

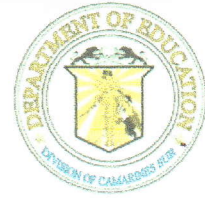


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



Division Memorandum no. 159, s. 2016

TO : Assistant Schools Division Superintendent
Chiefs SGOD and CID/EPS
Section Heads and Personnel of BAC, Supply, Accounting,
Physical Facilities Unit and Cashier

FROM : **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

SUBJECT : **INSTITUTIONALIZATION OF CONTINUOUS IMPROVEMENT
SOLUTIONS IN DEPED CAMARINES SUR**

DATE : **July 11, 2016**

1. With the success of DepEd implementation of Continuous Improvement (CI) Program in the pilot Regions and Divisions in the country, in partnership with the Basic Education Transformation (BEST) Program, DepEd Camarines Sur CI Team focused on the project entitled EXPRESS: Expedite the Payment Process to External Creditors.
2. Based on the findings of the team related to the cause of delay of payment, the following Solutions will be implemented to sustain the now improved payment process to external creditors:
 - a. Citizens' Charter containing the office flow chart of transactions;
 - b. Commitment Form of each personnel stating the tasks assigned with corresponding time allotment per transaction;
 - c. Adoption of Unified Logbook and Checklist
 - d. Institutionalized feedback and monitoring system by assigning functional coordinator per section, conduct of regular coordination meeting of section heads using and utilization of customer satisfaction survey
 - e. Office layout enhancement applying Systematic Filing System through 5s
3. In line with this, the conduct of One-Day Training-Workshop of Personnel on Established Financial Management System and Policy in DepEd Camarines Sur is scheduled on August 11, 2016 at SDO Conference Hall.
4. Participants to this training-workshop are: SDS, ASDSs, Chiefs, EPSs, Section Heads and Personnel from BAC, Physical Facilities, Supply, Accounting and Cashier Sections.
5. Expenses relative to the conduct of this activity will be charged against Division MOOE/training fund.
6. Immediate dissemination of this memorandum is highly enjoined.