



National Capital Region
DIVISION OF CITY SCHOOLS
 Marikina



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DIVISION OF CITY SCHOOLS
 MARIKINA

August 11, 2017

RELEASE!
 AUG 11 2017
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MEMORANDUM TO:

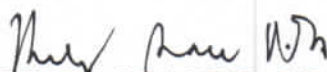
OIC, Office of the Asst. Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Elementary and Secondary Principals
 Officers-In-Charge
 Public Schools Only

CI PROJECTS' KUMUSTAHAN

1. The division will conduct an evaluation of the *implemented CI projects from CI Wave 2 training* in preparation for the upcoming **CI Refresher Training-Workshop on September, 2017.**
2. This activity shall be attended by School Head and school's CI Coordinator. Other details are as follows:

SCHEDULE OF ACTIVITIES	AUGUST 25, 2017 Elementary Schools Venue: CES Gabaldon	AUGUST 29, 2017 Secondary Schools AVR, SDO Marikina
AM Presentation 8:00 AM-12:00 NN	Marikina ES San Roque ES Kalumpang ES Industrial Valley ES L. Victorino ES Barangka ES Malanday ES Sto. Niño ES	Barangka NHS Kalumpang NHS Sto. Niño NHS J. Dela Peña NHS Sta. Elena HS Malanday NHS Marikina Science HS San Roque NHS Tañong HS
PM Presentation 1:00 PM-5:00 PM	H. Bautista ES St. Mary ES Concepcion ES Parang ES Fortune ES SSS Village ES Concepcion Integrated School-EL Nangka ES Kapitan Moy ES	Marikina HS Marikina Heights HS Parang HS Concepcion Integrated School-SL Fortune HS Nangka HS

3. Please use the attached template 1 for the 5-minute presentation per school and bring hard copy of the CI projects' Status Report using template 2 for both wave 1 and wave 2.
4. Attendance of all concerned participants is enjoined.
5. Immediate and wide dissemination of this Memorandum is desired.


HELEN GRACE V. GO, CESO VI
 Schools Division Superintendent

Attachment 1. Template for Presentation of CI Project

PROJECT TITLE

Name of the Project
Team Members
SY Implemented

BACKGROUND

Broad Problem Statement
VOC
Affinity Diagram
Project Scoping (Current SIPOC)

CURRENT STATE

Process Map
Storm Clouds
Data Gathering and Presentation

PROBLEM ANALYSIS

Problem Statement (gap)
Root Cause Analysis (RCA)
Validation of causes

FUTURE STATE

Developed Solutions
Developed Proposed Process (Future SIPOC)
Deployment Chart

IMPLEMENTATION PLAN

Developed Work Breakdown Structure
Developed Risk Management Plan
Pilot Testing Plan

TEST RESULTS

Before and After Piloting
Cost Benefit Analysis
Roll-out Plan

LESSONS LEARNED

Key Learning Areas
Recommendations
Project Closure

Attachment 2

**CONTINUOUS IMPROVEMENT (CI) PROJECT STATUS
FY 2017**

School: _____

School Head: _____

CI Team Members Per Batch	Title of the Project (per Batch)	Target Beneficiaries	Project Outcome	Present Status of the Project	Issues/Challenges Encountered in Continuing the Project	Plan of Action

Prepared by:

School CI Coordinator

Noted:

School Head