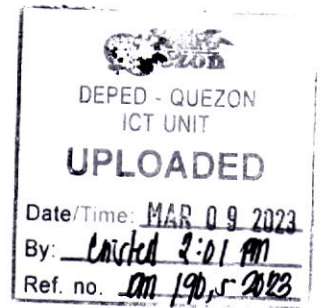




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



07 March 2023

DIVISION MEMORANDUM
 DM No. 190, s. 2023


REITERATION ON THE SUBMISSION OF THE OUTPUTS ON THE PROVISION OF TECHNICAL ASSISTANCE (TA) TO PUBLIC SENIOR HIGH SCHOOLS

To: Assistant Schools Division Superintendents,
 Division Chiefs,
 Education Program Supervisors,
 Public Schools District Supervisors,
 School Heads of Public Senior High Schools,
 All Others Concern

1. With reference to **DM No. 082, s. 2023**, **DM No. 83, s. 2023**, and **DM No. 84, s. 2023**, this Office reiterates the submission to the **CID-IMS-SHS** of the **Technical Assistance (TA) outputs** of all participating public senior high schools in the Division guided by the timetable presented below.

Documents for Submission	Timeline
1. Softcopy in CD of Plan of Action for Improved Implementation of the Senior High School Program (See the attached Template)	On or before March 17, 2023
2. Forty (40) – Item Multi-Dimensional Achievement Test for All SHS Core Subjects with Table of Specification and Key to Correction (Hardcopy and Softcopy in CD)	On or before April 28, 2023
3. School Innovation for the Enhancement of SHS Teaching-Learning Process (Softcopy in CD)	Not later than May 26, 2023
4. Proposed Continuous Improvement Project (CIP) for Improved Teaching-Learning Process (Softcopy in CD)	Not later than March 31, 2023

2. This is for your strict compliance.


ELIAS A. ALICAYA, JR., EdD
 Assistant Schools Division Superintendent
 Officer in-Charge
 Office of the Schools Division Superintendent

cid-ims-shs-jam/rqr/03/07/2023
 DEPEDQUEZON-TM-SDS-04-009-003



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TEMPLATE FOR CONTINUOUS IMPROVEMENT PROJECT

ASSESS PHASE

Step 1: Get organized.

- CIP Team
- Project Background
- Broad Project Statement
- CI Project Template

Step 2: Talk with customers.

- Voice of the Customers
- Affinity Diagram
- Defining the Metric

Step 3: Walk the process.

- SIPOC
- Process Mapping
- Activity Chart
- Deployment Chart

Step 4: Identify priority improvement areas.

- Data Collection Plan
- Histogram, Pareto and Line Chart

ANALYZE PHASE

Step 5: Do root cause analysis.

- Root Cause Analysis
- Accomplished Cause Validation Tools

Step 6: Develop solutions.

- Process Simplification
- Visual Management (Report what is happening; what to do next; how to do the work; and how well work was done.)
- FUTURE SIPOC
- Communicate Performance Measures

Step 7: Finalize improvement plan.

- Implementation Plan

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ACT PHASE

Step 8: Pilot your solution.

- Testing the developed solutions

Step 9: Roll out your solution.

- Change Management
- Communication Plan
- Standardization and Documentation
- Training

Step 10: Check your progress.

- Tracking, Monitoring, Reviews, and Follow-ups
- Visually present the results of the project.
- Present the CI Team's plan for sustainability of the project.
- Project Closure

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Name of Proponent: _____ **Name of School:** _____
Designation: _____ **Schools District:** _____

TEMPLATE FOR SCHOOL/OFFICE INNOVATION

- I. Title of the Innovation (This captures the intention of the proponent, e.g. performance improvement/enhancement through specific strategy.)
- II. Description of the Innovation (This provides a general picture of the crafted innovation and how it will provide a creative solution to the instruction - related problem.)
- III. Introduction
 - Current Situation (This describes the ideal situation of the school/ learning area based on DepEd issuance/s. It also provides a picture of the present situation of the school/learning area in relation to the school goal/target.)
 - Problem/s (This explicitly presents the instruction – related problem that is supported by quantitative/qualitative data taken from official document/s of the school or other reliable source/s.)
 - Proposed Solution (This part of the introduction contains the presentation of the creative solution to solve the identified instruction-related problem. It also presents the sound bases for crafting it and how it was created.)
- IV. Features of the Innovation (This is an enumeration of the different features of the innovation with the corresponding description. The description highlights the manner of utilization of said features.)
- V. Beneficial Effects of the Innovation (This is an enumeration of the useful effects of the proposed innovation with brief explanation of each effect.)
- VI. Limitations of the Innovation (This presents the weaknesses of the innovation.)
- VII. User’s Guide (This details the procedures in the utilization of the proposed innovation.)
- VIII. Narrative Report on Crafted Innovation
 - Ideation and Idea Generation (How did you generate ideas in order to come up with your innovation?)
 - Evaluation (How did you evaluate the ideas considered in crafting your innovation?)
 - Pilot Testing (When and how did you initially utilize your innovation?)

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- Development and Implementation (When and how did you finally develop your innovation?)
 - Utilization and Assessment of the Usefulness/Effectiveness/Efficiency of the Innovation (This refers to the actual utilization of the innovation with the end view of measuring its usefulness/effectiveness/efficiency.)
- IX. Suggested Procedure for Adoption of the Innovation (This presents the proponent's proposal on adopting the crafted, validated, and Division-recognized innovation.)

Prepared by:

Recommending Approval:

Approved by:

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ACTION PLAN
CALENDAR YEAR
NAME OF SCHOOL DISTRICT/SECTION/OFFICE/UNIT
SCHOOLS DIVISION OF QUEZON
NAME OF MUNICIPALITY

I. Introduction (Note: Briefly narrate the ideal situation of the Senior High School (SHS) Program as prescribed by the Department of Education. Present the factors that adversely affect the SHS Program implementation. Also present the possible solutions to the problems of your school relative to the effective implementation of the SHS Program.)

II. General Objectives (Note: Present here your terminal objective/s for this Action Plan.)

Areas of Concern	PPA's	Specific Objectives	Strategies	Time Frame	Budget and Its Source	Human Resources	Material Resources	Success Indicators	Risk

VII. Evaluation (Note: Narrate your plan to evaluate this program. Attach your evaluation tool/s to be used.)

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Prepared by:

SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD

Noted by:

JUANITO A. MERLE, EdD
Division In-Charge of the Senior High School

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