



Republic of the Philippines
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
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January 22, 2015

Memorandum

To: Mrs. Marilyn Aban
Mrs. Gina Cagang
Mrs. Ma Lea Lou Fabria
Mr. Adefer Caño

From: ~~CHERRY MAE L. LIMBACO, Ph.D., CESO V~~
Schools Division Superintendent

Subject: Meeting of Division CI Team

There will be a meeting for Division CI Team on the following schedule:

Date	Time	Venue	Activities	Participants
Feb. 5, 2015	1:30 PM	Division Office	1. Discussion of the division team's project 2. Discussion of the status of CI activities in the model schools 3. Discussion of the roll out in other schools	Division CI Team
Feb 6, 2015	8:00 AM	Laguindingan Central School	1. Presentation of school team projects of Laguindingan Central School 2. Giving of feedback	1. School head, CI teams and CI Facilitators of Laguindingan Central School 2. School head, CI team leaders and facilitators of Laguindingan NHS

Attached is the communication from Mrs. Susan Soriano for detailed information.

Traveling and other expenses shall be charged to local fund subject to the usual accounting and auditing rules and procedure.

For compliance.

CLL/egd

Model School CI Implementation Monitoring Form

School:		School ID (as used in the EBIS):	
Division:		Report number: 1	
School head:		Date of report:	
Basic background information (for SY 2014-2015)			
Item	Male	Female	Total
No. of students			
No. of teachers			
No. of non-teaching staff			
CI implementation status			
CI organization	No. of CI teams:		
	Frequency of CI team meetings: <input type="checkbox"/> weekly <input type="checkbox"/> 3x a month <input type="checkbox"/> 2x a month <input type="checkbox"/> once a month <input type="checkbox"/> as needed		
	CI organization chart established? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> under development		
	CI organization manual established? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> under development		
CI documentation	Minutes of CI team meetings documented? <input type="checkbox"/> yes <input type="checkbox"/> no		
	CI guides in use by CI teams? <input type="checkbox"/> yes <input type="checkbox"/> no		
	Other CI related reports prepared? <input type="checkbox"/> yes <input type="checkbox"/> no , if yes please state title of report:		
CI communication	Which mode of communications is used by the school in communicating CI related matters? <input type="checkbox"/> Face book <input type="checkbox"/> emails <input type="checkbox"/> division/regional meetings <input type="checkbox"/> visits to other schools <input type="checkbox"/> mobile phone <input type="checkbox"/> school web site <input type="checkbox"/> others, pls. specify		
CI projects <i>(Please list down all CI projects since the start of the CI implementation in the school. Use a separate sheet if needed.)</i>	Title	Type	Status
<i>For type, pls. indicate issue addressed – i.e. reading, SARDO. For status, pls. indicate if ongoing, completed or for initiation; if ongoing, pls. indicate where in the CI 10 steps the project is.</i>			
CI events <i>(please note down all CI events organized by and/or conducted by the school to date. Events include symposiums, CI presentations, forum, workshops, orientations, etc. Status cover completed, ongoing and planned.)</i>			
Event	Date	Est. Participants	Status
CI linkages and network			
Has the school assisted other schools or the division/regional office in CI related activities? <i>(type of assistance include coaching, workshops, orientation, etc.)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no - if yes, please provide details		
	School/Division/Regional Office	Type of Assistance Provided	
Has any of the school personnel involved in CI transferred to another school or office?	<input type="checkbox"/> yes <input type="checkbox"/> no - if yes, please provide details		
	Name of School Personnel/Position	School/Office Transferred To	
Concerns or suggestions related to the school CI implementation			

Thank you for your kind assistance.

Prepared by: _____
(Name and signature of CI Point Person)

Noted by: _____
(Name and signature of School Head)



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[No Subject]

Susan Soriano

Jan 21 at 5:24 PM

To: cmlimboco@yahoo.com

CC: me, Allan Mansaladez, Ramon de la Llana, John Manzanias

Good morning,

As in the last engagement we had with MisOr Division of Schools which ended in October 2014, our 2-month additional engagement from Jan 15 to March 15, is focused in assisting your division monitor and evaluate your CI activities.

We are providing the 9 model divisions and 34 model schools with forms to facilitate the reporting: one form is for the division and the other is for the school.

The division report is to be prepared by Ma'am Linda Dael, being your Division CI Point Person, and to be noted by you.

The school report is to be prepared by the CI Point Person assigned by the school head, to be noted by the school head.

Please have the 5 reports (4 model schools + 1 division) submitted to me by Feb 2, through email.

For your reference, am copying Ramon de la Llana and John Manzanias as they are our Project Manager and Team Leader, respectively for this 2-month engagement.

Cheers!

Susan

2 Attachments View all Download all

Model School CI Im...doc View Download

Model Division CI I...docx View Download

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To the Principal of Baliwagan NHS, Baliwagan CS, Laguidingon NHS + CS
Please fill up the attached form and email to Ma'am Susan.
Thank you.

Dr. Dael