will conduct a conference of the trained CI Teams on January 18, 2019 at 1:00 PM at the Division Conference Hall.

2. The conference aims to:
   a. Revisit the phases of CI in preparation for the monthly coaching.
   b. Plan out for echo training of 5S as Visual Management to the Teams’ respective workplaces.
   c. Conduct updating of reports on action plans submitted.

3. Participants to this conference are the Division Coaches and the teams trained last November 10-14, 2018 at Grand Regal Hotel, Davao City. Please see attached sheet. Strictly no proxy allowed.

4. Transportation allowance and travel expenses of the participants shall be charged against the school MOOE or other local funds subject to the usual accounting and auditing rules and regulations.

5. For information, guidance and widest dissemination of all concerned.