



MEMORANDUM

TO : OIC- Assistant Schools Division Superintendent
OIC-Chief-Curriculum Implementation Division
OIC-Schools Governance and Operations Division
Public School District Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
CI Team

FROM : *[Signature]*
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF CIP ACCOMPLISHMENT REPORT**

DATE : August 6, 2018

In preparation for the 3rd Division CIP Symposium, all school heads are requested to submit the **Accomplishment Report on Continuous Improvement Project (CIP)** using the CI Project Template (Please see attached).

Kindly submit the said report in hard or soft copy (via email: jonathan.domingo002@deped.gov.ph) on or before **August 17, 2018** Attention: **Dr. Jonathan P. Domingo, EPS-SGOD.**

For your information and compliance.

UM - 338, 5.2018

CI Project Template

PROJECT TITLE

FUTURE STATE

STAGE 1: ASSESS

BACKGROUND

STAGE 2: ANALYZE

CURRENT STATE

IMPLEMENTATION PLAN

PROBLEM ANALYSIS

STAGE 3: ACT

TEST RESULTS

STAGE 2: ANALYZE

LESSONS LEARNED