

MEMORANDUM

TO : Elementary and Secondary School Heads
Head Teachers, Teachers-In-Charge, Officers-In-Charge
All Others Concerned

FROM : *DR. ROMMEL C. BAUTISTA, CESO VI*
Schools Division Superintendent

SUBJECT : **STATUS OF SCHOOL-BASED CONTINUOUS IMPROVEMENT PROJECTS FOR SCHOOL YEAR 2015-2016**

DATE : January 6, 2016

In line with the Total Quality Management (TQM) initiatives to capacitate the division and school level leaders and personnel, this office requests an update of the Continuous Improvement (CI) Projects implemented, on-going and to be implemented for school year 2016-2017.

Updates should be submitted using the template below:

School ID	School Name	Is this a pilot CI- implementing School? (Yes or No)	Title of CI Project/s (enumerate if there are multiple projects).		Number of Student Beneficiaries / target beneficiaries		How many months did you implement the project / hope to finish the project (for on-going)	Name of School CI Team Leader / Facilitator
			Title	Write 1 if the project has been implemented, 2 if being implemented, 3 if the project is yet to be implemented	Female	Male		

Submit the status report on or before January 11, 2016. Attention: MR. LITO A. PALOMAR – EPS, SGOD / Concurrent Division AP Coordinator.

Schools that are unable to start or do not intend to start any CI project for the current school year must also submit a letter indicating the reasons for such.

Wide dissemination of this memorandum is earnestly desired.