



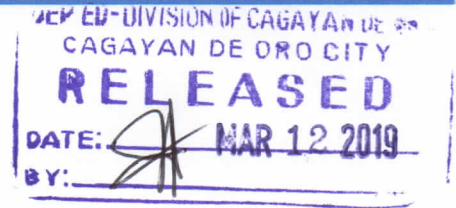
Republic of the Philippines
Department of Education
Region X
CAGAYAN DE ORO CITY DIVISION

Fr. William F. Masterson, S.J. Avenue,
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



March 12, 2019

Division Memorandum No. 202, s. 2019



CALL FOR CI (CONTINUOUS IMPROVEMENT) PROJECT PROPOSALS

To : Personnel of School Governance and Operations Division
Personnel of Curriculum and Implementation Division
Personnel of the Office of Schools Division Superintendent
Public Elementary and Secondary School Heads and Teachers
Non-teaching personnel
This Division

This office announces the call for CI project proposals for SY 2019-2020. All CI project proposals shall be indorsed by the Schools Division Superintendent prior to its full implementation for the aforesaid school year. The proponents are advised to follow the enclosed format.

It is reiterated that there shall be three 3-5 members in every CI project. The submission of proposals in **one (1) hardcopy** shall be on or before April 10, 2019, while the submission of CI project titles will be on or before March 29, 2019 thru this link: goo.gl/NjPqNm

For your guidance and compliance.

JONATHAN S. DELA PEÑA, PhD., CESO V
Schools Division Superintendent

Reference: as stated
To be indicated in the Perpetual Index
Under the following subjects

CI

Projects

Proposals

jdp/ CID '19



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Continuous Improvement (CI) Proposal Format

Title Page (CI Title, Proponent/s, School/ District)
Approved Form (Proposal)

Contents

Stage 1 – Assess

Step 1 Get Organized
Step 2 : Talk with the Customer
Step 3: Walk the process
Step 4: Identify Priority Improvement Areas/
Focus Problem Statement

Stage 2- Analyze

Step 5: Do Root Cause Analysis
Step 6: Develop Solution
Step 7: Finalize Improvement Plan

References Cited

Appendices
CI Structure (if any)
Instruments to be Used
CI Implementation Plan
Gantt Chart

Formatting: Paper Size: short bond paper, Font Style: Arial, Font Size: 11,
Spacing : Double Space
Margins: Left: 1.25", Top, Right & bottom (1.00"); Cover Page title: Arial, 16,
bold, Proponent/s Name: Arial, 14; School/Division: Arial, 12