

	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph		Document Code: SDO-BENG-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018
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TO: Office of the Schools Division Superintendent
 Curriculum Implementation Division
 School Governance and Operation Division
 All others concerned

FROM:  **BENILDA M. DAYTACA, EdD, CESO VI**
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

FEB 13 2020

SUBJECT: **CORRIGENDUM TO DIVISION MEMORANDUM NO. 326 S. 2019 AND ADDENDUM TO DIVISION MEMORANDUM NO. 034 ON THE COMPOSITION AND FUNCTION OF THE CONTINUOUS IMPROVEMENT GROUP (CIG) MEMBERS**

DATE: February 5, 2020

- Relative to the reassignment and/or transfer of some members of the Continuous Improvement (CIG) members and to continually improve the suitability, adequacy and effectiveness of the management system, the composition and functions of the Continuous Improvement Group are hereby reorganized, to wit:

CIG Chairman:	Warden A. Baltazar, EPS
Members:	
	Atty, Nover Singgangan
	Joven Agtani
	Jocelyn Alimondo
	Melba Himmoldang
	Mel Alingbas
Secretariat	Novelyn Asiong

- The CIG members shall perform the following:
 - assess the current process based on the results of audits and feedbacks;
 - analyze and develop solutions to the problems and issues;
 - help the process owners to implement the developed solution, monitor and track periodically whether or not the solution or corrective action is effective or not; and
 - document all the processes, and updates the risks and opportunities during the planning and recommends changes of the Quality Management System if necessary.
- Immediate dissemination of and strict compliance with this memorandum is desired.