



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

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RELEASED

JAN 23 2017

By

DepEd Angeles City
Division Office

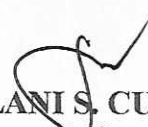
January 23, 2017

DIVISION MEMORANDUM
No.31, S. 2017

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
Education Program Specialists
Public Elementary and Secondary School Heads/OICs
Division Unit Heads

1. Please be informed that CONTINUOUS IMPROVEMENT PROJECT will start on January 30, 2017.
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 Wednesdays as its weekly meeting			
PROJECT SCHEDULE	Activity	OUTPUT	Target Date 2017	
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 	Jan. 30-Feb. 10	
	2. Talk with Customers	<ul style="list-style-type: none"> ▪ VOC ▪ Affinity Diagram ▪ Define metrics 	Feb. 13 –28	
	3. Walk the Process	<ul style="list-style-type: none"> ▪ SIPOC/ Process Maps 	March 1 – Mar. 13	
	4. Identify Improvement Areas	<ul style="list-style-type: none"> ▪ Observation Results ▪ Data: Pareto or Line chart or Histogram ▪ Focused Problem Statement 	March 14 – Mar. 27	

Analyze	5. Do Root Cause Analysis	<ul style="list-style-type: none"> ▪ Why-why Diagram ▪ Validate Root Cause 	Mar.28-April 10	
	6. Develop Solutions	<ul style="list-style-type: none"> ▪ Process Simplification ▪ Visual Workplace/5S/ Poke Yoke ▪ Idea generation techniques ▪ Solutions & Ideas 	April 11-Apr. 17	
	7. Finalize Improvement Plans	<ul style="list-style-type: none"> ▪ Proposed Process with Tangible Output and Maps 	Apr. 18-May 2	
Act	8. Pilot Solution	<ul style="list-style-type: none"> ▪ Testing ▪ Cost Benefit Analysis ▪ Pilot Results 	May 3-May 23	
	9.Roll Out Solution	<ul style="list-style-type: none"> ▪ Communication Plan ▪ Change Management Plan ▪ Roll-out Results 	May 24-June 14	
	10. Check Progress	<ul style="list-style-type: none"> ▪ June 	June 15-Jun. 27	