



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus St., Pulungbulu, Angeles City

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RELEASED

JAN 23 2018

by
DepED Angeles City
Division of City Schools

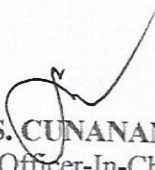
January 17, 2018

DIVISION MEMORANDUM
No. 41 S. 2018

CONTINUOUS IMPROVEMENT PROJECT TIME TABLE

TO: OIC- Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Senior Education Program Specialists
Elementary and Secondary School Heads/OICs
Division Unit Heads

1. Please be informed that THE SECOND PHASE OF THE CONTINUOUS IMPROVEMENT PROJECT will start on February 1, 2018
2. Attached herewith is the Continuous Improvement Project Time Table.
3. Strict compliance and wide dissemination of this memorandum is earnestly desired.

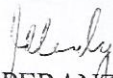

LEILANI S. CUNANAN, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

CIP TIME TABLE

REGULAR MEETING SCHEDULE		The CI Team will have Fridays as its weekly meeting	
Project Schedule	Activity	Output	Target Date
ASSESS	1. Get Organized	<ul style="list-style-type: none"> ✓ Division CI Project Proposal to be signed by SDS ✓ Team Charter ✓ Approved Project Topic ✓ Project Details, Information 	February 1-February 11,2018
	2. Talk with your Customer	<ul style="list-style-type: none"> ✓ VOC ✓ Affinity Diagram ✓ Define Metrics 	Feb14-28,2018
	3.Walk the Process	<ul style="list-style-type: none"> ✓ SIPOC/ Process Maps 	March 2-14,2018
	4.Identify Improvement Areas	<ul style="list-style-type: none"> ✓ Observation Results ✓ Data: Pareto or Line Chart or Histogram ✓ Focused Problem Statement 	March 15-March 28,2018
Analyze	5.Do Root cause Analysis	<ul style="list-style-type: none"> ✓ Why-Why Diagram ✓ Validate Root Cause 	March 29-April 11,2018
	6. Develop Solutions	<ul style="list-style-type: none"> ✓ Process Simplification ✓ Visual Workplace ✓ Idea generation Techniques ✓ Solutions and Ideas 	April 12- April 18,2018
	7.Finalize Improvement Plans	Proposed Process with Tangible Output and Maps	April 19-May 3,2017
	Validate the Assess and Analyze part by the Division Evaluation Team		May 4-15,2018
	7. Pilot Solution	<ul style="list-style-type: none"> ✓ Testing ✓ Cost Benefit Analysis ✓ Pilot Results 	May16- June 10,2018
	8. Roll Out Solution	<ul style="list-style-type: none"> ✓ Communication Plan ✓ Change management Plan ✓ Roll-Out Results 	June 11- July 11, 2018

	9. Check Progress		July 12-August 12,2018
	Validation of the Act part by the evaluation team		August 12- August 30,2018
	Announcement of Best CIP		September 2018
	Awarding of Winners		September 2018

Prepared:


MA. ESPERANZA S. MALANG
Education Program Supervisor I- Math